

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
BOARD OF SUPERVISORS**

Day: Thursday
Date: February 16, 2023
Time: Beginning at 8:30 am
Location: Community Center, Robert ‘Bob’ Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

NOTICE TO THE PUBLIC:

Members of the public who wish to view the meeting may watch the livestream of the Board of Supervisors meeting at www.carson.org/granicus and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

The public may provide public comment in advance of a meeting by written submission to the following email address: publiccomment@carson.org. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting. Public comment during a meeting is limited to three minutes for each speaker.

- 1. Call to Order - Board of Supervisors**

- 2. Roll Call**

- 3. Invocation - Chaplain Peggy Locke**

- 4. Pledge of Allegiance**

- 5. Public Comment:****

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.

6. For Possible Action: Approval of Minutes -

6.A January 19, 2023

[01-19-2023 Minutes \(BOS\).pdf](#)

7. Special Presentations

7.A Presentation of the Chief’s Medal of Commendation to Aiden Bailey. (Sean Slamon, sslamon@carson.org).

Staff Summary: The Chief’s Medal of Commendation is the Carson City Fire Department’s (“CCFD’s”) second highest award for a civilian. The Fire Chief will present the Chief’s Medal of Commendation to Aiden Bailey, a civilian, for his potentially life-saving assistance during a rapidly spreading house fire on Minonee Lane on February 21, 2022.

7.B Presentation of Length of Service certificates to City Employees. (Alana Mills, amills@carson.org)

Staff Summary: Every month the Board of Supervisors presents Length of Service certificates to employees who have completed 5, 10, 15, 20, 25 and 30 years of City service.

Consent Agenda

All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Supervisors with one action and without an extensive hearing. Any member of the Board may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Mayor, or the Mayor Pro-Tem, retains discretion in deciding whether or not an item will be pulled off the consent agenda.

8. Assessor

8.A For Possible Action: Discussion and possible action regarding a request to correct a clerical error and increase the real property taxes for Fiscal Years ("FY") 2021/2022 in the amount of \$35,789.92 and for FY 2022/2023 in the amount of \$37,025.40, apportioned each year among 151 properties with solar panels as detailed in the address list, per NRS 361.765 for a corrected combined total real property tax increase amount of \$72,815.32. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Carson City Assessor's Office is requesting to increase the taxes in the FYs 2021/2022 and 2022/2023 Real Property Tax Rolls for the subject properties due to a clerical error.

9. City Manager

9.A For Possible Action: Discussion and possible action on ratifying the approval of bills and other requests for payments by the City Manager for the period of January 7, 2023 through February 3, 2023. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to Carson City Municipal Code ("CCMC") Chapter 2.29, the Controller will present all bills or other requests for payment by the City to the City Manager for approval. Upon approval, the register book of bills and other requests for payment and warrants are presented at least once a month to the Board of Supervisors, who shall, by motion entered into its minutes, ratify the action taken.

[Ratify Bills Backup.pdf](#)

9.B For Possible Action: Discussion and possible action regarding a settlement agreement between Carson City and the Kilpatrick Family Trust (the "Trust") resolving claims concerning 3590 N. Carson Street, Assessor's Parcel Number ("APN") 007-462-03, (the "Property") and a billboard on the Property, permitting installation of a new billboard structure and providing for a grant of a drainage easement to the City. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This agenda item concerns a proposed settlement agreement with the Trust, which has threatened to bring legal action against Carson City involving state law claims regarding the Property, a billboard on the Property and an April 2, 1999 Agreement For Grant of Easement ("Easement Agreement") between the prior owner and the City concerning commercial use of the Property. The proposed settlement, if approved, releases the City from the asserted claims, permits installation of a new billboard structure, provides for a grant of a drainage easement to the City and terminates the April 2, 1999 Agreement.

[Settlement Agreement and Release.pdf](#)

[Agreement to Grant Easement.pdf](#)

9.C For Possible Action: Discussion and possible action regarding the proposed grant of permanent drainage easement ("Easement") located on 3590 N. Carson Street, Assessor's Parcel Number ("APN") 007-462-03 from the Kilpatrick Family Trust (the "Trust") to Carson City, at no cost as part of a settlement agreement with the Trust. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This Easement is being granted to the City as part of the Settlement Agreement between the Trust and the City in order to resolve the claims regarding an April 2, 1999 Agreement For Grant Easement between the prior owner of 3590 N. Carson Street and the City. The Easement permits the City to access, maintain, construct, reconstruct, remove, operate and modify storm water and other drainage improvements in the Easement area.

[Drainage Easement Final.pdf](#)

10. Community Development

10.A For Possible Action: Discussion and possible action regarding a request from Julian and Joanna Smith, trustees of the Smith Trust 9/12/2011 (“Applicant”) for a Historic Tax Deferment on property zoned Downtown Mixed-Use (“DT-MU”), located at 204 W. Spear Street, Assessor’s Parcel Number (“APN”) 003-222-04. (Heather Ferris, hferris@carson.org)

Staff Summary: The subject property is eligible for the Open Space Use Assessment, commonly known as the Historic Tax Deferment, as a result of its conformance to specific standards and its historical status in Carson City. There has been a change in ownership, and the owner is seeking to continue receiving the Historic Tax Deferment.

[5.B Staff Report with Supporting Materials.pdf](#)

11. Finance

11.A For Possible Action: Discussion and possible action regarding the report on the condition of each fund in the treasury and the statements of receipts and expenditures through February 3, 2023, per NRS 251.030 and NRS 354.290. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: NRS 251.030 requires the Chief Financial Officer (for the purpose of the statute acting as the County Auditor) to report to the Board of Supervisors, at each regular meeting thereof, the condition of each fund in the treasury. NRS 354.290 requires the County Auditor to report to the Board of Supervisors a statement of revenues and expenditures based on the accounts and funds as were used in the budget. A more detailed accounting is available on the City’s website – www.carson.org.

[BOS Cash Report 02-03-2023.pdf](#)

11.B For Possible Action: Discussion and possible action regarding an application to remove \$449,345.22 in uncollectible accounts receivable from the records of the Ambulance Fund. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: The Carson City Fire Department's emergency medical billing and collection services contractor, Wittman Enterprises, notified Carson City that certain accounts receivable on the records of the Ambulance Fund are uncollectible. Under NRS 354.256, the Carson City Auditor applies to the Board of Supervisors for permission to remove uncollectible accounts receivable from the records of Carson City.

[07.01.22-12.31.22 Carson Fire EMS Write-off.pdf](#)

[Bad Debt Analysis 12-31-22.pdf](#)

11.C For Possible Action: Discussion and possible action regarding the Carson City Cost Allocation Plan for the Fiscal Year ended June 30, 2022. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: City staff is requesting that the Board of Supervisors accept the Cost Allocation Plan prepared by Mahoney and Associates using financial information for the Fiscal Year ended June 30,

2022, for use in preparing the Fiscal Year ("FY") 2024 Carson City Budget. The City will use the Cost Allocation Plan for amounts charged to Special Revenue and Enterprise Funds.

[1_Cost Allocation Schedule 2024.pdf](#)

[1_Cost Allocation Schedule 2024 - Small Adjustments.pdf](#)

[Carson City_FY2022 CAP.pdf](#)

12. Fire

12.A For Possible Action: Discussion and possible action regarding the proposed submittal of a grant application to the Federal Emergency Management Agency ("FEMA") for an Assistance to Firefighters Grant ("Grant") seeking up to \$180,000, subject to a local match obligation of at least 10%, to replace up to 60 mobile data computers ("MDCs"), 30 dual band in-vehicle routers for the MDCs and two antennas for each dual band router. (Aaron Lowe, alowe@carson.org)

Staff Summary: The Carson City Fire Department ("CCFD") relies on MDCs to receive important incident information when responding to emergencies. The current MDCs have reached the end of their useful life, and a majority of the existing in-vehicle routers do not function properly. It is anticipated that the Grant, if awarded, would allow CCFD to replace the MDCs that are at the end of their useful life and replace in-vehicle routers that are not functioning properly.

[FY2022 Assistance to Firefighters Notification of Funding Opportunity.pdf](#)

13. Purchasing and Contracts

13.A For Possible Action: Discussion and possible action regarding authorization for the Carson City Coroner to purchase one new Chevrolet Tahoe for a not to exceed amount of \$51,155.01 utilizing joinder contract 99SWC-NV21-8888 between the State of Nevada and Michael Hohl Motor Company ("Michael Hohl"). (Carol Akers, cakers@carson.org and Sheriff Ken Furlong, kfurlong@carson.org)

Staff Summary: Carson City Sheriff's Office is seeking to add a vehicle for the Coroner. This purchase will be paid with County Coroner funds following NRS 259.025.

[Coroner Car Quote.pdf](#)

13.B For Possible Action: Discussion and possible regarding a proposed emergency amendment ("Amendment") to Contract No. 23300049 ("Contract") with Carson Pump, LLC ("Carson Pump") for on-call water well maintenance and repair services to increase the Contract's not to exceed amount by \$150,000, for a new total not to exceed amount of \$250,000 for fiscal year ("FY") 2023, for emergency water well repairs needed due to two water well failures and an unexpected rehabilitation for a third water well. (Carol Akers, cakers@carson.org and Eddy Quaglieri, equaglieri@carson.org)

Staff Summary: The Board of Supervisors ("Board") approved the Contract for Carson Pump to provide on-call water well maintenance and repair services during FY 2023 for a not to exceed

amount of \$100,000. However, repair and maintenance needs during FY 2023, to date, have been greater than expected due to two unexpected well failures and one well rehabilitation that required more work than anticipated. The well rehabilitations for the unexpected well failures must be completed before water demand increases in the summer. Due to these unexpected failures and costs, the City must expend more than the \$100,000 authorized by the Contract.

[23300049 Amendment 1.pdf](#)

[23300049 Executed Contract.pdf](#)

13.C For Possible Action: Discussion and possible action regarding a determination that Overhead Fire Protection Inc., (“Overhead”), is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes (“NRS”) Chapter 338 and whether to award Contract No. 23300257 to remove and replace the fire sprinkler system at the Eagle Valley Golf Course Clubhouse (“Project”) to Overhead for a total amount not to exceed \$146,756.50. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: This Project includes the replacement of the existing fire sprinkler system in the Eagle Valley Golf Course Clubhouse. The not to exceed amount of \$146,756.50 comprises the base bid amount of \$133,415, plus a 10% contingency of \$13,341.50. The engineer’s estimate was \$176,000. This Project was approved as part of the Fiscal Year (“FY”) 2023 Capital Improvement Program (“CIP”).

[23300257 Bid Tabulation_ROA.pdf](#)

[23300257 DRAFT Contract.pdf](#)

13.D For Possible Action: Discussion and possible action regarding Contract No. 23300250 (“Contract”) with Terraphase Engineering, Inc. (“Terraphase”) to provide design services for the Carson City Sutro Basin Scoping Project for a not to exceed amount of \$147,026 through March 23, 2024. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: This Contract will provide preliminary design, environmental and cultural assessments, and a scoping design report which can be used to seek future funding for final design and construction of storm drains and basins in the Sutro Terrace area. City staff completed a formal Request for Qualifications process (RFQ 23300250) before selecting Terraphase.

[23300250 DRAFT Contract.pdf](#)

[SUTROScoping_FFY20BRICGrantAward.pdf](#)

13.E For Possible Action: Discussion and possible action regarding Amendment No. 5 to Contract No. 1718-127 for Federal Lobbying Services with Porter Group, LLC, to extend the contract term for an additional year through February 20, 2024 and for a not to exceed additional amount of \$49,800. (Carol Akers, cakers@carson.org and Nancy Paulson, npaulson@carson.org)

Staff Summary: The original contract term was effective February 20, 2018 to February 20, 2019 with two one-year options. The contract was subsequently extended by Amendments No. 1, 2, 3 and

4 through February 20, 2023. The Porter Group has submitted a proposal to the City to extend the contract term for an additional year with all other terms of the contract remaining the same.

[1718-127 Amendment 5.pdf](#)

14. Public Works

14.A For Possible Action: Discussion and possible action regarding a proposed 18,000 square foot non-exclusive utility and access easement ("Easement") from Carson City to Great Basin Transmission Company at no cost for natural gas pipeline and appurtenances located within the portion of Carson City's right-of-way on N. Edmonds Drive ("ROW") abutting Assessor's Parcel Number ("APN") 008-307-17 ("Property"). (Darren Schulz, dschulz@carson.org and Robert Nellis, rnellis@carson.org).

Staff Summary: Great Basin Transmission Company was formerly known as Paiute Pipeline Company, and is a wholly owned subsidiary of Southwest Gas Corporation ("Gas Company"). There are existing natural gas utilities within the ROW delivering natural gas to City residents. The owner of the Property has requested that the City and Gas Company enter into the Easement, as the Property's owner believes the Easement will satisfy a Housing and Urban Development ("HUD") condition to secure refinancing for the 55 unit apartment complex on the Property.

[N Edmonds Gas Easement \(Final\).pdf](#)

15. Treasurer

15.A For Possible Action: Discussion and possible action regarding the Treasurer's monthly statement of all money on deposit, outstanding checks and cash on hand for January 2023 submitted per Nevada Revised Statutes ("NRS") 354.280. (Andrew Rasor, arasor@carson.org)

Staff Summary: NRS 354.280 requires the Treasurer to keep a record of the source and amount of all receipts, apportionments to, payments from and balances in all funds and to submit to the Board of Supervisors each month a statement containing that information for the previous month. The Treasurer must report the balance in each county, state and special fund, together with a statement of all money on deposit, outstanding checks against that money and cash on hand.

[BOS Monthly Report January 2023.pdf](#)

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

16. Item(s) pulled from the Consent Agenda will be heard at this time.

17. Public Works

17.A For Possible Action: Discussion and possible action regarding a presentation of the Carson City Roads Funding: Local Funding Options Technical Report (“Report”) and potential mechanisms to increase funding for the construction and maintenance of Carson City’s roads and road-related transportation infrastructure projects. (Chris Martinovich, cmartinovich@carson.org and Dan Stucky, dstucky@carson.org)

Staff Summary: The condition of Carson City’s roadway pavement and transportation infrastructure is declining, particularly on local, neighborhood streets which represent 71% of the City’s roadway network. Without additional funding sources, the condition of the City’s roadway pavement and roads-related transportation infrastructure will continue to decline. Staff, with consultant support, will present the Report. The Report describes road-related functions that are the City’s responsibility, quantifies the gap between current funding and the funding needed to maintain existing roads in their current condition and provides a detailed evaluation of four potential funding mechanisms. The Report also summarizes each mechanism’s ability to shrink the identified funding gap for roadway construction and maintenance.

[1_HEC Presentation CC Roads Funding.pdf](#)

[2_HEC Technical Report CC Roads Oct2022.pdf](#)

[3_Funding Options Summary Matrix.pdf](#)

[4_LocalFunding_2022 Carson City PAVER Scenarios Final Report V3.pdf](#)

[5_Initial Public Survey Results.pdf](#)

[6_11092022 Minutes RTC.pdf](#)

17.B For Possible Action: Discussion and possible action regarding the addition of one full-time Construction Inspector position in the Carson City Public Works Department ("Public Works") and authorization for Public Works to purchase a vehicle for the new Construction Inspector position. (Darren Schulz, dschulz@carson.org)

Staff Summary: The Public Works Engineering Division ("Engineering") currently has one part-time Construction Inspector position and two Senior Construction Inspectors to provide the review and inspection of infrastructure constructed with a new development, including streets, curb and gutter and sewer and water lines as well as managing City capital projects. To keep up with the current volume of inspections needed through the Carson City Community Development Department ("Community Development"), which is exceeding pre-recession levels, Public Works is requesting one new full-time Construction Inspector position.

[Construction Inspector Attachment.pdf](#)

[PW org chart current.docx](#)

[PW org chart proposed.docx](#)

18. Health and Human Services

18.A For Discussion Only: Discussion and presentation of a report from the Nevada Humane Society (“NHS”), the contracted provider of Animal Services for Carson City. (Nicki Aaker, naaker@carson.org)

Staff Summary: This item is to provide an update on Nevada Humane Society’s activities to include: shelter intake, shelter adoptions, lifesaving rate, trends, labor overview and goals.

[NHS 2023 BOS Presentation 02.16_V2.pdf](#)

19. Finance

19.A For Possible Action: Discussion and possible action regarding staff recommended assumptions to be used in preparation of the Carson City Budget for Fiscal Year ("FY") 2024 (July 1, 2023 through June 30, 2024). (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: Staff will present the recommended property tax rate and assumptions for preparation of the Carson City FY 2024 Budget. The City's governing body, the Board of Supervisors, is required to approve a property tax rate to be levied for FY 2024. The Department of Taxation requires all local governments to inform them of the rate they intend to use by February 21, 2023.

[FY 24 budget assumptions.pdf](#)

20. Community Development - Planning

20.A For Possible Action: Discussion and possible action regarding street closures for special events in calendar year 2023, including the proposed closure of streets around the United Methodist Church, for its Drive Through Living Nativity / The Road to Bethlehem event. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: At its meeting of December 15, 2022, the Board of Supervisors identified street closures for special events that the Public Works Director is authorized to approve. This item is for the Board to consider street closures for special events in calendar year 2023 that are not within the authority of the Public Works Director. The only additional street closure requested is for the Drive Through Living Nativity / The Road to Bethlehem event.

[Drive Thru Nativity - Street Closure Request.pdf](#)

[DRIVE THROUGH LIVING NATIVITY 2022- APPLICATION \(2\).pdf](#)

[First United Methodist Church - Special Event Courtesy Letter.pdf](#)

[Carson City Special Event Updates - Email to Event Organizers.pdf](#)

20.B For Possible Action: Discussion and possible action regarding a request from Carson City (“Applicant”) to adopt, on second reading, Bill No 102, an ordinance approving a zoning map amendment to change the zoning from Public Community (“PC”) to Single-Family 6,000 (“SF6”) for a parcel located at 700 Fleischmann Way, Assessor’s Parcel Number (“APN”) 001-141-20. (Heather Ferris, hferris@carson.org)

Staff Summary: Through the annual review of the Master Plan and Zoning Map, the Board and staff have identified the subject parcel as appropriate for consideration of a mapping correction. The subject property is zoned PC but is no longer publicly owned. The proposed amendment will be consistent with the current use and ownership of the property.

[ZA-2022-0497 Ord.- 2nd Reading.doc](#)

[ZA-2022-0497 \(700 Fleischmann Way\).docx](#)

20.C For Possible Action: Discussion and possible action regarding the Historic Resources Commission Annual Report for 2022. (Heather Ferris, hferris@carson.org)

Staff Summary: The Historic Resources Commission (“HRC”) Policy and Procedures Manual requires the HRC to submit an annual report to the Board of Supervisors, including information about cases reviewed by the HRC, administrative reviews and information regarding other historic preservation activities.

[HRC-2023-0003 Annual Report-MEMO final.docx](#)

21. City Manager

21.A For Possible Action: Discussion and possible action regarding coordination of legislative activity on pending state legislation before the Nevada Legislature and whether to adopt an official policy position or direct staff to advocate for or against any such legislation, including the submittal of proposed amendatory language. (Stephen Wood, swood@carson.org and Nancy Paulson, npaulson@carson.org)

Staff Summary: The Nevada Legislature is currently in its 82nd Regular Session. This item is for the Board of Supervisors to coordinate legislative efforts on pending state legislation that may have an impact on Carson City, including the adoption of official policy positions, if any, and direction to staff to advocate for or against any such legislation. Due to unpredictable timing constraints inherent in the legislative process, the City will maintain a list of legislation that the City has identified in advance and which may be discussed and acted on by the Board during this agenda item. A copy of the list will be posted not less than three days before the date of each Board of Supervisors meeting during which this agenda item appears and may be obtained at the following Internet website: <https://www.carson.org/legislature>.

22. Board of Supervisors

Non-Action Items:

City Manager Update
Status review of projects
Internal communications and administrative matters
Correspondence to the Board of Supervisors
Status reports and comments from the members of the Board
Staff comments and status report

Closed Non-Meeting to Confer with Management Representatives and Counsel:

Following a recess or adjournment, the Carson City Board of Supervisors may gather to meet with its management representatives or to receive information from an attorney employed or retained by the City regarding potential and/or existing litigation involving matters over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward decisions on the matters.

23. Public Comment:**

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

24. For Possible Action: To Adjourn

**PUBLIC COMMENT LIMITATIONS - The Mayor and Supervisors meet at various times as different public bodies: the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board, the Carson City Redevelopment Authority, and the Carson City Board of Health. Each, as called to order, will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak. Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and is not subject to the three-minute time limitation.

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the responsible agency or the City Manager's Office. You are encouraged to attend this meeting and participate by commenting on any agenda item.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the City Manager's Office in writing at 201 North Carson Street, Carson City, NV, 89701, or by calling (775) 887-2100 at least 24 hours in advance.

To request a copy of the supporting materials for this meeting contact Rachael Evanson revanson@carson.org or call (775) 887-2100.

This agenda and backup information are available on the City's website at www.carson.org/agendas and at the City Manager's Office - City Hall, 201 N. Carson Street, Ste 2, Carson City, Nevada (775) 887-2100.

This notice has been posted at the following locations:

City Hall 201 North Carson Street

www.carson.org/agendas

<http://notice.nv.gov>

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A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, January 19, 2022, in the Community Center Robert “Bob” Crowell Boardroom, 851 East William Street, Carson City, Nevada.

PRESENT:

Mayor Lori Bagwell
Supervisor Stacey Giomi, Ward 1
Supervisor Maurice White, Ward 2
Supervisor Curtis Horton, Ward 3
Supervisor Lisa Schuette, Ward 4

STAFF:

Nancy Paulson, City Manager
Scott Hoen, Clerk-Recorder
Dan Yu, Assistant District Attorney
Stephanie Hicks, Deputy City Manager
Tamar Warren, Senior Deputy Clerk

NOTE: A recording of these proceedings, the Board’s agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk’s Office, during regular business hours. All meeting minutes are available for review at: <https://www.carson.org/minutes>.

1 - 4. CALL TO ORDER, ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE

(8:31:36) – Mayor Bagwell called the meeting to order at 8:31 a.m. Mr. Hoen called roll and noted the presence of a quorum. The Bridge Church Co-Pastor Brady Roser provided the invocation. At Mayor Bagwell’s request, Mr. Yu led the Pledge of Allegiance.

5. PUBLIC COMMENT

(8:33:17) – Mayor Bagwell acknowledged the receipt of emailed public comments that requested pulling agenda items 8.B and 8.C from the Consent Agenda. She noted that nothing had been stated in State Law, Carson City Municipal Code (CCMC), or the City’s Policies and Procedures for Boards, Committees and Commissions that prohibit appointments by consent or “require a question-and-answer format of interviewing.” Mayor Bagwell indicated that individual candidates for the Planning Commission who are nominated by Supervisors and are appointed by a majority vote of the Board “is not inconsistent with State Law, under our Policies and Procedures.” Interviews for vacancies are not required when waived by the City Manager (under the City’s Policies and Procedures). She indicated that the City Manager had not required the two Planning Commission nominees to be interviewed as they are appointments by Supervisors and clarified that the open interviews are conducted when members of the public have submitted applications for “at large” positions. She also noted that the application information provided to the public in the agenda materials “satisfy the required criteria.” Regarding the Audit Committee appointment, Mayor Bagwell explained that only one candidate, who had already been interviewed by the Board for a different vacancy. The previous interview had served as a “substitute for the formal need for a duplicative interview today, and this Board asked her to apply for the Audit Committee because we already

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heard her credentials.” Mayor Bagwell noted that should any of the Board members wish to pull the item from the Consent Agenda “that can certainly be entertained,” adding that “Board appointments are for the Board’s determination.” She also entertained public comment regarding the nominations either at the beginning or at the end of the Board meeting.

(8:37:05) – Mr. French explained that he wished to pull items 8.A, 8.B, 9B., and 9.C.

(8:38:17) – Betsy Strasburg requested agendizing Title 17.10 and acknowledged that the item had been placed on the Board’s retreat agenda in March; however, she wished to have a discussion prior to the March date. Ms. Strasburg also noted that she was one of the requesters to pull item 8.A and 8.B from the Consent Agenda noting “I think it’s just as important as the Board sponsoring Board members, for us [the] public to understand how they will conduct themselves during the meeting...for instance, how they feel about [CCMC] 17.10 would have been very useful information for us, but given the Board has not proposed the withdrawal from Consent, we’ll have to see to that during the subsequent Planning Commission meetings.” She also urged the Board to pull the above items from the Consent Agenda since one of the nominees was a long-term City employee.

(8:40:24) – Karen Stephens requested agendizing Title 17 to a Board of Supervisors meeting.

(8:41:10) – Richard Nagel also requested agendizing Title 17 for the Board’s discussion.

(8:41:50) – Mayor Bagwell explained that CCMC Title 17.10 Development Standards would be discussed on March 3, 2023 during the Board’s “retreat-style meeting” and encouraged receiving written public comments on the item.

6. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – DECEMBER 15, 2022.

(8:42:40) – Mayor Bagwell introduced the item and entertained comments, corrections, or a motion.

(8:42:50) – Supervisor Giomi moved to approve the minutes of the December 15, 2022 Board of Supervisors meeting as presented. The motion was seconded by Supervisor White and carried 5-0-0.

7. SPECIAL PRESENTATIONS

7.A PROCLAMATION AND PRESENTATION OF THE EMPLOYEE-OF-THE-QUARTER AWARD TO DARREN ANDERSON, SENIOR PROJECT MANAGER.

(8:43:10) – Mayor Bagwell introduced the item and invited the Board members to join her in presenting Senior Project Manager Darren Anderson a proclamation and the Employee-of-the-Quarter award. Mr. Anderson joined the Board, the Mayor, and his colleagues for a commemorative photograph.

7.B PRESENTATION OF LENGTH OF SERVICE CERTIFICATES TO CITY EMPLOYEES.

(8:46:53) – Mayor Bagwell introduced the item and invited department heads to present the length of service certificates to the following employees:

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- John Platt, Senior Construction Inspector – 25 years
- Kenneth Furlong, Carson City Sheriff – 20 years
- Kenneth Peck, Senior Environmental Control Officer – 15 years
- Nicki Aaker, Health and Human Services Director – 10 years
- William Kohbarger, Compliance Officer – 5 years
- Amanda Pequeen, Laboratory Supervisor – 5 years

Mayor Bagwell also congratulated the following employees who could not be present at this meeting:

- Kate Allen, Document Control Specialist – 10 years
- Michael Gibson, Deputy Sheriff – 10 years

The award recipients joined the Board and their families and colleagues for a commemorative photograph.

CONSENT AGENDA

(9:04:03) – Mayor Bagwell introduced the item and inquired whether the Board wished to pull items from the Consent Agenda; however, none were forthcoming. She also wished to respond to Mr. French’s inquiries; however, he had left the room; therefore, Mayor Bagwell entertained a motion.

(9:04:30) – Supervisor Giomi moved to approve the Consent Agenda consisting of items 8.A, 8.B, 8.C, 9.A, 9.B, 9.C, 10.A, 10.B, and 11.A, as presented. Supervisor Horton seconded the motion.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Horton
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

8. CITY MANAGER

8.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON RATIFYING THE APPROVAL OF BILLS AND OTHER REQUESTS FOR PAYMENTS BY THE CITY MANAGER FOR THE PERIOD OF DECEMBER 3, 2022 THROUGH JANUARY 6, 2023.

8.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT OF TWO MEMBERS TO THE CARSON CITY PLANNING COMMISSION, EACH FOR A FOUR-YEAR TERM ENDING ON JANUARY 1, 2027.

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8.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT OF ONE MEMBER TO THE AUDIT COMMITTEE, FOR A PARTIAL TERM ENDING IN DECEMBER 2023.

9. FINANCE

9.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE REPORT ON THE CONDITION OF EACH FUND IN THE TREASURY AND THE STATEMENTS OF RECEIPTS AND EXPENDITURES THROUGH JANUARY 6, 2023, PER NRS 251.030 AND NRS 354.290.

9.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE ENGAGEMENT OF SHERMAN & HOWARD, LLC AS BOND AND SPECIAL COUNSEL TO CARSON CITY FOR A NOT TO EXCEED AMOUNT OF \$84,500 IN CONNECTION WITH THE ISSUANCE BY CARSON CITY OF ITS \$5,550,000 GENERAL OBLIGATION (LIMITED TAX) INFRASTRUCTURE SALES TAX BONDS (ADDITIONALLY SECURED BY PLEDGED REVENUES), SERIES 2023.

9.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE ENGAGEMENT OF JNA CONSULTING GROUP, LLC ("JNA") AS INDEPENDENT REGISTERED MUNICIPAL ADVISOR AND CONSULTANT TO CARSON CITY, FOR A NOT TO EXCEED AMOUNT OF \$50,000, PLUS REIMBURSABLE EXPENSES, IN CONNECTION WITH THE ISSUANCE BY CARSON CITY OF ITS \$5,550,000 GENERAL OBLIGATION (LIMITED TAX) INFRASTRUCTURE SALES TAX BONDS (ADDITIONALLY SECURED BY PLEDGED REVENUES), SERIES 2023.

10. PURCHASING AND CONTRACTS

10.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT SHAHEEN BEAUCHAMP BUILDERS, LLC ("SBB") IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NEVADA REVISED STATUTES ("NRS") CHAPTER 338 AND WHETHER TO AWARD CONTRACT NO. 23300245 TO SBB TO REMODEL PORTIONS OF THE EXISTING SENIOR CENTER ("PROJECT") FOR A TOTAL AMOUNT NOT TO EXCEED \$649,388.30.

10.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT NO. 23300229 WITH PARAGON PARTNERS LTD., ("PARAGON") TO PROVIDE SERVICES RELATED TO RIGHT OF WAY ACQUISITION ("SERVICES") FOR THE EAST WILLIAM STREET COMPLETE STREETS PROJECT AND EAST WILLIAM STREET UTILITY UNDERGROUNDING PROJECT ("PROJECTS"), FOR A NOT TO EXCEED AMOUNT OF \$220,322 THROUGH JUNE 30, 2024.

11. TREASURER

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11.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE TREASURER'S MONTHLY STATEMENT OF ALL MONEY ON DEPOSIT, OUTSTANDING CHECKS AND CASH ON HAND FOR DECEMBER 2022 SUBMITTED PER NEVADA REVISED STATUTES ("NRS") 354.280.

END OF CONSENT AGENDA

ORDINANCES, RESOLUTIONS, AND OTHER ITEMS

12. ITEM(S) PULLED FROM THE CONSENT AGENDA WILL BE HEARD AT THIS TIME

No items were pulled from the Consent Agenda.

13. CITY MANAGER

13.A FOR DISCUSSION ONLY: PRESENTATION AND DISCUSSION REGARDING CARSON CITY'S POLICY ON THE COORDINATION AND COMMUNICATION ON LEGISLATIVE MATTERS AND THE MANNER IN WHICH LEGISLATIVE MATTERS WILL BE PRESENTED TO THE BOARD OF SUPERVISORS ("BOARD") DURING THE 82ND (2023) SESSION OF THE NEVADA LEGISLATURE.

(9:04:56) – Mayor Bagwell introduced the item. Government Affairs Liaison Stephen Wood provided background on the 2020 Board of Supervisors action via a resolution (2020-R-23) incorporated into the record, establishing the City's policy concerning coordination and communication on matters before the Legislature, and by having a standing agenda item for the Board to discuss legislative matters. Mr. Wood reviewed the processes and explained that they would be repeated for the upcoming 82nd Session of the Nevada Legislature, noting that he would be coordinating a running list of all the related actions taken by the Board and including it in the Staff Reports accompanying the standing agenda items. Bagwell entertained Board and/or public comments.

(9:12:42) – Mr. French inquired about the bills that would impact Carson City. Mayor Bagwell stated that the list would be posted on the City's website.

14. FINANCE

14.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO INTRODUCE, ON FIRST READING, A PROPOSED ORDINANCE AUTHORIZING THE ISSUANCE BY CARSON CITY OF ITS "GENERAL OBLIGATION (LIMITED TAX) INFRASTRUCTURE SALES TAX BONDS (ADDITIONALLY SECURED BY PLEDGED REVENUES), SERIES 2023" IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$5,550,000.

(9:13:50) – Mayor Bagwell introduced the item. Carson City Chief Financial Officer Sheri Russell-Benabou gave background and presented the Staff Report and accompanying proposed ordinance. She also highlighted that the Bond would fund the \$22 million William Street Corridor Project over half of which would be funded by federal dollars. Ms. Russell-Benabou introduced John Peterson as the advisor from JNA Consulting Group, LLC, and

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bond counsel Ryan Henry from Sherman and Howard. Mr. Peterson noted that the rates had come down since November 2022 and anticipated a financing cost of 3.1 percent. Mayor Bagwell entertained public comments and when none were forthcoming, a motion.

(9:17:24) – Supervisor White moved to introduce, on first reading, Bill No. 101. Supervisor Giomi seconded the motion.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor White
SECONDER:	Supervisor Giomi
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

14.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING ADDITIONAL FUNDING AND A FINAL RECOMMENDATION TO THE NEVADA GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT ("NGOED") ON THE COMMUNITY DEVELOPMENT COVID-19 BLOCK GRANT ("CDBG-CV"), FOR RON WOOD FAMILY RESOURCE CENTER TO BE GRANTED AN ADDITIONAL AMOUNT OF \$60,958 IN DE-OBLIGATED FUNDS, FOR A TOTAL AMOUNT OF \$280,958 FOR FISCAL YEAR ("FY") 2022, FOR THEIR CDBG-CV RON WOOD FAMILY SUPPORT FOR COVID-19 RENTAL ASSISTANCE PROGRAM ("PROGRAM").

(9:18:11) – Mayor Bagwell introduced the item. Grants Administrator Mirjana Gavric presented the Application Review Work Group’s recommendation to the Nevada Governor's Office of Economic Development (NGOED) the additional funding request of \$60,958 to the Ron Wood Family Resource Center to Community Development Block Grant Covid Grant (CDBG-CV) fund. Ms. Gavric explained that the funds would be used to continue the COVID-19 Rental Assistance Program. Mayor Bagwell entertained Board and/or public comments.

(9:20:24) – Ms. Strasburg inquired whether the rental assistance was given to the same families every month or distributed to different families. Ms. Gavric clarified that the assistance was not provided to the same families repeatedly.

(9:21:44) – Dee Dee Foremaster with the Rural Center for Independent Living stressed the importance of the Ron Wood Family Resource Center and its housing program to the community, noting that the program had helped the needy who had been “displaced because of the housing crisis.”

(9:22:46) – Supervisor White moved to approve the additional funding as recommended. The motion was seconded by Supervisor Schuette.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor White
SECONDER:	Supervisor Schuette
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

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14.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING (1) THE APPROPRIATION OF GRANT FUNDS IN THE AMOUNT OF \$445,777 FROM THE REMAINING \$1,160,414 OF AMERICAN RESCUE PLAN ACT OF 2021 ("ARPA") GRANT FUNDS APPROVED BY THE BOARD OF SUPERVISORS ("BOARD") FOR PROGRAMS OR PROJECTS THAT SUPPORT THE CARSON CITY HOUSING PLAN, AND (2) DIRECTION ON, OR THE FURTHER APPROPRIATION OF, UP TO \$1,160,414 OF ARPA GRANT FUNDS, THE REMAINING \$714,637 BALANCE PLUS ANY FUNDS NOT APPROPRIATED ABOVE, FOR FURTHER FUNDING OF THE APPROVED PROGRAMS OR PROJECTS OR OF THE CARSON CITY HOUSING PLAN, FUNDING FOR THE FIRE STATION WITH SHARED FACILITIES FOR AN EMERGENCY OPERATIONS CENTER, BACKUP DISPATCH STATION AND INFORMATION TECHNOLOGY OFFICES PROJECT OR FUNDING FOR ANOTHER ARPA ELIGIBLE PROJECT.

(9:23:05) – Mayor Bagwell introduced the item. Ms. Gavric presented the Staff Report with the accompanying documentation and late material. She indicated that the Application Review Work Group (ARWG) had recommended the appropriation to the Ron Wood Family Resource Center (\$16,127) from the remaining funds, (totaling \$1,160,414) of the 2021 American Rescue Plan Act (ARPA) in support of the Carson City Housing Plan. She noted that the following applications had been recommended for approval:

- 1) Ron Wood Family Resource Center (\$16,127)
- 2) Night Off the Streets (\$148,770)
- 3) Saint Vincent de Paul (\$57,500)
- 4) Community Counseling Center (\$223,380 [for 2023 only])

The Workgroup had also recommended, according to Ms. Gavric, not to fund the following applications:

- Spirit of Hope Inc.
- Karma Box Inc.

(9:25:02) – Mayor Bagwell entertained Board comments. Supervisor White noted an inconsistency in the number of individuals served by St. Vincent de Paul and Ms. Gavric explained that the program participation was voluntary, and the organization was not certain “how many individuals will step up in those two years.” Supervisor White inquired about the Community Counseling Center grant as well, and Ms. Gavric explained that they were in a similar situation to St. Vincent de Paul regarding the uncertainty of the number of participants. Supervisor Giomi explained that as part of the ARWG, he believed that “a point in time count was not enough” to solve the problem. He added that Nights Off the Streets was a trusted program by the homeless population and funding a person “to funnel them into other services that already exist without spending any additional money is valuable.” Supervisor Giomi called the Ron Wood Family Resource Center allocation nominal for “the product that we’ll get out of it.” He also praised the “unique program” offered by St. Vincent de Paul, unifying individuals with families and caretakers, and recommended funding the first three programs. Mayor Bagwell also thanked the organizations that were serving the community and had no issues regarding the first three organizations. She had several questions for the Community Counseling Group; however, they were not present to answer her questions. She highlighted their ability to offer “wrap services” but noted that they worked with a rate structure and received funds from other sources such as Medicare and Medicaid. She wished to understand their program flow. Ms. Gavric explained that it was up to the participants to decide whether they remained in the program or

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not. Supervisor Giomi cited “the lack of data” for his hesitation to support the Community Counseling Center’s request. Discussion ensued and Supervisor Schuette believed in supporting outreach programs. She was in favor of allocating the funds for the first three organizations and possibly funding Karma Box. Mayor Bagwell received confirmation from Carson City Health and Human Services Director Nicki Aaker that the sale of a property by the City, which had originally been selected as low-income housing, had generated \$300,000 in funds that had not been programmed and could be used to fund street outreach programs. Supervisor White also regretted that Community Counseling Center was not available to respond to questions. Mayor Bagwell entertained public comments.

(9:58:28) – Mr. Nagel noted that it was not clear whether Night Off the Streets (NOTS) had duplication in their success indicators which should be considered in future grant decisions.

(10:01:55) – Ms. Koche believed that homeless persons were being dropped off in Carson City from other counties. She also encouraged helping them find jobs, noting that “if they can’t find a job, they should not be in the system.” Mayor Bagwell encouraged Ms. Koche to provide the details of her findings on the homeless persons being dropped off in Carson City to Ms. Aaker.

(10:03:41) – Ms. Strasburg agreed with the Board’s earlier comments regarding not funding certain applications. She wished to see the funds allocated to transportation projects such as road maintenance and to projects that benefit the entire community. She expressed concern that the Ron Wood Family Center’s response to the Equitable Outcome section of the application had stated “At Ron Wood Family Resource Center we start with racial equity because racism permeates every institution and system in the U.S. and Nevada.” Ms. Strasburg explained, “if they really have that philosophy, I have concerns that they will be able to address the homeless population or our community in general.” She encouraged the Board to read the applications prior to making a decision. Ms. Strasburg also believed that the Community Counseling Center should be able to fund patient housing from their 35 percent profit margin and suggested a Quad-County Agreement to use the Indigent Funds because most patients tend to remain in Carson City.

(10:07:19) – Ms. Foremaster believed that those receiving services are from this community and noted it was vital to provide the services. She called affordable housing “a giant elephant in the room” and highlighted the lack of such housing “which is desperately needed in this community.” Ms. Foremaster believed that zoning changes were necessary to have the workforce housing.

(10:10:22) – Ms. Stephens noted her agreement with the first three ARWG recommendations. She also believed that many of the organizations were already receiving funds for their requests and recommended having an audit of “their books.” She also questioned why Indigent Funds, collected with property taxes, were not being used to fund the programs.

(10:13:04) – Mayor Bagwell reviewed the earlier discussion noting that the Board’s consensus was to fund the first three ARWG recommendations, not have “a separate reserve fund for the directed contract services for Street Outreach because the \$300,000 is available for those directed services that we may like to buy for Street Outreach purposes” which would leave the Board with \$930,017 to be moved to an undesignated ARPA fund and discuss its reallocation during the next agenda item. She also entertained a motion.

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(10:14:29) – Supervisor Giomi moved to allocate \$16,127 to the Ron Wood Family Resource Center, \$148,770 to Night Off the Streets, and \$57,500 to St. Vincent de Paul in accordance with their applications and with the understanding that they will coordinate record keeping and data collection with CCHHS, and to move \$938,017 from the previously allocated housing plan to an undesignated ARPA fund. Supervisor Schuette seconded the motion.

Mayor Bagwell responded to earlier public comment, noting the concern that the Ron Wood Family Center’s grant-specific applications have provided some of the services; however, they may not bill twice. Supervisor Giomi reminded everyone that \$2.5 million of the ARPA funds had been allocated to read improvements.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Schuette
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

(10:16:56) – Mayor Bagwell recessed the meeting.

(10:35:12) – Mayor Bagwell reconvened the meeting. A quorum was still present.

15. CITY MANAGER

15.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN APPROPRIATION OF \$500,000 FROM THE AMBULANCE FUND AND A REALLOCATION OF \$2.4 MILLION IN AMERICAN RESCUE PLAN ACT ("ARPA") FUNDS TO COVER A POSSIBLE FUNDING SHORTFALL FOR THE PROPOSED CARSON CITY FIRE STATION WITH SHARED FACILITIES FOR AN EMERGENCY OPERATIONS CENTER, BACKUP DISPATCH STATION AND INFORMATION TECHNOLOGY OFFICES (“PROJECT”).

(10:35:15) – Mayor Bagwell introduced the item. Ms. Paulson acknowledged the presence of Fire Chief Sean Slamon and Public Works Director Darren Schulz. She also reviewed the Staff Report and accompanying documents which are incorporated into the record, noting that the initial cost estimate, completed in early 2022, had been calculated based on \$650 per square foot; however, based on the current economic conditions have increased the cost estimate to \$900 per square foot, creating a funding shortfall of \$2.9 million. Ms. Paulson recommended appropriating \$500,000 from the Ambulance Fund and \$2.4 million from ARPA project funds. Mayor Bagwell clarified that the request would leave \$841,601 in undesignated funds, to be held until bids are received for the William Street Project and the Quill Water Treatment Plant. Supervisor White wished to ensure that the funds would be dedicated to projects.

(10:42:55) – Supervisor Giomi was informed by Chief Slamon that the size of the proposed fire station had been reduced but would still house the equipment which is currently stored outside and accommodate additional growth

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in the Department, including the added Staff and backup equipment. Mr. Schulz believed that the contractor has been working with them early in the project and believed that the design would allow expansion in the form of additional rooms and/or an additional bay in the future. Mayor Bagwell entertained public comments.

(10:50:35) – Ms. Koeche asked “why is it that we have all these shortfalls, yet the developers get to be off the hook for everything?” She believed that the number of permits should be reduced. Mayor Bagwell clarified that the Lompa development would be able to provide funding for a fire station once enough homes are built. She also entertained a motion.

(10:53:30) – Supervisor Giomi moved to approve the appropriation of \$500,000 from the Ambulance Fund and the reallocation of \$2.4 million ARPA funds, leaving \$841,601 in undesignated funds, as discussed. The motion was seconded by Supervisor White.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

16. PURCHASING AND CONTRACTS

16.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN AMENDMENT TO CONTRACT NO. 21300156 (“AMENDMENT”) FOR TATE SNYDER KIMSEY ARCHITECTS, LTD. (“TSK”) TO PERFORM THE SECOND PHASE FOR SCHEMATIC DESIGN SERVICES THROUGH CONSTRUCTION SERVICES ADMINISTRATION FOR THE CARSON CITY FIRE STATION WITH SHARED FACILITIES FOR EMERGENCY OPERATIONS PROJECT (“PROJECT”) FOR AN ADDITIONAL \$1,032,955, RESULTING IN A TOTAL NOT TO EXCEED AMOUNT OF \$1,081,755 FOR CONTRACT NO. 21300156.

(10:54:06) – Mayor Bagwell introduced the item and referenced the discussion during item 15.A. Supervisor White explained that the preliminary construction numbers for the project were obtained two years ago, prior to the skyrocketing inflation; therefore, it couldn’t be considered a shortfall. Ms. Russell-Benabou noted that many projects were going on nationwide due to the ARPA funds release which was causing inflation. Mayor Bagwell entertained a motion.

(10:55:11) – Supervisor Giomi moved to approve the contract amendment as presented. The motion was seconded by Supervisor White.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

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17. COMMUNITY DEVELOPMENT - PLANNING

17.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM CARSON CITY (“APPLICANT”) TO INTRODUCE, ON FIRST READING, A PROPOSED ORDINANCE AMENDING THE ZONING MAP TO CHANGE THE ZONING FROM PUBLIC COMMUNITY (“PC”) TO SINGLE-FAMILY 6,000 (“SF6”) FOR THE PARCEL LOCATED AT 700 FLEISCHMANN WAY, ASSESSOR’S PARCEL NUMBER (“APN”) 001-141-20.

(10:56:17) – Mayor Bagwell introduced the item. Planning Manager Heather Ferris gave background and presented the Staff Report with accompanying maps and a public comment opposing the Zoning Map Change. Ms. Ferris explained that the Planning Commission had made all three findings in the affirmative in its December 2022 meeting, and had recommended approval. She also responded to clarifying questions, noting that the accessory structure on the property was for the personal use of the property owner and explained that any additions in the current zoning would require a Special Use Permit. Mayor Bagwell entertained public comments and when none were forthcoming, a motion.

(10:59:44) – Supervisor White moved to introduce, on first reading, Bill No. 102. The motion was seconded by Supervisor Schuette.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

17.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM CARSON CITY (“APPLICANT”) TO INTRODUCE, ON FIRST READING, A PROPOSED ORDINANCE AMENDING THE ZONING MAP TO CHANGE THE ZONING FROM PUBLIC REGIONAL (“PR”) TO RESIDENTIAL OFFICE (“RO”) FOR THE PARCEL LOCATED AT 775 FLEISCHMANN WAY, ASSESSOR’S PARCEL NUMBER (“APN”) 001-201-30.

(11:00:12) – Mayor Bagwell introduced the item. Ms. Ferris gave background and presented the Staff Report with accompanying maps and a public comment opposing the Zoning Map Change. She also indicated that at the December 20, 2022 Planning Commission meeting, the Commission did not feel that they could make the necessary findings, particularly finding No. 2, for a zoning of Retail Commercial; however, they were able to make the findings with a zoning of Residential Office because it provides for compatibility with the existing neighborhood. Mayor Bagwell noted that this proposed zoning would create a non-conforming use which she did not support as it could create issues in the future. She also noted that the rights of the hospital and the residents should be protected because the deed was conditional and could revert to the donating family. Supervisor Giomi stated that changing the code to allow “hospital” as a use in Residential Office was also a possibility.

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(11:05:30) – Ms. Ferris explained that “it is implied that the Public Zoning Districts, in general, are required to have public ownership; however, there is some vagueness there when you get to Public Community.” She also clarified for Supervisor Giomi that “the Public Community zoning might make more sense in this case because we don’t know what the future holds for this site.” Mayor Bagwell recommended postponing action on the item and returning with a Planning Division recommendation. Supervisor White also recommended “a do-over” to avoid any oversight, especially after hearing Ms. Ferris’ earlier comment about implied public ownership. Supervisor Giomi was informed that a congregate care facility in a Multi-Family Apartment zoning was a conditional use and that it was “already there legally and is not a non-conforming use.” Mayor Bagwell entertained public comments.

(11:30:35) – Ms. Strasburg explained that she had attended the Planning Commission’s discussion of the item and had been under the impression that the Mallory Center provided housing for overnight guests. She was informed that the property still would fall under the definition of “hospital.” She noted her preference which was Residential Office zoning because the nearest retail establishment currently was close to two miles away and was concerned that other retail establishments such as a marijuana store could be located there.

(11:12:08) – Mayor Bagwell explained that no action would be taken on the item at this time to allow Staff to recommend an option.

17.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE MASTER PLAN ANNUAL REPORT FROM THE PLANNING COMMISSION.

(11:12:26) – Mayor Bagwell introduced the item. Community Development Director Hope Sullivan gave background and presented the Master Plan Annual Report which is incorporated into the record. She also responded to clarifying questions. Supervisor Giomi wished to make certain that the Master Plan Update is budgeted, and work begins during the 2024 Fiscal Year for a 2025 completion date. Ms. Sullivan updated Supervisor Schuette on the Specific Plan Areas where the City looks more “in-depth” at the areas. Discussion ensued regarding the Brown Street Specific Plan Area and Ms. Sullivan suggested taking “a deeper dive” and evaluating the objectives. Supervisor Giomi provided background and believed “that area needs work, and we should accept whatever work we can get.” Supervisor White was also in agreement that the particular Specific Plan Area had created more blight. Mayor Bagwell entertained public comments.

(11:41:45) – Ms. Strasburg inquired about the next steps and Mayor Bagwell explained that Ms. Sullivan would proceed with the Planning Commission’s recommendations which she would present to them after implementation.

(11:42:13) – Ms. Koeche suggested having Title 17 agendaized for the Board’s discussion. Mayor Bagwell clarified that it had been placed on the Board Retreat agenda on March 3, 2023.

(11:43:50) – LeAnn Saarem believed that a three-minute public comment was not sufficient for the Title 17.10 discussion during the Board retreat. She suggested a roundtable-type discussion similar to those offered by the School Board. She was in favor of affordable homes in addition to “larger-lot developments” and wanted to ensure that family legacies are taken into consideration.

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(11:46:55) – Ms. Stephens objected to interruptions during public comment as it would disrupt their thoughts.

(11:47:40) – Ms. Foremaster wished to see the City offer diversified housing to those from low-income areas and have them “mixed in” throughout the community and not have them “crammed in one area” of the City.

(11:48:58) – Mr. French was in favor of workforce housing and expressed concern that landlords charge “whatever they want” for rent. He believed that employees should be able to afford to live where they work and not be forced out of neighborhoods. Mr. French wished to see that insects and animals are taken into consideration during Master Plan reviews and changes. Supervisor Schuette noted that she was “encouraged” by the Master Plan conversation and acknowledged Ms. Saarem’s comments about being balancing smaller multi-unit dwellings and larger single-family homes. She also thanked Ms. Sullivan and noted that she

(11:56:35) – There were no additional comments; therefore Mayor Bagwell entertained a motion.

(55:56:41) – Supervisor White moved to accept the Master Plan report from the Planning Commission, as presented, and to allow Staff to work on the Airport Overlay. The motion was seconded by Supervisor Schuette.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor White
SECONDER:	Supervisor Schuette
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

18. BOARD OF SUPERVISORS

NON-ACTION ITEMS.

- FUTURE AGENDA ITEMS**
- STATUS REVIEW OF PROJECTS**
- INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**
- CORRESPONDENCE TO THE BOARD OF SUPERVISORS**
- STATUS REPORTS AND COMMENTS FROM THE MEMBERS OF THE BOARD**
- STAFF COMMENTS AND STATUS REPORT**

(11:57:10) – Mayor Bagwell introduced the item. Ms. Paulson announced that the Public Works Department would agendize the revised Landfill rate proposal and the Roadway Funding Initiatives. She also noted that the Finance Department would bring to the Board the cost allocations for the final budget and the budget assumptions in February 2023 for the FY 2024 budget. Supervisor Giomi announced that Carson City Stormwater and Floodplain Manager Robb Fellows had won the Carson Water Subconservancy District’s (CWSD) Andy Aldax Carson River Watershed Award for Exemplary Service in Conservation and Protection of the Carson River

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Watershed. He also noted the abundance of water due to the recent snowstorms. Mayor Bagwell announced that a closed session would take place after the Liquor and Entertainment Board meeting.

CLOSED NON-MEETING TO CONFER WITH MANAGEMENT REPRESENTATIVES AND COUNSEL.

This item was discussed after the adjournment of the Liquor and Entertainment Board meeting.

19. PUBLIC COMMENT

(12:00:52) – Mayor Bagwell entertained final public comments.

(12:01:10) – Ms. Foremaster stated that she was “extremely upset at what happened at David Street Apartments.” She believed that the families did not receive proper notices and that not enough resources and follow-through were provided to the residents. She stated that she was not blaming the Board; however, she requested creating a special board to ensure “nothing like this happens again.” Ms. Foremaster cited anecdotal data as examples of hardships during the evacuations.

(12:05:18) – Ms. Koche did not believe committee appointment should take place “just because there is an opening on a committee.” She believed all candidates should be “vetted” and stated that “a left-wing activist who is pushing Critical Race Theory” should have been appointed to any committee.

20. FOR POSSIBLE ACTION: TO ADJOURN THE BOARD OF SUPERVISORS

(12:07:13) – Mayor Bagwell adjourned the Board of Supervisors meeting at 12:07 a.m.

LIQUOR AND ENTERTAINMENT BOARD

21. CALL TO ORDER & ROLL CALL – LIQUOR AND ENTERTAINMENT BOARD

(12:07:20) – Chairperson Bagwell called the Liquor and Entertainment Board meeting to order. Mr. Hoen called roll and noted the presence of a quorum consisting of Chairperson Bagwell, Members Furlong, Giomi, Horton, Schuette, and White.

22. PUBLIC COMMENT

(12:08:40) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

23. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – NOVEMBER 3, 2022

(12:08:44) – Chairperson Bagwell introduced the item and entertained comments, corrections, or a motion.

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DRAFT

(12:08:53) – Member Giomi moved to approve the minutes of the November 3, 2022 Liquor and Entertainment Board meeting as presented. The motion was seconded by Member White and carried 5-0-0.

24. COMMUNITY DEVELOPMENT

24.A FOR DISCUSSION ONLY: PRESENTATION AND DISCUSSION REGARDING THE LIQUOR HEARINGS OFFICER’S 2022 ANNUAL REPORT.

(12:09:32) – Chairperson Bagwell introduced the item. Ms. Ferris presented the Liquor Hearing Officer’s Annual Report for 2023. She stated that in 2022, the Hearings Officer had held eight meetings in which 21 liquor licenses were approved. She also noted that a total of 36 businesses were subject to compliance checks, and eight of those businesses had failed and had been issued citations. This item was not agendized for action.

25. PUBLIC COMMENT

(12:10:26) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

2. FOR POSSIBLE ACTION: TO ADJOURN

(12:10:42) – Chairperson Bagwell adjourned the meeting at 12:10 p.m.

The Minutes of the January 19, 2023 Carson City Board of Supervisors meeting are so approved on this 16th day of February, 2023.

LORI BAGWELL, Mayor

ATTEST:

SCOTT HOEN, Clerk-Recorder



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Sean Slamon

Agenda Title: Presentation of the Chief's Medal of Commendation to Aiden Bailey. (Sean Slamon, sslamon@carson.org).

Staff Summary: The Chief's Medal of Commendation is the Carson City Fire Department's ("CCFD's") second highest award for a civilian. The Fire Chief will present the Chief's Medal of Commendation to Aiden Bailey, a civilian, for his potentially life-saving assistance during a rapidly spreading house fire on Minonee Lane on February 21, 2022.

Agenda Action: Other / Presentation **Time Requested:** 10 minutes

Proposed Motion

N/A

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

The Chief's Medal of Commendation may be awarded to individuals, who render initial, spontaneous, and valuable aid or assistance at an incident to which the Fire Department is responding. To qualify, that aid or assistance should result in reduced injury or loss to the party receiving aid.

On Monday, February 21, 2022, at approximately 11:15 pm, a fire was reported at 3154 Minonee Lane, and it had spread to the neighboring house at 3162 Minonee Lane. The occupants at 3162 Minonee Lane were asleep.

Aiden Bailey had the forethought to rush next door to 3162 Minonee Lane and alert his neighbors, the Dunbar family, of the spreading fire. This spontaneous action gave Ms. Dunbar enough time to evacuate with her two family members and avoid being overcome by smoke and flames. This early warning was invaluable, as one of Ms. Dunbar's family members required additional assistance to leave the home, which was quickly filling with smoke when they evacuated. The action of Aiden Bailey assisted in reducing potential injury or worse to the Dunbar family.

Applicable Statute, Code, Policy, Rule or Regulation

CCFD Standard Operating Procedures

Financial Information

Is there a fiscal impact? No

If yes, account name/number: N/A

Is it currently budgeted? No

Explanation of Fiscal Impact: N/A

Alternatives

N/A

Attachments:

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Alana Mills, Human Resources Generalist

Agenda Title: Presentation of Length of Service certificates to City Employees. (Alana Mills, amills@carson.org)

Staff Summary: Every month the Board of Supervisors presents Length of Service certificates to employees who have completed 5, 10, 15, 20, 25 and 30 years of City service.

Agenda Action: Other / Presentation **Time Requested:** 15 Minutes

Proposed Motion

N/A

Board's Strategic Goal

Organizational Culture

Previous Action

The Board of Supervisors presented the "Length of Service" certificates on January 19, 2023.

Background/Issues & Analysis

The Board of Supervisors wishes to recognize those employees who have provided, and continue to provide, dedicated service to the residents, business owners and visitors of Carson City. This month, the following employees are recognized:

25 Years:

Jason Danen, Fire Battalion Chief

15 Years:

Salvanette Hotaling, Public Health Nurse

Kimberly Tripp, P.S. Communications Operator

10 Years:

Ali Banister, Chief Juvenile Probation Officer

Sharon Daniels, Assistant to the Sheriff Civilian

5 Years:

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? Yes

Explanation of Fiscal Impact:

Alternatives

Attachments:

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Kimberly Adams, Assessor

Agenda Title: For Possible Action: Discussion and possible action regarding a request to correct a clerical error and increase the real property taxes for Fiscal Years ("FY") 2021/2022 in the amount of \$35,789.92 and for FY 2022/2023 in the amount of \$37,025.40, apportioned each year among 151 properties with solar panels as detailed in the address list, per NRS 361.765 for a corrected combined total real property tax increase amount of \$72,815.32. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Carson City Assessor's Office is requesting to increase the taxes in the FYs 2021/2022 and 2022/2023 Real Property Tax Rolls for the subject properties due to a clerical error.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to approve the correction and increase the real property taxes for FYs 2021/2022 and 2022/2023 as requested.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

On October 6, 2022, the Carson City Assessor's Office made a request to correct the real property taxes related to a clerical error regarding the assessment of solar panel improvements on a home. Per NRS 701A.200 solar panels are exempt from taxation; however, during the conversion process to a new software system, a program bug was discovered where the exempt assessed value was deducted from the prior year gross assessed value, thereby reducing the overall tax amount. Due to this bug, the property taxes received a reduction to the overall tax amounts for both FYs 2021/2022 and 2022/2023.

When this error was discovered, the Assessor's Office reviewed only "newly permitted" solar improvements and most of the parcels that were affected by this bug were caught and corrected during FY 2021/2022. As a result of this correction, the Assessor's Office conducted a more thorough examination of all properties with a solar improvement to confirm the tax calculations. Prior to the implementation of the Assessor's Office new data system, the majority of the solar improvements were tracked on an excel spreadsheet and not shown on the appraisal data's itemized list of improvements. Shortly after going live with the new system the solar improvements were added and in reviewing this data it was discovered that the Real Property Taxes for several parcels were not calculated correctly. The solar improvement that is located on these properties is exempt

from taxation (NRS 701A.200), however the improvement is still added to the assessment for reporting purposes. With the new system, the exempt improvement (solar) amount incorrectly reduced the Real Property Taxes. In order for the solar improvement to not influence the property taxes up or down, the exempt value must be added to the assessment roll as "new" construction. The value then falls outside of the tax cap but is exempt and therefore does not increase or decrease the overall billed amount. A total of 151 parcels received property tax bills that were incorrect. These corrections will result in a total increase in the real property taxes of \$35,789.92 for FY 2021/2022 and an increase of \$37,025.40 for FY 2022/2023 for a combined total increase of \$72,815.32.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 361.765

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: FY 2021/2022 and FY 2022/2023 Real Property Taxes, various taxing entities.

Is it currently budgeted? No

Explanation of Fiscal Impact: Increase of \$35,789.92 to the FY 2021/2022 Real Property Tax Revenue.
Increase of \$37,025.40 to the FY 2022/2023 Real Property Tax Revenue.

Alternatives

Approve, modify or deny the request and/or provide alternative direction to staff.

Attachments:

[PYGAV_issue_Name_and_Address_Listing_Report_-_FOR_BOS \(1\).pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

APN	OWNER NAME	FY 21-22 ORIGINAL	FY 21-22 CORRECTED	FY 21-22 DIFFERENCE	FY 22-23 ORIGINAL	FY 22-23 CORRECTED	FY 22-23 DIFFERENCE	FY 21-22 & 22-23 TOTALS
001-141-17	KORTEMEIER, CURTIS P & WINIFRED	\$ 1,170.90	\$ 1,272.65	\$ 101.75	\$ 1,205.32	\$ 1,310.12	\$ 104.80	\$ 206.55
001-142-09	MOORE, SAMANTHA JO	\$ 3,012.14	\$ 3,113.89	\$ 101.75	\$ 3,101.83	\$ 3,206.62	\$ 104.79	\$ 206.54
001-155-03	INVERSIN TRUST 5/11/11	\$ 777.38	\$ 879.13	\$ 101.75	\$ 799.99	\$ 904.80	\$ 104.81	\$ 206.56
001-212-02	TAHOE DRIVE TRUST	\$ 1,924.45	\$ 2,026.20	\$ 101.75	\$ 1,981.49	\$ 2,086.28	\$ 104.79	\$ 206.54
002-373-01	R A & P A STEERE REV TRUST	\$ 1,423.96	\$ 1,611.56	\$ 187.60	\$ 1,464.96	\$ 1,658.19	\$ 193.23	\$ 380.83
002-381-42	JACOBS, MARK A	\$ 608.23	\$ 711.65	\$ 103.42	\$ 661.29	\$ 773.00	\$ 111.71	\$ 215.13
002-381-58	LEMUS, MARIA DIAZ	\$ 782.68	\$ 886.10	\$ 103.42	\$ 849.72	\$ 961.41	\$ 111.69	\$ 215.11
002-432-26	COSTELLO, JESS & DESIREE	\$ 1,900.17	\$ 2,097.06	\$ 196.89	\$ 1,955.22	\$ 2,158.02	\$ 202.80	\$ 399.69
002-441-46	SURF THRU INC	\$ 20,105.64	\$ 21,957.18	\$ 1,851.54	\$ 21,880.39	\$ 23,045.53	\$ 1,165.14	\$ 3,016.68
002-556-02	SEARCY, CHARLES W III	\$ 1,176.78	\$ 1,921.77	\$ 744.99	\$ 1,213.29	\$ 1,980.62	\$ 767.33	\$ 1,512.32
002-565-04	MC DONALD, EDNA K	\$ 1,544.18	\$ 1,779.84	\$ 235.66	\$ 1,587.73	\$ 1,830.46	\$ 242.73	\$ 478.39
002-592-02	SOTO, RITA	\$ 1,391.80	\$ 1,648.77	\$ 256.97	\$ 1,432.62	\$ 1,697.30	\$ 264.68	\$ 521.65
002-593-02	RUHBERG, AMBER	\$ 1,671.19	\$ 1,774.61	\$ 103.42	\$ 1,720.57	\$ 1,827.09	\$ 106.52	\$ 209.94
002-611-03	TERRIQUEZ-SEGURA, IVAN	\$ 1,900.49	\$ 2,003.91	\$ 103.42	\$ 2,056.94	\$ 2,168.65	\$ 111.71	\$ 215.13
002-623-03	FLECK, K & K FAMILY TRUST 4/15/21	\$ 1,432.50	\$ 1,757.58	\$ 325.08	\$ 1,475.38	\$ 1,810.22	\$ 334.84	\$ 659.92
002-635-01	BRASE, MARK & RACHEL D & ET AL	\$ 1,776.11	\$ 1,979.17	\$ 203.06	\$ 1,827.24	\$ 2,036.39	\$ 209.15	\$ 412.21
002-644-10	FOREMAN, D R & C & FOREMAN, M K	\$ 1,843.70	\$ 2,031.30	\$ 187.60	\$ 1,897.27	\$ 2,090.51	\$ 193.24	\$ 380.84
002-644-11	TARANTINO, TERESA A & GENE M	\$ 1,618.04	\$ 1,805.64	\$ 187.60	\$ 1,664.84	\$ 1,858.08	\$ 193.24	\$ 380.84
002-691-01	FORSTER, PATRICK J & LINDA A	\$ 1,991.89	\$ 2,179.49	\$ 187.60	\$ 2,049.91	\$ 2,243.14	\$ 193.23	\$ 380.83
002-723-15	HENDRICKS, LYNN	\$ 1,812.42	\$ 1,915.84	\$ 103.42	\$ 1,866.04	\$ 1,972.56	\$ 106.52	\$ 209.94
002-723-28	CHEEK, PAMELA S & WILLIAM A	\$ 1,997.47	\$ 2,185.07	\$ 187.60	\$ 2,055.68	\$ 2,248.91	\$ 193.23	\$ 380.83
002-763-02	GHG CARSON CITY LLC	\$ 57,751.34	\$ 61,359.22	\$ 3,607.88	\$ 62,562.56	\$ 66,459.07	\$ 3,896.51	\$ 7,504.39
003-013-02	HUBBARD INVESTMENTS INC	\$ 1,249.02	\$ 1,352.44	\$ 103.42	\$ 1,178.39	\$ 1,284.93	\$ 106.54	\$ 209.96
003-036-10	MELHUIH & WAGNER JOINT TRUST	\$ 1,520.81	\$ 1,656.61	\$ 135.80	\$ 1,565.59	\$ 1,705.47	\$ 139.88	\$ 275.68
003-041-13	SALM, KAREN K	\$ 1,439.41	\$ 1,764.49	\$ 325.08	\$ 1,482.46	\$ 1,817.31	\$ 334.85	\$ 659.93
003-056-13	GARDNER, GRANT & JOAN FAM TRUST	\$ 851.94	\$ 1,039.54	\$ 187.60	\$ 875.78	\$ 1,069.00	\$ 193.22	\$ 380.82
003-151-17	KIDDER FAMILY TRUST 10/2/13	\$ 1,804.01	\$ 1,839.25	\$ 35.24	\$ 1,857.99	\$ 1,894.29	\$ 36.30	\$ 71.54
003-321-11	REEVIS, MARILYN J	\$ 3,931.85	\$ 4,119.45	\$ 187.60	\$ 3,993.11	\$ 4,186.34	\$ 193.23	\$ 380.83
003-352-23	OXOBY FAMILY TRUST 12/13/16	\$ 4,067.60	\$ 4,324.57	\$ 256.97	\$ 4,188.69	\$ 4,453.36	\$ 264.67	\$ 521.64
003-352-24	MITCHELL, JACK FAM TR 10/14/97	\$ 5,346.80	\$ 5,534.40	\$ 187.60	\$ 5,505.46	\$ 5,698.70	\$ 193.24	\$ 380.84
003-352-43	DEGROSS, P L & P J JT LIV TRUST	\$ 3,604.67	\$ 3,708.09	\$ 103.42	\$ 3,712.05	\$ 3,818.58	\$ 106.53	\$ 209.95
004-032-08	FRASER, KENNETH R & NANCY	\$ 370.38	\$ 780.78	\$ 410.40	\$ 276.03	\$ 803.59	\$ 527.56	\$ 937.96
004-034-01	FERNANDEZ, GERMAN	\$ 805.54	\$ 805.54	\$ -	\$ 715.21	\$ 828.76	\$ 113.55	\$ 113.55
004-042-19	PARISI, JOSEPH & JACQUELINE	\$ 570.70	\$ 836.13	\$ 265.43	\$ 586.68	\$ 860.08	\$ 273.40	\$ 538.83
004-124-03	RIVERA, RODOLFO & AMANDA R	\$ 855.44	\$ 960.58	\$ 105.14	\$ 880.30	\$ 988.59	\$ 108.29	\$ 213.43

004-271-10	LAUGER FAMILY TRUST 6/17/05	\$	1,086.82	\$	1,198.78	\$	111.96	\$	1,118.46	\$	1,233.78	\$	115.32	\$	227.28
004-272-01	CROCKER, GARY	\$	955.13	\$	1,065.37	\$	110.24	\$	982.83	\$	1,096.38	\$	113.55	\$	223.79
004-293-36	BECK, JACOB & ALEXIS	\$	1,272.65	\$	1,795.83	\$	523.18	\$	1,401.99	\$	1,967.02	\$	565.03	\$	1,088.21
007-042-02	EASBY, J & D FAMILY TRUST 2/20/04	\$	4,091.45	\$	4,348.42	\$	256.97	\$	4,213.24	\$	4,477.92	\$	264.68	\$	521.65
007-071-21	BLEVIS, MAURY B & TAMMY M	\$	8,111.93	\$	8,447.72	\$	335.79	\$	8,354.97	\$	8,700.84	\$	345.87	\$	681.66
007-072-02	FULWIDER, TOM FAM TRUST 2/12/07	\$	3,376.08	\$	3,873.10	\$	497.02	\$	3,475.88	\$	3,987.81	\$	511.93	\$	1,008.95
007-081-10	MARTIN, MARIE W L & WATTS, GLEN D	\$	2,574.99	\$	2,671.59	\$	96.60	\$	2,651.62	\$	2,751.13	\$	99.51	\$	196.11
007-101-24	BRENNEMAN, STEPHEN A & CYNTHIA A	\$	6,978.56	\$	7,090.52	\$	111.96	\$	7,541.48	\$	7,662.40	\$	120.92	\$	232.88
007-101-47	RW HOLDINGS I LLC	\$	9,960.17	\$	10,588.17	\$	628.00	\$	10,261.92	\$	10,908.75	\$	646.83	\$	1,274.83
007-102-07	ALEXANDER, BRIAN D	\$	5,084.85	\$	5,179.67	\$	94.82	\$	5,238.15	\$	5,335.82	\$	97.67	\$	192.49
007-111-13	COWELL, R L & R Z REV JT TRUST	\$	4,422.94	\$	4,696.87	\$	273.93	\$	4,554.36	\$	4,836.50	\$	282.14	\$	556.07
007-123-12	J & F DUGGER TRUST DTD 1/27/00	\$	4,205.34	\$	4,310.48	\$	105.14	\$	4,328.11	\$	4,436.41	\$	108.30	\$	213.44
007-131-28	STAUB, JOHN H & JUDY M FAM TR	\$	8,484.98	\$	8,725.03	\$	240.05	\$	8,739.00	\$	8,986.25	\$	247.25	\$	487.30
007-141-01	P G & J C P CORRADO REV TRUST	\$	4,229.74	\$	4,688.20	\$	458.46	\$	4,317.66	\$	4,789.87	\$	472.21	\$	930.67
007-142-06	OKREGLAK, CECYLIA	\$	3,358.17	\$	3,548.84	\$	190.67	\$	3,457.09	\$	3,653.49	\$	196.40	\$	387.07
007-152-01	POLOVINA-KODITEK FAM TR 9/26/2006	\$	3,491.72	\$	3,596.86	\$	105.14	\$	3,595.67	\$	3,703.95	\$	108.28	\$	213.42
007-161-06	SYNDERGAARD, B D & C A REV TR	\$	7,232.55	\$	7,536.18	\$	303.63	\$	7,617.40	\$	7,930.14	\$	312.74	\$	616.37
007-164-09	PIERROTT, LISA J	\$	5,299.35	\$	5,404.49	\$	105.14	\$	5,727.74	\$	5,841.29	\$	113.55	\$	218.69
007-182-07	JONES LIVING TRUST	\$	4,542.97	\$	4,648.11	\$	105.14	\$	4,678.44	\$	4,786.74	\$	108.30	\$	213.44
007-191-01	WESTER, BRIAN & KATHERINE	\$	6,549.42	\$	6,746.31	\$	196.89	\$	6,743.95	\$	6,946.75	\$	202.80	\$	399.69
007-211-04	RILEY FAMILY TRUST	\$	3,797.20	\$	3,892.13	\$	94.93	\$	3,910.60	\$	4,008.38	\$	97.78	\$	192.71
007-221-17	SEWELL, CHRISTOPHER C & LORI K	\$	3,419.46	\$	3,419.46	\$	-	\$	3,403.97	\$	3,521.05	\$	117.08	\$	117.08
007-251-03	J M & S L MC CLOSKEY REV TRUST	\$	2,982.38	\$	3,087.52	\$	105.14	\$	3,071.04	\$	3,179.33	\$	108.29	\$	213.43
007-252-05	PERKINS, MATTHEW & CHRISTINE	\$	8,258.82	\$	8,443.32	\$	184.50	\$	8,504.96	\$	8,694.98	\$	190.02	\$	374.52
007-273-03	GISSEMAN, UWE & GESEL, R	\$	2,935.46	\$	2,994.05	\$	58.59	\$	3,118.89	\$	3,118.89	\$	-	\$	58.59
007-282-12	KILTY, GARY G & RHONDA J	\$	5,766.46	\$	5,993.80	\$	227.34	\$	5,939.15	\$	6,173.31	\$	234.16	\$	461.50
007-282-13	YOUNG, EVERT HALE FAMILY TRUST	\$	5,123.20	\$	5,458.99	\$	335.79	\$	5,276.57	\$	5,622.44	\$	345.87	\$	681.66
007-303-09	PAYNTER, WILLIAM C JR & SUSAN D	\$	11,566.78	\$	11,634.99	\$	68.21	\$	11,679.90	\$	11,679.90	\$	-	\$	68.21
007-314-08	MURPHY, JAMES III & ELDER, JANICE	\$	4,012.45	\$	4,358.95	\$	346.50	\$	4,132.31	\$	4,489.21	\$	356.90	\$	703.40
007-383-02	REYES, GARR R & LINDA L	\$	3,530.63	\$	3,634.05	\$	103.42	\$	3,635.79	\$	3,742.31	\$	106.52	\$	209.94
007-412-07	BELNAP, COLLIN N & LINDA J	\$	2,833.83	\$	3,027.61	\$	193.78	\$	2,916.94	\$	3,116.53	\$	199.59	\$	393.37
007-413-15	SMITH, DOUGLAS A & CHERYL C	\$	3,590.19	\$	3,693.23	\$	103.04	\$	3,486.29	\$	3,586.32	\$	100.03	\$	203.07
007-421-56	RICE, KENNETH W & CHRISTINA L	\$	4,087.12	\$	4,271.62	\$	184.50	\$	4,208.08	\$	4,398.11	\$	190.03	\$	374.53
007-444-47	ERICKSON, TODD & ANDREA	\$	2,715.17	\$	2,715.17	\$	-	\$	2,588.59	\$	2,794.55	\$	205.96	\$	205.96
007-445-07	MAGNANTE, BEN ALFRED JR & LORI	\$	4,329.28	\$	4,329.28	\$	-	\$	4,348.26	\$	4,458.31	\$	110.05	\$	110.05
007-451-69	KNOUS REVOCABLE TRUST 2/24/11	\$	2,772.94	\$	2,883.18	\$	110.24	\$	2,855.18	\$	2,968.72	\$	113.54	\$	223.78
007-473-22	PHILLIPS, STEPHEN W & MARGARET K	\$	4,188.37	\$	4,375.97	\$	187.60	\$	4,312.28	\$	4,505.52	\$	193.24	\$	380.84

007-474-04	BUSHNER, G L & J K FAM TRUST	\$	4,130.72	\$	4,396.15	\$	265.43	\$	4,253.48	\$	4,526.88	\$	273.40	\$	538.83
007-474-06	ALEXANDER LIVING TRUST 7/16/14	\$	3,623.00	\$	3,819.89	\$	196.89	\$	3,729.72	\$	3,932.51	\$	202.79	\$	399.68
007-476-04	MONTGOMERY, BRIAN & CABLE, C	\$	6,133.01	\$	6,377.27	\$	244.26	\$	6,316.34	\$	6,567.93	\$	251.59	\$	495.85
007-492-13	OLSON LIVING TRUST 9/26/14	\$	4,463.95	\$	4,810.45	\$	346.50	\$	4,597.39	\$	4,954.29	\$	356.90	\$	703.40
007-501-10	GREENFIELD FAMILY TRUST 8/29/17	\$	12,133.77	\$	12,333.73	\$	199.96	\$	12,495.69	\$	12,701.64	\$	205.95	\$	405.91
007-543-05	ROBERTSON FAMILY TRUST 12/21/00	\$	5,232.30	\$	5,407.52	\$	175.22	\$	5,387.85	\$	5,568.32	\$	180.47	\$	355.69
007-543-08	CARPENTER, LARRY R REV LIV TR	\$	5,967.99	\$	6,171.05	\$	203.06	\$	6,144.89	\$	6,354.04	\$	209.15	\$	412.21
008-023-21	HDAIRIS, JENNIFER & SINGER, LIOR	\$	-	\$	-	\$	-	\$	1,594.74	\$	1,796.23	\$	201.49	\$	201.49
009-012-19	DIMMITT LIVING TRUST 6/9/99	\$	4,287.18	\$	4,891.76	\$	604.58	\$	4,419.08	\$	5,041.80	\$	622.72	\$	1,227.30
009-093-12	SIMMONS, KATHLEEN F & GLENN T	\$	927.74	\$	1,201.67	\$	273.93	\$	954.29	\$	1,236.44	\$	282.15	\$	556.08
009-151-05	VAN SICKLE, WAYNE & JOAN	\$	4,058.07	\$	4,306.58	\$	248.51	\$	4,179.04	\$	4,435.00	\$	255.96	\$	504.47
009-214-03	DURHAM, AARON & SARAH LONGERO	\$	1,219.24	\$	1,571.10	\$	351.86	\$	1,255.19	\$	1,617.60	\$	362.41	\$	714.27
009-261-05	BONDIETT, ROBERT C	\$	1,045.59	\$	1,226.98	\$	181.39	\$	1,075.36	\$	1,262.20	\$	186.84	\$	368.23
009-311-12	BACHSTADT E & T & HUMANE TRUST	\$	2,874.50	\$	3,129.22	\$	254.72	\$	2,954.93	\$	3,217.30	\$	262.37	\$	517.09
009-322-05	CEBALLOS, LEOBARDO	\$	2,939.40	\$	3,120.79	\$	181.39	\$	3,025.99	\$	3,212.83	\$	186.84	\$	368.23
009-323-04	CEBALLOS, NATALIO M & CRISTINA	\$	2,163.89	\$	2,263.92	\$	100.03	\$	2,228.13	\$	2,331.16	\$	103.03	\$	203.06
009-332-13	KELLER TRUST 4/23/99	\$	2,490.71	\$	2,590.74	\$	100.03	\$	2,564.76	\$	2,667.79	\$	103.03	\$	203.06
009-342-02	NUNNEMAKER TRUST 9/17/08	\$	2,096.42	\$	2,277.81	\$	181.39	\$	2,157.71	\$	2,344.55	\$	186.84	\$	368.23
009-342-06	BOSCHULT, L C & K M AB LIV TR 6/14/09	\$	2,408.41	\$	2,508.44	\$	100.03	\$	2,479.96	\$	2,583.00	\$	103.04	\$	203.07
009-383-12	HINTON, NORRIS TRUST 11/11/02	\$	942.23	\$	1,136.01	\$	193.78	\$	968.60	\$	1,168.19	\$	199.59	\$	393.37
009-413-02	CONTRERAS, JULIAN C	\$	1,181.96	\$	1,221.73	\$	39.77	\$	1,277.99	\$	1,320.94	\$	42.95	\$	82.72
009-473-04	JALKSON, CHRISTOPHER III & K	\$	1,011.28	\$	1,299.13	\$	287.85	\$	1,040.24	\$	1,336.73	\$	296.49	\$	584.34
009-492-03	HADDIX, ROBERT D & CYNTHIA E	\$	1,322.28	\$	1,525.34	\$	203.06	\$	1,359.80	\$	1,568.96	\$	209.16	\$	412.22
009-494-04	FARRER, LYNN WILLIAMS	\$	1,235.23	\$	1,589.34	\$	354.11	\$	1,270.50	\$	1,635.24	\$	364.74	\$	718.85
009-503-09	WILLIAMS, ELIZABETH H	\$	1,288.19	\$	1,488.15	\$	199.96	\$	1,324.77	\$	1,530.73	\$	205.96	\$	405.92
009-522-11	HILLS, TJ TRUST 5/1/19	\$	1,160.70	\$	1,507.20	\$	346.50	\$	1,195.05	\$	1,551.94	\$	356.89	\$	703.39
009-535-02	MILLER, RAYMON M & RITA R	\$	1,178.72	\$	1,456.86	\$	278.14	\$	1,212.71	\$	1,499.18	\$	286.47	\$	564.61
009-584-19	SKUDLAREK, EDWARD P & MELODIE T	\$	1,923.42	\$	2,035.38	\$	111.96	\$	1,980.15	\$	2,095.47	\$	115.32	\$	227.28
009-585-02	FREYER, DANIEL	\$	1,696.21	\$	2,042.71	\$	346.50	\$	1,746.61	\$	2,103.51	\$	356.90	\$	703.40
009-654-06	PATTEN, KIMBERLY & DANIEL	\$	531.45	\$	809.59	\$	278.14	\$	546.04	\$	832.52	\$	286.48	\$	564.62
009-731-01	HEINE, ERIC & NORRENE	\$	2,769.15	\$	2,950.54	\$	181.39	\$	2,850.62	\$	3,037.46	\$	186.84	\$	368.23
009-743-03	ENDERS, PAUL T & JANET L	\$	2,555.00	\$	2,748.78	\$	193.78	\$	2,629.75	\$	2,829.35	\$	199.60	\$	393.38
009-782-04	KESSLER, DAVID E & CHRISTINE M	\$	2,873.98	\$	3,055.37	\$	181.39	\$	2,958.62	\$	3,145.46	\$	186.84	\$	368.23
010-021-18	MASHTOUB, ROLA S & CRANFORD, A M	\$	2,859.11	\$	3,043.61	\$	184.50	\$	2,943.24	\$	3,133.27	\$	190.03	\$	374.53
010-021-20	QUIGLEY FAMILY TRUST 5/17/02	\$	2,602.14	\$	2,700.49	\$	98.35	\$	2,682.29	\$	2,783.60	\$	101.31	\$	199.66
010-062-18	JOHNSTON, ROBERT G & TERRY A	\$	2,962.43	\$	3,162.39	\$	199.96	\$	3,049.22	\$	3,255.17	\$	205.95	\$	405.91
010-062-22	BRIAN & RUKIYA FOX TRUST	\$	2,142.83	\$	2,911.24	\$	768.41	\$	2,207.99	\$	2,999.44	\$	791.45	\$	1,559.86

010-081-04	TRIMBERGER FAMILY TRUST 11/2/00	\$	2,456.19	\$	2,557.94	\$	101.75	\$	2,657.09	\$	2,766.98	\$	109.89	\$	211.64
010-087-10	S ROSE & J STILLIONS LIV TR	\$	4,151.21	\$	4,335.71	\$	184.50	\$	4,274.08	\$	4,464.12	\$	190.04	\$	374.54
010-091-11	FINDLEY FAMILY 2006 TR 5/10/06	\$	5,072.62	\$	5,173.72	\$	101.10	\$	5,223.43	\$	5,327.56	\$	104.13	\$	205.23
010-092-03	ROBERT ASHLEY HOMES LLC	\$	1,840.81	\$	2,030.18	\$	189.37	\$	2,558.57	\$	2,763.11	\$	204.54	\$	393.91
010-096-01	OLIVER, ALEXANDER J & RENAE M	\$	3,195.11	\$	3,296.86	\$	101.75	\$	3,290.28	\$	3,395.07	\$	104.79	\$	206.54
010-102-03	WILLIAMS, ELIZABETH HOPE	\$	4,106.99	\$	4,507.68	\$	400.69	\$	4,334.98	\$	4,640.32	\$	305.34	\$	706.03
010-112-02	MARIMPIETRI FAM TRUST 10/26/07	\$	3,422.28	\$	3,462.73	\$	40.45	\$	3,524.40	\$	3,566.07	\$	41.67	\$	82.12
010-121-38	ROGER & DIANA PRESTON FAM TR	\$	6,109.40	\$	6,483.46	\$	374.06	\$	6,290.20	\$	6,675.49	\$	385.29	\$	759.35
010-161-25	ARTHUR J & SALLY B DUVALL TR	\$	4,184.83	\$	4,353.87	\$	169.04	\$	4,309.13	\$	4,483.24	\$	174.11	\$	343.15
010-185-07	BERGGREN, GK TRUST 2/17/2022	\$	2,405.12	\$	2,586.51	\$	181.39	\$	2,475.68	\$	2,662.51	\$	186.83	\$	368.22
010-185-11	FERREL, CHARLES I JR & GEORGIA	\$	2,056.20	\$	2,237.59	\$	181.39	\$	2,113.73	\$	2,300.56	\$	186.83	\$	368.22
010-186-01	FULLER, STEVEN J & MARJORIE A	\$	4,282.57	\$	4,560.71	\$	278.14	\$	4,409.69	\$	4,696.18	\$	286.49	\$	564.63
010-191-23	SLIDER-MORGAN LIV TRUST 9/4/14	\$	6,761.83	\$	7,039.97	\$	278.14	\$	6,963.32	\$	7,249.80	\$	286.48	\$	564.62
010-223-09	YOUNG, MICHELLE L & SANCHEZ, M	\$	2,086.10	\$	2,189.52	\$	103.42	\$	2,147.93	\$	2,254.45	\$	106.52	\$	209.94
010-261-14	WISH FAMILY TRUST 7/16/07	\$	2,178.05	\$	2,198.26	\$	20.21	\$	2,243.11	\$	2,263.92	\$	20.81	\$	41.02
010-331-03	GARNETT, BONNIEJEAN	\$	2,251.79	\$	2,272.17	\$	20.38	\$	2,317.75	\$	2,338.74	\$	20.99	\$	41.37
010-331-08	TEMPLETON, JEFFREY A & LORA L	\$	2,074.63	\$	2,094.84	\$	20.21	\$	2,241.33	\$	2,263.15	\$	21.82	\$	42.03
010-332-08	SHINE, LORI ANN	\$	3,567.05	\$	3,587.26	\$	20.21	\$	3,673.76	\$	3,694.57	\$	20.81	\$	41.02
010-343-03	FIKE, DARRELL & PATRICIA REV LIV TR	\$	1,983.79	\$	2,261.93	\$	278.14	\$	2,041.93	\$	2,328.41	\$	286.48	\$	564.62
010-372-07	BIANCHI FAMILY TRUST 8/1/18	\$	2,566.04	\$	2,750.54	\$	184.50	\$	2,641.38	\$	2,831.41	\$	190.03	\$	374.53
010-372-08	LAMPERT, COREY M & DEANNA F	\$	2,095.41	\$	2,289.19	\$	193.78	\$	2,270.84	\$	2,480.12	\$	209.28	\$	403.06
010-372-31	RATCLIFFE, W C & A D FAM TRUST	\$	2,384.24	\$	2,485.99	\$	101.75	\$	2,579.36	\$	2,689.24	\$	109.88	\$	211.63
010-376-04	BLOHME FAMILY TRUST 1/15/10	\$	3,751.12	\$	3,954.72	\$	203.60	\$	3,861.60	\$	4,071.30	\$	209.70	\$	413.30
010-428-03	VELASQUEZ, JOSE T & GARCIA, M G	\$	990.82	\$	1,092.57	\$	101.75	\$	1,019.85	\$	1,124.65	\$	104.80	\$	206.55
010-431-16	MUNOZ, MARIA C & DEMETRIO J	\$	1,086.40	\$	1,283.29	\$	196.89	\$	1,117.03	\$	1,319.82	\$	202.79	\$	399.68
010-435-09	CACHO, JOSE LUIS & CACHO, M A	\$	1,154.87	\$	1,256.62	\$	101.75	\$	1,188.80	\$	1,293.60	\$	104.80	\$	206.55
010-441-15	NUNEZ DE DIAZ, BERTA & ET AL	\$	1,106.86	\$	1,291.36	\$	184.50	\$	1,138.45	\$	1,328.48	\$	190.03	\$	374.53
010-441-20	TERAN, ISMAEL J & ROCIO S	\$	1,162.53	\$	1,347.03	\$	184.50	\$	1,195.77	\$	1,385.81	\$	190.04	\$	374.54
010-441-22	LAMBORN, BROOKE & O'BRIEN, BRETT	\$	904.20	\$	1,097.98	\$	193.78	\$	984.34	\$	1,193.62	\$	209.28	\$	403.06
010-441-60	YOUNG, JULIE	\$	913.37	\$	1,097.87	\$	184.50	\$	939.15	\$	1,129.18	\$	190.03	\$	374.53
010-442-06	VELAZQUEZ, CARLOS & MARIA O	\$	1,132.88	\$	1,326.66	\$	193.78	\$	1,164.96	\$	1,364.55	\$	199.59	\$	393.37
010-442-46	MC CURLEY, KYLE JAMES	\$	1,096.63	\$	1,296.59	\$	199.96	\$	1,192.29	\$	1,408.23	\$	215.94	\$	415.90
010-444-21	TORRES, JAIME ALIRIO TORRES	\$	990.50	\$	1,187.39	\$	196.89	\$	1,077.63	\$	1,290.27	\$	212.64	\$	409.53
010-455-28	MORENO, JUAN & ALLISON	\$	1,901.19	\$	2,085.69	\$	184.50	\$	1,956.60	\$	2,146.64	\$	190.04	\$	374.54
010-458-07	PENA, LUIS M & ET AL	\$	1,694.90	\$	1,891.79	\$	196.89	\$	1,743.79	\$	1,946.58	\$	202.79	\$	399.68
010-572-01	HANDELIN, MARY HAMMAR	\$	4,537.46	\$	5,298.19	\$	760.73	\$	4,671.86	\$	5,455.41	\$	783.55	\$	1,544.28
010-592-07	BEELEY FAMILY REVOCABLE TRUST	\$	2,849.92	\$	3,115.35	\$	265.43	\$	2,934.28	\$	3,207.67	\$	273.39	\$	538.82

010-611-15	MARTA A ADAMS LIV TR 12/5/19	\$	3,068.00	\$	3,267.96	\$	199.96	\$	3,157.95	\$	3,363.91	\$	205.96	\$	405.92
010-621-10	REESE, MICHAEL D	\$	3,883.47	\$	4,067.97	\$	184.50	\$	3,998.35	\$	4,188.38	\$	190.03	\$	374.53
010-662-05	AKERS, DANNY O	\$	1,259.49	\$	1,529.17	\$	269.68	\$	1,296.09	\$	1,573.86	\$	277.77	\$	547.45
010-671-02	GONI, JOSEPH R LIVING TRUST	\$	2,350.22	\$	3,013.31	\$	663.09	\$	2,423.14	\$	3,106.13	\$	682.99	\$	1,346.08
010-736-09	BYLLESBY, GARRY LEWIS	\$	4,453.17	\$	4,653.13	\$	199.96	\$	4,582.12	\$	4,788.08	\$	205.96	\$	405.92
TOTALS:		\$	519,203.64	\$	554,993.56	\$	35,789.92	\$	541,801.53	\$	578,826.93	\$	37,025.40	\$	72,815.32
							FY 21-22 TOTALS						FY 22-23 TOTALS	FY 21-22 & 22-23 TOTALS	



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action on ratifying the approval of bills and other requests for payments by the City Manager for the period of January 7, 2023 through February 3, 2023. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to Carson City Municipal Code ("CCMC") Chapter 2.29, the Controller will present all bills or other requests for payment by the City to the City Manager for approval. Upon approval, the register book of bills and other requests for payment and warrants are presented at least once a month to the Board of Supervisors, who shall, by motion entered into its minutes, ratify the action taken.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to ratify the approval of bills and other requests for payments by the City Manager for the period of January 7, 2023 through February 3, 2023.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

CCMC Chapter 2.29

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: All Funds

Is it currently budgeted? No

Explanation of Fiscal Impact: Accounts Payable & Wire Transfers \$ 14,226,941.07
Payroll Checks and Direct Deposits \$ 3,453,519.40

Alternatives

N/A

Attachments:

[Ratify Bills Backup.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

City of Carson City

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 999 101000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
530123	01/24/2023	WIRE	000053 AIRPORT AUTHORITY	13,078.12			
1180223	02/01/2023	WIRE	000118 ANTHEM BLUE CROSS BLUE SH		696,498.79		1 02/01/2023
1860123	01/09/2023	WIRE	000186 BANK OF AMERICA		517,374.71		1 01/09/2023
3530123	01/23/2023	WIRE	000353 CARSON CITY SCHOOL DISTRI		1,847,841.50		1 01/25/2023
13690223	01/25/2023	WIRE	001369 PUBLIC EMPLOYEE'S BENEFIT		29,318.42		1 01/25/2023
15580123	01/17/2023	WIRE	001558 PERS ADMINISTRATIVE FUND		2,141.54		1 01/25/2023
24980223	02/03/2023	WIRE	002498 VOYA	78,073.47			
24990123	01/23/2023	WIRE	002499 NEVADA STATE CONTROLLER		25,032.00		1 01/20/2023
25010223	02/03/2023	WIRE	002501 BANK OF AMERICA EXPRESS T	297,298.50			
25030123	01/12/2023	WIRE	002503 STATE OF NV TREASURER		2,720,923.95		1 01/20/2023
25110123	01/23/2023	WIRE	002511 STATE OF NEVADA TREASURER		116,814.61		1 01/20/2023
31110123	01/30/2023	WIRE	000311 CANNON COCHRAN MNGMT SERV		98,697.70		1 02/01/2023
91120123	01/20/2023	WIRE	000911 HR SIMPLIFIED		57,456.50		1 01/20/2023
155810123	01/17/2023	WIRE	001558 PERS ADMINISTRATIVE FUND		1,389,366.69		1 01/25/2023
249810123	01/20/2023	WIRE	002498 VOYA		120,583.94		1 01/25/2023
249810223	02/03/2023	WIRE	002498 VOYA	16,473.46			
249910123	01/23/2023	WIRE	002499 NEVADA STATE CONTROLLER		21,434.70		1 01/20/2023
250110123	01/20/2023	WIRE	002501 BANK OF AMERICA EXPRESS T		302,226.66		1 01/25/2023
251110123	01/23/2023	WIRE	002511 STATE OF NEVADA TREASURER		1,442,387.70		1 01/20/2023
903101672	01/13/2023	PRINTED	000041 ADVOCATES TO END DOMESTIC		4,812.11		1 01/25/2023
903101673	01/13/2023	PRINTED	000128 ARC HEALTH AND WELLNESS		644.00		1 01/17/2023
903101674	01/13/2023	PRINTED	000146 ATKINS NORTH AMERICA, INC		7,646.00		1 01/18/2023
903101675	01/13/2023	PRINTED	000147 AT&T		66.79		1 01/17/2023
903101676	01/13/2023	PRINTED	000148 AT&T		24,680.39		1 01/18/2023
903101677	01/13/2023	PRINTED	000151 AT&T		1,373.99		1 01/17/2023
903101678	01/13/2023	PRINTED	000165 AT&T ONENET SERVICE		26.49		1 01/19/2023
903101679	01/13/2023	PRINTED	002407 LANEY, JOLYN		3,375.00		1 01/17/2023
903101680	01/13/2023	PRINTED	002787 BAKEMARK INGREDIENTS LLC		1,241.15		1 01/17/2023
903101681	01/13/2023	PRINTED	004933 BATTERSHELL, KEVIN		284.38		1 01/17/2023
903101682	01/13/2023	PRINTED	000250 BOARD OF REGENTS, SYSTEM		20,962.73		1 01/23/2023
903101683	01/13/2023	PRINTED	002746 BRIAN LONDON		5,475.00		1 01/18/2023
903101684	01/13/2023	PRINTED	000300 CAD INC.		65.00		1 01/20/2023
903101685	01/13/2023	PRINTED	000360 CARSON CITY SQUARE, LLC		6,250.91		1 01/17/2023
903101686	01/13/2023	PRINTED	002547 CARSON CITY TOWING, INC.		712.50		1 01/18/2023
903101687	01/13/2023	PRINTED	000387 CARSON VALLEY OIL CO		16.29		1 01/31/2023
903101688	01/13/2023	PRINTED	002382 GREGORY MILTON-BOYD DEINE		1,987.00		1 01/19/2023
903101689	01/13/2023	PRINTED	000389 CARSON VICTORY ROLLERS		280.35		1 01/30/2023
903101690	01/13/2023	PRINTED	000392 CASA OF CARSON CITY INC		11,648.91		1 01/17/2023
903101691	01/13/2023	PRINTED	000394 CASHMAN EQUIPMENT COMPANY		2,676.90		1 01/17/2023
903101692	01/13/2023	PRINTED	000398 CASSINELLI LANDSCAPING &		1,841.75		1 01/13/2023
903101693	01/13/2023	PRINTED	001469 OCCUPATIONAL HEALTH CENTE		379.00		1 01/27/2023
903101694	01/13/2023	PRINTED	000487 CONSTRUCTION MATERIALS EN		7,372.50		1 01/19/2023
903101695	01/13/2023	PRINTED	004930 DANNY BAWIBIKTHAWNG		130.00		1 01/18/2023
903101696	01/13/2023	PRINTED	004928 DATAFY LLC		15,882.00		1 01/17/2023
903101697	01/13/2023	PRINTED	000575 DESERT HILLS FIRE & SECUR		529.77		1 01/20/2023
903101698	01/13/2023	PRINTED	000577 DESIGN WORKSHOP INC		1,917.50		1 01/19/2023
903101699	01/13/2023	PRINTED	004878 DIAMOND A EQUIPMENT LLC		62,578.99		1 01/18/2023
903101700	01/13/2023	PRINTED	000588 DICKEY, JESSIE		69.99		1 01/17/2023
903101701	01/13/2023	PRINTED	000589 DINTER ENGINEERING CO INC		1,275.00		1 01/23/2023
903101702	01/13/2023	PRINTED	000689 EUROFINS EATON ANALYTICAL		15.00		1 01/19/2023
903101703	01/13/2023	PRINTED	000696 EXPRESS SYSTEMS		497.35		1 01/18/2023
903101704	01/13/2023	PRINTED	002490 FARR WEST ENGINEERING		21,197.53		1 01/20/2023

City of Carson City

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 999 101000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
903101705	01/13/2023	PRINTED	000705 FEDEX		118.53		1 01/20/2023
903101706	01/13/2023	PRINTED	000724 DAIHOS USA INC		112.70		1 01/19/2023
903101707	01/13/2023	PRINTED	000725 FIRST JUDICIAL DISTRICT B	45.00			
903101708	01/13/2023	PRINTED	000728 FISH		4,858.60		1 01/19/2023
903101709	01/13/2023	PRINTED	000736 FLYERS ENERGY LLC		5,507.32		1 01/17/2023
903101710	01/13/2023	PRINTED	000748 FRANCO AMERICAN BAKING CO		446.70		1 01/19/2023
903101711	01/13/2023	PRINTED	000867 HDR INC.		21,691.81		1 01/17/2023
903101712	01/13/2023	PRINTED	004694 HIGHLAND FLOORS, INC.		18,481.00		1 01/17/2023
903101713	01/13/2023	PRINTED	002861 HIGH SIERRA CPR		595.00		1 01/18/2023
903101714	01/13/2023	PRINTED	002742 HERSHENOW & KLIPPENSTEIN		1,972.50		1 02/03/2023
903101715	01/13/2023	PRINTED	004939 INTERNATIONAL SECURITY PR		1,240.05		1 01/20/2023
903101716	01/13/2023	PRINTED	000960 JALKSON, CHRIS		15.00		1 01/18/2023
903101717	01/13/2023	PRINTED	002487 KATHARINE J COX		360.00		1 01/17/2023
903101718	01/13/2023	PRINTED	001015 KELLER ASSOCIATES INC	13,501.50			
903101719	01/13/2023	PRINTED	001026 KIMLEY-HORN & ASSOCIATES		3,927.50		1 01/18/2023
903101720	01/13/2023	PRINTED	001053 KRONOS INC		13.81		1 01/18/2023
903101721	01/13/2023	PRINTED	004643 LANGUAGE LINE SERVICES, I		313.20		1 01/17/2023
903101722	01/13/2023	PRINTED	001076 SHANE BELL		4,665.00		1 01/19/2023
903101723	01/13/2023	PRINTED	003678 STOMMEL INC.		4,677.00		1 01/18/2023
903101724	01/13/2023	PRINTED	001102 RELX INC.		2,686.00		1 01/18/2023
903101725	01/13/2023	PRINTED	001114 LOCKE, JOEL		200.00		1 01/17/2023
903101726	01/13/2023	PRINTED	001131 LUMOS & ASSOCIATES, INC		53,446.00		1 01/19/2023
903101727	01/13/2023	PRINTED	001159 MARATHON STAFFING GROUP I		12,741.49		1 01/23/2023
903101728	01/13/2023	PRINTED	002613 MARY K BRYAN		5,083.00		1 01/17/2023
903101729	01/13/2023	PRINTED	003084 STEVEN F MASON		1,600.00		1 01/19/2023
903101730	01/13/2023	PRINTED	004210 RANDY L ROBERTSON		1,612.50		1 01/23/2023
903101731	01/13/2023	PRINTED	001192 MCMORRIS, STEVEN D		1,144.62		1 01/20/2023
903101732	01/13/2023	PRINTED	001213 MICHAEL BAKER INTERNATION		12,416.25		1 01/17/2023
903101733	01/13/2023	PRINTED	004867 SIERRA EQUITY GROUP LLC		24,534.00		1 01/19/2023
903101734	01/13/2023	PRINTED	999913 DAVE THOMAS		237.00		1 01/20/2023
903101735	01/13/2023	PRINTED	999913 Dylan Sawyers	1,268.25			
903101736	01/13/2023	PRINTED	999913 EDUCATION & TRAINING SESR		499.00		1 01/20/2023
903101737	01/13/2023	PRINTED	999913 James Adams	72.00			
903101738	01/13/2023	PRINTED	999913 JOHN BURNHAM		237.00		1 01/20/2023
903101739	01/13/2023	PRINTED	999913 JOSHUA BOEHME		256.00		1 01/30/2023
903101740	01/13/2023	PRINTED	999913 JUSTIN TIEARNEY		256.00		1 01/17/2023
903101741	01/13/2023	PRINTED	999913 Paola villagrana		15.00		1 01/23/2023
903101742	01/13/2023	PRINTED	999913 TEDDY CHANEY		256.00		1 01/30/2023
903101743	01/13/2023	PRINTED	999913 TERRANCE SWANSON		256.00		1 02/03/2023
903101744	01/13/2023	PRINTED	999913 Zoe Cloney	72.00			
903101745	01/13/2023	PRINTED	001272 CHARLES ROBERT AYERS		140.00		1 01/18/2023
903101746	01/13/2023	PRINTED	001275 MUND, STEPHEN		462.00		1 01/19/2023
903101747	01/13/2023	PRINTED	001316 NEVADA APPEAL/SUBSCRIBER		488.57		1 01/18/2023
903101748	01/13/2023	PRINTED	001327 NEVADA ASSOCIATION OF COU		25,538.00		1 01/19/2023
903101749	01/13/2023	PRINTED	001329 NEVADA ASSOC OF JUVENILE		225.00		1 01/18/2023
903101750	01/13/2023	PRINTED	001338 STATE OF NEVADA		83,775.82		1 01/19/2023
903101751	01/13/2023	PRINTED	001339 NEVADA DEPARTMENT OF CORR		795.70		1 01/18/2023
903101752	01/13/2023	PRINTED	001372 NEVADA PRESORT & MAIL MAR		2,989.16		1 01/19/2023
903101753	01/13/2023	PRINTED	003256 NICHOLAS & CO., INC		2,166.30		1 01/17/2023
903101754	01/13/2023	PRINTED	002844 NICHOLS CONSULTING ENGINE		126,665.45		1 01/18/2023
903101755	01/13/2023	PRINTED	001402 NIELSEN CONSULTING, LLC		1,235.00		1 01/17/2023
903101756	01/13/2023	PRINTED	002545 NOBILITY TRAUMA CLEAN-UP		2,130.20		1 01/17/2023

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903101757	01/13/2023	PRINTED	001417 NORTHERN NEVADA FIRE CHIE	200.00			
903101758	01/13/2023	PRINTED	001446 NEVADA DEPARTMENT OF HEAL		49,383.00	1	01/19/2023
903101759	01/13/2023	PRINTED	001458 NV ENERGY		305.24	1	01/18/2023
903101760	01/13/2023	PRINTED	001461 NV ENERGY		3,214.82	1	01/18/2023
903101761	01/13/2023	PRINTED	001473 NEVADA STATE LIBRARY AND		684.51	1	01/30/2023
903101762	01/13/2023	PRINTED	001499 ONSTRATEGY		9,000.00	1	01/18/2023
903101763	01/13/2023	PRINTED	003907 PATRICK F. WILKES		1,795.76	1	01/17/2023
903101764	01/13/2023	PRINTED	001550 MARIA ELIZABETH PENCE		750.00	1	01/30/2023
903101765	01/13/2023	PRINTED	002495 PERKINS ESQ., THOMAS E		542.75	1	01/17/2023
903101766	01/13/2023	PRINTED	001589 PITNEY BOWES GLOBAL FINAN		195.66	1	01/19/2023
903101767	01/13/2023	PRINTED	001609 POWERCOMM SOLUTIONS INC		1,430.00	1	01/18/2023
903101768	01/13/2023	PRINTED	001636 PUBLIC HEALTH ACCREDITATI		5,600.00	1	01/20/2023
903101769	01/13/2023	PRINTED	001646 RAPID SPACE, LLC		1,997.75	1	01/18/2023
903101770	01/13/2023	PRINTED	999916 Carson City School Distri		37.50	1	01/23/2023
903101771	01/13/2023	PRINTED	999916 Carson City School Distri		30.00	1	01/23/2023
903101772	01/13/2023	PRINTED	999916 Jacob Murray		110.00	1	01/18/2023
903101773	01/13/2023	PRINTED	999916 PANADERIA L BARCA MEAT MA		1,000.00	1	01/17/2023
903101774	01/13/2023	PRINTED	999916 Simeon Lopez		110.00	1	01/30/2023
903101775	01/13/2023	PRINTED	999916 Suzie Lusich		150.00	1	01/18/2023
903101776	01/13/2023	PRINTED	999915 CARSON NUGGET		100.00	1	02/03/2023
903101777	01/13/2023	PRINTED	999915 COSTCO		55.00	1	01/31/2023
903101778	01/13/2023	PRINTED	999915 DIANE ROSALES		40.00	1	01/17/2023
903101779	01/13/2023	PRINTED	999915 EXTRA MILE	11.00			
903101780	01/13/2023	PRINTED	999915 JAMES HART		269.00	1	01/17/2023
903101781	01/13/2023	PRINTED	999915 JUAN MENA		150.00	1	01/23/2023
903101782	01/13/2023	PRINTED	999915 MICHAEL EDWIN MOYER	45.00			
903101783	01/13/2023	PRINTED	999915 MIDTOWN MARKETPLACE	50.00			
903101784	01/13/2023	PRINTED	999915 RISE CANNABIS DISPENSARY	100.00			
903101785	01/13/2023	PRINTED	999915 TYLER HARRINGTON		200.00	1	01/20/2023
903101786	01/13/2023	PRINTED	004932 ROBERTS, SHANNON		206.22	1	01/19/2023
903101787	01/13/2023	PRINTED	001740 RON WOOD FAMILY RESOURCE		7,994.61	1	01/23/2023
903101788	01/13/2023	PRINTED	001773 SAFETY-KLEEN SYSTEMS, INC		2,191.48	1	01/17/2023
903101789	01/13/2023	PRINTED	001796 SATELLITE TRACKING OF PEO		352.50	1	01/18/2023
903101790	01/13/2023	PRINTED	001806 SCHULZ, DARREN		346.78	1	01/17/2023
903101791	01/13/2023	PRINTED	001837 BERRY ENTERPRISES, INC		615.00	1	01/17/2023
903101792	01/13/2023	PRINTED	001892 SNYDER, TERRI		405.60	1	01/18/2023
903101793	01/13/2023	PRINTED	001904 SOUTHWEST GAS CORP		15,160.94	1	01/19/2023
903101794	01/13/2023	PRINTED	001922 STANLEY CONVERGENT SECURI		276.44	1	01/20/2023
903101795	01/13/2023	PRINTED	002317 SAINT TERESA OF AVILA CON		1,900.00	1	01/19/2023
903101796	01/13/2023	PRINTED	001967 SURF THRU INC		364.00	1	01/20/2023
903101797	01/13/2023	PRINTED	001973 SWEEPS SOFTWARE INC		960.12	1	01/31/2023
903101798	01/13/2023	PRINTED	001989 TATRO, JOHN		964.25	1	01/30/2023
903101799	01/13/2023	PRINTED	002005 LB 1106		19,056.41	1	01/17/2023
903101800	01/13/2023	PRINTED	004720 THEA BRITT NEWHOUSE		56.00	1	01/23/2023
903101801	01/13/2023	PRINTED	002014 THOMAS PETROLEUM LLC		77,933.93	1	01/19/2023
903101802	01/13/2023	PRINTED	003241 ESCAPE VELOCITY HOLDINGS,		49.70	1	01/17/2023
903101803	01/13/2023	PRINTED	004203 TRC SOLUTIONS INC		7,203.00	1	01/17/2023
903101804	01/13/2023	PRINTED	004921 MANUEL S SANTANA		1,171.00	1	01/30/2023
903101805	01/13/2023	PRINTED	002070 UNITED SITE SERVICES OF N		207.00	1	01/18/2023
903101806	01/13/2023	PRINTED	002719 U.S. ARMOR CORPORATION		98.45	1	01/17/2023
903101807	01/13/2023	PRINTED	002103 VANCE, JERRY	190.40			
903101808	01/13/2023	PRINTED	002112 VERITIV OPERATING COMPANY		1,104.62	1	01/17/2023

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903101809	01/13/2023	PRINTED	002170 MDK, LLC		3,236.25		1 01/25/2023
903101810	01/13/2023	PRINTED	002174 WESTERN NEVADA COLLEGE		4,251.33		1 01/20/2023
903101811	01/13/2023	PRINTED	002177 WESTERN NEVADA SUPPLY CO		5,826.68		1 01/17/2023
903101812	01/13/2023	PRINTED	002224 YEAMAN, GUY		63.00		1 01/17/2023
903101813	01/20/2023	PRINTED	002765 MONIQUE RENO		18.00		1 02/03/2023
903101814	01/20/2023	PRINTED	000036 ADVANCED COMPUTER TECHNOL		1,300.11		1 01/30/2023
903101815	01/20/2023	PRINTED	000041 ADVOCATES TO END DOMESTIC		6,058.25		1 01/24/2023
903101816	01/20/2023	PRINTED	000067 ALLIANCEONE RECEIVABLES M		1,150.00		1 01/23/2023
903101817	01/20/2023	PRINTED	002856 ALLIED ENVIRONMENTAL SERV	1,831.50			
903101818	01/20/2023	PRINTED	000071 ALLSTREAM		2,509.62		1 01/24/2023
903101819	01/20/2023	PRINTED	000091 AMERICAN FAMILY LIFE ASSU		5,018.79		1 01/23/2023
903101820	01/20/2023	PRINTED	000100 AMERICAN READY-MIX INC		957.70		1 01/23/2023
903101821	01/20/2023	PRINTED	000101 AMERIGAS		3,613.76		1 01/25/2023
903101822	01/20/2023	PRINTED	000109 ANASTASSATOS, GEORGE		3,010.00		1 01/23/2023
903101823	01/20/2023	PRINTED	004915 CHRISTOPHER HANCOCK	6,784.00			
903101824	01/20/2023	PRINTED	000126 ARAMARK UNIFORM & CAREER		75.08		1 01/23/2023
903101825	01/20/2023	PRINTED	000128 ARC HEALTH AND WELLNESS		1,140.00		1 01/23/2023
903101826	01/20/2023	PRINTED	002603 ASPEN DEVELOPERS CORP	45.35			
903101827	01/20/2023	PRINTED	002603 ASPEN DEVELOPERS CORP		122,261.51		1 02/03/2023
903101828	01/20/2023	PRINTED	000147 AT&T		38.60		1 01/25/2023
903101829	01/20/2023	PRINTED	000148 AT&T		5,159.40		1 01/25/2023
903101830	01/20/2023	PRINTED	000152 AT&T (775-71C-1404)		3,619.00		1 01/26/2023
903101831	01/20/2023	PRINTED	000154 AT&T (775-74C-1517)		7,799.00		1 01/26/2023
903101832	01/20/2023	PRINTED	000169 AWARDZONE LLC		216.00		1 01/27/2023
903101833	01/20/2023	PRINTED	002787 BAKEMARK INGREDIENTS LLC		1,500.59		1 01/23/2023
903101834	01/20/2023	PRINTED	004644 BEYNON SPORTS SURFACES, I		14,250.00		1 01/30/2023
903101835	01/20/2023	PRINTED	000283 BRUNO, CATHY		78.75		1 01/23/2023
903101836	01/20/2023	PRINTED	000320 CAPITAL GLASS INC		54,856.50		1 01/26/2023
903101837	01/20/2023	PRINTED	000356 CARSON CITY SENIOR CITIZE		6,018.76		1 01/25/2023
903101838	01/20/2023	PRINTED	000374 DANIEL TRAMPE		590.00		1 01/25/2023
903101839	01/20/2023	PRINTED	004373 CATAMOUNT PROPERTIES 2018		178.78		1 01/23/2023
903101840	01/20/2023	PRINTED	004320 CINTAS CORPORATION		129.30		1 01/30/2023
903101841	01/20/2023	PRINTED	000457 CLINICAL PHARMACY CONSULT	150.00			
903101842	01/20/2023	PRINTED	000467 COLLAZO, URIEL		2,500.00		1 02/01/2023
903101843	01/20/2023	PRINTED	001469 OCCUPATIONAL HEALTH CENTE		98.00		1 01/26/2023
903101844	01/20/2023	PRINTED	000487 CONSTRUCTION MATERIALS EN		190.00		1 01/26/2023
903101845	01/20/2023	PRINTED	000492 CONVERSE CONSULTANTS		1,115.00		1 01/25/2023
903101846	01/20/2023	PRINTED	000507 COSTANZO, CHRISTINA		56.25		1 01/26/2023
903101847	01/20/2023	PRINTED	000526 CREAGER, MIKE		89.38		1 02/03/2023
903101848	01/20/2023	PRINTED	002821 D & D PLUMBING, INC		360.00		1 01/24/2023
903101849	01/20/2023	PRINTED	003249 DATAENDURE		9,755.00		1 01/25/2023
903101850	01/20/2023	PRINTED	000556 DATA GRAPHS	120.00			
903101851	01/20/2023	PRINTED	000573 DEPT OF PUBLIC SAFETY		556.00		1 01/24/2023
903101852	01/20/2023	PRINTED	000575 DESERT HILLS FIRE & SECUR		35.00		1 01/26/2023
903101853	01/20/2023	PRINTED	000577 DESIGN WORKSHOP INC		5,100.00		1 01/26/2023
903101854	01/20/2023	PRINTED	002578 EAST PUBLIC RELATIONS		1,487.50		1 01/30/2023
903101855	01/20/2023	PRINTED	000696 EXPRESS SYSTEMS		242.66		1 01/31/2023
903101856	01/20/2023	PRINTED	002490 FARR WEST ENGINEERING		1,119.75		1 01/27/2023
903101857	01/20/2023	PRINTED	000708 FENKELL, LARRY	52.00			
903101858	01/20/2023	PRINTED	000724 DAIHOS USA INC		156.00		1 01/25/2023
903101859	01/20/2023	PRINTED	000725 FIRST JUDICIAL DISTRICT B	45.00			
903101860	01/20/2023	PRINTED	000736 FLYERS ENERGY LLC		4,711.27		1 01/24/2023

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903101861	01/20/2023	PRINTED	000748 FRANCO AMERICAN BAKING CO		683.10		1 01/24/2023
903101862	01/20/2023	PRINTED	000757 FRONTIER COMMUNICATIONS		91.66		1 01/27/2023
903101863	01/20/2023	PRINTED	004943 FUNCTION DRIVES FORM LLC		1,520.98		1 02/01/2023
903101864	01/20/2023	PRINTED	003222 GARDNER ENGINEERING, INC		9,325.75		1 01/23/2023
903101865	01/20/2023	PRINTED	004698 GREATAMERICA FINANCIAL SE		831.00		1 01/30/2023
903101866	01/20/2023	PRINTED	000831 THE GREENHOUSE PROJECT		225.00		1 01/23/2023
903101867	01/20/2023	PRINTED	003845 VICTORIA SMITH		100.00		1 01/25/2023
903101868	01/20/2023	PRINTED	000853 HANSFORD, CATHERINE		531.25		1 01/23/2023
903101869	01/20/2023	PRINTED	002742 HERSHENOW & KLIPPENSTEIN		5,125.00		1 02/03/2023
903101870	01/20/2023	PRINTED	004940 HUI, BILL M	183.80			
903101871	01/20/2023	PRINTED	000929 IC SOLUTIONS		9,861.48		1 01/27/2023
903101872	01/20/2023	PRINTED	000932 IMSA		425.00		1 01/23/2023
903101873	01/20/2023	PRINTED	004817 INVERIS TRAINING SOLUTION		62,500.00		1 01/23/2023
903101874	01/20/2023	PRINTED	001024 K G WALTERS CONSTRUCTION		444,030.00		1 02/02/2023
903101875	01/20/2023	PRINTED	004465 KLIBANOW, LINDA S		4,200.00		1 01/24/2023
903101876	01/20/2023	PRINTED	001040 KNECHT, RAQUEL		631.22		1 01/31/2023
903101877	01/20/2023	PRINTED	002647 LABORATORY CORPORATION OF		514.00		1 01/24/2023
903101878	01/20/2023	PRINTED	003328 LANTURN INVESTMENTS, LLC		105.17		1 01/24/2023
903101879	01/20/2023	PRINTED	001076 SHANE BELL		510.00		1 01/24/2023
903101880	01/20/2023	PRINTED	001094 LEGALSHIELD		1,355.67		1 01/27/2023
903101881	01/20/2023	PRINTED	002671 LEMONS GRUNDY & EISENBERG		5,350.00		1 01/24/2023
903101882	01/20/2023	PRINTED	001101 LEXIPOL LLC		1,182.44		1 01/25/2023
903101883	01/20/2023	PRINTED	001103 LEXISNEXIS RISK DATA MANA		546.36		1 01/23/2023
903101884	01/20/2023	PRINTED	001114 LOCKE, JOEL		200.00		1 01/23/2023
903101885	01/20/2023	PRINTED	001131 LUMOS & ASSOCIATES, INC		188,977.00		1 01/26/2023
903101886	01/20/2023	PRINTED	001157 HAT LIMITED PARTNERSHIP		2,286.00		1 01/24/2023
903101887	01/20/2023	PRINTED	001159 MARATHON STAFFING GROUP I	8,183.46			
903101888	01/20/2023	PRINTED	004210 RANDY L ROBERTSON		675.00		1 01/24/2023
903101889	01/20/2023	PRINTED	001183 JOSEPH MCELLISTREM		800.00		1 01/30/2023
903101890	01/20/2023	PRINTED	001223 MILLARD REALTY		2,670.00		1 02/01/2023
903101891	01/20/2023	PRINTED	999913 ALISON COLEMAN		213.13		1 01/25/2023
903101892	01/20/2023	PRINTED	999913 Amalia Lanyi		25.00		1 01/30/2023
903101893	01/20/2023	PRINTED	999913 Dan Earp	70.76			
903101894	01/20/2023	PRINTED	999913 Donna Rocha		25.00		1 01/24/2023
903101895	01/20/2023	PRINTED	999913 Edgar Hinojosa		36.52		1 01/25/2023
903101896	01/20/2023	PRINTED	999913 ERICA ROSELIUS	32.63			
903101897	01/20/2023	PRINTED	999913 Lane Pickel		8.00		1 01/23/2023
903101898	01/20/2023	PRINTED	999913 Leilani Soriano		100.00		1 01/23/2023
903101899	01/20/2023	PRINTED	999913 Lydia Beck	244.20			
903101900	01/20/2023	PRINTED	999913 Michael Jerauld	13.96			
903101901	01/20/2023	PRINTED	999913 Polly Cavner	2,881.09			
903101902	01/20/2023	PRINTED	999913 SILVERVIEW		97.09		1 01/25/2023
903101903	01/20/2023	PRINTED	999913 Vicki Olson		1,218.38		1 01/23/2023
903101904	01/20/2023	PRINTED	999913 Zach Bragdon		120.75		1 02/01/2023
903101905	01/20/2023	PRINTED	001244 MONROE TRUCK EQUIPMENT IN		31,925.00		1 01/25/2023
903101906	01/20/2023	PRINTED	001263 MOUNTAIN MACHINERY REPAIR		5,786.97		1 01/23/2023
903101907	01/20/2023	PRINTED	003286 MOUNTAIN TOP CLEANING SER		2,015.00		1 01/23/2023
903101908	01/20/2023	PRINTED	004397 NEMO-Q, INC.		16,195.00		1 01/25/2023
903101909	01/20/2023	PRINTED	001357 NEVADA HUMANE SOCIETY		116,675.54		1 01/23/2023
903101910	01/20/2023	PRINTED	001379 NEVADA SHERIFF & CHIEFS A		1,000.00		1 01/26/2023
903101911	01/20/2023	PRINTED	001390 NEVADA STATE TREASURER		30.00		1 01/23/2023
903101912	01/20/2023	PRINTED	001399 BRET ALLEN		24,770.00		1 01/23/2023

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CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
903101913	01/20/2023	PRINTED	003256 NICHOLAS & CO., INC		4,244.23		1 01/25/2023
903101914	01/20/2023	PRINTED	002844 NICHOLS CONSULTING ENGINE		725.00		1 01/30/2023
903101915	01/20/2023	PRINTED	003230 NITV FEDERAL SERVICES, LL		1,890.00		1 01/27/2023
903101916	01/20/2023	PRINTED	001414 NORTHERN NEVADA CHAPTER	358.00			
903101917	01/20/2023	PRINTED	004693 NORTHERN NEVADA LEGAL AID		30,250.00		1 01/30/2023
903101918	01/20/2023	PRINTED	001461 NV ENERGY		2,743.51		1 01/27/2023
903101919	01/20/2023	PRINTED	001467 NEVADA LEGISLATIVE COUNSE		65.94		1 01/30/2023
903101920	01/20/2023	PRINTED	001494 OFFSITE DATA DEPOT LLC		498.80		1 01/23/2023
903101921	01/20/2023	PRINTED	001852 OSM SIERRA SPRINGS		1,106.00		1 01/27/2023
903101922	01/20/2023	PRINTED	001513 OVERHEAD FIRE PROTECTION		120.00		1 01/25/2023
903101923	01/20/2023	PRINTED	001531 PARADIGM SOFTWARE		10,227.00		1 01/24/2023
903101924	01/20/2023	PRINTED	003210 PRE-CONSTRUCTION SERVICES		6,210.00		1 01/23/2023
903101925	01/20/2023	PRINTED	004305 LAURA NIELSEN, PSYD		405.00		1 01/27/2023
903101926	01/20/2023	PRINTED	001609 POWERCOMM SOLUTIONS INC		2,990.00		1 01/26/2023
903101927	01/20/2023	PRINTED	001613 COMPLETE DOCUMENT MANAGEM		1,511.50		1 01/24/2023
903101928	01/20/2023	PRINTED	002906 PROSCENIUM PLAYERS, INC.	4,000.00			
903101929	01/20/2023	PRINTED	001629 PROTOKLEEN INC		450.00		1 01/23/2023
903101930	01/20/2023	PRINTED	001633 PUBLIC EMPLOYEES RETIREME		10,456.05		1 01/23/2023
903101931	01/20/2023	PRINTED	001646 RAPID SPACE, LLC		282.50		1 01/25/2023
903101932	01/20/2023	PRINTED	001669 RAY A MORGAN COMPANY LLC		11,849.83		1 01/23/2023
903101933	01/20/2023	PRINTED	003069 RENO GREEN LANDSCAPING, I		3,985.00		1 01/24/2023
903101934	01/20/2023	PRINTED	001719 RIVERA, CHRIS		2,479.10		1 02/03/2023
903101935	01/20/2023	PRINTED	001762 RSVP HOME COMPANION RESPI		5,371.69		1 01/24/2023
903101936	01/20/2023	PRINTED	001773 SAFETY-KLEEN (CALIFORNIA)		287.75		1 01/23/2023
903101937	01/20/2023	PRINTED	001773 SAFETY-KLEEN SYSTEMS, INC		5,678.79		1 01/24/2023
903101938	01/20/2023	PRINTED	003283 SAPIENCE PRACTICE, LLC		4,025.00		1 01/23/2023
903101939	01/20/2023	PRINTED	999919 Roger Fuller		4,994.00		1 02/03/2023
903101940	01/20/2023	PRINTED	001826 SHI INTERNATIONAL CORP		9,635.24		1 01/24/2023
903101941	01/20/2023	PRINTED	001829 SHRED-IT US HOLDCO, INC.		564.39		1 01/23/2023
903101942	01/20/2023	PRINTED	004304 SIERRA SOLITUDE LLC	70.23			
903101943	01/20/2023	PRINTED	001839 SIERRA FLOOR COVERING INC		1,017.28		1 01/27/2023
903101944	01/20/2023	PRINTED	001845 SIERRA NEVADA CONSTRUCTIO		37,142.72		1 01/23/2023
903101945	01/20/2023	PRINTED	001904 SOUTHWEST GAS CORP		1,863.31		1 01/25/2023
903101946	01/20/2023	PRINTED	002777 1788 INC.		1,309.98		1 01/26/2023
903101947	01/20/2023	PRINTED	001922 STANLEY CONVERGENT SECURI		3,773.42		1 01/25/2023
903101948	01/20/2023	PRINTED	001925 STAPLES BUSINESS ADVANTAG		164.00		1 01/24/2023
903101949	01/20/2023	PRINTED	002717 STATE OF NEVADA DIVISION		14,495.33		1 01/24/2023
903101950	01/20/2023	PRINTED	004941 STROBEL FAMILY TRUST		117.19		1 01/25/2023
903101951	01/20/2023	PRINTED	004944 SUMMIT PSYCHOLOGICAL SERV		2,000.00		1 01/27/2023
903101952	01/20/2023	PRINTED	003204 T&T LAWNS PLUS, LLC		8,539.90		1 01/23/2023
903101953	01/20/2023	PRINTED	001985 DOMINIC J SPALLONE III		17.10		1 01/24/2023
903101954	01/20/2023	PRINTED	001989 TATRO, JOHN		652.50		1 01/30/2023
903101955	01/20/2023	PRINTED	003906 TEK84 INC.		7,500.00		1 01/24/2023
903101956	01/20/2023	PRINTED	099992 CHRIS KALLAS		60.00		1 01/30/2023
903101957	01/20/2023	PRINTED	099992 TRINITY THOM		130.00		1 01/25/2023
903101958	01/20/2023	PRINTED	002536 TOTAL COURT SERVICES OF N		1,138.27		1 01/30/2023
903101959	01/20/2023	PRINTED	003241 ESCAPE VELOCITY HOLDINGS,		47,880.00		1 01/24/2023
903101960	01/20/2023	PRINTED	002034 TRAVELERS		3,253.00		1 01/24/2023
903101961	01/20/2023	PRINTED	004028 TATE SNYDER KIMSEY ARCHIT	28,732.50			
903101962	01/20/2023	PRINTED	002070 UNITED SITE SERVICES OF N		207.00		1 01/25/2023
903101963	01/20/2023	PRINTED	002083 U.S. BANK NATIONAL ASSOCI		181.00		1 01/24/2023
903101964	01/20/2023	PRINTED	002104 VARN		1,328.26		1 01/23/2023

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903101965	01/20/2023	PRINTED	002110 VERDEK LLC		690.00	1	01/23/2023
903101966	01/20/2023	PRINTED	003878 VITALIZE CLEANING SERVICE		499.00	1	02/03/2023
903101967	01/20/2023	PRINTED	002125 DEUCE NINE LLC		427.40	1	01/24/2023
903101968	01/20/2023	PRINTED	002162 WEDCO, INC		8,793.75	1	01/24/2023
903101969	01/20/2023	PRINTED	002173 WESTERN INSURANCE SPECIAL		3,429.96	1	01/26/2023
903101970	01/20/2023	PRINTED	002177 WESTERN NEVADA SUPPLY CO		415.99	1	01/23/2023
903101971	01/27/2023	PRINTED	000025 ACRE LLC	5,977.20			
903101972	01/27/2023	PRINTED	000080 ALPINE SIGNS, INC	1,835.00			
903101973	01/27/2023	PRINTED	004955 ANDERSON, KATHY		86.32	1	01/31/2023
903101974	01/27/2023	PRINTED	004965 ANDREAS, DANI		80.91	1	02/03/2023
903101975	01/27/2023	PRINTED	004964 ANGELUCCI, EILEEN		50.69	1	02/01/2023
903101976	01/27/2023	PRINTED	004730 AP TRITON, LLC	3,294.78			
903101977	01/27/2023	PRINTED	000160 AT&T MOBILITY #2872445916		90.96	1	01/31/2023
903101978	01/27/2023	PRINTED	000166 AUTO MAGIC WEST		187.98	1	02/01/2023
903101979	01/27/2023	PRINTED	000170 AXON ENTERPRISE INC		1,340.84	1	02/01/2023
903101980	01/27/2023	PRINTED	000178 BADGER METER INC	22,116.50			
903101981	01/27/2023	PRINTED	004987 BAEZ-AGUINIGA, EVER RICAR	88.26			
903101982	01/27/2023	PRINTED	004143 BATES HOMES	222.44			
903101983	01/27/2023	PRINTED	004989 BIGHORN PROPERTY MGMT LLC	128.21			
903101984	01/27/2023	PRINTED	004613 BILK CREEK, LLC	81.67			
903101985	01/27/2023	PRINTED	004982 BIRMINGHAM, GRANT H		100.07	1	01/31/2023
903101986	01/27/2023	PRINTED	004981 BOGGESS, WILLIAM	219.77			
903101987	01/27/2023	PRINTED	004985 BOHAN, DAN		182.75	1	01/30/2023
903101988	01/27/2023	PRINTED	000273 BREWERY ARTS CENTER	5,000.00			
903101989	01/27/2023	PRINTED	000285 BRUNSWICK CANYON MATERIAL	962.12			
903101990	01/27/2023	PRINTED	004819 BRYX, INC.		46,450.00	1	01/30/2023
903101991	01/27/2023	PRINTED	000292 BURNEY'S COMMERCIAL SERVI		1,468.20	1	02/01/2023
903101992	01/27/2023	PRINTED	004958 BXB HOLDINGS LLC	394.21			
903101993	01/27/2023	PRINTED	000327 CAPITOL REPORTERS		333.20	1	02/03/2023
903101994	01/27/2023	PRINTED	005000 CARDIEL, JESUS M	1,239.87			
903101995	01/27/2023	PRINTED	000390 CARSON WATER SUB-CONSERVA	73,861.92			
903101996	01/27/2023	PRINTED	000394 CASHMAN EQUIPMENT COMPANY		1,659.98	1	01/31/2023
903101997	01/27/2023	PRINTED	004320 CINTAS CORPORATION	64.54			
903101998	01/27/2023	PRINTED	002631 CISCO AIR SYSTEMS, INC		1,895.00	1	01/30/2023
903101999	01/27/2023	PRINTED	004963 CORPORATE SERVICES OF NEV		219.97	1	01/31/2023
903102000	01/27/2023	PRINTED	000511 COUNTY FISCAL OFFICERS AS	60.00			
903102001	01/27/2023	PRINTED	000537 CRUZ CONSTRUCTION COMPANY		21,771.25	1	01/30/2023
903102002	01/27/2023	PRINTED	004997 CURRY, ELIZABETH M		102.84	1	02/01/2023
903102003	01/27/2023	PRINTED	004950 CUSTOM SIGN SERVICE, LLC		1,397.71	1	02/02/2023
903102004	01/27/2023	PRINTED	002821 D & D PLUMBING, INC		16,071.56	1	01/31/2023
903102005	01/27/2023	PRINTED	004953 DALE, DANIEL		183.46	1	01/31/2023
903102006	01/27/2023	PRINTED	000556 DATA GRAPHICS	1,254.95			
903102007	01/27/2023	PRINTED	000583 DIAMOND DRUGS, INC		17,241.40	1	01/31/2023
903102008	01/27/2023	PRINTED	000593 DIVISION OF WATER RESOURC		2,800.00	1	01/31/2023
903102009	01/27/2023	PRINTED	000610 DOUGLAS COUNTY UTILITIES		6,723.41	1	01/31/2023
903102010	01/27/2023	PRINTED	004972 DREISBACK, WILLIAM P		321.59	1	02/03/2023
903102011	01/27/2023	PRINTED	004978 DROZDOFF, LEO	190.99			
903102012	01/27/2023	PRINTED	000617 THE DUBE GROUP INC		2,625.60	1	01/30/2023
903102013	01/27/2023	PRINTED	000689 EUROFINS EATON ANALYTICAL		165.00	1	01/31/2023
903102014	01/27/2023	PRINTED	004995 FIRST AMERICAN TITLE INS		163.37	1	01/31/2023
903102015	01/27/2023	PRINTED	004961 FIRST CENTENNIAL TITLE CO	79.43			
903102016	01/27/2023	PRINTED	004979 FIRST CENTENNIAL TITLE CO		62.95	1	01/30/2023

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903102017	01/27/2023	PRINTED	004988 FIRST CENTENNIAL TITLE CO		112.18		1 01/31/2023
903102018	01/27/2023	PRINTED	000724 DAIHOS USA INC		78.60		1 01/31/2023
903102019	01/27/2023	PRINTED	004957 FLUITT, DAVID W		210.25		1 02/01/2023
903102020	01/27/2023	PRINTED	000736 FLYERS ENERGY LLC		6,213.75		1 01/31/2023
903102021	01/27/2023	PRINTED	004968 FULLER, JOHN M		268.26		1 02/03/2023
903102022	01/27/2023	PRINTED	004984 GLANCY, SUSAN		167.34		1 02/01/2023
903102023	01/27/2023	PRINTED	004977 GRAEHL, SUSAN J		68.85		1 02/02/2023
903102024	01/27/2023	PRINTED	005037 GENEVIEVE MARIE SEFCHICK		162.48		1 01/30/2023
903102025	01/27/2023	PRINTED	003260 HINTONBURDICK NEVADA LLC		875.00		1 01/30/2023
903102026	01/27/2023	PRINTED	004969 HITT, GARY R	118.37			
903102027	01/27/2023	PRINTED	004976 HUTCHINS, LEE	278.00			
903102028	01/27/2023	PRINTED	004986 JAMIN DU LLC	150.00			
903102029	01/27/2023	PRINTED	003849 JOHN R. WILLHALM		925.00		1 01/30/2023
903102030	01/27/2023	PRINTED	001003 JLW HOLDINGS SERIES I		24,525.00		1 01/30/2023
903102031	01/27/2023	PRINTED	004966 KISSINGER, TAYLOR A		150.00		1 02/03/2023
903102032	01/27/2023	PRINTED	001050 KPS-3	25,669.31			
903102033	01/27/2023	PRINTED	003328 LANTURN INVESTMENTS, LLC	187.48			
903102034	01/27/2023	PRINTED	005036 LARA, JOSE	90.20			
903102035	01/27/2023	PRINTED	001076 SHANE BELL		9,700.00		1 02/01/2023
903102036	01/27/2023	PRINTED	003678 STOMMEL INC.		8,572.52		1 01/30/2023
903102037	01/27/2023	PRINTED	004802 LT BUILDERS, LLC	138.03			
903102038	01/27/2023	PRINTED	004802 LT BUILDERS, LLC	178.59			
903102039	01/27/2023	PRINTED	001131 LUMOS & ASSOCIATES, INC		9,010.00		1 02/03/2023
903102040	01/27/2023	PRINTED	004999 MAKI, JASON D		80.54		1 01/30/2023
903102041	01/27/2023	PRINTED	001157 HAT LIMITED PARTNERSHIP		979.27		1 02/02/2023
903102042	01/27/2023	PRINTED	001159 MARATHON STAFFING GROUP I	1,099.25			
903102043	01/27/2023	PRINTED	004996 MCCOLLUM, TYLER	29.49			
903102044	01/27/2023	PRINTED	001183 JOSEPH MCELLISTREM		4,500.00		1 01/30/2023
903102045	01/27/2023	PRINTED	001216 MICHAEL HOHL - SOUTH CARS	138,920.75			
903102046	01/27/2023	PRINTED	002974 MIGUEL RIVERA-TORRES		680.00		1 02/03/2023
903102047	01/27/2023	PRINTED	999913 Dustin Owens		174.00		1 02/02/2023
903102048	01/27/2023	PRINTED	999913 EVELYN GRIME	252.88			
903102049	01/27/2023	PRINTED	999913 KELLY JOE REYNA		548.96		1 02/02/2023
903102050	01/27/2023	PRINTED	999913 Kris Presswood		208.00		1 02/01/2023
903102051	01/27/2023	PRINTED	999913 LARRY DOSS		465.00		1 01/30/2023
903102052	01/27/2023	PRINTED	999913 SKYE LUCK		155.78		1 01/27/2023
903102053	01/27/2023	PRINTED	999913 STEWART TITLE COMPANY		47.20		1 01/31/2023
903102054	01/27/2023	PRINTED	999913 STEWART TITLE COMPANY		115.82		1 01/31/2023
903102055	01/27/2023	PRINTED	999913 STEWART TITLE COMPANY	15.80			
903102056	01/27/2023	PRINTED	999913 Thomas Miller	208.00			
903102057	01/27/2023	PRINTED	999913 Todd Reese	475.00			
903102058	01/27/2023	PRINTED	999913 ZHENEGGANG ZHANG		48.75		1 01/31/2023
903102059	01/27/2023	PRINTED	004991 MORRISON, MICHAEL W		119.99		1 01/31/2023
903102060	01/27/2023	PRINTED	004973 NAEFF, KATHRIN	73.68			
903102061	01/27/2023	PRINTED	001309 QUADIANT FINANCE USA, INC	4,158.31			
903102062	01/27/2023	PRINTED	001340 NEVADA DEPARTMENT OF MINE		10.00		1 01/31/2023
903102063	01/27/2023	PRINTED	002582 NEVADA LEGAL SERVICES INC		3,461.04		1 02/01/2023
903102064	01/27/2023	PRINTED	001370 NEVADA POWER PRODUCTS INC	1,335.78			
903102065	01/27/2023	PRINTED	001423 NORTHERN NEVADA INTERNATI		1,115.00		1 02/01/2023
903102066	01/27/2023	PRINTED	001441 NEVADA DEPT OF CONSERVATI		2,049.25		1 01/31/2023
903102067	01/27/2023	PRINTED	001443 NEVADA DEPT OF CONSERVATI		2,466.00		1 01/30/2023
903102068	01/27/2023	PRINTED	001461 NV ENERGY		68,190.05		1 01/31/2023

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903102069	01/27/2023	PRINTED	001464 NV ENERGY/WASTE WATER SUM		76,205.91		1 01/31/2023
903102070	01/27/2023	PRINTED	001487 OFFICE DEPOT INC		469.37		1 02/02/2023
903102071	01/27/2023	PRINTED	001531 PARADIGM SOFTWARE		4,886.03		1 01/30/2023
903102072	01/27/2023	PRINTED	004967 PARKER, JUSTIN		200.19		1 02/02/2023
903102073	01/27/2023	PRINTED	004992 PATTERSON, SHELBY	242.82			
903102074	01/27/2023	PRINTED	004954 PIERCY, HUGH	88.68			
903102075	01/27/2023	PRINTED	001149 QUADIENT LEASING USA, INC		2,064.42		1 02/03/2023
903102076	01/27/2023	PRINTED	001646 RAPID SPACE, LLC		734.00		1 01/30/2023
903102077	01/27/2023	PRINTED	001669 RAY A MORGAN COMPANY LLC		1,158.54		1 01/31/2023
903102078	01/27/2023	PRINTED	001673 RECORDERS ASSOCIATION OF	25.00			
903102079	01/27/2023	PRINTED	999916 GERARD VACCARO		250.00		1 01/30/2023
903102080	01/27/2023	PRINTED	999915 ANGELICA GUTIERREZ	50.00			
903102081	01/27/2023	PRINTED	999915 ANTHONY GIUFFRIDA		1,584.00		1 01/27/2023
903102082	01/27/2023	PRINTED	999915 CARSON NUGGET		100.00		1 02/03/2023
903102083	01/27/2023	PRINTED	999915 CARSON TAHOE HOTEL	50.78			
903102084	01/27/2023	PRINTED	999915 JOSE LEON	100.00			
903102085	01/27/2023	PRINTED	999915 JOSHUA HIGLEY	16.13			
903102086	01/27/2023	PRINTED	999915 KENNETH IGNACIO	50.00			
903102087	01/27/2023	PRINTED	999915 MAVERICK GAS STATION	250.00			
903102088	01/27/2023	PRINTED	999915 MICHAEL EDWIN MOYER	100.00			
903102089	01/27/2023	PRINTED	999915 MIDTOWN MARKETPLACE	50.00			
903102090	01/27/2023	PRINTED	999915 MV TRANSPORTATION	100.00			
903102091	01/27/2023	PRINTED	999915 RAYMOND ALLEN PORTER	50.00			
903102092	01/27/2023	PRINTED	004398 JUSTIN SIBLEY		150.00		1 01/31/2023
903102093	01/27/2023	PRINTED	004959 ROLFE, TOM		402.70		1 02/01/2023
903102094	01/27/2023	PRINTED	001762 RSVP HOME COMPANION RESPI		851.96		1 01/31/2023
903102095	01/27/2023	PRINTED	004975 RUNDELL, EARTH C	78.55			
903102096	01/27/2023	PRINTED	004960 RUSSELL, BRIAN		521.64		1 02/01/2023
903102097	01/27/2023	PRINTED	004577 RYDER HOMES OF NEVADA	87.71			
903102098	01/27/2023	PRINTED	001772 SACRAMENTO SUPERIOR COURT	43.00			
903102099	01/27/2023	PRINTED	001773 SAFETY-KLEEN SYSTEMS, INC		649.74		1 02/02/2023
903102100	01/27/2023	PRINTED	004288 SANDOVAL, GERMAN F	444.53			
903102101	01/27/2023	PRINTED	004990 SANFORD, LINDA	200.00			
903102102	01/27/2023	PRINTED	001814 SENATOR APARTMENTS LLC		300.00		1 01/30/2023
903102103	01/27/2023	PRINTED	004980 SLOAN, HOYT B		195.58		1 02/01/2023
903102104	01/27/2023	PRINTED	001900 NATIONAL CENTER FOR SAFET		18.50		1 02/01/2023
903102105	01/27/2023	PRINTED	001904 SOUTHWEST GAS CORP		41,393.28		1 01/31/2023
903102106	01/27/2023	PRINTED	004983 SPARBEL LIVING TRUST	407.10			
903102107	01/27/2023	PRINTED	004768 STAHL, LEONE L	105.67			
903102108	01/27/2023	PRINTED	001922 STANLEY CONVERGENT SECURI		391.15		1 02/03/2023
903102109	01/27/2023	PRINTED	004998 STEINER, GEORGE	371.64			
903102110	01/27/2023	PRINTED	004970 STEWART TITLE COMPANY		336.48		1 02/02/2023
903102111	01/27/2023	PRINTED	004993 STEWART TITLE COMPANY		128.55		1 02/02/2023
903102112	01/27/2023	PRINTED	004994 STEWART TITLE COMPANY		159.38		1 02/02/2023
903102113	01/27/2023	PRINTED	004971 STONE, JOHN M	173.28			
903102114	01/27/2023	PRINTED	002607 SUN BADGE CO		142.50		1 02/03/2023
903102115	01/27/2023	PRINTED	001989 TATRO, JOHN	398.75			
903102116	01/27/2023	PRINTED	004956 THODAL, CARL	300.00			
903102117	01/27/2023	PRINTED	004951 THOMAS, CAROL	109.80			
903102118	01/27/2023	PRINTED	002014 THOMAS PETROLEUM LLC	54,624.43			
903102119	01/27/2023	PRINTED	002051 TSA CUSTOM CAR + TRUCK		32,459.77		1 02/01/2023
903102120	01/27/2023	PRINTED	004962 TUCKER, LUANN		300.00		1 01/30/2023

City of Carson City

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 999 101000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
903102121	01/27/2023	PRINTED	002057 TYLER TECHNOLOGIES INC		262.70		1 02/02/2023
903102122	01/27/2023	PRINTED	002068 UNITED RENTALS (NORTH AME		536.10		1 01/30/2023
903102123	01/27/2023	PRINTED	004734 UNIVERSITY OF UTAH	7,307.59			
903102124	01/27/2023	PRINTED	002104 VARN		1,190.00		1 01/31/2023
903102125	01/27/2023	PRINTED	002107 V & C CONSTRUCTION INC		9,240.00		1 02/01/2023
903102126	01/27/2023	PRINTED	002113 VERIZON WIRELESS		120.03		1 02/03/2023
903102127	01/27/2023	PRINTED	002148 WASHOE COUNTY SHERIFF'S O		2,223.30		1 02/03/2023
903102128	01/27/2023	PRINTED	002153 WASTE MANAGEMENT OF NEVAD	1,733.52			
903102129	01/27/2023	PRINTED	002177 WESTERN NEVADA SUPPLY CO		3,313.91		1 01/30/2023
903102130	01/27/2023	PRINTED	004911 WHISTON, RICHARD		256.05		1 01/31/2023
903102131	01/27/2023	PRINTED	004281 WILSON, JOHN C		127.48		1 02/01/2023
903102132	01/27/2023	PRINTED	002236 ZIONS FIRST NATIONAL BANK		350.00		1 02/02/2023
903102133	01/27/2023	PRINTED	004974 ZZ-65 KINGS CANYON MEADO		704.20		1 02/02/2023
903102134	01/27/2023	PRINTED	004952 ZZ-95 WILEY, MICHAEL D		87.60		1 01/31/2023
903102135	02/03/2023	PRINTED	000023 MORLAN, WADE R	295.00			
903102136	02/03/2023	PRINTED	000038 ADVANCED TRAFFIC PRODUCTS	31,580.00			
903102137	02/03/2023	PRINTED	002461 ALTITUDE SIGNAL, LLC	45,744.00			
903102138	02/03/2023	PRINTED	003101 AMERICAN CLEANING SERVICE	500.00			
903102139	02/03/2023	PRINTED	003768 PAM PER HER LLC	894.00			
903102140	02/03/2023	PRINTED	000122 APEX SOFTWARE	1,410.00			
903102141	02/03/2023	PRINTED	000130 ARMAC CONSTRUCTION, LLC	2,940.00			
903102142	02/03/2023	PRINTED	000148 AT&T	4,180.74			
903102143	02/03/2023	PRINTED	002895 AT&T	655.54			
903102144	02/03/2023	PRINTED	002787 BAKEMARK INGREDIENTS LLC	890.00			
903102145	02/03/2023	PRINTED	000188 BANK OF AMERICA/DALLAS	6,123.54			
903102146	02/03/2023	PRINTED	004143 BATES HOMES	9,195.72			
903102147	02/03/2023	PRINTED	000250 BOARD OF REGENTS, SYSTEM	15,491.81			
903102148	02/03/2023	PRINTED	002588 BRIAN DOUGLAS LEANY	2,800.00			
903102149	02/03/2023	PRINTED	000274 BRIGGS ELECTRIC INC	1,683.00			
903102150	02/03/2023	PRINTED	000315 CAPITAL BEVERAGES	4,027.16			
903102151	02/03/2023	PRINTED	000319 CAPITAL FORD INC	49,414.75			
903102152	02/03/2023	PRINTED	000327 CAPITOL REPORTERS	1,424.80			
903102153	02/03/2023	PRINTED	003760 CARSON CITY NV I SGF, LLC	2,093.00			
903102154	02/03/2023	PRINTED	002547 CARSON CITY TOWING, INC.	675.00			
903102155	02/03/2023	PRINTED	000369 NTC, A LIMITED LIABILITY	287.50			
903102156	02/03/2023	PRINTED	002382 GREGORY MILTON-BOYD DEINE	1,987.00			
903102157	02/03/2023	PRINTED	000394 CASHMAN EQUIPMENT COMPANY	72.60			
903102158	02/03/2023	PRINTED	002817 CHRISTINA I REESE	270.00			
903102159	02/03/2023	PRINTED	005042 CINDY K. HULL	1,542.65			
903102160	02/03/2023	PRINTED	003198 COLLEEN C. LYONS	2,500.00			
903102161	02/03/2023	PRINTED	004723 COLOSSAL PRINTING COMPANY	5,865.00			
903102162	02/03/2023	PRINTED	000473 COMMISSION ON POST	2,400.00			
903102163	02/03/2023	PRINTED	001469 OCCUPATIONAL HEALTH CENTE	260.00			
903102164	02/03/2023	PRINTED	000487 CONSTRUCTION MATERIALS EN	925.00			
903102165	02/03/2023	PRINTED	000575 DESERT HILLS FIRE & SECUR	75.00			
903102166	02/03/2023	PRINTED	000577 DESIGN WORKSHOP INC	1,242.50			
903102167	02/03/2023	PRINTED	000608 DOUGLAS COUNTY SOCIAL SER	8,350.91			
903102168	02/03/2023	PRINTED	000609 DOUGLAS COUNTY TREASURER	26,097.00			
903102169	02/03/2023	PRINTED	000610 DOUGLAS COUNTY UTILITIES	6,251.66			
903102170	02/03/2023	PRINTED	000636 EBSCO INFORMATION SERVICE	10.17			
903102171	02/03/2023	PRINTED	002380 EGGEN,LOREN ELIZABETH	293.00			
903102172	02/03/2023	PRINTED	005041 ELLIS, FRANK B	119.37			

City of Carson City

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 999 101000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
903102173	02/03/2023	PRINTED	000660 MESA ENERGY SYSTEMS, INC.	3,859.75			
903102174	02/03/2023	PRINTED	000689 EUROFINS EATON ANALYTICAL	3,085.00			
903102175	02/03/2023	PRINTED	000696 EXPRESS SYSTEMS	150.00			
903102176	02/03/2023	PRINTED	000724 DAIHOS USA INC	69.95			
903102177	02/03/2023	PRINTED	002997 FIRST TRANSIT, INC.	128.45			
903102178	02/03/2023	PRINTED	000736 FLYERS ENERGY LLC	9,701.80			
903102179	02/03/2023	PRINTED	002462 RONALD J LEVI	4,950.00			
903102180	02/03/2023	PRINTED	000748 FRANCO AMERICAN BAKING CO	487.70			
903102181	02/03/2023	PRINTED	003988 GENOA FLATS LLC	750.00			
903102182	02/03/2023	PRINTED	003845 VICTORIA SMITH	200.00			
903102183	02/03/2023	PRINTED	000860 HARRY'S BUSINESS MACHINES	863.26			
903102184	02/03/2023	PRINTED	000867 HDR INC.	8,595.74			
903102185	02/03/2023	PRINTED	002742 HERSHENOW & KLIPPENSTEIN	10,291.00			
903102186	02/03/2023	PRINTED	000911 HR SIMPLIFIED	384.90			
903102187	02/03/2023	PRINTED	002514 INTEGRITY PEST MANAGEMENT	200.00			
903102188	02/03/2023	PRINTED	000954 ITERIS INC	10,827.52			
903102189	02/03/2023	PRINTED	005048 JAMIE VINCEK	5,000.00			
903102190	02/03/2023	PRINTED	000972 JFG SYSTEMS INC	88.00			
903102191	02/03/2023	PRINTED	003849 JOHN R. WILLHALM	925.00			
903102192	02/03/2023	PRINTED	000988 JOHNSTON, KARLA	1,088.75			
903102193	02/03/2023	PRINTED	003040 J-U-B ENGINEERS. INC.	13,049.00			
903102194	02/03/2023	PRINTED	002967 KANSAS CITY LIFE INSURANC	9,673.16			
903102195	02/03/2023	PRINTED	002583 KIEN LAM BURKE	305.00			
903102196	02/03/2023	PRINTED	001040 KNECHT, RAQUEL	577.50			
903102197	02/03/2023	PRINTED	004747 SPECIALIZED ELEVATOR SERV	216.21			
903102198	02/03/2023	PRINTED	002978 LINDE GAS & EQUIPMENT INC	21.96			
903102199	02/03/2023	PRINTED	001126 L/P INSURANCE SERVICES IN	2,917.00			
903102200	02/03/2023	PRINTED	001131 LUMOS & ASSOCIATES, INC	4,211.00			
903102201	02/03/2023	PRINTED	001148 MAHONEY & ASSOCIATES CONS	5,695.00			
903102202	02/03/2023	PRINTED	001157 HAT LIMITED PARTNERSHIP	1,264.74			
903102203	02/03/2023	PRINTED	001159 MARATHON STAFFING GROUP I	4,475.51			
903102204	02/03/2023	PRINTED	003084 STEVEN F MASON	475.00			
903102205	02/03/2023	PRINTED	004210 RANDY L ROBERTSON	3,712.50			
903102206	02/03/2023	PRINTED	001183 JOSEPH MCELLISTREM	3,200.00			
903102207	02/03/2023	PRINTED	001216 MICHAEL HOHL - SOUTH CARS	302,537.50			
903102208	02/03/2023	PRINTED	002615 MIDWEST TAPE, LLC	817.81			
903102209	02/03/2023	PRINTED	001223 MILLARD REALTY	4,973.00			
903102210	02/03/2023	PRINTED	999913 Anil Ratti	297.00			
903102211	02/03/2023	PRINTED	999913 Cameron Sievers	196.13			
903102212	02/03/2023	PRINTED	999913 CARSON BASEBALL BOOSTERS	400.00			
903102213	02/03/2023	PRINTED	999913 CHIEN ESPIRITU	80.00			
903102214	02/03/2023	PRINTED	999913 Chris Boyer	297.00			
903102215	02/03/2023	PRINTED	999913 FRANCISCO JACQUEZ	66.00			
903102216	02/03/2023	PRINTED	999913 GALIN LAZANEO	21.09			
903102217	02/03/2023	PRINTED	999913 HAI NGUYEN	80.00			
903102218	02/03/2023	PRINTED	999913 INDIRA CHATTERJEE	550.00			
903102219	02/03/2023	PRINTED	999913 JACOB ROBERTS	80.00			
903102220	02/03/2023	PRINTED	999913 JEFFERY INGEBRITSON	80.00			
903102221	02/03/2023	PRINTED	999913 LINDA SUTHERLAND	80.00			
903102222	02/03/2023	PRINTED	999913 LISA VANNUCCI-LEON	80.00			
903102223	02/03/2023	PRINTED	999913 Makayla Raub	196.13			
903102224	02/03/2023	PRINTED	999913 MICHAEL WICKS	66.00			

City of Carson City

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 999 101000

FOR: All Except State

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
903102225	02/03/2023	PRINTED	999913 PAUL KINSEY	80.00			
903102226	02/03/2023	PRINTED	999913 RENATE HANNAMAN	80.00			
903102227	02/03/2023	PRINTED	999913 ROBERT MENZOR	80.00			
903102228	02/03/2023	PRINTED	999913 SAVANA LEHANE	80.00			
903102229	02/03/2023	PRINTED	999913 Sean Mundy	196.13			
903102230	02/03/2023	PRINTED	999913 TIMOTHY CHRISTESON	80.00			
903102231	02/03/2023	PRINTED	999913 WILLIAM WILLIAMS	80.00			
903102232	02/03/2023	PRINTED	004914 NATIONAL RESTAURANT SUPPL	195.00			
903102233	02/03/2023	PRINTED	001309 QUADIANT FINANCE USA, INC	3,442.75			
903102234	02/03/2023	PRINTED	001309 QUADIANT FINANCE USA, INC	63.78			
903102235	02/03/2023	PRINTED	001351 NEVADA ENERGY SYSTEMS INC	1,136.00			
903102236	02/03/2023	PRINTED	001372 NEVADA PRESORT & MAIL MAR	62.20			
903102237	02/03/2023	PRINTED	001385 NEVADA STATE FIRE MARSHAL	730.00			
903102238	02/03/2023	PRINTED	003256 NICHOLAS & CO., INC	2,382.42			
903102239	02/03/2023	PRINTED	001402 NIELSEN CONSULTING, LLC	1,400.00			
903102240	02/03/2023	PRINTED	002793 CR & S CARSON CITY, LLC	167,998.99			
903102241	02/03/2023	PRINTED	001423 NORTHERN NEVADA INTERNATI	1,082.07			
903102242	02/03/2023	PRINTED	001424 NORTH LAKE TAHOE FIRE PRO	20.00			
903102243	02/03/2023	PRINTED	001441 NEVADA DEPT OF CONSERVATI	2,442.62			
903102244	02/03/2023	PRINTED	001461 NV ENERGY	3,903.65			
903102245	02/03/2023	PRINTED	001463 NV ENERGY/STREETS SUMMARY	34,638.75			
903102246	02/03/2023	PRINTED	001475 NEVADA SUPREME COURT	24,500.00			
903102247	02/03/2023	PRINTED	001852 OSM SIERRA SPRINGS	2,620.00			
903102248	02/03/2023	PRINTED	001513 OVERHEAD FIRE PROTECTION	240.00			
903102249	02/03/2023	PRINTED	001539 COLLEGE PARKWAY ASSOC LLC	1,381.00			
903102250	02/03/2023	PRINTED	003907 PATRICK F. WILKES	3,046.50			
903102251	02/03/2023	PRINTED	001550 MARIA ELIZABETH PENCE	14,919.34			
903102252	02/03/2023	PRINTED	001598 PONDEROSA ROOFING & STEEL	840.00			
903102253	02/03/2023	PRINTED	001609 POWERCOMM SOLUTIONS INC	3,412.00			
903102254	02/03/2023	PRINTED	001149 QUADIANT LEASING USA, INC	513.84			
903102255	02/03/2023	PRINTED	001149 QUADIANT LEASING USA, INC	1,040.24			
903102256	02/03/2023	PRINTED	001646 RAPID SPACE, LLC	163.75			
903102257	02/03/2023	PRINTED	002721 RAD STRATEGIES INC.	575.00			
903102258	02/03/2023	PRINTED	001669 RAY A MORGAN COMPANY LLC	2,588.72			
903102259	02/03/2023	PRINTED	001681 REESE, RICHARD R.	135.00			
903102260	02/03/2023	PRINTED	004428 RENAISSANCE LIFE & HEALTH	49,353.85			
903102261	02/03/2023	PRINTED	001688 RENO BUSINESS INTERIORS	14,278.77			
903102262	02/03/2023	PRINTED	002785 RESIDENCE PUBLISHING, INC	56.00			
903102263	02/03/2023	PRINTED	001700 RESOURCE CONCEPTS, INC.	4,160.00			
903102264	02/03/2023	PRINTED	005038 SALAI LIAN	400.00			
903102265	02/03/2023	PRINTED	001952 SANSIO, INC.	1,880.00			
903102266	02/03/2023	PRINTED	003283 SAPIENCE PRACTICE, LLC	500.00			
903102267	02/03/2023	PRINTED	001829 SHRED-IT US HOLDCO, INC.	181.52			
903102268	02/03/2023	PRINTED	001859 SILVERADO AVIONICS INC	34,366.24			
903102269	02/03/2023	PRINTED	002581 SONSRAY MACHINERY, LLC	4,913.06			
903102270	02/03/2023	PRINTED	002581 SONSRAY MACHINERY, LLC	1,962.71			
903102271	02/03/2023	PRINTED	001900 NATIONAL CENTER FOR SAFET	37.00			
903102272	02/03/2023	PRINTED	001904 SOUTHWEST GAS CORP	20,419.30			
903102273	02/03/2023	PRINTED	004424 SPENCE, DANIEL	14,583.34			
903102274	02/03/2023	PRINTED	002769 SPIRIT OF HOPE, INC	4,000.00			
903102275	02/03/2023	PRINTED	001922 STANLEY CONVERGENT SECURI	31,607.58			
903102276	02/03/2023	PRINTED	001925 STAPLES BUSINESS ADVANTAG	243.50			

City of Carson City

AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 999 101000

FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
903102277	02/03/2023	PRINTED	001967 SURF THRU INC	399.00			
903102278	02/03/2023	PRINTED	001985 DOMINIC J SPALLONE III	1,030.02			
903102279	02/03/2023	PRINTED	001989 TATRO, JOHN	435.00			
903102280	02/03/2023	PRINTED	002005 LB 1106	36,037.34			
903102281	02/03/2023	PRINTED	002623 THOMAS COMBS	650.00			
903102282	02/03/2023	PRINTED	004131 T-MOBILE USA, INC.	62.30			
903102283	02/03/2023	PRINTED	003241 ESCAPE VELOCITY HOLDINGS,	3,310.72			
903102284	02/03/2023	PRINTED	002048 TRUJILLO, DANIEL F	10,850.25			
903102285	02/03/2023	PRINTED	004028 TATE SNYDER KIMSEY ARCHIT	4,680.00			
903102286	02/03/2023	PRINTED	002076 D & C PROPERTIES LLC	731.00			
903102287	02/03/2023	PRINTED	002083 U.S. BANK NATIONAL ASSOCI	258.14			
903102288	02/03/2023	PRINTED	002113 VERIZON WIRELESS	120.03			
903102289	02/03/2023	PRINTED	002117 MATTHEW PETERSON	895.00			
903102290	02/03/2023	PRINTED	002155 WATERS ESQ., NOEL S.	14,583.34			
903102291	02/03/2023	PRINTED	002177 WESTERN NEVADA SUPPLY CO	363.18			
903102292	02/03/2023	PRINTED	005045 INNOVATIVE EQUIPMENT INC.	182.55			
903102293	02/03/2023	PRINTED	002730 ZULEMA NOEMI SCHEHR	445.00			
641 CHECKS							
CASH ACCOUNT TOTAL				2,029,317.91	12,197,623.16		

City of Carson City

AP CHECK RECONCILIATION REGISTER

		UNCLEARED	CLEARED
641 CHECKS	FINAL TOTAL	2,029,317.91	12,197,623.16

** END OF REPORT - Generated by Sheri Russell **

City of Carson City

DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230120 PAY PERIOD: 12/30/2022 TO 01/12/2023
 DEDUCTION: 9980 DIRDEP\$1 LOC RANGE: ALL
 ORG RANGE:

CHECK DATE: 01/20/2023

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
3230	AAKER, NICOLA J	1016800	6800	588.00	0.00			
2412	AGRELLA, KEVIN T	5203502	3502	100.00	0.00			
2272	ALBERTSON, ERICK J	1013034	3034	100.00	0.00			
2474	ARAMBURU, DIEGO F	1012512	2512	5.00	0.00			
5070	BECK, LYDIA M	7407201	7200	300.00	0.00			
4015	BERNTSON, HOUSTON J	1012512	2512	1.23	0.00			
2654	BOGGS, TRAVIS J	1012512	2512	250.00	0.00			
5204	BRISTOL, MARC D	1012512	2512	1,200.00	0.00			
760	BRUKETTA, MELANIE	1010705	0705	1,500.00	0.00			
4542	BURT, CAMERON M	1012512	2512	50.00	0.00			
5086	CARILLO, JAIME	1012012	2012	1,000.00	0.00			
4240	CASSINELLI, JACQUELINE A	5700706	0706	700.00	0.00			
2690	CEBALLOS, MARICELA	1012017	2017	450.00	0.00			
4224	CHANEY, JOSHUA E	1012012	2012	300.00	0.00			
4599	CLARK, ROBIN M	1014300	4300	150.00	0.00			
4106	COOLEY, RICKY D	1013012	3012	2,000.00	0.00			
3631	COOPER, MATTHEW L	1012520	2520	100.00	0.00			
3285	CORTES, MAXINE	1014700	4700	135.00	0.00			
5390	CRUZ, ROBERTO A	2253026	3012	25.00	0.00			
4131	DANIELS, SHARON E	1012004	2005	250.00	0.00			
470	DAWLEY, DAVID	1010400	0400	0.00	0.00			
3200	DUQUE-JONES, CHARLINE A	1010300	0300	300.00	0.00			
2106	FELLOWS, ROBERT D	1013012	3012	400.00	0.00			
1507	FRY, CARL V	1012014	2005	2,400.00	0.00			
4540	GANGER, PAMALA A	1010701	0701	300.00	0.00			
1662	GARDNER, JASON A	1012512	2512	5.00	0.00			
2593	GONZALES, DANIEL G	1012004	2004	35.00	0.00			
2605	GONZALES, MELIAH H	1014700	4700	25.00	0.00			
4154	GREEN, COLE E	1012512	2512	500.00	0.00			
4786	GUTIERREZ, JESSE J	1012705	2705	50.00	0.00			
2782	HARNS, CHAD	1012512	2512	50.00	0.00			
3488	HERRING, ANNA C	1010500	0500	75.00	0.00			
3964	HUNT, BRENDA L	7607050	3005	500.00	0.00			
1474	HUNT, BRYON A	1012512	2512	20.00	0.00			
2842	JACKLETT, JAMES V	5103201	3201	100.00	0.00			
5269	JAMES, MARVIN R	1013015	3012	250.00	0.00			
1386	JENNINGS, TAMI D	1015055	5055	1,000.00	0.00			
5551	JOHNSON, MAIA	1010710	0710	300.00	0.00			
3560	KIPP, CHRISTINE V	7407200	7200	1,800.00	0.00			
4418	KIZER, JESSIE C	1012017	2017	50.00	0.00			
5161	KURLAND, ANA M	1016200	6200	30.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	25.00	0.00			
3017	LEE, KIPLAN M	1012014	2005	700.00	0.00			
3719	LOYOLA, ISRAEL S	1012012	2005	250.00	0.00			
1726	MARSHALL, ADA D	5800714	0704	30.00	0.00			
1763	MARTENSEN, MARIE E	1012011	2011	50.00	0.00			
5362	MARTINOVICH, CHRISTOPHER	2503035	3012	250.00	0.00			
2893	MENDOZA, BRIAN P	1012014	2005	650.00	0.00			
2994	MIHELIC, BRADLEY J	1012512	2512	10.00	0.00			
4459	MUDGETT, ANGELA C	1012800	2800	1.00	0.00			
5145	MURRAY, RAY D	5103201	3201	1,000.00	0.00			
5140	PACHECO, CESAR R	1012012	2005	200.00	0.00			

City of Carson City

DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230120 PAY PERIOD: 12/30/2022 TO 01/12/2023
 DEDUCTION: 9980 DIRDEP\$1 LOC RANGE: ALL
 ORG RANGE:

CHECK DATE: 01/20/2023

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
4974	PETERSON, CASEY C	1012706	2706	250.00	0.00			
4543	PETERSON, CLAYTON T	1012512	2512	3.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	300.00	0.00			
3076	PETTY, CORY E	1012512	2512	5.00	0.00			
3834	PIER, CAMERON M	5103201	3702	333.00	0.00			
5680	PRESSWOOD, KRISTOPHER L	1014700	4700	150.00	0.00			
938	PRIMKA, JAMES W	1012004	2004	40.00	0.00			
4887	RATTI, ANIL K	5012525	2525	5.00	0.00			
5069	RENDINELLI, MARK A	5103201	3201	1,050.00	0.00			
5323	REYNOSO, JACK B	5012525	2525	600.00	0.00			
5473	RICE, RANDALL C	1013012	3012	150.00	0.00			
4238	ROBERTSON, ADAM C	5012525	2525	5.00	0.00			
5278	ROBINSON, DUSTIN M	5103201	3201	1,650.00	0.00			
1850	ROSENKOETTER, DAVID G	1013012	3012	450.00	0.00			
3146	RUIZ, HAZEL P	2756800	6800	20.00	0.00			
4603	RUTHERFORD, BRUCE D	5603025	3025	450.00	0.00			
2785	SAUNDERS, SAMUEL B	1012512	2512	500.00	0.00			
3678	SCHULZ, DARREN L	1013012	3012	500.00	0.00			
2315	SCOTT, JEFFREY A	1012014	2014	167.00	0.00			
4035	SHINE, NOLAN J	1012512	2512	900.00	0.00			
2278	SPEEGLE, DOUGLAS E	1012014	2005	100.00	0.00			
1000	TIEARNEY, JUSTIN C	2563038	3038	720.00	0.00			
2649	TINAJERO, MARTHA A	1014700	4700	500.00	0.00			
1551	TORRES, BRENDA L	1014700	4700	1,500.00	0.00			
5043	TOUPS, EMILY A	1010216	0216	150.00	0.00			
3461	TRIPP, KIMBERLY L	1012017	2005	50.00	0.00			
2613	TSCHETTER, MARTHA A	2752005	2005	200.00	0.00			
3219	TUCKER, MORGAN H	1012012	2012	325.00	0.00			
5130	VANBEUGE, BRENDON D	1012014	2005	100.00	0.00			
2663	WILDBLOOD, JASON A	1012014	2014	100.00	0.00			
	RECORD COUNT:	82	TOTAL	31,833.23	0.00			

DEDUCTION: 9981 DIRECT DEPOSIT AMT 2

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2690	CEBALLOS, MARICELA	1012017	2017	500.00	0.00			
4599	CLARK, ROBIN M	1014300	4300	1,000.00	0.00			
4106	COOLEY, RICKY D	1013012	3012	700.00	0.00			
4131	DANIELS, SHARON E	1012004	2005	250.00	0.00			
3200	DUQUE-JONES, CHARLINE A	1010300	0300	50.00	0.00			
2106	FELLOWS, ROBERT D	1013012	3012	100.00	0.00			
2593	GONZALES, DANIEL G	1012004	2004	100.00	0.00			
2605	GONZALES, MELIAH H	1014700	4700	25.00	0.00			
3488	HERRING, ANNA C	1010500	0500	100.00	0.00			
1474	HUNT, BRYON A	1012512	2512	975.00	0.00			
1386	JENNINGS, TAMI D	1015055	5055	100.00	0.00			
3560	KIPP, CHRISTINE V	7407200	7200	500.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	450.00	0.00			
3075	NYBERG, KEVIN J	1012512	2512	1,100.00	0.00			
4974	PETERSON, CASEY C	1012706	2706	300.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	250.00	0.00			

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WARRANT: 230120 PAY PERIOD: 12/30/2022 TO 01/12/2023
 DEDUCTION: 9981 DIRDEP\$2 LOC RANGE: ALL
 ORG RANGE:

CHECK DATE: 01/20/2023

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
3076	PETTY, CORY E	1012512	2512	340.00	0.00			
4518	POTTEY, STEPHEN M	1013012	3012	1,924.07	0.00			
5473	RICE, RANDALL C	1013012	3012	150.00	0.00			
4603	RUTHERFORD, BRUCE D	5603025	3025	215.00	0.00			
4035	SHINE, NOLAN J	1012512	2512	1,600.00	0.00			
5314	SOLIMAN, STEFFI J	1010701	0701	250.00	0.00			
RECORD COUNT: 22				TOTAL	10,979.07	0.00		

DEDUCTION: 9982 DIRECT DEPOSIT AMT 3

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
4678	CAREWICZ, SHELLI S	1013012	3012	150.00	0.00			
470	DAWLEY, DAVID	1010400	0400	0.00	0.00			
3200	DUQUE-JONES, CHARLINE A	1010300	0300	300.00	0.00			
2106	FELLOWS, ROBERT D	1013012	3012	1,500.00	0.00			
2593	GONZALES, DANIEL G	1012004	2004	2,250.00	0.00			
2605	GONZALES, MELIAH H	1014700	4700	250.00	0.00			
1474	HUNT, BRYON A	1012512	2512	820.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	100.00	0.00			
4974	PETERSON, CASEY C	1012706	2706	250.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	100.00	0.00			
3076	PETTY, CORY E	1012512	2512	500.00	0.00			
5473	RICE, RANDALL C	1013012	3012	150.00	0.00			
RECORD COUNT: 12				TOTAL	6,370.00	0.00		

DEDUCTION: 9983 DIRECT DEPOSIT AMT 4

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
470	DAWLEY, DAVID	1010400	0400	0.00	0.00			
2593	GONZALES, DANIEL G	1012004	2004	100.00	0.00			
3560	KIPP, CHRISTINE V	7407200	7200	25.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	150.00	0.00			
1731	MAYS, BRIAN M	1012012	2005	2,755.00	0.00			
4974	PETERSON, CASEY C	1012706	2706	100.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	250.00	0.00			
4518	POTTEY, STEPHEN M	1013012	3012	436.00	0.00			
RECORD COUNT: 8				TOTAL	3,816.00	0.00		

DEDUCTION: 9984 DIRECT DEPOSIT AMT 5

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
470	DAWLEY, DAVID	1010400	0400	0.00	0.00			
2593	GONZALES, DANIEL G	1012004	2004	75.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	100.00	0.00			
RECORD COUNT: 3				TOTAL	175.00	0.00		

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DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230120 PAY PERIOD: 12/30/2022 TO 01/12/2023
 DEDUCTION: 9985 DIRDEP\$6 LOC RANGE: ALL
 ORG RANGE:

CHECK DATE: 01/20/2023

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
DEDUCTION: 9985 DIRECT DEPOSIT AMT 6								
EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2593	GONZALES, DANIEL G	1012004	2004	25.00	0.00			
RECORD COUNT:		1	TOTAL	25.00	0.00			

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
DEDUCTION: 9986 DIRECT DEPOSIT AMT 7								
EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2593	GONZALES, DANIEL G	1012004	2004	6.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	800.00	0.00			
RECORD COUNT:		2	TOTAL	806.00	0.00			

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
DEDUCTION: 9990 DIRECT DEPOSIT PER 1								
EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5148	ABLANG, SCOTT R	1016854	6800	1,236.12	0.00			
4548	BAILEY, RYAN R	1012512	2512	1,077.23	0.00			
5927	BAKER, RYAN W	2752505	2505	409.39	0.00			
4961	BARBER, FAITH M	2756574	6800	372.62	0.00			
5196	BURR, LUCAS P	1010500	0500	419.47	0.00			
4542	BURT, CAMERON M	1012512	2512	1,960.59	0.00			
4279	COOK, CRAIG A	1012512	2512	236.53	0.00			
5714	CRUZ-FLORES, HECTOR	5603025	3025	185.98	0.00			
5712	DAWSON, CHRISTIAN D	1012014	2014	261.77	0.00			
5922	EWALD, CHRISTOPHER J	5012537	2537	153.95	0.00			
5489	FARRIS, MITCHELL D	5012525	2525	575.12	0.00			
2780	FRIEDLANDER, JEFFREY M	1012512	2512	26.46	0.00			
2396	GOMES, DANIEL A	1012012	2005	2,943.05	0.00			
2593	GONZALES, DANIEL G	1012004	2004	14.51	0.00			
2605	GONZALES, MELIAH H	1014700	4700	341.37	0.00			
5463	HASKELL, NICHOLAS S	1015055	5055	52.19	0.00			
5090	HUMMEL, ANDREW M	5103201	3201	2,652.96	0.00			
3646	JAMES, EDWIN D	7607050	3005	538.88	0.00			
5803	KEY, MICHAEL T	5603055	3201	131.64	0.00			
4871	LAWRENCE, ELIZABETH	2752800	2800	216.12	0.00			
1731	MAYS, BRIAN M	1012012	2005	1,353.77	0.00			
5501	MITCHELL, ALEXANDRIA E	1016800	6800	665.96	0.00			
5420	MORELLI, ELIZABETH R	1010300	0300	784.51	0.00			
4699	PEEK, CODY R	1012800	2800	119.55	0.00			
4778	QUEZADA, CAMERON M	2563038	3038	216.61	0.00			
5517	RICHARDS, GREGORY T	1012512	2512	1,968.81	0.00			
4915	SHAFFER, MICHAEL A	5603025	3025	269.25	0.00			
4785	SLAMON, SEAN P	1012505	2505	1,314.34	0.00			
RECORD COUNT:		28	TOTAL	20,498.75	0.00			

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
DEDUCTION: 9991 DIRECT DEPOSIT PER 2								

City of Carson City

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WARRANT: 230120 PAY PERIOD: 12/30/2022 TO 01/12/2023
 DEDUCTION: 9991 DIRDEP%2 LOC RANGE: ALL
 ORG RANGE:

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EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
4279	COOK, CRAIG A	1012512	2512	3,142.53	0.00			
2780	FRIEDLANDER, JEFFREY M	1012512	2512	2,619.67	0.00			
2396	GOMES, DANIEL A	1012012	2005	519.36	0.00			
2593	GONZALES, DANIEL G	1012004	2004	1,436.89	0.00			
2605	GONZALES, MELIAH H	1014700	4700	1,934.46	0.00			
5090	HUMMEL, ANDREW M	5103201	3201	1,768.64	0.00			
3646	JAMES, EDWIN D	7607050	3005	3,951.82	0.00			
4871	LAWRENCE, ELIZABETH	2752800	2800	1,945.07	0.00			
4699	PEEK, CODY R	1012800	2800	2,271.46	0.00			
4778	QUEZADA, CAMERON M	2563038	3038	1,949.47	0.00			
4785	SLAMON, SEAN P	1012505	2505	3,943.01	0.00			
	RECORD COUNT:	11	TOTAL	25,482.38	0.00			

DEDUCTION: 9999 DIRECT DEPOSIT NET

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
3230	AAKER, NICOLA J	1016800	6800	3,707.84	0.00			
5674	ABELLA, FRANK K	1010710	0710	4,504.45	0.00			
5148	ABLANG, SCOTT R	1016854	6800	665.60	0.00			
2612	ACOSTA, SALVADOR	5800714	0704	3,673.18	0.00			
5570	ADAMS, JOSHUA N	2752505	2505	2,365.08	0.00			
2007	ADAMS, KIMBERLY D	1010400	0400	26,523.74	0.00			
2412	AGRELLA, KEVIN T	5203502	3502	4,292.59	0.00			
4982	AKERS, CAROLINA E	1010620	0720	2,618.77	0.00			
5395	ALBARRAN-LOZANO, MIGUEL A	1012705	2705	2,478.21	0.00			
2272	ALBERTSON, ERICK J	1013034	3034	2,182.90	0.00			
5568	ALCANTAR, ALEXANDER S	1010710	0710	2,100.54	0.00			
3338	ALEGRIA, VANESSA C	1014700	4700	2,068.80	0.00			
4120	ALLEN, KATHLEEN A	1013012	3012	2,823.11	0.00			
4552	ALLEN, VICKI-DAWN R	1012705	2705	1,830.58	0.00			
5932	ALTOM, TYLER B	1010500	0500	3,335.10	0.00			
5745	ALVAREZ-ORTEGA, MIGUEL I	1013034	3034	1,422.25	0.00			
1581	AMUNDSON, ROBERT C	2563038	3038	2,438.47	0.00			
3937	ANDERSON, DARREN S	1013012	3012	3,428.99	0.00			
4442	ANDERSON, WILLIAM D	1015012	5012	1,608.08	0.00			
2250	ANNETT, ALLEN J	1013904	3904	2,542.57	0.00			
2474	ARAMBURU, DIEGO F	1012512	2512	3,687.23	0.00			
5488	ARDINGER, ROBERT J	5012525	2525	3,017.56	0.00			
5064	ARGUST, RYAN F	5203502	3502	4,487.87	0.00			
3931	ARMSTRONG, THOMAS R	1014700	4700	4,899.48	0.00			
5696	ARNOLD, WENDY J	1015005	5005	527.24	0.00			
5584	ARRENDALE, JESSICA D	1010710	0710	1,796.22	0.00			
5266	ARRISON, CHRISTOPHER R	1012012	2005	2,296.78	0.00			
4872	ARTAM, NICHOLAS	1015059	5059	1,682.36	0.00			
2946	ASHLEY, FRANCES M	2756800	6800	1,829.35	0.00			
2668	ATTASHIAN, RAFFI P	1012512	2512	3,840.45	0.00			
2097	AUNKST, MIA G	1015055	5055	259.83	0.00			
4598	AURAND, DAVID P	1012505	2505	2,733.70	0.00			
4433	BAGWELL, LORRAINE H	1010100	0100	1,309.03	0.00			
4548	BAILEY, RYAN R	1012512	2512	1,615.85	0.00			
5927	BAKER, RYAN W	2752505	2505	1,637.58	0.00			

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 ORG RANGE:

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EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5959	BALEY, ALLIE B	2756800	6800	0.00	0.00			
4134	BANISTER, ALI M	1012705	2705	4,184.36	0.00			
5329	BARAJAS, SINDY	1014700	4700	1,636.51	0.00			
4961	BARBER, FAITH M	2756574	6800	1,117.86	0.00			
3868	BARLOW, JUDY L	1016800	6800	2,928.41	0.00			
4579	BARNETT, KEITH A	1010710	0710	509.13	0.00			
5341	BATEMAN, DAWN E	1015057	5057	692.29	0.00			
2611	BAUER, DENISE M	1012017	2005	3,861.18	0.00			
4790	BAUGH, MICHELE H	1012705	2705	2,761.90	0.00			
5686	BAUMANN, BRITTNEY C	2086550	2005	2,442.11	0.00			
5671	BAXTER, GARRET R	2563038	3038	3,070.55	0.00			
5076	BEAUDETTE, CAITLIN M	1015056	5056	1,459.53	0.00			
5070	BECK, LYDIA M	7407201	7200	1,639.99	0.00			
5690	BELLUSA, STEPHANIE A	1012705	2705	2,831.97	0.00			
5379	BENNETT, COLE G	1015055	5055	82.71	0.00			
4309	BENSON, KIRT A	1013034	3034	2,239.82	0.00			
5941	BERGER-HIGHT, DEBORAH M	1010213	0213	371.21	0.00			
4788	BERGGREN, GREGG E	2545047	5047	1,452.25	0.00			
4015	BERNTSON, HOUSTON J	1012512	2512	4,123.24	0.00			
2877	BIASOTTI, ANDREW J	1013034	3034	2,471.61	0.00			
3025	BINDLEY, BRETT J	1012014	2014	4,146.56	0.00			
4546	BINDLEY, CODY D	1012011	2011	3,305.05	0.00			
4249	BLATNICK, KYLE J	1013904	3904	1,753.88	0.00			
5261	BOBBITT, ALEXANDRA D	1012800	2800	846.47	0.00			
5258	BOEHME, JOSHUA L	2563038	3038	1,741.38	0.00			
3274	BOGGAN, JAMES T	1012014	2014	4,076.34	0.00			
3220	BOGGAN, JESSICA A	1014700	4700	2,522.31	0.00			
2654	BOGGS, TRAVIS J	1012512	2512	4,844.51	0.00			
5782	BOHEMIER, ALAN S	2503040	3012	2,380.37	0.00			
1724	BOOTH, JOSEPH D	2563038	3038	4,621.75	0.00			
956	BOOTHE, DUSTIN	1016800	6800	2,943.37	0.00			
5461	BORINO, BRYSON D	1012512	2512	2,344.34	0.00			
5271	BORN, AUBREY M	1012017	2005	2,089.10	0.00			
3923	BOTTINO, WARREN J	2151500	1500	2,449.69	0.00			
5789	BOWMAN, FAITH L	1015057	5057	240.37	0.00			
4955	BOYER, CHRISTOPHER F	1012512	2512	2,182.26	0.00			
4779	BOYER, LYNDEY J	2545047	5047	2,236.98	0.00			
1095	BRADSHAW, JEFF R	5103201	3201	2,891.73	0.00			
5468	BRAGDON, ZACHARY E	7407201	7200	1,531.89	0.00			
5106	BRANDON, KELLY E	1010500	0500	3,251.51	0.00			
4993	BRANINBURG, MARILYN A	1012005	2005	640.01	0.00			
3444	BRANTINGHAM, MELANIE	1010500	0500	4,036.02	0.00			
2805	BREHM, NATHAN E	1012012	2005	3,581.69	0.00			
5097	BRENNER, JESSICA R	2756800	6800	2,097.46	0.00			
5204	BRISTOL, MARC D	1012512	2512	2,779.33	0.00			
5321	BROWN, ANDREA L	5012525	2525	3,669.85	0.00			
5783	BROWN, BARBARA G	1012004	2004	327.78	0.00			
4186	BROWN, JACK B	2563038	3038	3,824.94	0.00			
5333	BROWN, RANDALL E	1012800	2800	784.48	0.00			
760	BRUKETTA, MELANIE	1010705	0705	3,594.29	0.00			
3938	BRUKETTA, SAMUEL H	1010500	0500	2,193.63	0.00			
4661	BUDGE, JENNIFER H	1015005	5005	5,044.67	0.00			

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 DEDUCTION: 9999 DIRECT DEP LOC RANGE: ALL
 ORG RANGE:

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EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2948	BUENO, JASON J	1012012	2005	2,828.65	0.00			
5397	BURKS, AMBER E	1012017	2017	2,156.23	0.00			
4924	BURNHAM, JOHN R	1015012	5012	1,918.92	0.00			
3773	BURNHAM, TERENCE O	1012014	2005	2,573.59	0.00			
5383	BURNS, JOSHUA R	1012013	2013	1,407.70	0.00			
5196	BURR, LUCAS P	1010500	0500	1,677.88	0.00			
5809	BURROWS, BRITTANY A	1013012	3012	1,450.06	0.00			
4542	BURT, CAMERON M	1012512	2512	1,960.59	0.00			
4882	BURTON, HEATH D	5012525	2525	2,718.23	0.00			
5717	BURTRAW, DEMPSEY R	1010710	0710	6,096.51	0.00			
5750	BUSTOS, REBECCA D	2503035	3012	2,103.39	0.00			
5775	BYRNE, BRYAN J	2503035	3012	2,989.35	0.00			
5121	CAMACHO REYES, MIGUEL A	1010216	0216	2,405.37	0.00			
3466	CANNE, MICHAEL A	1012706	2706	1,483.69	0.00			
4678	CAREWICZ, SHELLI S	1013012	3012	1,674.74	0.00			
5086	CARILLO, JAIME	1012012	2012	1,486.58	0.00			
5571	CARLSON, JOHN T	2752505	2505	2,055.82	0.00			
2890	CARTER, JOSH J	1012014	2005	2,986.75	0.00			
5407	CASAREZ, SALVADOR N	5103201	3201	1,577.06	0.00			
5092	CASCI, FELECIA M	1010500	0500	2,120.40	0.00			
4240	CASSINELLI, JACQUELINE A	5700706	0706	1,144.50	0.00			
5066	CASTANEDA, VICTOR M	1012014	2005	2,347.02	0.00			
4263	CASTILLO-SALAZAR, STEVE	2563038	3038	2,858.40	0.00			
3333	CATLETT, JEFF W	2563038	3038	3,315.81	0.00			
2690	CEBALLOS, MARICELA	1012017	2017	1,789.14	0.00			
5709	CHALK, PAUL M	1016800	6800	2,056.78	0.00			
4224	CHANEY, JOSHUA E	1012012	2012	2,601.75	0.00			
4733	CHANEY, TEDDY L	2563038	3038	1,848.82	0.00			
2340	CHAPMAN, SCOTT M	1015060	5060	2,483.31	0.00			
5008	CHASE, JANET E	1015055	5055	232.66	0.00			
5298	CHRIST, JUSTIN A	2563038	3038	3,044.69	0.00			
3985	CHURCHWARD, JENNIFER A	1013012	3201	1,513.67	0.00			
4883	CLAMAN, JUSTIN B	5012525	2525	3,194.31	0.00			
4599	CLARK, ROBIN M	1014300	4300	639.51	0.00			
1661	COLATORTI, JAMES P	1012512	2512	3,240.02	0.00			
5933	COLEMAN, ALISON	2503040	3012	92.87	0.00			
5532	COLEMAN, CRAIG R	1013034	3034	1,439.49	0.00			
3272	COLLAZO, URIEL	1012014	2014	3,370.39	0.00			
3551	COLLIER, AARON S	5203502	3502	2,284.37	0.00			
5822	COLONICA, JOHN T	1015055	5055	321.01	0.00			
5895	CONTRERAS, CHRISTIE A	2086550	6800	1,396.32	0.00			
4106	COOLEY, RICKY D	1013012	3012	1,069.11	0.00			
2815	COOPER, CRISTAL A	1014700	4700	2,191.20	0.00			
4606	COOPER, LAURA K	2756800	6800	232.16	0.00			
3631	COOPER, MATTHEW L	1012520	2520	3,385.88	0.00			
3878	CORBIT, JUNE K	2756800	6800	774.99	0.00			
5320	CORBRIDGE, NICHOLAS L	1012800	2800	1,527.32	0.00			
3285	CORTES, MAXINE	1014700	4700	4,725.75	0.00			
4929	CORTES, VANESSA A	1012706	2706	1,753.28	0.00			
5402	COSEL, CASSANDRA N	1012017	2017	2,059.26	0.00			
4582	COSTELLO, JOHN J	2545047	5047	2,188.14	0.00			
862	COX, GEORGE	5103201	3702	2,210.54	0.00			

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EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
4884	COX, MICHAEL R	1012512	2525	2,989.16	0.00			
4775	CRAVEY, WILLIAM M	1010710	0710	2,282.90	0.00			
3961	CRAWFORD, SUZANNE M	1010500	0500	2,217.42	0.00			
5467	CROWLEY, JOSEPH J	1013904	3904	0.00	0.00			
4664	CRUZ, DANTE H	1015060	5060	324.59	0.00			
5390	CRUZ, ROBERTO A	2253026	3012	3,020.67	0.00			
5714	CRUZ-FLORES, HECTOR	5603025	3025	1,673.82	0.00			
5958	CUEVAS-ZARATE, ANGELA M	1013012	3012	0.00	0.00			
4768	CUSTIS, MARK R	1015055	5055	206.72	0.00			
1301	DANEN, JASON T	5012525	2525	4,838.96	0.00			
2435	DANIEL, TAWNIA S	1014700	4700	2,884.79	0.00			
4131	DANIELS, SHARON E	1012004	2005	1,920.33	0.00			
2882	DANTZLER, FRANCES C	1012706	2706	2,820.73	0.00			
5506	DAVIS, DENISE L	1010710	0710	691.98	0.00			
85	DAVIS, KURT E	1012800	2800	0.00	0.00			
470	DAWLEY, DAVID	1010400	0400	0.00	0.00			
5712	DAWSON, CHRISTIAN D	1012014	2014	1,919.62	0.00			
5244	DEFALCO, RYAN B	1015060	5060	727.76	0.00			
5772	DEFURIO, LISA M	1010500	0500	1,596.71	0.00			
5289	DELANEY, NATHAN J	1015012	5012	1,207.99	0.00			
5377	DELANEY, PAMELA A	1014700	4700	623.41	0.00			
5804	DELUCA, BREANNA	1015055	5055	67.63	0.00			
2487	DEVERAUX, SHANE D	1013034	3034	1,740.38	0.00			
5891	DEVINE, IAN W	1010710	0710	1,594.77	0.00			
5670	DEWITT, CHARLES B	5203502	3502	1,873.16	0.00			
5946	DIARTE, CECILIA M	1016800	6800	1,336.40	0.00			
3218	DICKEY, JESSICA M	1012012	2005	2,962.58	0.00			
3791	DODGE, KELLY E	1015056	5056	271.87	0.00			
4554	DOMIN, KAELA J	1015055	5055	51.63	0.00			
5878	DOMINGUEZ, MARKOZ M	2545047	5047	1,205.24	0.00			
4159	DORAN, JOHN P	1015012	5012	3,335.27	0.00			
4911	DOUGHTY, SANDRA	1010217	0217	2,275.19	0.00			
1500	DOYAL, BRIAN A	1013012	3012	2,201.71	0.00			
3102	DRAKE, LINDA R	1010213	0213	2,461.10	0.00			
4890	DREWS, CASEY A	5251414	2515	3,291.63	0.00			
3651	DREWS, CODY J	1014700	4700	3,086.88	0.00			
944	DUENAS, CLAUDIA R	1012800	2800	509.88	0.00			
4873	DUENAS-ESTRELLA, ISRAEL	1015012	5012	0.00	0.00			
5931	DUNCAN, DEANNA R	1014700	4700	1,386.80	0.00			
5184	DUNCAN, LORI	1012505	2505	494.38	0.00			
3200	DUQUE-JONES, CHARLINE A	1010300	0300	1,198.93	0.00			
5381	DURAN, JAZLYN V	1015057	5057	90.13	0.00			
5660	DURAN, TALLAN J	1015060	5060	68.28	0.00			
5193	DUREN, SAMANTHA J	1012014	2014	1,488.23	0.00			
5075	DZYAK, JAKOB A	1012013	2005	474.18	0.00			
4761	EARP, DANIEL J	1015057	5057	3,618.19	0.00			
5438	EDENS, JORDAN L	1010710	0710	1,850.36	0.00			
4210	EGGERT, CHERYL A	1010212	0213	2,185.20	0.00			
3130	EISNER, DAVID F	5103201	3702	3,126.64	0.00			
5565	EISSINGER, LAUREN E	1012014	2014	1,853.58	0.00			
4362	ELDER, BRIAN W	1013012	3012	2,761.84	0.00			
3570	ENGELS, ERIC B	2563038	3038	5,898.94	0.00			

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EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
4936	ENTZ, MICHELLE R	1012705	2705	1,939.88	0.00			
4869	ESPINO, KYLE	1012012	2005	3,134.09	0.00			
4812	ESPINOZA, RAQUEL N	1010500	0500	1,545.44	0.00			
5883	ESSIG, SAMANTHA R	2545047	5047	1,380.82	0.00			
5455	ESTES, JACOB M	5103201	3702	2,234.38	0.00			
2829	ESTES, JAMES M	5203502	3502	4,038.38	0.00			
4840	ETCHEGARAY, DYLAN T	1012012	2005	2,553.58	0.00			
5322	EVANS, THOMAS G	5012525	2512	2,729.87	0.00			
4225	EVANSON, RACHAEL N	1010600	0600	1,667.02	0.00			
5922	EWALD, CHRISTOPHER J	5012537	2537	1,385.50	0.00			
5489	FARRIS, MITCHELL D	5012525	2525	2,300.50	0.00			
5856	FELIPE-HERNANDEZ, MIGUEL	1012014	2014	2,368.87	0.00			
4388	FELIX, RYAN J	1012705	2705	2,953.79	0.00			
2106	FELLOWS, ROBERT D	1013012	3012	7,120.68	0.00			
5675	FENCL, AMANDA J	1010701	0701	1,672.64	0.00			
5050	FERRIS, HEATHER M	1011425	1425	3,671.40	0.00			
511	FISCHER, CARIN	1014700	4700	3,516.29	0.00			
4841	FOERSCHLER, CHARLENE	1012014	2005	3,480.76	0.00			
5825	FONSECA DELGADILLO, MOISE	1012012	2012	2,621.17	0.00			
5292	FOUTZ, MYLES L	1012012	2012	2,080.05	0.00			
2680	FRANZ, CHRISTINE M	1014700	4700	2,816.38	0.00			
5916	FRANZ, CONRAD J	5103201	3201	1,507.34	0.00			
5234	FRAZER, JACOB B	1015055	5055	540.60	0.00			
4774	FREEMAN, JEANNE M	2750600	6800	3,168.99	0.00			
5061	FREEMAN, JEFFREY A	1013012	3012	3,465.20	0.00			
4605	FREEMAN, MICHAEL P	1015055	5055	2,414.91	0.00			
5707	FRESHMAN, RAECHEL E	2756800	6800	1,189.28	0.00			
5389	FRIEND, MICHAEL P	1013012	3012	3,181.33	0.00			
1507	FRY, CARL V	1012014	2005	880.06	0.00			
4623	FRYER, SHANE E	7607050	3005	1,564.91	0.00			
2781	FUHRMAN, DANIEL D	1012512	2512	2,415.62	0.00			
2458	FURLONG, KENNETH T	1012004	2005	4,059.68	0.00			
3718	GALAS, VERONICA M	2756800	6800	1,634.87	0.00			
5719	GAMER, SYDNEY L	1016800	6800	1,600.28	0.00			
4540	GANGER, PAMALA A	1010701	0701	3,033.40	0.00			
4590	GARCIA, JEREMY N	1012014	2005	2,391.88	0.00			
4696	GARCIA, MICHELE A	1010217	0217	1,543.02	0.00			
4551	GARCIA, NICOLAS R	1012512	2512	2,245.48	0.00			
4828	GARCIA, SAVAHNA C	1015057	5057	165.03	0.00			
3453	GARCIA GONZALEZ, MARIA LO	1012706	2706	2,040.04	0.00			
1662	GARDNER, JASON A	1012512	2512	3,041.53	0.00			
2372	GAULT, JASON A	1012012	2005	2,859.49	0.00			
5781	GAUNT, DANIEL D	1012800	2800	2,129.35	0.00			
5079	GAVRIC, MIRJANA	1010701	0701	2,921.40	0.00			
4512	GETZ, STEVEN W	1013034	3034	2,754.97	0.00			
5813	GIBSON, HEATH D	1015012	5012	1,639.42	0.00			
4125	GIBSON, MICHAEL D	2752005	2005	2,486.30	0.00			
5111	GIOMI, JOHN C	1010217	0217	3,010.62	0.00			
145	GIOMI, ROBERT S	1010100	0100	757.56	0.00			
5823	GOETZ, ROCKY D	1012012	2012	2,507.49	0.00			
5104	GOMEZ, EMMA	1012520	2520	1,557.96	0.00			
5609	GOMEZ, JAYDEN O	1015060	5060	178.24	0.00			

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5787	GONZALES, CHRISTOPHER A	1013012	3012	2,528.45	0.00			
5293	GOODNIGHT, DILLON M	6027505	5012	1,379.12	0.00			
5928	GOODWIN, COREY K	2752505	2505	2,433.72	0.00			
2283	GOWER, MITCHELL A	1013904	3904	2,121.05	0.00			
4749	GRANATA, LIZZETH	1012011	2011	2,270.11	0.00			
4570	GRAVES, JENNIFER C	1012005	2005	1,529.18	0.00			
4697	GREB, RYAN M	1012012	2005	2,696.21	0.00			
4154	GREEN, COLE E	1012512	2512	1,947.66	0.00			
5694	GREEN, JEREMIAH A	1012012	2012	2,098.32	0.00			
5516	GREEN, KENNETH C	2752505	2545	2,108.06	0.00			
5679	GREENLAW, BRIANNA R	1013012	3012	3,113.34	0.00			
3973	GREGG, ANA C	1016800	6800	1,378.19	0.00			
4858	GRIFFITTS, WILLIA P	1015012	5012	2,535.97	0.00			
5893	GRIGGS, VALERIE R	5700706	0705	466.18	0.00			
5502	GROTH, GARY R	2752505	2512	2,702.82	0.00			
1613	GRUNDY, TOM B	5203502	3502	3,462.04	0.00			
4786	GUTIERREZ, JESSE J	1012705	2705	3,351.39	0.00			
836	GUTIERREZ, MARIBEL	1014300	4300	2,752.47	0.00			
5901	HAGGARD, JOHN B	2802020	2014	1,313.08	0.00			
3143	HALE, KELLY A	5203502	3201	3,013.19	0.00			
5793	HALE, SHANE J	2752505	2530	3,261.57	0.00			
5892	HAMMONS, GILLIAN B	2545047	5047	218.52	0.00			
5886	HARDEMAN-SWINDLE, NICOLE	1010500	0500	1,479.88	0.00			
3176	HARDGRAVE, ALBERT W	1015055	5055	1,184.77	0.00			
5592	HARDIMAN, ATHENA D	1011425	1425	333.66	0.00			
5543	HARE, COREY E	5203502	3502	1,790.18	0.00			
4804	HARJES, SHANNON P	2563038	3038	1,792.26	0.00			
1973	HARKLEROAD, JULIE C	1014700	4700	2,696.64	0.00			
2782	HARNS, CHAD	1012512	2512	2,709.55	0.00			
5784	HARRIS, CANDICE-SEREEEN M	1015057	5057	161.00	0.00			
5711	HARRISON, CAROL E	2086550	2014	871.75	0.00			
4202	HARVEY, KANDIS A	1016800	6800	2,125.07	0.00			
5151	HASKELL, NATALIE R	1015055	5055	195.51	0.00			
5463	HASKELL, NICHOLAS S	1015055	5055	208.75	0.00			
5147	HASLEM, TRAVIS J	1010400	0400	1,753.12	0.00			
5914	HATCH, RICHARD J	1012014	2014	1,898.69	0.00			
1971	HATLEY, SAMUEL I	1012011	2005	3,157.23	0.00			
226	HEATH, CATHERINE	1012004	2005	526.33	0.00			
4568	HENNEBERGER, DANIEL G	2752005	2005	2,417.10	0.00			
5299	HERBERT, JUSTIN T	5603025	3025	2,209.65	0.00			
3488	HERRING, ANNA C	1010500	0500	1,851.75	0.00			
5401	HEWLETT, KENNETH C	1012800	2800	905.19	0.00			
5300	HICKS, DWIGHT M	2563038	3038	1,758.67	0.00			
5327	HICKS, EMILY E	1010500	0500	1,490.91	0.00			
4628	HICKS, STEPHANIE A	1010600	0600	5,689.94	0.00			
1264	HIGGINS, JOLIE C	1014700	4700	2,998.19	0.00			
5153	HIGGINS, NICHOLAS B	1014700	4700	1,508.38	0.00			
4767	HILL, ANTOINETTE F	5305067	5067	451.61	0.00			
5705	HILLIS, KIANA S	1015060	5060	282.71	0.00			
5387	HILLS, KENDRA L	1016800	6800	620.14	0.00			
4447	HINOJOSA, EDGAR L	5603025	3025	2,617.60	0.00			
3319	HITCH, JOHN R	1012014	2005	0.00	0.00			

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4419	HOELZEN, DANIELLE N	1010300	0300	1,754.73	0.00			
5957	HOEN, WILLIAM S	1010213	0213	0.00	0.00			
262	HOGEN, RORY A	5251414	3012	576.55	0.00			
3969	HOLLAND, SHELLEY L	5012525	2525	453.08	0.00			
4059	HOLLOWAY, MARGARET	1016800	6800	2,701.53	0.00			
5495	HOLM, ANDREW C	5012525	2525	2,697.82	0.00			
4904	HOLT, JOY N	1016200	6200	4,446.61	0.00			
5313	HOMER, ZACHARY D	5603025	3025	2,306.49	0.00			
5354	HOPPER, ERIK A	5012525	2525	3,414.80	0.00			
5016	HORN, TIMOTHY D	1015060	5060	906.35	0.00			
168	HORTON, CURTIS W	1010100	0100	0.00	0.00			
2298	HORTON, JESSE C	1012512	2512	3,016.22	0.00			
2152	HORTON, MICAH S	1012512	2512	5,238.45	0.00			
3465	HOTALING, SALVANETTE O	1016800	6800	2,838.15	0.00			
5337	HOWARD, DANIELLE A	1010212	0212	1,525.54	0.00			
5738	HUERTA, MARCO A JR	5012537	2537	1,366.20	0.00			
4027	HUGHES, WILLIAM A	1012706	2706	2,892.88	0.00			
5208	HUMPHREY, ALEXIS N	1015055	5055	648.82	0.00			
3964	HUNT, BRENDA L	7607050	3005	2,099.00	0.00			
1474	HUNT, BRYON A	1012512	2512	2,972.13	0.00			
4437	INMAN, BRETTE D	1016800	6800	2,530.80	0.00			
3216	IRWIN, MARK A	5103201	3201	2,340.55	0.00			
5880	IZA, SEBASTIAN E	1015060	5060	84.67	0.00			
2842	JACKLETT, JAMES V	5103201	3201	3,450.18	0.00			
4514	JACKSON, ERIN M	1012705	2705	3,181.58	0.00			
4243	JALKSON, CHRISTOPHER G	1012705	2705	2,369.61	0.00			
5269	JAMES, MARVIN R	1013015	3012	1,717.96	0.00			
1386	JENNINGS, TAMI D	1015055	5055	1,415.43	0.00			
4428	JERAULD, MICHAEL C	1012012	2005	2,150.83	0.00			
4643	JESSE, TYLER H	1013012	3012	2,793.23	0.00			
5144	JOHANSEN, MISTY A	1012013	2005	1,340.40	0.00			
5039	JOHNSON, BENJAMIN R	1010500	0500	3,577.28	0.00			
5551	JOHNSON, MAIA	1010710	0710	2,280.16	0.00			
2623	JOHNSON, SARAH L	1012017	2017	2,105.31	0.00			
5589	JONES, CHRISTOPHER T	1013904	3904	1,608.19	0.00			
3099	JONES, DANIEL L	1012012	2005	2,683.20	0.00			
3833	JONES, DILLON C	1013904	3904	2,357.73	0.00			
5877	JONES, RICHARD A JR	1013904	3904	1,731.35	0.00			
5758	JONES, TIMOTHY K	1011425	1425	200.31	0.00			
5521	JONES, WARD S	1010100	0100	95.81	0.00			
5885	JOSEPH, JULIE N	1014700	4700	2,299.53	0.00			
4597	KAHABKA, HEATHER D	2756800	6800	1,386.68	0.00			
4094	KASTENS, DANIEL D	1015012	5012	2,346.99	0.00			
5691	KAUBLE, ANDREW K	1010710	0710	3,456.63	0.00			
5604	KAUFMAN, KHALEEL W	1015060	5060	205.89	0.00			
5527	KEENNON, DOUGLAS A	1012014	2014	2,430.88	0.00			
3518	KELLY, SHADOW L	5203502	3502	1,979.72	0.00			
5508	KELSEY, KAYLA M	1012017	2017	2,398.79	0.00			
3755	KEPLER, DERRICK D	2752005	2005	2,040.95	0.00			
5948	KERNS, JILL A	1012011	2011	1,698.58	0.00			
2226	KERR, HEATHER V	1010300	0300	1,875.73	0.00			
5083	KERVER, TYLER J	1015012	5012	1,419.67	0.00			

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5803	KEY, MICHAEL T	5603055	3201	2,501.12	0.00			
5480	KIEL, NATALIE S	1011430	1425	1,040.65	0.00			
5902	KINCHELOE, CHELSEA A	2545047	5047	1,719.58	0.00			
5372	KINDORF, HARRY R	1015055	5055	49.71	0.00			
4522	KING, JON G	2563038	3038	2,359.28	0.00			
3560	KIPP, CHRISTINE V	7407200	7200	363.48	0.00			
5963	KIRVIDA-MCGOWAN, SHANE P	1010705	0705	0.00	0.00			
4418	KIZER, JESSIE C	1012017	2017	2,557.68	0.00			
2878	KLUG, ERIC M	1015056	5056	1,878.29	0.00			
4617	KLUG, KRISTIN J	1016200	6200	51.54	0.00			
5114	KNIGHT, ROBERT A	5012537	2537	1,210.15	0.00			
4932	KOHBARGER, WILLIAM A	1011425	1425	2,126.27	0.00			
4763	KOHLER, JESSE W	1012512	2512	2,602.10	0.00			
5128	KOVAL, ANDREW B	1013034	3034	1,428.92	0.00			
4867	KRANTZ, GREGORY A	5603055	3201	3,464.24	0.00			
5747	KUKONU, KEALOHINANI S	1016200	6200	239.00	0.00			
5669	KULESZA, KAREN J	1013012	3012	2,228.99	0.00			
5161	KURLAND, ANA M	1016200	6200	2,142.14	0.00			
5881	LA BELLA, JOSHUA P	1014700	4700	2,299.53	0.00			
350	LAAKER, JOHN J JR	2563038	3038	3,887.56	0.00			
5742	LABATE, JOHN A	2563038	3201	3,240.47	0.00			
4931	LACHEW, JAMES F	1012012	2005	3,461.35	0.00			
5227	LAFOLLETTE, AMBER M	1010300	0300	2,474.78	0.00			
5807	LAHAIR, KELLY J	1015012	5012	1,678.69	0.00			
4602	LAMBERT, BART A	1012800	2800	3,363.15	0.00			
5657	LAMUSAO, FRANKLIN Q	1015012	5012	1,425.84	0.00			
5439	LANE, JOANMARIE G	1012706	2706	490.30	0.00			
5476	LANGSTAFF, JOSEPH R	1015012	5012	1,433.31	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	1,225.85	0.00			
5477	LARSON, CRAIG A	1013034	3034	2,066.59	0.00			
5771	LARSON, DEBORAH R	1012004	2004	379.22	0.00			
1784	LAWLOR, LINDA L	1012705	2705	4,006.65	0.00			
5045	LAZANEO, GALIN J	2563038	3201	3,700.55	0.00			
4365	LEAGUE, TYSON D	1010500	0500	3,171.60	0.00			
5159	LECK, AUSTIN M	1012512	2512	2,638.98	0.00			
5093	LEDEZMA RUBIO, AZUCENA	1016800	6800	1,591.65	0.00			
3017	LEE, KIPLAN M	1012014	2005	2,153.48	0.00			
3036	LEET, KAREN L	1013012	3012	2,826.51	0.00			
5672	LEWIS, JERRED S	5053702	3038	3,056.45	0.00			
5697	LEWIS, ROBERT D	5103201	3702	1,812.47	0.00			
4684	LIEBESPECK, PATTI A	1015005	5005	2,245.32	0.00			
2783	LINSCOTT, JEFF F	1012512	2512	2,837.16	0.00			
3926	LIVESAY, APRIL G	1015005	5005	1,705.04	0.00			
4544	LOBATO MELGAREJO, CRISTIN	1014300	4300	1,723.94	0.00			
3512	LOCATELLI, RONALD G	1012014	2005	2,229.36	0.00			
5875	LOHMAN, KARLI S	1012013	2013	1,188.82	0.00			
952	LOPEZ, JULIO A	1014300	4300	2,947.15	0.00			
5666	LOPEZ, MARTHA	1016800	6800	1,537.56	0.00			
4408	LOTZ, CHRISTOPHER M	1012012	2012	3,152.32	0.00			
5471	LOWE, AARON B	1012512	2512	4,225.15	0.00			
2870	LOWE, CRAIG E	1012011	2011	5,106.91	0.00			
5908	LOWE, DANIELLE W	1013015	3012	1,668.70	0.00			

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4787	LOYOLA, DANIEL A	1012012	2005	2,622.72	0.00			
3719	LOYOLA, ISRAEL S	1012012	2005	3,686.67	0.00			
5698	LUCAS, EMMA J	1015057	5057	190.65	0.00			
5852	LUCAS, KATE E	1015057	5057	256.76	0.00			
5938	LUCK, SKYE L	1012706	2706	155.78	0.00			
1772	LUIS, KRISTIN N	1014700	4700	4,085.38	0.00			
5915	LUNA, VANESSA N	1012014	2014	1,823.54	0.00			
3549	LUTU, JAMES S	1012706	2706	2,179.34	0.00			
3682	MACAULEY, LINDA K	7407200	7200	1,491.67	0.00			
2335	MACHADO, CARON P	1010400	0400	2,026.09	0.00			
5388	MACIAS, BRANDON K	1013034	3034	2,013.04	0.00			
5053	MACIAS, CASSANDRA J	1010213	0213	1,495.17	0.00			
4555	MACIAS, EDGAR	1012705	2705	2,520.60	0.00			
5824	MACIAS, JOSE C	1012014	2014	2,782.96	0.00			
5535	MACISAAC, LISA P	1013012	3012	1,996.31	0.00			
5572	MADRID, CARLOS A	2752505	2505	2,571.69	0.00			
5685	MANZO, HEATHER R	1011425	1425	2,967.50	0.00			
5659	MARCH, BRADEN J	1015060	5060	153.64	0.00			
2010	MARCH, RACHEL M	1016200	6200	2,143.35	0.00			
4958	MARQUEZ-MONTALVO, RAMON M	1012011	2011	3,357.76	0.00			
1726	MARSHALL, ADA D	5800714	0704	1,720.44	0.00			
1763	MARTENSEN, MARIE E	1012011	2011	1,740.63	0.00			
3128	MARTIN, ELIZABETH A	1012011	2005	2,035.55	0.00			
5954	MARTIN-MERRITT, CHAZ R	5603025	3025	2,657.93	0.00			
5362	MARTINOVICH, CHRISTOPHER	2503035	3012	3,052.10	0.00			
2446	MASON, CHRISTOPHER J	1012512	2512	5,575.55	0.00			
4216	MASON, JENNIFER L	5103201	3201	2,684.30	0.00			
5840	MASTERS, MADISON L	1015057	5057	417.25	0.00			
5953	MATHIS, CHERIE P	1016200	6200	273.15	0.00			
5847	MATSON, MONICA N	1015057	5057	98.33	0.00			
1731	MAYS, BRIAN M	1012012	2005	0.00	0.00			
1577	MAYS III, EARL A	1012014	2014	3,779.34	0.00			
5763	MCCREARY, MEGAN A	1012014	2014	1,699.53	0.00			
3577	MCDONALD, THOMAS D	1012012	2005	2,554.38	0.00			
5906	MCFADDEN, JONAH	1016200	6200	278.61	0.00			
3520	MCAHON, ERIN M	1012011	2005	3,018.69	0.00			
5873	MCWILLIAMS, CODY J	1012515	2515	2,327.40	0.00			
4068	MEAD, GAGE M	1012012	2012	2,453.73	0.00			
4500	MELGAREJO, SUSANA E	1016853	6800	1,376.23	0.00			
5785	MELGAREJO-LARA, JESSICA	1016574	6574	1,173.27	0.00			
5307	MELHAFF, COURTNEY L	1013012	3012	136.58	0.00			
2893	MENDOZA, BRIAN P	1012014	2005	1,970.08	0.00			
4928	MENENDEZ, ANDREW S	1015057	5057	2,017.51	0.00			
5829	MENJIVAR, MARIA E	1016853	6800	2,589.92	0.00			
1545	MERRITT, MATTHEW P	1012512	2512	4,394.62	0.00			
5511	MERRITT, NANCY L	1012505	2505	1,367.69	0.00			
5396	MESCH, TONIA L	2802020	2014	1,196.16	0.00			
5431	MESSMANN, EMILY A	1015057	5057	509.88	0.00			
4944	METZLER CURRY, LYNSY A	1010500	0500	2,047.68	0.00			
3727	MEYER, CECILIA A	5800704	0704	2,315.91	0.00			
5099	MEZA MARQUEZ, ANGEL L	1012014	2014	2,400.78	0.00			
5553	MICHAEL, CHRISTOPHER G	1015059	5059	76.48	0.00			

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5274	MICHAEL, MOBBY T	1012706	2706	1,893.25	0.00			
4087	MICHAUT, DAVID M	1013012	3201	600.93	0.00			
4420	MIERAS, TAYLOR M	1012014	2014	3,144.02	0.00			
2994	MIHELIC, BRADLEY J	1012512	2512	3,524.67	0.00			
3741	MILES, SALLYANNE L	1016800	6800	349.67	0.00			
2667	MILLER, THOMAS T	1014700	4700	2,681.12	0.00			
4312	MILLS, ALANA N	1010705	0705	2,056.09	0.00			
5576	MILLS, HOPE M	1010212	0212	1,175.19	0.00			
5501	MITCHELL, ALEXANDRIA E	1016800	6800	998.94	0.00			
5924	MOHR, DAVID A	1010300	0300	196.67	0.00			
5419	MOHR, JUDITH M	1013904	3904	1,429.79	0.00			
5945	MONTIEL, SHARON E	1016854	6800	1,698.46	0.00			
4950	MONTOYA III, JULIAN M	1014700	4700	1,733.16	0.00			
4702	MOORE, CORY M	5603025	3025	4,923.54	0.00			
3443	MOORE, JASON	2563038	3038	3,743.53	0.00			
5290	MOORE, MONICA R	1015055	5055	94.95	0.00			
5668	MOORE, ROD T	1010500	0500	521.75	0.00			
5773	MORA, OMAR	1015012	5012	1,255.89	0.00			
5888	MORALES, JOCELYNN	1012706	2706	1,959.07	0.00			
5420	MORELLI, ELIZABETH R	1010300	0300	784.51	0.00			
5678	MORELLI, PHILLIP L	5603025	3025	2,132.51	0.00			
4620	MORENO-BRAVO, BRYAN	5103201	3201	3,945.89	0.00			
5209	MORGAN, WALKER D	1015055	5055	421.17	0.00			
5755	MORO, MICHAEL T	1012014	2014	1,891.66	0.00			
5291	MORRILL, DOUGLAS F	1010500	0500	795.54	0.00			
5960	MORRIS, BROOKE R	1012706	2706	0.00	0.00			
5626	MORRIS, JAMES D	1013012	3012	2,029.82	0.00			
5855	MORWAY, LEIF E	1015055	5055	63.05	0.00			
5304	MOSES, SIERRA J	5103201	3201	2,402.55	0.00			
2888	MOURNIGHAN, FRANK J	1012706	2706	3,087.40	0.00			
4459	MUDGETT, ANGELA C	1012800	2800	1,872.95	0.00			
5577	MUNDY, SEAN R	1012017	2017	2,317.80	0.00			
5145	MURRAY, RAY D	5103201	3201	1,969.84	0.00			
4103	MURRY, KEVIN R	1012011	2011	2,381.17	0.00			
5796	MURUATO, AIDA A	1014700	4700	1,950.04	0.00			
3203	NAVARRO, DAVID A	1015012	5012	3,418.65	0.00			
5210	NAYLOR, JEAN-MARIE	1016200	6200	2,267.17	0.00			
3724	NEAGOS, MIHAELA	1010500	0500	2,925.08	0.00			
3639	NEDDENRIEP, DEBORAH L	7607050	3005	1,133.73	0.00			
409	NEEP, REBECCA J	1012005	2005	1,661.94	0.00			
5470	NELLIS, ROBERT C	1013012	3012	3,540.26	0.00			
5854	NERSKA, ALEXANDRA K	1015055	5055	100.95	0.00			
5400	NICHOLAS, AUSTEN R	5203502	3502	2,404.06	0.00			
4802	NICHOLAS, COURTNEY J	1013012	3012	2,468.39	0.00			
5759	NOBRIGA, DARIN A	1015056	5056	334.78	0.00			
2637	NOFTSKER, CHARLES A	2563038	3038	2,390.31	0.00			
5105	NORMAN, KELLY M	2503035	3012	2,576.12	0.00			
5142	NUNEZ, JOSE A	1012012	2012	2,402.60	0.00			
3075	NYBERG, KEVIN J	1012512	2512	2,263.95	0.00			
2784	O BRIEN, SCOTT T	1012512	2512	2,642.60	0.00			
5844	OCHOA CARRILLO, MIRELLA	2756800	6800	233.09	0.00			
3414	OKEZIE, KIMBERLY A	1014300	4300	4,464.25	0.00			

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5573	OKUMA, BRANDON W	1012512	2512	2,088.61	0.00			
4340	OLSON, JASON L	1012011	2005	2,424.77	0.00			
5492	OLSON, KYLE T	5012525	2525	4,168.68	0.00			
2793	OLSON, STEVEN T	2752005	2012	3,146.88	0.00			
5481	OLVERA, CHELSEA	1015057	5057	619.03	0.00			
4747	ORAVETZ, LEE M	1016854	6800	2,087.66	0.00			
5921	ORDUNO, KRISTOPHER J	1015060	5060	1,605.93	0.00			
5635	ORVALD, OWEN L	1015055	5055	98.77	0.00			
4081	OSTRANDER, MARY JANE A	1016574	6800	2,828.33	0.00			
4766	OTTO, CASEY G	1012005	2005	2,428.99	0.00			
5634	OVERLAY, CHRISTIE M	1011425	1425	1,707.73	0.00			
5911	OWENS, DUSTIN J	1014700	4700	2,396.05	0.00			
5140	PACHECO, CESAR R	1012012	2005	2,264.99	0.00			
3411	PALAMAR, SEAN C	1012012	2005	2,373.32	0.00			
5947	PALOTAS, HAILEY M	1014700	4700	1,454.44	0.00			
5683	PAREDES-NIETO, ALFREDO	1012800	2800	1,664.90	0.00			
4879	PARKER, MYA A	1015057	5057	454.46	0.00			
5677	PARSONS, VICTORIA L	1016200	6200	229.45	0.00			
1524	PAULSON, NANCY M	1010600	0600	5,715.98	0.00			
3457	PECK, KENNETH S	5103201	3201	2,256.01	0.00			
5918	PEDERSEN, MICHELLE A	1010212	0212	202.50	0.00			
3348	PEDRINI, JONATHON J	1012512	2512	4,253.25	0.00			
4558	PENDRAGON, BRUCE	1012012	2005	2,740.24	0.00			
4933	PEQUEEN, AMANDA M	5103201	3201	2,332.21	0.00			
4974	PETERSON, CASEY C	1012706	2706	1,652.49	0.00			
4543	PETERSON, CLAYTON T	1012512	2512	2,884.61	0.00			
5107	PETERSON, DAVID C	7407200	7200	4,186.78	0.00			
4020	PETERSON, DUSTIN J	1012512	2512	3,139.16	0.00			
5466	PETERSON, KAILA N	1014700	4700	499.33	0.00			
3927	PETRI, TONYA J	1013012	3012	1,613.30	0.00			
3076	PETTY, CORY E	1012512	2512	2,354.19	0.00			
5119	PHAY, NICOLE D	1010216	0216	1,214.18	0.00			
4880	PHILIPPI, ALEXIS J	1010600	0600	1,283.17	0.00			
4444	PICKEL, LANE A	5203502	3502	2,547.80	0.00			
5923	PICO, ALEXANDER L	1012012	2014	2,063.00	0.00			
3834	PIER, CAMERON M	5103201	3702	3,310.59	0.00			
485	PIROZZI, VINCENT G	1012005	2005	367.84	0.00			
1104	PLATT, JOHN F	1013012	3012	2,235.78	0.00			
4616	PONCE, ALONDRA C	1012800	2800	872.16	0.00			
189	POPE, RICHARD D	1012012	2005	3,656.20	0.00			
5655	PORRAS, JASON M	1012705	2705	2,872.40	0.00			
5925	PORTER, LILY A	1012013	2013	1,288.90	0.00			
5777	PORTER, ROBERT W JR	1013034	3034	1,367.55	0.00			
4518	POTTEY, STEPHEN M	1013012	3012	1,626.98	0.00			
5680	PRESSWOOD, KRISTOPHER L	1014700	4700	2,072.70	0.00			
5834	PRICE, CALEB J	5203502	3502	1,695.74	0.00			
2822	PRICE, RHONDA L	1010400	0400	1,461.44	0.00			
4209	PRICE, SHELBY L	1012515	2515	1,640.31	0.00			
5647	PRIETO, YVONNE J	1014700	4700	1,663.61	0.00			
938	PRIMKA, JAMES W	1012004	2004	4,800.97	0.00			
5850	PRIMKA, NATHAN J	1012014	2014	1,802.49	0.00			
4594	PRUYT, GARRIT S	1010500	0500	4,475.57	0.00			

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5936	PULLEN, HAILEY R	1010300	0300	498.50	0.00			
2255	PULLEN, JEFF J	1012012	2005	3,568.72	0.00			
5795	QUAGGE, ALEXANDER E	1010500	0500	2,963.02	0.00			
5041	QUAGLIERI, EDMUND P	5203502	3502	4,066.36	0.00			
5579	QUINTERO, MASON R	1015012	5012	1,319.38	0.00			
5720	RAISOR, KELLY J	2086550	6800	468.98	0.00			
3413	RAMOS, CHRISTOPHER L	1012014	2005	4,060.88	0.00			
5500	RANDOL, DUSTIN A	1012014	2014	2,736.75	0.00			
5364	RASOR, ANDREW J	1010300	0300	2,483.33	0.00			
4887	RATTI, ANIL K	5012525	2525	2,559.00	0.00			
4959	RAUB, MAKAYLA A	1012017	2017	2,238.92	0.00			
5769	REDDICK, ETHAN T	2752505	2505	1,903.74	0.00			
4397	REDWINE, NICHOLAS A	1013012	3012	2,194.79	0.00			
4535	REECE, DANIEL J	2752005	2011	2,587.14	0.00			
5776	REECE, KATHARYN E	1016852	6800	2,644.17	0.00			
2808	REED, RONALD J	1013034	3034	3,015.55	0.00			
5116	REESE, TODD E	1010500	0500	2,750.05	0.00			
5038	REGALADO, DANIEL R	1012012	2005	2,329.87	0.00			
3410	REID, JERAD M	5203502	3502	1,607.86	0.00			
5790	REID, KALEB J	1013034	3034	1,322.36	0.00			
5069	RENDINELLI, MARK A	5103201	3201	1,452.90	0.00			
3027	RESECK, LENA E	1011425	1425	1,996.78	0.00			
5393	RESNICK, RACHELLE M	1010500	0500	2,648.95	0.00			
5406	REW, DENNIS J	5103201	3702	1,956.10	0.00			
3831	REYNA, KELLY J	5203502	3502	2,714.02	0.00			
5349	REYNA, KRISTINA L	5700706	0705	2,181.77	0.00			
5323	REYNOSO, JACK B	5012525	2525	2,088.25	0.00			
1796	RHINES, RUTH	1012005	2005	2,959.70	0.00			
5692	RICE, ANDREW W	1010710	0710	3,681.27	0.00			
5909	RICE, CECILIA B	1011425	1425	1,453.12	0.00			
5473	RICE, RANDALL C	1013012	3012	2,883.62	0.00			
5517	RICHARDS, GREGORY T	1012512	2512	218.76	0.00			
3289	RICHARDSON, NATHAN	5203502	3502	3,286.26	0.00			
3345	RIGGIN, DARIN G	1012012	2012	3,210.36	0.00			
4256	RIGGIN, KEVIN R	1012706	2706	2,001.06	0.00			
4776	RIOUX, CARI C	2756800	6800	1,902.24	0.00			
2307	RIVERA, CHRISTOPHER P	1012014	2014	3,787.33	0.00			
5778	ROBBINS, PARIS L	1015055	5055	291.72	0.00			
5405	ROBBINS, PAUL G	1012012	2012	2,866.93	0.00			
5950	ROBERTS, TARYN R	2545012	5012	0.00	0.00			
4238	ROBERTSON, ADAM C	5012525	2525	3,449.07	0.00			
5887	ROBERTSON, KELLY R	1016200	6200	1,736.83	0.00			
5278	ROBINSON, DUSTIN M	5103201	3201	2,032.50	0.00			
5256	ROBINSON, GREGORY E	5012525	2525	2,646.25	0.00			
5912	ROBINSON, MAX G	7607050	3005	1,836.42	0.00			
4576	ROBISON, DEBRA J	1016566	6800	510.99	0.00			
5436	RODRIGUEZ, DELIA A	1012012	2012	1,260.46	0.00			
5531	RODRIGUEZ, MARILU J	1016800	6800	1,015.62	0.00			
5952	ROGERS, CONNOR J	1015060	5060	0.00	0.00			
5798	ROGERS, GREGORY L	1015055	5055	32.99	0.00			
5504	ROSAS, HESED S	1016800	6800	1,178.57	0.00			
5867	ROSELIUS, ERICA L	2503040	3012	371.94	0.00			

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1850	ROSENKOETTER, DAVID G	1013012	3012	1,936.41	0.00			
5141	ROUTON, ROBERT F	1012014	2014	2,186.69	0.00			
4439	ROWLATT, AUBREY L	1010213	0213	0.00	0.00			
3146	RUIZ, HAZEL P	2756800	6800	1,616.00	0.00			
4816	RUNDELL, RACHEL C	1015060	5060	210.38	0.00			
3934	RUSSELL-BENABOU, SHERI M	1010701	0701	4,870.53	0.00			
4603	RUTHERFORD, BRUCE D	5603025	3025	1,781.34	0.00			
4953	RYAN, PETER J	1012512	2512	2,420.37	0.00			
3434	RYBA, JUSTIN M	1012800	2800	2,414.29	0.00			
4255	SALANOA, JAMES T	1010600	0600	2,372.28	0.00			
3994	SALOGGA, MICHAEL J	2151500	1500	2,772.12	0.00			
4962	SAMANIEGO, CHARMAINE F	1010213	0213	1,557.61	0.00			
5767	SANCHEZ, KRISTIN A	1015005	5005	1,427.18	0.00			
5483	SANCHEZ, PATRICIA G	1013034	3034	544.07	0.00			
5896	SANDAGE, DANIELLE N	1012013	2013	1,331.27	0.00			
5177	SANDSTROM, KASSIE B	1016200	6200	1,304.00	0.00			
5876	SANNES, AUSTIN E	1013034	3034	1,367.55	0.00			
4264	SAPOSNEK, JEREMY M	1010400	0400	2,075.15	0.00			
5913	SATTLER, DANIELLE M	1015012	5012	1,678.31	0.00			
2785	SAUNDERS, SAMUEL B	1012512	2512	2,921.94	0.00			
5934	SAWKO, ELI M	5203502	3502	1,542.45	0.00			
5737	SAWYERS, DYLAN M	5012537	2537	2,093.06	0.00			
75	SAYLO, RAYMONT C	1012004	2005	136.57	0.00			
5766	SCANLAND, JENNIFER L	1015055	5055	59.22	0.00			
5425	SCARBROUGH, ROBERT J	1013904	3904	1,522.45	0.00			
5126	SCHAMBRA, CATHERINE G	7607050	3005	1,846.60	0.00			
5794	SHELLHAMMER, TYLER F	2752505	2512	2,716.41	0.00			
5412	SCHILLER, LINDA C	1012013	2013	491.67	0.00			
5862	SCHMELZER, ETHAN M	1015055	5055	123.03	0.00			
5287	SCHMIDT, NIKKI D	1010400	0400	513.49	0.00			
4741	SCHRECKENGOST, BRITTANY A	1012014	2014	1,804.16	0.00			
4870	SCHRECKENGOST, LESLEY	1012705	2705	1,545.35	0.00			
3048	SCHUELLER, LORA M	1010300	0300	340.07	0.00			
5526	SCHUETTE, LISA G	1010100	0100	764.64	0.00			
3678	SCHULZ, DARREN L	1013012	3012	3,786.21	0.00			
4378	SCHULZ, RAYMOND J	5103201	3702	1,677.65	0.00			
2315	SCOTT, JEFFREY A	1012014	2014	4,636.28	0.00			
5919	SCOTT, SIERRA M	1015005	5005	2,017.94	0.00			
5250	SEPULVEDA LOZANO, MELANIE	1015054	5054	42.34	0.00			
5103	SERRANO, KIMBERLY K	1014700	4700	1,867.89	0.00			
4615	SEWELL, JAZMYN D	1012706	2706	2,748.05	0.00			
5404	SHADRON, BILLIE J	1014700	4700	2,641.41	0.00			
4915	SHAFFER, MICHAEL A	5603025	3025	2,423.20	0.00			
4035	SHINE, NOLAN J	1012512	2512	559.30	0.00			
4545	SHULL, DENISE A	5012525	2525	1,468.36	0.00			
5384	SIEVERS, CAMERON H	1012017	2017	2,722.27	0.00			
5940	SILVA, SHANNON D	1010400	0400	2,410.51	0.00			
5956	SIMMONS, EVA M	1010701	0701	1,479.88	0.00			
4387	SIMPSON, NICHOLAS G	1012012	2005	2,205.44	0.00			
5180	SINGH-LUEDTKE, OMATTIE	1010701	0701	2,537.20	0.00			
5835	SINGLETON, AMANDA N	1013012	3012	786.20	0.00			
4509	SMITH, KYLE A	1012014	2005	2,441.84	0.00			

City of Carson City

DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230120 PAY PERIOD: 12/30/2022 TO 01/12/2023
 DEDUCTION: 9999 DIRECT DEP LOC RANGE: ALL
 ORG RANGE:

CHECK DATE: 01/20/2023

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2985	SMITH, MATTHEW R	1012012	2012	3,229.39	0.00			
5194	SMITH, PETER W	1010500	0500	3,285.69	0.00			
5721	SMITH, RANDY J	1010710	0710	2,685.48	0.00			
5029	SMITH, ROBERT G	1010500	0500	2,284.18	0.00			
5134	SMITH, SOMMER P	1015057	5057	342.47	0.00			
5314	SOLIMAN, STEFFI J	1010701	0701	2,082.49	0.00			
5939	SOLIS, LENETTE M	1010500	0500	1,443.38	0.00			
5639	SORENSEN, ILSE S	1015055	5055	117.01	0.00			
5645	SOULE, DEBRA J	7407254	7200	2,241.97	0.00			
5725	SOUZA, MARY E	1010217	0217	799.23	0.00			
2278	SPEEGLE, DOUGLAS E	1012014	2005	3,122.03	0.00			
4983	STAFFEN, LAUREN M	2756800	6800	2,053.10	0.00			
5085	STEVENS-HUGHES, MICHAEL A	1013034	3034	1,135.96	0.00			
4410	STEVENSON, JAMIE D	1010701	0701	2,675.35	0.00			
3902	STOFFER, JENNIFER A	1012017	2017	2,882.75	0.00			
4311	STONE, JONATHAN M	1012012	2005	2,700.90	0.00			
5585	STONE, MARLINA M	1012800	2800	4,274.94	0.00			
5650	STOVALL, STEVEN M	1013904	3904	1,839.42	0.00			
4819	STUCKY, DANIEL L	1013012	3012	4,232.33	0.00			
5930	STUERZL, JACOB F	5103201	3201	1,714.30	0.00			
4619	SULLIVAN, HOPE V	1011425	1425	3,034.21	0.00			
5316	SWANSON, MICHAEL L	1010710	0710	3,365.95	0.00			
4090	SWANSON, TERRANCE A	2563038	3038	2,419.07	0.00			
4422	SWIFT, HALEY C	1016200	6200	1,781.35	0.00			
5509	TANNER, LAWRENCE M	1013904	3904	2,204.03	0.00			
3246	THICKE, MICHAEL R	5203502	3502	3,018.34	0.00			
4618	THOMAS, DAVID C	1015012	5012	2,004.98	0.00			
1000	TIEARNEY, JUSTIN C	2563038	3038	2,669.41	0.00			
5751	TIEARNEY, KATIE A	1013012	3025	1,384.24	0.00			
4364	TIEARNEY, NATHAN J	5203502	3502	2,681.32	0.00			
5515	TIGNAC, JACOB W	2752505	2505	2,691.19	0.00			
2649	TINAJERO, MARTHA A	1014700	4700	3,100.84	0.00			
351	TOMASCO, JOHN S	2563038	3038	1,971.56	0.00			
1551	TORRES, BRENDA L	1014700	4700	718.82	0.00			
5644	TORRES, FRANCISCO	1012011	2011	2,968.98	0.00			
4836	TORRES, KATE M	1015055	5055	222.06	0.00			
4981	TORRES, SAMANTHA M	1012014	2014	3,534.21	0.00			
5043	TOUPS, EMILY A	1010216	0216	1,245.78	0.00			
5469	TRAPP, NATHAN P	1012014	2014	2,177.02	0.00			
5115	TREMAINE, TY W	1012512	2512	1,991.41	0.00			
5566	TRIPP, JONATHAN A	1012012	2012	2,976.67	0.00			
3461	TRIPP, KIMBERLY L	1012017	2005	1,999.13	0.00			
4108	TRIPP, NATHANIEL J	1015056	5056	94.81	0.00			
2291	TROTTER, JOE C	1012011	2011	2,711.81	0.00			
2613	TSCHEPETER, MARTHA A	2752005	2005	2,561.76	0.00			
3219	TUCKER, MORGAN H	1012012	2012	2,989.99	0.00			
5560	TULLY, ADAM Q	1010500	0500	3,715.32	0.00			
5567	TURRELL, CHRISTOPHER H	1015059	5059	0.00	0.00			
4926	TUSHBANT, JEROME S	1012004	2004	4,620.98	0.00			
5181	TUTTLE, EMMA J	1015055	5055	121.47	0.00			
478	TUTTLE, JEREMY J	1015055	5055	24.58	0.00			
4659	URBAN, ANDREA C	1015055	5055	328.08	0.00			

City of Carson City

DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230120 PAY PERIOD: 12/30/2022 TO 01/12/2023
 DEDUCTION: 9999 DIRECT DEP LOC RANGE: ALL
 ORG RANGE:

CHECK DATE: 01/20/2023

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
4765	VALDES, JOSHUA O	1012014	2005	1,632.61	0.00			
5889	VALOROSI, PATRICIA L	1010500	0500	1,465.14	0.00			
5864	VAN UNEN, ANNETTE N	1012004	2005	503.90	0.00			
5130	VANBEUGE, BRENDON D	1012014	2005	1,142.20	0.00			
5437	VANBEUGE, JACOB D	1012014	2014	2,486.57	0.00			
5819	VASENDEN, SAMANTHA N	2752505	2545	1,538.65	0.00			
5949	VASQUEZ, JONATHON J	1012014	2014	2,136.47	0.00			
5851	VIEIRA, LAUREN M	1012017	2017	1,584.87	0.00			
4219	VIGLIETTA, ANTHONY W	1012012	2005	2,731.54	0.00			
4773	VILLAGRANA, PAOLA I	1012705	2705	2,268.58	0.00			
3643	WAKELING, EVELYN S	1014700	4700	2,125.45	0.00			
5770	WALKER, TYLER C	1015012	5012	1,378.46	0.00			
3572	WALL, ERIKA L	1012013	2013	2,273.61	0.00			
492	WALL, FRED	1012012	2005	3,529.78	0.00			
5929	WALL, TANNER J	2752505	2505	2,452.86	0.00			
5735	WALLACE, MICHAEL P	5103201	3201	1,947.66	0.00			
5799	WALLS, COREY J	5103201	3201	1,706.93	0.00			
5760	WALSH, MEGAN N	1016853	6800	1,383.29	0.00			
4508	WARNER, COURTNEY E	2151500	1500	3,902.03	0.00			
3794	WARREN, TAMAR S	1010212	0212	1,813.11	0.00			
4236	WARTGOW, SANDRA M	5012525	2525	2,852.47	0.00			
5067	WASS, GRANT H	1015056	5056	360.44	0.00			
4952	WASZKIEWICZ, BRET A	5012525	2525	3,330.84	0.00			
5335	WEAVER, JAKOB B	1012017	2017	1,577.92	0.00			
5581	WEIDNER, AMY C	1012014	2014	1,501.98	0.00			
5708	WEISS, KEVIN B	1010710	0710	2,291.21	0.00			
4287	WENTWORTH, NICHOLAS A	1015005	5005	2,167.66	0.00			
4502	WERNETT, JAMES A	1016200	6200	1,362.53	0.00			
5599	WETHERINGTON, CHASE R	2752505	2545	1,948.94	0.00			
5802	WEXLER, STUART B	7407205	7200	2,064.22	0.00			
5833	WHALEN, CLAYTON S	1015055	5055	31.90	0.00			
4984	WHITAKER, JARED L	2545047	5047	1,516.35	0.00			
5816	WHITE, CARMEN E	1013034	3034	1,511.68	0.00			
4519	WHITE, HANS H	2563038	3201	2,391.84	0.00			
5540	WHITE, JEANNIE M	1013034	3034	1,460.08	0.00			
5522	WHITE, MAURICE E	1010100	0100	633.80	0.00			
5346	WIELE, BRYCE C	1010400	0400	1,694.65	0.00			
4951	WIELKIE, JOHNATHAN S	5012525	2525	3,403.58	0.00			
3866	WIESE, SHAWN L	5103201	3201	3,918.15	0.00			
2663	WILDBLOOD, JASON A	1012014	2014	2,643.04	0.00			
5830	WILKINSON, MICHAEL R	1012515	2515	4,632.54	0.00			
5558	WILLIAMS, MARQUIS D	2503035	3012	2,338.26	0.00			
5917	WILLIAMS, SANDRA D	1014700	4700	240.37	0.00			
4744	WILLIAMSON, JENNIFER C	1012515	2515	2,513.88	0.00			
5607	WILLIARD, RIDGE L	1015060	5060	415.87	0.00			
5385	WILLIS, ROSALINDA B	1012004	2004	358.89	0.00			
4960	WILSON, DANIELLE R	1012017	2005	228.17	0.00			
5411	WILSON, HALEY M	1016200	6200	1,424.68	0.00			
4971	WISE, ALLEN W	1015056	5056	467.08	0.00			
3032	WISE, URIAH V	5203502	3502	1,670.83	0.00			
5538	WITTER, SCOTT M	5203502	3502	2,079.36	0.00			
5942	WOLFE, CODY A	5203502	3502	1,907.26	0.00			

City of Carson City
DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230120 PAY PERIOD: 12/30/2022 TO 01/12/2023
 DEDUCTION: 9999 DIRECT DEP LOC RANGE: ALL
 ORG RANGE:

CHECK DATE: 01/20/2023

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
4092	WOOD, GARY N	2563038	3038	2,156.74	0.00			
5757	WOOD, STEPHEN J	1010600	0600	0.00	0.00			
4432	WOODBURY, JASON D	1010500	0500	4,267.13	0.00			
5359	WURSTER, BETHANY M	1012012	2012	3,014.22	0.00			
5367	YANEZ-MONTIEL, NATHALIE M	1016800	6800	1,472.28	0.00			
623	YANG, WENDY E	1014700	4700	2,875.19	0.00			
2705	YASUMOTO, SYLVIA M	1010212	0212	1,474.50	0.00			
5684	YOST, JANELLE L	1010500	0500	416.54	0.00			
4601	YU, JENG DAW	1010500	0500	5,559.61	0.00			
5529	ZAMPIRRO, GRANT A	1012014	2014	1,784.61	0.00			
5275	ZAVALA, FRANK	1012706	2706	0.00	0.00			
RECORD COUNT: 774		TOTAL		1,609,639.47	0.00			
GRAND TOTAL				1,709,624.90	0.00			

** END OF REPORT - Generated by Steffi Soliman **

City of Carson City

CURRENT CHECK REGISTER - BIWEEKLY

WARRANT: 230120

12/30/2022 to 01/12/2023

CHECK DATE: 01/20/2023

EMP #	NAME	TYP	NET PAY	CHECK #	CHECK DATE	SPECIAL
168	HORTON, CURTIS W.	CK	871.47	000002107	01/20/2023	
5957	HOEN, WILLIAM S.	CK	2,837.73	000002108	01/20/2023	
5903	CHILDERS, SAVANNAH M	CK	394.73	000002109	01/20/2023	
5757	WOOD, STEPHEN J.	CK	2,462.74	000002110	01/20/2023	
5963	KIRVIDA-MCGOWAN, SHA	CK	951.94	000002111	01/20/2023	
5361	DAVIS, MARIAH M.	CK	241.36	000002112	01/20/2023	
3319	HITCH, JOHN R.	CK	3,356.03	000002113	01/20/2023	
5962	RAMIREZ, JOANNA A.	CK	65.56	000002114	01/20/2023	
398	AIKINS, ALBERT P.	CK	382.41	000002115	01/20/2023	
5960	MORRIS, BROOKE R.	CK	1,569.40	000002116	01/20/2023	
5958	CUEVAS-ZARATE, ANGEL	CK	1,506.77	000002117	01/20/2023	
5467	CROWLEY, JOSEPH J.	CK	1,533.38	000002118	01/20/2023	
4873	DUENAS-ESTRELLA, ISR	CK	1,638.52	000002119	01/20/2023	
5950	ROBERTS, TARYN R.	CK	98.33	000002120	01/20/2023	
5955	WALTON, PEYTON M.	CK	680.91	000002121	01/20/2023	
5808	EBERLE-BRINSON, JANE	CK	46.98	000002122	01/20/2023	
5868	FRANCO, ABIGAIL K.	CK	376.89	000002123	01/20/2023	
5865	GAGEN, LEO S.	CK	78.34	000002124	01/20/2023	
5774	GOSSELIN, TODD A.	CK	161.38	000002125	01/20/2023	
5662	MUNOZ, BRENDIN C.	CK	180.06	000002126	01/20/2023	
5263	POOR, ANNELOISE J.	CK	265.61	000002127	01/20/2023	
5652	SERVICE, LORRELL S.	CK	152.53	000002128	01/20/2023	
5667	TORRES-CRUZ, ANTON H	CK	253.59	000002129	01/20/2023	
5961	COLEMAN, AVERY A.	CK	169.35	000002130	01/20/2023	
5839	DAVIS, LAUREN R.	CK	92.87	000002131	01/20/2023	
5935	DOPP, MARINA A.	CK	196.67	000002132	01/20/2023	
5753	ENGELS, LONDYN L.	CK	55.31	000002133	01/20/2023	
5843	HOULE, EMILY K.	CK	270.41	000002134	01/20/2023	
5910	LEAZER, MACKENZIE J.	CK	292.27	000002135	01/20/2023	
5951	LOCATELLI, ELIJAH W.	CK	125.65	000002136	01/20/2023	
3452	LOZANO-HERNANDEZ, DE	CK	147.50	000002137	01/20/2023	
5952	ROGERS, CONNOR J.	CK	251.30	000002138	01/20/2023	
5959	BALEY, ALLIE B.	CK	1,455.94	000002139	01/20/2023	

33 ** TOTAL CHECK(S) 23,163.93

** END OF REPORT - Generated by Steffi Soliman **

City of Carson City

DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230203 PAY PERIOD: 01/13/2023 TO 01/26/2023
 DEDUCTION: 9980 DIRDEP\$1 LOC RANGE: ALL
 ORG RANGE:

CHECK DATE: 02/03/2023

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
3230	AAKER, NICOLA J	1016800	6800	588.00	0.00			
2412	AGRELLA, KEVIN T	5203502	3502	100.00	0.00			
2272	ALBERTSON, ERICK J	1013034	3034	100.00	0.00			
2474	ARAMBURU, DIEGO F	1012512	2512	5.00	0.00			
5070	BECK, LYDIA M	7407201	7200	300.00	0.00			
4015	BERNTSON, HOUSTON J	1012512	2512	1.23	0.00			
2654	BOGGS, TRAVIS J	1012512	2512	250.00	0.00			
5204	BRISTOL, MARC D	1012512	2512	1,200.00	0.00			
760	BRUKETTA, MELANIE	1010705	0705	1,500.00	0.00			
4542	BURT, CAMERON M	1012512	2512	50.00	0.00			
5086	CARILLO, JAIME	1012012	2012	1,000.00	0.00			
4240	CASSINELLI, JACQUELINE A	5700706	0706	700.00	0.00			
2690	CEBALLOS, MARICELA	1012017	2017	450.00	0.00			
4224	CHANEY, JOSHUA E	1012012	2012	300.00	0.00			
4599	CLARK, ROBIN M	1014300	4300	150.00	0.00			
4106	COOLEY, RICKY D	1013012	3012	2,000.00	0.00			
3631	COOPER, MATTHEW L	1012520	2520	100.00	0.00			
3285	CORTES, MAXINE	1014700	4700	135.00	0.00			
4131	DANIELS, SHARON E	1012004	2005	250.00	0.00			
5966	DEMILLE, TRACIEE E	1012800	2800	0.00	0.00			
3200	DUQUE-JONES, CHARLINE A	1010300	0300	300.00	0.00			
1507	FRY, CARL V	1012014	2005	2,400.00	0.00			
4540	GANGER, PAMALA A	1010701	0701	300.00	0.00			
1662	GARDNER, JASON A	1012512	2512	5.00	0.00			
2593	GONZALES, DANIEL G	1012004	2004	35.00	0.00			
2605	GONZALES, MELIAH H	1014700	4700	25.00	0.00			
4154	GREEN, COLE E	1012512	2512	500.00	0.00			
4786	GUTIERREZ, JESSE J	1012705	2705	50.00	0.00			
2782	HARNS, CHAD	1012512	2512	50.00	0.00			
3488	HERRING, ANNA C	1010500	0500	75.00	0.00			
3964	HUNT, BRENDA L	7607050	3005	500.00	0.00			
1474	HUNT, BRYON A	1012512	2512	20.00	0.00			
2842	JACKLETT, JAMES V	5103201	3201	100.00	0.00			
5269	JAMES, MARVIN R	1013015	3012	250.00	0.00			
1386	JENNINGS, TAMI D	1015055	5055	1,000.00	0.00			
5551	JOHNSON, MAIA	1010710	0710	300.00	0.00			
3560	KIPP, CHRISTINE V	7407200	7200	1,800.00	0.00			
4418	KIZER, JESSIE C	1012017	2017	50.00	0.00			
5161	KURLAND, ANA M	1016200	6200	30.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	25.00	0.00			
3017	LEE, KIPLAN M	1012014	2005	700.00	0.00			
3719	LOYOLA, ISRAEL S	1012012	2005	250.00	0.00			
1726	MARSHALL, ADA D	5800714	0704	30.00	0.00			
1763	MARTENSEN, MARIE E	1012011	2011	50.00	0.00			
5362	MARTINOVICH, CHRISTOPHER	2503035	3012	250.00	0.00			
2893	MENDOZA, BRIAN P	1012014	2005	650.00	0.00			
2994	MIHELIC, BRADLEY J	1012512	2512	10.00	0.00			
4459	MUDGETT, ANGELA C	1012800	2800	1.00	0.00			
5145	MURRAY, RAY D	5103201	3201	1,000.00	0.00			
5140	PACHECO, CESAR R	1012012	2005	500.00	0.00			
4974	PETERSON, CASEY C	1012706	2706	250.00	0.00			
4543	PETERSON, CLAYTON T	1012512	2512	3.00	0.00			

City of Carson City

DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230203 PAY PERIOD: 01/13/2023 TO 01/26/2023
 DEDUCTION: 9980 DIRDEP\$1 LOC RANGE: ALL
 ORG RANGE:

CHECK DATE: 02/03/2023

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5466	PETERSON, KAILA N	1014700	4700	300.00	0.00			
3076	PETTY, CORY E	1012512	2512	5.00	0.00			
3834	PIER, CAMERON M	5103201	3702	333.00	0.00			
5680	PRESSWOOD, KRISTOPHER L	1014700	4700	150.00	0.00			
938	PRIMKA, JAMES W	1012004	2004	40.00	0.00			
4887	RATTI, ANIL K	5012525	2525	5.00	0.00			
5069	RENDINELLI, MARK A	5103201	3201	1,050.00	0.00			
5323	REYNOSO, JACK B	5012525	2525	600.00	0.00			
5473	RICE, RANDALL C	1013012	3012	150.00	0.00			
4238	ROBERTSON, ADAM C	5012525	2525	5.00	0.00			
5278	ROBINSON, DUSTIN M	5103201	3201	1,650.00	0.00			
1850	ROSENKOETTER, DAVID G	1013012	3012	450.00	0.00			
3146	RUIZ, HAZEL P	2756800	6800	20.00	0.00			
4603	RUTHERFORD, BRUCE D	5603025	3025	450.00	0.00			
2785	SAUNDERS, SAMUEL B	1012512	2512	500.00	0.00			
3678	SCHULZ, DARREN L	1013012	3012	500.00	0.00			
2315	SCOTT, JEFFREY A	1012014	2014	167.00	0.00			
4035	SHINE, NOLAN J	1012512	2512	900.00	0.00			
2278	SPEEGLE, DOUGLAS E	1012014	2005	100.00	0.00			
1000	TIEARNEY, JUSTIN C	2563038	3038	720.00	0.00			
2649	TINAJERO, MARTHA A	1014700	4700	500.00	0.00			
1551	TORRES, BRENDA L	1014700	4700	1,500.00	0.00			
5043	TOUPS, EMILY A	1010216	0216	150.00	0.00			
3461	TRIPP, KIMBERLY L	1012017	2005	50.00	0.00			
2613	TSCHETTER, MARTHA A	2752005	2005	200.00	0.00			
3219	TUCKER, MORGAN H	1012012	2012	325.00	0.00			
5130	VANBEUGE, BRENDON D	1012014	2005	100.00	0.00			
2663	WILDBLOOD, JASON A	1012014	2014	100.00	0.00			
	RECORD COUNT:	80	TOTAL	31,708.23	0.00			

DEDUCTION: 9981 DIRECT DEPOSIT AMT 2

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2690	CEBALLOS, MARICELA	1012017	2017	500.00	0.00			
4599	CLARK, ROBIN M	1014300	4300	1,000.00	0.00			
4106	COOLEY, RICKY D	1013012	3012	700.00	0.00			
4131	DANIELS, SHARON E	1012004	2005	250.00	0.00			
3200	DUQUE-JONES, CHARLINE A	1010300	0300	50.00	0.00			
2593	GONZALES, DANIEL G	1012004	2004	100.00	0.00			
2605	GONZALES, MELIAH H	1014700	4700	25.00	0.00			
4786	GUTIERREZ, JESSE J	1012705	2705	0.00	0.00			
3488	HERRING, ANNA C	1010500	0500	100.00	0.00			
1474	HUNT, BRYON A	1012512	2512	975.00	0.00			
1386	JENNINGS, TAMI D	1015055	5055	100.00	0.00			
3560	KIPP, CHRISTINE V	7407200	7200	500.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	450.00	0.00			
3075	NYBERG, KEVIN J	1012512	2512	1,100.00	0.00			
4974	PETERSON, CASEY C	1012706	2706	300.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	250.00	0.00			
3076	PETTY, CORY E	1012512	2512	340.00	0.00			
4518	POTTEY, STEPHEN M	1013012	3012	1,924.07	0.00			

City of Carson City

DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230203 PAY PERIOD: 01/13/2023 TO 01/26/2023
 DEDUCTION: 9981 DIRDEP\$2 LOC RANGE: ALL
 ORG RANGE:

CHECK DATE: 02/03/2023

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5473	RICE, RANDALL C	1013012	3012	150.00	0.00			
4603	RUTHERFORD, BRUCE D	5603025	3025	215.00	0.00			
4035	SHINE, NOLAN J	1012512	2512	1,600.00	0.00			
5314	SOLIMAN, STEFFI J	1010701	0701	250.00	0.00			
RECORD COUNT:		22	TOTAL	10,879.07	0.00			

DEDUCTION: 9982 DIRECT DEPOSIT AMT 3

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
4678	CAREWICZ, SHELLI S	1013012	3012	150.00	0.00			
3200	DUQUE-JONES, CHARLINE A	1010300	0300	300.00	0.00			
2593	GONZALES, DANIEL G	1012004	2004	2,250.00	0.00			
2605	GONZALES, MELIAH H	1014700	4700	250.00	0.00			
1474	HUNT, BRYON A	1012512	2512	820.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	100.00	0.00			
4974	PETERSON, CASEY C	1012706	2706	250.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	100.00	0.00			
3076	PETTY, CORY E	1012512	2512	500.00	0.00			
5473	RICE, RANDALL C	1013012	3012	150.00	0.00			
RECORD COUNT:		10	TOTAL	4,870.00	0.00			

DEDUCTION: 9983 DIRECT DEPOSIT AMT 4

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2593	GONZALES, DANIEL G	1012004	2004	100.00	0.00			
3560	KIPP, CHRISTINE V	7407200	7200	25.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	150.00	0.00			
1731	MAYS, BRIAN M	1012012	2005	2,755.00	0.00			
4974	PETERSON, CASEY C	1012706	2706	100.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	250.00	0.00			
4518	POTTEY, STEPHEN M	1013012	3012	436.00	0.00			
RECORD COUNT:		7	TOTAL	3,816.00	0.00			

DEDUCTION: 9984 DIRECT DEPOSIT AMT 5

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2593	GONZALES, DANIEL G	1012004	2004	75.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	100.00	0.00			
RECORD COUNT:		2	TOTAL	175.00	0.00			

DEDUCTION: 9985 DIRECT DEPOSIT AMT 6

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2593	GONZALES, DANIEL G	1012004	2004	25.00	0.00			
RECORD COUNT:		1	TOTAL	25.00	0.00			

City of Carson City

DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230203 PAY PERIOD: 01/13/2023 TO 01/26/2023
 DEDUCTION: 9986 DIRDEP\$7 LOC RANGE: ALL
 ORG RANGE:

CHECK DATE: 02/03/2023

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
DEDUCTION: 9986 DIRECT DEPOSIT AMT 7								
EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2593	GONZALES, DANIEL G	1012004	2004	6.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	800.00	0.00			
RECORD COUNT:		2	TOTAL	806.00	0.00			

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
DEDUCTION: 9990 DIRECT DEPOSIT PER 1								
EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5148	ABLANG, SCOTT R	1016854	6800	1,248.56	0.00			
4548	BAILEY, RYAN R	1012512	2512	1,057.93	0.00			
5927	BAKER, RYAN W	2752505	2505	415.40	0.00			
4961	BARBER, FAITH M	2756574	6800	395.92	0.00			
5968	BUMA, RICHARD W	2752800	2800	0.00	0.00			
5196	BURR, LUCAS P	1010500	0500	431.72	0.00			
4542	BURT, CAMERON M	1012512	2512	1,595.86	0.00			
4279	COOK, CRAIG A	1012512	2512	219.24	0.00			
5714	CRUZ-FLORES, HECTOR	5603025	3025	201.39	0.00			
5712	DAWSON, CHRISTIAN D	1012014	2014	232.78	0.00			
5922	EWALD, CHRISTOPHER J	5012537	2537	149.14	0.00			
5489	FARRIS, MITCHELL D	5012525	2525	552.13	0.00			
2780	FRIEDLANDER, JEFFREY M	1012512	2512	24.40	0.00			
2396	GOMES, DANIEL A	1012012	2005	2,982.47	0.00			
2593	GONZALES, DANIEL G	1012004	2004	14.51	0.00			
2605	GONZALES, MELIAH H	1014700	4700	341.37	0.00			
5463	HASKELL, NICHOLAS S	1015055	5055	53.50	0.00			
5090	HUMMEL, ANDREW M	5103201	3201	2,699.93	0.00			
3646	JAMES, EDWIN D	7607050	3005	538.88	0.00			
5803	KEY, MICHAEL T	5603055	3201	141.39	0.00			
4871	LAWRENCE, ELIZABETH	2752800	2800	216.12	0.00			
1731	MAYS, BRIAN M	1012012	2005	611.30	0.00			
5501	MITCHELL, ALEXANDRIA E	1016800	6800	665.96	0.00			
5420	MORELLI, ELIZABETH R	1010300	0300	784.51	0.00			
4699	PEEK, CODY R	1012800	2800	121.99	0.00			
4778	QUEZADA, CAMERON M	2563038	3038	211.03	0.00			
5517	RICHARDS, GREGORY T	1012512	2512	1,883.46	0.00			
4915	SHAFFER, MICHAEL A	5603025	3025	276.17	0.00			
4785	SLAMON, SEAN P	1012505	2505	1,329.65	0.00			
RECORD COUNT:		29	TOTAL	19,396.71	0.00			

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
DEDUCTION: 9991 DIRECT DEPOSIT PER 2								
EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
4279	COOK, CRAIG A	1012512	2512	2,912.82	0.00			
2780	FRIEDLANDER, JEFFREY M	1012512	2512	2,415.58	0.00			
2396	GOMES, DANIEL A	1012012	2005	526.32	0.00			
2593	GONZALES, DANIEL G	1012004	2004	1,436.89	0.00			
2605	GONZALES, MELIAH H	1014700	4700	1,934.46	0.00			
5090	HUMMEL, ANDREW M	5103201	3201	1,799.95	0.00			

City of Carson City

DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230203 PAY PERIOD: 01/13/2023 TO 01/26/2023
 DEDUCTION: 9991 DIRDEP%2 LOC RANGE: ALL
 ORG RANGE:

CHECK DATE: 02/03/2023

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
3646	JAMES, EDWIN D	7607050	3005	3,951.82	0.00			
4871	LAWRENCE, ELIZABETH	2752800	2800	1,945.07	0.00			
4699	PEEK, CODY R	1012800	2800	2,317.79	0.00			
4778	QUEZADA, CAMERON M	2563038	3038	1,899.26	0.00			
4785	SLAMON, SEAN P	1012505	2505	3,988.94	0.00			
RECORD COUNT: 11 TOTAL				25,128.90	0.00			

DEDUCTION: 9999 DIRECT DEPOSIT NET

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
3230	AAKER, NICOLA J	1016800	6800	3,769.09	0.00			
5674	ABELLA, FRANK K	1010710	0710	4,564.09	0.00			
5148	ABLANG, SCOTT R	1016854	6800	672.30	0.00			
2612	ACOSTA, SALVADOR	5800714	0704	3,673.18	0.00			
5570	ADAMS, JOSHUA N	2752505	2505	2,365.08	0.00			
2007	ADAMS, KIMBERLY D	1010400	0400	2,624.42	0.00			
2412	AGRELLA, KEVIN T	5203502	3502	2,111.82	0.00			
4982	AKERS, CAROLINA E	1010620	0720	2,688.01	0.00			
5395	ALBARRAN-LOZANO, MIGUEL A	1012705	2705	2,668.04	0.00			
2272	ALBERTSON, ERICK J	1013034	3034	2,252.14	0.00			
5568	ALCANTAR, ALEXANDER S	1010710	0710	2,169.78	0.00			
3338	ALEGRIA, VANESSA C	1014700	4700	2,023.45	0.00			
4120	ALLEN, KATHLEEN A	1013012	3012	3,617.72	0.00			
4552	ALLEN, VICKI-DAWN R	1012705	2705	1,849.72	0.00			
5932	ALTOM, TYLER B	1010500	0500	3,396.34	0.00			
5745	ALVAREZ-ORTEGA, MIGUEL I	1013034	3034	1,432.68	0.00			
1581	AMUNDSON, ROBERT C	2563038	3038	2,749.46	0.00			
3937	ANDERSON, DARREN S	1013012	3012	3,677.09	0.00			
4442	ANDERSON, WILLIAM D	1015012	5012	1,600.42	0.00			
2250	ANNETT, ALLEN J	1013904	3904	2,685.01	0.00			
2474	ARAMBURU, DIEGO F	1012512	2512	4,152.62	0.00			
5488	ARDINGER, ROBERT J	5012525	2525	2,549.44	0.00			
5064	ARGUST, RYAN F	5203502	3502	2,020.29	0.00			
3931	ARMSTRONG, THOMAS R	1014700	4700	4,960.72	0.00			
5696	ARNOLD, WENDY J	1015005	5005	474.86	0.00			
5584	ARRENDALE, JESSICA D	1010710	0710	1,857.46	0.00			
5266	ARRISON, CHRISTOPHER R	1012012	2005	2,584.72	0.00			
4872	ARTAM, NICHOLAS	1015059	5059	1,747.31	0.00			
2946	ASHLEY, FRANCES M	2756800	6800	1,984.45	0.00			
2668	ATTASHIAN, RAFFI P	1012512	2512	2,750.05	0.00			
2097	AUNKST, MIA G	1015055	5055	290.72	0.00			
4598	AURAND, DAVID P	1012505	2505	2,733.70	0.00			
4433	BAGWELL, LORRAINE H	1010100	0100	1,378.27	0.00			
4548	BAILEY, RYAN R	1012512	2512	1,586.90	0.00			
5927	BAKER, RYAN W	2752505	2505	1,661.62	0.00			
5959	BALEY, ALLIE B	2756800	6800	1,455.94	0.00			
4134	BANISTER, ALI M	1012705	2705	4,402.42	0.00			
5329	BARAJAS, SINDY	1014700	4700	1,636.51	0.00			
4961	BARBER, FAITH M	2756574	6800	1,187.74	0.00			
3868	BARLOW, JUDY L	1016800	6800	2,996.34	0.00			
4579	BARNETT, KEITH A	1010710	0710	599.31	0.00			

City of Carson City

DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230203 PAY PERIOD: 01/13/2023 TO 01/26/2023
 DEDUCTION: 9999 DIRECT DEP LOC RANGE: ALL
 ORG RANGE:

CHECK DATE: 02/03/2023

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5341	BATEMAN, DAWN E	1015057	5057	313.77	0.00			
2611	BAUER, DENISE M	1012017	2005	4,012.21	0.00			
4790	BAUGH, MICHELE H	1012705	2705	2,831.14	0.00			
5686	BAUMANN, BRITTNEY C	2086550	2005	2,503.35	0.00			
5671	BAXTER, GARRET R	2563038	3038	2,013.29	0.00			
5076	BEAUDETTE, CAITLIN M	1015056	5056	1,520.77	0.00			
5070	BECK, LYDIA M	7407201	7200	1,701.23	0.00			
5690	BELLUSA, STEPHANIE A	1012705	2705	2,893.21	0.00			
5379	BENNETT, COLE G	1015055	5055	248.13	0.00			
4309	BENSON, KIRT A	1013034	3034	2,714.24	0.00			
5941	BERGER-HIGHT, DEBORAH M	1010213	0213	494.95	0.00			
4788	BERGGREN, GREGG E	2545047	5047	1,513.49	0.00			
4015	BERNTSON, HOUSTON J	1012512	2512	3,877.56	0.00			
2877	BIASOTTI, ANDREW J	1013034	3034	2,917.32	0.00			
3025	BINDLEY, BRETT J	1012014	2014	3,750.71	0.00			
4546	BINDLEY, CODY D	1012011	2011	3,482.03	0.00			
4249	BLATNICK, KYLE J	1013904	3904	1,753.88	0.00			
5261	BOBBITT, ALEXANDRA D	1012800	2800	509.88	0.00			
5258	BOEHME, JOSHUA L	2563038	3038	1,741.38	0.00			
3274	BOGGAN, JAMES T	1012014	2014	3,059.05	0.00			
3220	BOGGAN, JESSICA A	1014700	4700	2,522.31	0.00			
2654	BOGGS, TRAVIS J	1012512	2512	3,568.99	0.00			
5782	BOHEMIER, ALAN S	2503040	3012	2,449.61	0.00			
1724	BOOTH, JOSEPH D	2563038	3038	4,224.77	0.00			
956	BOOTHE, DUSTIN	1016800	6800	3,088.97	0.00			
5461	BORINO, BRYSON D	1012512	2512	2,289.10	0.00			
5271	BORN, AUBREY M	1012017	2005	2,280.27	0.00			
3923	BOTTINO, WARREN J	2151500	1500	2,449.69	0.00			
5789	BOWMAN, FAITH L	1015057	5057	215.78	0.00			
4955	BOYER, CHRISTOPHER F	1012512	2512	2,232.77	0.00			
4779	BOYER, LYNDESEY J	2545047	5047	2,298.22	0.00			
1095	BRADSHAW, JEFF R	5103201	3201	2,732.79	0.00			
5468	BRAGDON, ZACHARY E	7407201	7200	1,531.90	0.00			
5106	BRANDON, KELLY E	1010500	0500	3,311.15	0.00			
4993	BRANINBURG, MARILYN A	1012005	2005	951.97	0.00			
3444	BRANTINGHAM, MELANIE	1010500	0500	4,105.26	0.00			
2805	BREHM, NATHAN E	1012012	2005	3,347.13	0.00			
5097	BRENNER, JESSICA R	2756800	6800	2,119.44	0.00			
5204	BRISTOL, MARC D	1012512	2512	1,899.82	0.00			
5937	BRODEUR, MARSHALL C	1015056	5056	281.11	0.00			
5321	BROWN, ANDREA L	5012525	2525	2,770.12	0.00			
5783	BROWN, BARBARA G	1012004	2004	610.03	0.00			
4186	BROWN, JACK B	2563038	3038	1,640.00	0.00			
5333	BROWN, RANDALL E	1012800	2800	633.97	0.00			
760	BRUKETTA, MELANIE	1010705	0705	3,655.53	0.00			
3938	BRUKETTA, SAMUEL H	1010500	0500	2,254.87	0.00			
4799	BRUNO, JOE A	1012004	2005	464.35	0.00			
5970	BRUNSON, CASSANDRA L	1014700	4700	0.00	0.00			
4661	BUDGE, JENNIFER H	1015005	5005	5,138.80	0.00			
2948	BUENO, JASON J	1012012	2005	2,682.75	0.00			
5968	BUMA, RICHARD W	2752800	2800	0.00	0.00			
5397	BURKS, AMBER E	1012017	2017	2,317.58	0.00			

City of Carson City

DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230203

PAY PERIOD: 01/13/2023 TO 01/26/2023

CHECK DATE: 02/03/2023

DEDUCTION: 9999 DIRECT DEP

LOC RANGE: ALL

ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
4924	BURNHAM, JOHN R	1015012	5012	1,876.53	0.00			
3773	BURNHAM, TERENCE O	1012014	2005	3,226.26	0.00			
5383	BURNS, JOSHUA R	1012013	2013	1,401.82	0.00			
5196	BURR, LUCAS P	1010500	0500	1,726.87	0.00			
5809	BURROWS, BRITTANY A	1013012	3012	1,450.06	0.00			
4542	BURT, CAMERON M	1012512	2512	1,595.86	0.00			
4882	BURTON, HEATH D	5012525	2525	2,718.23	0.00			
5750	BUSTOS, REBECCA D	2503035	3012	2,103.39	0.00			
5775	BYRNE, BRYAN J	2503035	3012	3,050.60	0.00			
5121	CAMACHO REYES, MIGUEL A	1010216	0216	2,405.37	0.00			
3466	CANNE, MICHAEL A	1012706	2706	2,071.55	0.00			
4678	CAREWICZ, SHELLI S	1013012	3012	1,674.74	0.00			
5086	CARILLO, JAIME	1012012	2012	1,920.11	0.00			
5571	CARLSON, JOHN T	2752505	2505	3,381.58	0.00			
2890	CARTER, JOSH J	1012014	2005	3,338.46	0.00			
5407	CASAREZ, SALVADOR N	5103201	3201	1,897.62	0.00			
5092	CASCI, FELECIA M	1010500	0500	2,204.09	0.00			
4240	CASSINELLI, JACQUELINE A	5700706	0706	1,144.50	0.00			
5066	CASTANEDA, VICTOR M	1012014	2005	2,388.20	0.00			
4263	CASTILLO-SALAZAR, STEVE	2563038	3038	1,920.87	0.00			
3333	CATLETT, JEFF W	2563038	3038	2,561.23	0.00			
2690	CEBALLOS, MARICELA	1012017	2017	2,625.96	0.00			
5709	CHALK, PAUL M	1016800	6800	2,020.84	0.00			
4224	CHANEY, JOSHUA E	1012012	2012	2,109.43	0.00			
4733	CHANEY, TEDDY L	2563038	3038	1,764.76	0.00			
2340	CHAPMAN, SCOTT M	1015060	5060	2,544.55	0.00			
5008	CHASE, JANET E	1015055	5055	291.67	0.00			
5298	CHRIST, JUSTIN A	2563038	3038	2,256.60	0.00			
3985	CHURCHWARD, JENNIFER A	1013012	3201	1,513.68	0.00			
4883	CLAMAN, JUSTIN B	5012525	2525	3,472.47	0.00			
4599	CLARK, ROBIN M	1014300	4300	639.51	0.00			
1661	COLATORTI, JAMES P	1012512	2512	2,787.98	0.00			
5933	COLEMAN, ALISON	2503040	3012	100.61	0.00			
5961	COLEMAN, AVERY A	1015057	5057	0.00	0.00			
5532	COLEMAN, CRAIG R	1013034	3034	1,469.39	0.00			
3272	COLLAZO, URIEL	1012014	2014	2,830.14	0.00			
3551	COLLIER, AARON S	5203502	3502	3,397.55	0.00			
5822	COLONICA, JOHN T	1015055	5055	255.99	0.00			
5562	CONNORS, TIMOTHY P	1015059	5059	356.46	0.00			
5895	CONTRERAS, CHRISTIE A	2086550	6800	1,396.32	0.00			
5965	CONTRERAS, FRANCISCO J	1012800	2800	0.00	0.00			
4106	COOLEY, RICKY D	1013012	3012	1,135.84	0.00			
2815	COOPER, CRISTAL A	1014700	4700	2,191.19	0.00			
3631	COOPER, MATTHEW L	1012520	2520	3,385.88	0.00			
3878	CORBET, JUNE K	2756800	6800	804.91	0.00			
5320	CORBRIDGE, NICHOLAS L	1012800	2800	1,527.32	0.00			
3285	CORTES, MAXINE	1014700	4700	4,866.44	0.00			
4929	CORTES, VANESSA A	1012706	2706	1,651.24	0.00			
5402	COSEL, CASSANDRA N	1012017	2017	1,542.63	0.00			
4582	COSTELLO, JOHN J	2545047	5047	2,249.38	0.00			
862	COX, GEORGE	5103201	3702	1,731.39	0.00			
4884	COX, MICHAEL R	1012512	2525	2,929.72	0.00			

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EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
4775	CRAVEY, WILLIAM M	1010710	0710	2,344.14	0.00			
3961	CRAWFORD, SUZANNE M	1010500	0500	2,335.21	0.00			
5467	CROWLEY, JOSEPH J	1013904	3904	1,735.54	0.00			
5714	CRUZ-FLORES, HECTOR	5603025	3025	1,812.51	0.00			
5958	CUEVAS-ZARATE, ANGELA M	1013012	3012	1,506.77	0.00			
4768	CUSTIS, MARK R	1015055	5055	283.09	0.00			
1301	DANEN, JASON T	5012525	2525	4,838.96	0.00			
2435	DANIEL, TAWNIA S	1014700	4700	2,946.03	0.00			
4131	DANIELS, SHARON E	1012004	2005	1,981.57	0.00			
2882	DANTZLER, FRANCES C	1012706	2706	2,439.79	0.00			
5506	DAVIS, DENISE L	1010710	0710	666.03	0.00			
85	DAVIS, KURT E	1012800	2800	470.13	0.00			
5712	DAWSON, CHRISTIAN D	1012014	2014	1,707.02	0.00			
5244	DEFALCO, RYAN B	1015060	5060	803.84	0.00			
5772	DEFURIO, LISA M	1010500	0500	1,560.38	0.00			
5289	DELANEY, NATHAN J	1015012	5012	1,669.90	0.00			
5377	DELANEY, PAMELA A	1014700	4700	539.97	0.00			
5804	DELUCA, BREANNA	1015055	5055	188.91	0.00			
5966	DEMILLE, TRACIEE E	1012800	2800	0.00	0.00			
2487	DEVERAUX, SHANE D	1013034	3034	1,718.40	0.00			
5891	DEVINE, IAN W	1010710	0710	1,594.77	0.00			
5670	DEWITT, CHARLES B	5203502	3502	2,024.72	0.00			
5946	DIARTE, CECILIA M	1016800	6800	1,336.40	0.00			
3218	DICKEY, JESSICA M	1012012	2005	2,934.50	0.00			
4554	DOMIN, KAELA J	1015055	5055	284.38	0.00			
5878	DOMINGUEZ, MARKOZ M	2545047	5047	1,378.82	0.00			
4159	DORAN, JOHN P	1015012	5012	3,117.78	0.00			
4911	DOUGHTY, SANDRA	1010217	0217	2,412.98	0.00			
1500	DOYAL, BRIAN A	1013012	3012	2,352.87	0.00			
3102	DRAKE, LINDA R	1010213	0213	2,461.10	0.00			
4890	DREWS, CASEY A	5251414	2515	3,190.19	0.00			
3651	DREWS, CODY J	1014700	4700	3,148.12	0.00			
944	DUENAS, CLAUDIA R	1012800	2800	291.36	0.00			
4873	DUENAS-ESTRELLA, ISRAEL	1015012	5012	2,052.60	0.00			
5931	DUNCAN, DEANNA R	1014700	4700	1,653.50	0.00			
5184	DUNCAN, LORI	1012505	2505	314.08	0.00			
3200	DUQUE-JONES, CHARLINE A	1010300	0300	1,247.32	0.00			
5381	DURAN, JAZLYN V	1015057	5057	82.62	0.00			
5660	DURAN, TALLAN J	1015060	5060	90.13	0.00			
5193	DUREN, SAMANTHA J	1012014	2014	2,370.11	0.00			
5075	DZYAK, JAKOB A	1012013	2005	486.45	0.00			
4761	EARP, DANIEL J	1015057	5057	3,687.43	0.00			
5438	EDENS, JORDAN L	1010710	0710	1,911.60	0.00			
4210	EGGERT, CHERYL A	1010212	0213	2,185.20	0.00			
3130	EISNER, DAVID F	5103201	3702	1,708.18	0.00			
5565	EISSINGER, LAUREN E	1012012	2012	3,083.88	0.00			
4362	ELDER, BRIAN W	1013012	3012	2,842.20	0.00			
3570	ENGELS, ERIC B	2563038	3038	4,047.26	0.00			
4936	ENTZ, MICHELLE R	1012705	2705	1,939.88	0.00			
4869	ESPINO, KYLE	1012012	2005	2,651.83	0.00			
4812	ESPINOZA, RAQUEL N	1010500	0500	1,811.06	0.00			
5455	ESTES, JACOB M	5103201	3702	1,744.33	0.00			

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2829	ESTES, JAMES M	5203502	3502	2,022.49	0.00			
4840	ETCHEGARAY, DYLAN T	1012012	2005	2,949.68	0.00			
5322	EVANS, THOMAS G	5012525	2512	3,586.99	0.00			
4225	EVANSON, RACHAEL N	1010600	0600	1,736.26	0.00			
5922	EWALD, CHRISTOPHER J	5012537	2537	1,342.28	0.00			
5489	FARRIS, MITCHELL D	5012525	2525	2,208.50	0.00			
5856	FELIPE-HERNANDEZ, MIGUEL	1012014	2014	2,119.72	0.00			
4388	FELIX, RYAN J	1012705	2705	2,958.70	0.00			
5675	FENCL, AMANDA J	1010701	0701	1,672.64	0.00			
5050	FERRIS, HEATHER M	1011425	1425	3,805.59	0.00			
511	FISCHER, CARIN	1014700	4700	3,585.53	0.00			
4841	FOERSCHLER, CHARLENE	1012014	2005	3,618.55	0.00			
5825	FONSECA DELGADILLO, MOISE	1012012	2012	2,040.74	0.00			
5292	FOUTZ, MYLES L	1012012	2012	2,337.44	0.00			
2680	FRANZ, CHRISTINE M	1014700	4700	3,276.08	0.00			
5916	FRANZ, CONRAD J	5103201	3201	1,507.34	0.00			
5234	FRAZER, JACOB B	1015055	5055	339.14	0.00			
4774	FREEMAN, JEANNE M	2750600	6800	3,266.67	0.00			
5061	FREEMAN, JEFFREY A	1013012	3012	3,543.94	0.00			
4605	FREEMAN, MICHAEL P	1015055	5055	2,484.15	0.00			
5707	FRESHMAN, RAECHEL E	2756800	6800	1,035.38	0.00			
5389	FRIEND, MICHAEL P	1013012	3012	3,284.81	0.00			
1507	FRY, CARL V	1012014	2005	954.61	0.00			
4623	FRYER, SHANE E	7607050	3005	1,564.92	0.00			
2781	FUHRMAN, DANIEL D	1012512	2512	2,415.62	0.00			
2458	FURLONG, KENNETH T	1012004	2005	4,059.68	0.00			
3718	GALAS, VERONICA M	2756800	6800	1,696.09	0.00			
5719	GAMER, SYDNEY L	1016800	6800	1,669.51	0.00			
4540	GANGER, PAMALA A	1010701	0701	3,093.04	0.00			
4590	GARCIA, JEREMY N	1012014	2005	2,370.28	0.00			
4696	GARCIA, MICHELE A	1010217	0217	1,541.73	0.00			
4551	GARCIA, NICOLAS R	1012512	2512	2,245.48	0.00			
3453	GARCIA GONZALEZ, MARIA LO	1012706	2706	2,040.09	0.00			
1662	GARDNER, JASON A	1012512	2512	2,922.43	0.00			
5547	GARDNER, MARK S	7607050	3005	78.84	0.00			
2372	GAULT, JASON A	1012012	2005	2,893.91	0.00			
5781	GAUNT, DANIEL D	1012800	2800	3,002.75	0.00			
5079	GAVRIC, MIRJANA	1010701	0701	2,921.42	0.00			
4512	GETZ, STEVEN W	1013034	3034	1,780.19	0.00			
5813	GIBSON, HEATH D	1015012	5012	1,358.48	0.00			
4125	GIBSON, MICHAEL D	2752005	2005	2,924.12	0.00			
5111	GIOMI, JOHN C	1010217	0217	3,079.86	0.00			
145	GIOMI, ROBERT S	1010100	0100	826.80	0.00			
5814	GOETZ, ALLISON A	1010300	0300	105.17	0.00			
5823	GOETZ, ROCKY D	1012012	2012	2,425.33	0.00			
5104	GOMEZ, EMMA	1012520	2520	1,810.06	0.00			
5609	GOMEZ, JAYDEN O	1015060	5060	230.48	0.00			
5787	GONZALES, CHRISTOPHER A	1013012	3012	2,536.57	0.00			
5293	GOODNIGHT, DILLON M	6027505	5012	1,398.90	0.00			
5928	GOODWIN, COREY K	2752505	2505	2,433.72	0.00			
2283	GOWER, MITCHELL A	1013904	3904	2,121.05	0.00			
4749	GRANATA, LIZZETH	1012011	2011	2,264.36	0.00			

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4570	GRAVES, JENNIFER C	1012005	2005	1,594.56	0.00			
4771	GRAY, KENNETH D	7607050	3005	72.84	0.00			
4697	GREB, RYAN M	1012012	2005	3,209.16	0.00			
4154	GREEN, COLE E	1012512	2512	1,947.66	0.00			
5694	GREEN, JEREMIAH A	1012012	2012	2,098.32	0.00			
5516	GREEN, KENNETH C	2752505	2545	1,195.27	0.00			
5679	GREENLAW, BRIANNA R	1013012	3012	2,871.09	0.00			
3973	GREGG, ANA C	1016800	6800	1,399.82	0.00			
4858	GRIFFITTS, WILLIA P	1015012	5012	2,257.71	0.00			
5893	GRIGGS, VALERIE R	5700706	0705	466.18	0.00			
5502	GROTH, GARY R	2752505	2512	2,585.05	0.00			
1613	GRUNDY, TOM B	5203502	3502	3,616.22	0.00			
4786	GUTIERREZ, JESSE J	1012705	2705	3,412.62	0.00			
836	GUTIERREZ, MARIBEL	1014300	4300	2,752.47	0.00			
5901	HAGGARD, JOHN B	2802020	2014	944.65	0.00			
3143	HALE, KELLY A	5203502	3201	3,013.17	0.00			
5793	HALE, SHANE J	2752505	2530	2,911.46	0.00			
5892	HAMMONS, GILLIAN B	2545047	5047	218.52	0.00			
5886	HARDEMAN-SWINDLE, NICOLE	1010500	0500	1,567.06	0.00			
3176	HARDGRAVE, ALBERT W	1015055	5055	1,184.77	0.00			
5592	HARDIMAN, ATHENA D	1011425	1425	2,488.63	0.00			
5543	HARE, COREY E	5203502	3502	1,623.75	0.00			
4804	HARJES, SHANNON P	2563038	3038	1,792.26	0.00			
1973	HARKLEROAD, JULIE C	1014700	4700	2,743.14	0.00			
2782	HARNS, CHAD	1012512	2512	3,682.66	0.00			
5784	HARRIS, CANDICE-SREEN M	1015057	5057	280.62	0.00			
5711	HARRISON, CAROL E	2086550	2014	1,651.27	0.00			
4202	HARVEY, KANDIS A	1016800	6800	2,146.71	0.00			
5463	HASKELL, NICHOLAS S	1015055	5055	213.98	0.00			
5147	HASLEM, TRAVIS J	1010400	0400	1,753.12	0.00			
5914	HATCH, RICHARD J	1012014	2014	1,784.15	0.00			
1971	HATLEY, SAMUEL I	1012011	2005	3,433.72	0.00			
5969	HAZELTON, MICHAEL D	1015060	5060	0.00	0.00			
226	HEATH, CATHERINE	1012004	2005	342.28	0.00			
4568	HENNEBERGER, DANIEL G	2752005	2005	2,485.23	0.00			
5299	HERBERT, JUSTIN T	5603025	3025	3,008.88	0.00			
3488	HERRING, ANNA C	1010500	0500	1,665.09	0.00			
5401	HEWLETT, KENNETH C	1012800	2800	653.89	0.00			
5300	HICKS, DWIGHT M	2563038	3038	1,500.45	0.00			
5327	HICKS, EMILY E	1010500	0500	1,601.71	0.00			
4628	HICKS, STEPHANIE A	1010600	0600	5,751.18	0.00			
1264	HIGGINS, JOLIE C	1014700	4700	3,059.43	0.00			
5153	HIGGINS, NICHOLAS B	1014700	4700	1,524.49	0.00			
4767	HILL, ANTOINETTE F	5305067	5067	451.61	0.00			
5705	HILLIS, KIANA S	1015060	5060	221.25	0.00			
5387	HILLS, KENDRA L	1016800	6800	714.62	0.00			
5726	HINDLE, DURWARD J III	7607050	3005	78.84	0.00			
4447	HINOJOSA, EDGAR L	5603025	3025	3,219.93	0.00			
3319	HITCH, JOHN R	1012014	2005	2,834.15	0.00			
4419	HOELZEN, DANIELLE N	1010300	0300	1,754.73	0.00			
5957	HOEN, WILLIAM S	1010213	0213	3,122.52	0.00			
262	HOGEN, RORY A	5251414	3012	668.24	0.00			

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5665	HOLLAND, DUSTIN J	5012525	2525	1,333.54	0.00			
3969	HOLLAND, SHELLEY L	5012525	2525	561.30	0.00			
4059	HOLLOWAY, MARGARET	1016800	6800	2,701.55	0.00			
5495	HOLM, ANDREW C	5012525	2525	2,697.82	0.00			
4904	HOLT, JOY N	1016200	6200	4,506.25	0.00			
5313	HOMER, ZACHARY D	5603025	3025	2,015.51	0.00			
5354	HOPPER, ERIK A	5012525	2525	3,001.83	0.00			
5016	HORN, TIMOTHY D	1015060	5060	844.39	0.00			
168	HORTON, CURTIS W	1010100	0100	1,046.98	0.00			
2298	HORTON, JESSE C	1012512	2512	3,048.65	0.00			
2152	HORTON, MICAH S	1012512	2512	5,238.45	0.00			
3465	HOTALING, SALVANETTE O	1016800	6800	2,859.78	0.00			
5337	HOWARD, DANIELLE A	1010212	0212	1,525.54	0.00			
5738	HUERTA, MARCO A JR	5012537	2537	1,323.18	0.00			
4027	HUGHES, WILLIAM A	1012706	2706	2,673.69	0.00			
3964	HUNT, BRENDA L	7607050	3005	2,247.56	0.00			
1474	HUNT, BRYON A	1012512	2512	1,597.25	0.00			
4437	INMAN, BRETТА D	1016800	6800	2,600.04	0.00			
3216	IRWIN, MARK A	5103201	3201	2,340.55	0.00			
2842	JACKLETT, JAMES V	5103201	3201	3,530.55	0.00			
4514	JACKSON, ERIN M	1012705	2705	2,807.76	0.00			
5801	JACKSON, TRE A	5012537	2537	129.92	0.00			
4243	JACKSON, CHRISTOPHER G	1012705	2705	2,093.67	0.00			
5269	JAMES, MARVIN R	1013015	3012	1,737.09	0.00			
1386	JENNINGS, TAMI D	1015055	5055	1,415.43	0.00			
4428	JERAULD, MICHAEL C	1012012	2005	2,754.36	0.00			
4643	JESSE, TYLER H	1013012	3012	2,872.07	0.00			
5630	JEZEK, LINCOLN C	1015057	5057	42.68	0.00			
5144	JOHANSEN, MISTY A	1012013	2005	1,340.41	0.00			
5039	JOHNSON, BENJAMIN R	1010500	0500	3,638.52	0.00			
5551	JOHNSON, MAIA	1010710	0710	2,341.40	0.00			
2623	JOHNSON, SARAH L	1012017	2017	2,069.62	0.00			
5589	JONES, CHRISTOPHER T	1013904	3904	2,054.08	0.00			
3099	JONES, DANIEL L	1012012	2005	2,704.44	0.00			
3833	JONES, DILLON C	1013904	3904	2,368.35	0.00			
5877	JONES, RICHARD A JR	1013904	3904	1,552.50	0.00			
5758	JONES, TIMOTHY K	1011425	1425	491.67	0.00			
5885	JOSEPH, JULIE N	1014700	4700	2,299.53	0.00			
4597	KAHABKA, HEATHER D	2756800	6800	1,415.75	0.00			
4094	KASTENS, DANIEL D	1015012	5012	2,408.23	0.00			
5691	KAUBLE, ANDREW K	1010710	0710	3,525.87	0.00			
5604	KAUFMAN, KHALEEL W	1015060	5060	313.45	0.00			
5527	KEENNON, DOUGLAS A	1012014	2014	2,313.72	0.00			
3518	KELLY, SHADOW L	5203502	3502	2,122.91	0.00			
5508	KELSEY, KAYLA M	1012017	2017	1,711.86	0.00			
3755	KEPLER, DERRICK D	2752005	2005	2,040.95	0.00			
5948	KERNS, JILL A	1012011	2011	1,698.58	0.00			
2226	KERR, HEATHER V	1010300	0300	704.19	0.00			
5083	KERVER, TYLER J	1015012	5012	1,480.91	0.00			
5803	KEY, MICHAEL T	5603055	3201	2,686.37	0.00			
5480	KIEL, NATALIE S	1011430	1425	1,040.65	0.00			
5902	KINCHELOE, CHELSEA A	2545047	5047	1,780.83	0.00			

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5372	KINDORF, HARRY R	1015055	5055	100.95	0.00			
4522	KING, JON G	2563038	3038	2,387.98	0.00			
3560	KIPP, CHRISTINE V	7407200	7200	1,034.58	0.00			
5963	KIRVIDA-MCGOWAN, SHANE P	1010705	0705	2,242.50	0.00			
4418	KIZER, JESSIE C	1012017	2017	2,328.68	0.00			
2878	KLUG, ERIC M	1015056	5056	1,947.53	0.00			
5114	KNIGHT, ROBERT A	5012537	2537	1,182.02	0.00			
5812	KOERNER, CASSANDRA M	7607050	3005	78.84	0.00			
4932	KOHBARGER, WILLIAM A	1011425	1425	2,195.49	0.00			
4763	KOHLER, JESSE W	1012512	2512	2,633.54	0.00			
5128	KOVAL, ANDREW B	1013034	3034	1,593.22	0.00			
4867	KRANTZ, GREGORY A	5603055	3201	3,542.63	0.00			
5747	KUKONU, KEAOLOHINANI S	1016200	6200	239.00	0.00			
5669	KULESZA, KAREN J	1013012	3012	2,228.99	0.00			
5161	KURLAND, ANA M	1016200	6200	2,142.14	0.00			
5881	LA BELLA, JOSHUA P	1014700	4700	2,299.53	0.00			
350	LAAKER, JOHN J JR	2563038	3038	3,024.62	0.00			
5742	LABATE, JOHN A	2563038	3201	5,582.21	0.00			
4931	LACHEW, JAMES F	1012012	2005	2,954.12	0.00			
5227	LAFOLLETTE, AMBER M	1010300	0300	2,536.02	0.00			
5807	LAHAIR, KELLY J	1015012	5012	1,502.57	0.00			
4602	LAMBERT, BART A	1012800	2800	3,432.39	0.00			
5657	LAMUSAO, FRANKLIN Q	1015012	5012	1,427.07	0.00			
5439	LANE, JOANMARIE G	1012706	2706	490.30	0.00			
5476	LANGSTAFF, JOSEPH R	1015012	5012	1,651.79	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	1,269.52	0.00			
5477	LARSON, CRAIG A	1013034	3034	2,143.14	0.00			
5771	LARSON, DEBORAH R	1012004	2004	1,056.49	0.00			
1784	LAWLOR, LINDA L	1012705	2705	4,067.89	0.00			
5045	LAZANEO, GALIN J	2563038	3201	2,229.20	0.00			
4365	LEAGUE, TYSON D	1010500	0500	3,145.63	0.00			
5664	LEBLANC, ARENE J	1015055	5055	39.33	0.00			
5159	LECK, AUSTIN M	1012512	2512	2,713.23	0.00			
5093	LEDEZMA RUBIO, AZUCENA	1016800	6800	1,652.85	0.00			
3017	LEE, KIPLAN M	1012014	2005	1,529.96	0.00			
3036	LEET, KAREN L	1013012	3012	3,009.90	0.00			
5672	LEWIS, JERRED S	5053702	3038	1,802.71	0.00			
5697	LEWIS, ROBERT D	5103201	3702	1,749.88	0.00			
4684	LIEBESPECK, PATTI A	1015005	5005	2,306.56	0.00			
2783	LINSCOTT, JEFF F	1012512	2512	2,740.02	0.00			
3926	LIVESAY, APRIL G	1015005	5005	1,705.04	0.00			
4544	LOBATO MELGAREJO, CRISTIN	1014300	4300	1,723.94	0.00			
3512	LOCATELLI, RONALD G	1012014	2005	2,090.50	0.00			
5875	LOHMAN, KARLI S	1012013	2013	1,188.82	0.00			
952	LOPEZ, JULIO A	1014300	4300	3,016.39	0.00			
5666	LOPEZ, MARTHA	1016800	6800	1,537.56	0.00			
4408	LOTZ, CHRISTOPHER M	1012012	2012	2,384.15	0.00			
5471	LOWE, AARON B	1012512	2512	4,286.39	0.00			
2870	LOWE, CRAIG E	1012011	2011	5,701.67	0.00			
5908	LOWE, DANIELLE W	1013015	3012	1,668.70	0.00			
4787	LOYOLA, DANIEL A	1012012	2005	2,992.91	0.00			
3719	LOYOLA, ISRAEL S	1012012	2005	3,093.45	0.00			

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5698	LUCAS, EMMA J	1015057	5057	256.08	0.00			
5852	LUCAS, KATE E	1015057	5057	213.06	0.00			
1772	LUIS, KRISTIN N	1014700	4700	4,305.99	0.00			
5915	LUNA, VANESSA N	1012014	2014	1,711.89	0.00			
3549	LUTU, JAMES S	1012706	2706	1,950.24	0.00			
3682	MACAULEY, LINDA K	7407200	7200	1,491.67	0.00			
2335	MACHADO, CARON P	1010400	0400	29,766.73	0.00			
5388	MACIAS, BRANDON K	1013034	3034	1,642.50	0.00			
5053	MACIAS, CASSANDRA J	1010213	0213	1,503.90	0.00			
4555	MACIAS, EDGAR	1012705	2705	2,623.94	0.00			
5824	MACIAS, JOSE C	1012014	2014	2,367.51	0.00			
5535	MACISAAC, LISA P	1013012	3012	2,093.89	0.00			
5572	MADRID, CARLOS A	2752505	2505	2,589.47	0.00			
5685	MANZO, HEATHER R	1011425	1425	3,044.05	0.00			
5659	MARCH, BRADEN J	1015060	5060	365.70	0.00			
2010	MARCH, RACHEL M	1016200	6200	2,143.35	0.00			
4958	MARQUEZ-MONTALVO, RAMON M	1012011	2011	3,099.85	0.00			
1726	MARSHALL, ADA D	5800714	0704	1,742.08	0.00			
1763	MARTENSEN, MARIE E	1012011	2011	2,012.68	0.00			
3128	MARTIN, ELIZABETH A	1012011	2005	2,035.56	0.00			
5954	MARTIN-MERRITT, CHAZ R	5603025	3025	2,129.05	0.00			
5362	MARTINOVICH, CHRISTOPHER	2503035	3012	3,132.49	0.00			
2446	MASON, CHRISTOPHER J	1012512	2512	4,308.20	0.00			
4216	MASON, JENNIFER L	5103201	3201	2,841.23	0.00			
5840	MASTERS, MADISON L	1015057	5057	580.59	0.00			
5953	MATHIS, CHERIE P	1016200	6200	327.78	0.00			
5847	MATSON, MONICA N	1015057	5057	43.70	0.00			
1731	MAYS, BRIAN M	1012012	2005	0.00	0.00			
1577	MAYS III, EARL A	1012014	2014	3,977.40	0.00			
5763	MCCREARY, MEGAN A	1012014	2014	1,519.42	0.00			
3577	MCDONALD, THOMAS D	1012012	2005	3,339.25	0.00			
5906	MCFADDEN, JONAH	1016200	6200	327.78	0.00			
3520	MCAHON, ERIN M	1012011	2005	2,931.30	0.00			
5873	MCWILLIAMS, CODY J	1012515	2515	2,388.64	0.00			
4068	MEAD, GAGE M	1012012	2012	3,399.42	0.00			
4500	MELGAREJO, SUSANA E	1016853	6800	1,376.24	0.00			
5785	MELGAREJO-LARA, JESSICA	1016574	6574	1,174.17	0.00			
5307	MELHAFF, COURTNEY L	1013012	3012	43.95	0.00			
2893	MENDOZA, BRIAN P	1012014	2005	1,974.55	0.00			
4928	MENENDEZ, ANDREW S	1015057	5057	2,084.31	0.00			
5829	MENJIVAR, MARIA E	1016853	6800	2,659.16	0.00			
1545	MERRITT, MATTHEW P	1012512	2512	5,318.07	0.00			
5511	MERRITT, NANCY L	1012505	2505	1,367.70	0.00			
5396	MESCH, TONIA L	2802020	2014	1,196.16	0.00			
5431	MESSMANN, EMILY A	1015057	5057	602.30	0.00			
4944	METZLER CURRY, LYNSY A	1010500	0500	2,091.69	0.00			
3727	MEYER, CECILIA A	5800704	0704	2,786.65	0.00			
5099	MEZA MARQUEZ, ANGEL L	1012014	2014	2,387.59	0.00			
5553	MICHAEL, CHRISTOPHER G	1015059	5059	76.48	0.00			
5274	MICHAEL, MOBBY T	1012706	2706	1,831.16	0.00			
4087	MICHAUT, DAVID M	1013012	3201	546.30	0.00			
5973	MIDDLETON, KELLY E	1014700	4700	0.00	0.00			

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4420	MIERAS, TAYLOR M	1012014	2014	3,193.20	0.00			
2994	MIHELIC, BRADLEY J	1012512	2512	3,941.93	0.00			
3741	MILES, SALLYANNE L	1016800	6800	449.57	0.00			
2667	MILLER, THOMAS T	1014700	4700	2,681.11	0.00			
4312	MILLS, ALANA N	1010705	0705	2,025.42	0.00			
5576	MILLS, HOPE M	1010212	0212	1,261.74	0.00			
5501	MITCHELL, ALEXANDRIA E	1016800	6800	998.94	0.00			
5924	MOHR, DAVID A	1010300	0300	262.22	0.00			
5419	MOHR, JUDITH M	1013904	3904	1,457.42	0.00			
5945	MONTIEL, SHARON E	1016854	6800	1,694.63	0.00			
4950	MONTOYA III, JULIAN M	1014700	4700	1,714.43	0.00			
4702	MOORE, CORY M	5603025	3025	2,347.88	0.00			
3443	MOORE, JASON	2563038	3038	3,190.63	0.00			
5290	MOORE, MONICA R	1015055	5055	244.53	0.00			
5668	MOORE, ROD T	1010500	0500	447.24	0.00			
5773	MORA, OMAR	1015012	5012	1,359.07	0.00			
5888	MORALES, JOCELYNN	1012706	2706	2,014.46	0.00			
5420	MORELLI, ELIZABETH R	1010300	0300	784.51	0.00			
5678	MORELLI, PHILLIP L	5603025	3025	2,201.75	0.00			
4620	MORENO-BRAVO, BRYAN	5103201	3201	2,401.24	0.00			
5209	MORGAN, WALKER D	1015055	5055	355.01	0.00			
5755	MORO, MICHAEL T	1012014	2014	1,724.23	0.00			
5291	MORRILL, DOUGLAS F	1010500	0500	834.93	0.00			
5960	MORRIS, BROOKE R	1012706	2706	1,614.39	0.00			
5626	MORRIS, JAMES D	1013012	3012	2,524.72	0.00			
5967	MORRIS, MARLA L	1012005	2005	0.00	0.00			
5855	MORWAY, LEIF E	1015055	5055	63.26	0.00			
5304	MOSES, SIERRA J	5103201	3201	1,721.99	0.00			
2888	MOURNIGHAN, FRANK J	1012706	2706	3,148.64	0.00			
4459	MUDGETT, ANGELA C	1012800	2800	2,191.03	0.00			
5577	MUNDY, SEAN R	1012017	2017	1,928.92	0.00			
5145	MURRAY, RAY D	5103201	3201	2,470.77	0.00			
4103	MURRY, KEVIN R	1012011	2011	3,793.52	0.00			
5796	MURUATO, AIDA A	1014700	4700	2,244.78	0.00			
3203	NAVARRO, DAVID A	1015012	5012	3,479.89	0.00			
5210	NAYLOR, JEAN-MARIE	1016200	6200	2,267.17	0.00			
3724	NEAGOS, MIHAELA	1010500	0500	2,978.52	0.00			
3639	NEDDENRIEP, DEBORAH L	7607050	3005	1,116.60	0.00			
409	NEEP, REBECCA J	1012005	2005	1,711.32	0.00			
5470	NELLIS, ROBERT C	1013012	3012	3,631.13	0.00			
5854	NERSKA, ALEXANDRA K	1015055	5055	96.26	0.00			
5400	NICHOLAS, AUSTEN R	5203502	3502	1,974.85	0.00			
4802	NICHOLAS, COURTNEY J	1013012	3012	2,537.63	0.00			
5759	NOBRIGA, DARIN A	1015056	5056	334.79	0.00			
2637	NOFTSKER, CHARLES A	2563038	3038	2,181.69	0.00			
5105	NORMAN, KELLY M	2503035	3012	2,645.35	0.00			
5142	NUNEZ, JOSE A	1012012	2012	2,457.56	0.00			
3075	NYBERG, KEVIN J	1012512	2512	2,703.30	0.00			
2784	O BRIEN, SCOTT T	1012512	2512	2,642.60	0.00			
5844	OCHOA CARRILLO, MIRELLA	2756800	6800	233.09	0.00			
3414	OKEZIE, KIMBERLY A	1014300	4300	4,620.79	0.00			
5573	OKUMA, BRANDON W	1012512	2512	1,991.95	0.00			

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4340	OLSON, JASON L	1012011	2005	2,761.28	0.00			
5492	OLSON, KYLE T	5012525	2525	2,744.62	0.00			
2793	OLSON, STEVEN T	2752005	2012	3,568.34	0.00			
5481	OLVERA, CHELSEA	1015057	5057	331.42	0.00			
4747	ORAVETZ, LEE M	1016854	6800	2,109.30	0.00			
5921	ORDUNO, KRISTOPHER J	1015060	5060	1,675.17	0.00			
5635	ORVALD, OWEN L	1015055	5055	84.79	0.00			
4081	OSTRANDER, MARY JANE A	1016574	6800	2,897.57	0.00			
4766	OTTO, CASEY G	1012005	2005	2,490.23	0.00			
5634	OVERLAY, CHRISTIE M	1011425	1425	1,707.73	0.00			
5911	OWENS, DUSTIN J	1014700	4700	2,472.15	0.00			
5140	PACHECO, CESAR R	1012012	2005	1,947.33	0.00			
3411	PALAMAR, SEAN C	1012012	2005	2,458.29	0.00			
5947	PALOTAS, HAILEY M	1014700	4700	1,454.44	0.00			
5683	PAREDES-NIETO, ALFREDO	1012800	2800	1,664.90	0.00			
4879	PARKER, MYA A	1015057	5057	403.73	0.00			
5677	PARSONS, VICTORIA L	1016200	6200	200.76	0.00			
1524	PAULSON, NANCY M	1010600	0600	5,777.22	0.00			
3457	PECK, KENNETH S	5103201	3201	2,256.01	0.00			
5918	PEDERSEN, MICHELLE A	1010212	0212	278.43	0.00			
3348	PEDRINI, JONATHON J	1012512	2512	5,692.07	0.00			
4558	PENDRAGON, BRUCE	1012012	2005	2,449.93	0.00			
4933	PEQUEEN, AMANDA M	5103201	3201	2,332.21	0.00			
4974	PETERSON, CASEY C	1012706	2706	1,084.24	0.00			
4543	PETERSON, CLAYTON T	1012512	2512	2,884.61	0.00			
5107	PETERSON, DAVID C	7407200	7200	4,905.16	0.00			
4020	PETERSON, DUSTIN J	1012512	2512	3,139.16	0.00			
5466	PETERSON, KAILA N	1014700	4700	499.32	0.00			
3927	PETRI, TONYA J	1013012	3012	1,613.31	0.00			
3076	PETTY, CORY E	1012512	2512	2,244.08	0.00			
5119	PHAY, NICOLE D	1010216	0216	1,217.67	0.00			
4880	PHILIPPI, ALEXIS J	1010600	0600	1,369.72	0.00			
4444	PICKEL, LANE A	5203502	3502	1,701.36	0.00			
5923	PICO, ALEXANDER L	1012012	2014	1,901.40	0.00			
3834	PIER, CAMERON M	5103201	3702	2,255.51	0.00			
485	PIROZZI, VINCENT G	1012005	2005	1,012.08	0.00			
1104	PLATT, JOHN F	1013012	3012	2,326.65	0.00			
4616	PONCE, ALONDRA C	1012800	2800	953.72	0.00			
189	POPE, RICHARD D	1012012	2005	3,707.92	0.00			
5655	PORRAS, JASON M	1012705	2705	2,933.64	0.00			
5925	PORTER, LILY A	1012013	2013	1,288.90	0.00			
5777	PORTER, ROBERT W JR	1013034	3034	1,367.55	0.00			
4518	POTTEY, STEPHEN M	1013012	3012	1,717.86	0.00			
5680	PRESSWOOD, KRISTOPHER L	1014700	4700	2,130.55	0.00			
5834	PRICE, CALEB J	5203502	3502	1,295.77	0.00			
2822	PRICE, RHONDA L	1010400	0400	1,461.44	0.00			
4209	PRICE, SHELBY L	1012515	2515	1,640.31	0.00			
5647	PRIETO, YVONNE J	1014700	4700	1,663.62	0.00			
938	PRIMKA, JAMES W	1012004	2004	4,941.45	0.00			
5850	PRIMKA, NATHAN J	1012014	2014	1,802.49	0.00			
4594	PRUYT, GARRIT S	1010500	0500	4,544.81	0.00			
5936	PULLEN, HAILEY R	1010300	0300	441.13	0.00			

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2255	PULLEN, JEFF J	1012012	2005	3,555.71	0.00			
5795	QUAGGE, ALEXANDER E	1010500	0500	3,118.81	0.00			
5041	QUAGLIERI, EDMUND P	5203502	3502	4,146.74	0.00			
5579	QUINTERO, MASON R	1015012	5012	1,273.27	0.00			
5720	RAISOR, KELLY J	2086550	6800	414.35	0.00			
3413	RAMOS, CHRISTOPHER L	1012014	2005	3,315.18	0.00			
5500	RANDOL, DUSTIN A	1012014	2014	2,221.81	0.00			
5364	RASOR, ANDREW J	1010300	0300	2,639.12	0.00			
4887	RATTI, ANIL K	5012525	2525	4,431.10	0.00			
4959	RAUB, MAKAYLA A	1012017	2017	1,863.70	0.00			
5769	REDDICK, ETHAN T	2752505	2505	1,201.14	0.00			
4397	REDWINE, NICHOLAS A	1013012	3012	2,285.66	0.00			
4535	REECE, DANIEL J	2752005	2011	2,693.80	0.00			
5776	REECE, KATHARYN E	1016852	6800	2,705.41	0.00			
2808	REED, RONALD J	1013034	3034	3,084.79	0.00			
5116	REESE, TODD E	1010500	0500	2,491.37	0.00			
5038	REGALADO, DANIEL R	1012012	2005	2,975.09	0.00			
3410	REID, JERAD M	5203502	3502	2,040.28	0.00			
5790	REID, KALEB J	1013034	3034	1,322.36	0.00			
5069	RENDINELLI, MARK A	5103201	3201	1,162.30	0.00			
3027	RESECK, LENA E	1011425	1425	1,996.78	0.00			
5393	RESNICK, RACHELLE M	1010500	0500	2,710.19	0.00			
5406	REW, DENNIS J	5103201	3702	1,935.33	0.00			
3831	REYNA, KELLY J	5203502	3502	4,366.78	0.00			
5349	REYNA, KRISTINA L	5700706	0705	2,217.87	0.00			
5323	REYNOSO, JACK B	5012525	2525	2,125.39	0.00			
1796	RHINES, RUTH	1012005	2005	2,240.28	0.00			
5692	RICE, ANDREW W	1010710	0710	3,740.91	0.00			
5909	RICE, CECILIA B	1011425	1425	1,545.10	0.00			
5473	RICE, RANDALL C	1013012	3012	2,974.50	0.00			
5866	RICHARDS, ERNEST H	1015055	5055	37.69	0.00			
5517	RICHARDS, GREGORY T	1012512	2512	209.27	0.00			
3289	RICHARDSON, NATHAN	5203502	3502	2,751.09	0.00			
3345	RIGGIN, DARIN G	1012012	2012	2,351.66	0.00			
4256	RIGGIN, KEVIN R	1012706	2706	2,554.38	0.00			
4776	RIOUX, CARI C	2756800	6800	1,980.04	0.00			
2307	RIVERA, CHRISTOPHER P	1012014	2014	3,131.19	0.00			
5778	ROBBINS, PARIS L	1015055	5055	233.60	0.00			
5405	ROBBINS, PAUL G	1012012	2012	3,069.55	0.00			
5950	ROBERTS, TARYN R	1013015	3012	936.05	0.00			
4238	ROBERTSON, ADAM C	5012525	2525	4,579.31	0.00			
5887	ROBERTSON, KELLY R	1016200	6200	0.00	0.00			
5278	ROBINSON, DUSTIN M	5103201	3201	1,305.93	0.00			
5256	ROBINSON, GREGORY E	5012525	2525	2,646.25	0.00			
5912	ROBINSON, MAX G	7607050	3005	1,869.46	0.00			
5436	RODRIGUEZ, DELIA A	1012012	2012	1,260.45	0.00			
5531	RODRIGUEZ, MARILU J	1016800	6800	799.83	0.00			
5952	ROGERS, CONNOR J	1015060	5060	183.01	0.00			
5504	ROSAS, HESED S	1016800	6800	1,178.57	0.00			
5867	ROSELIUS, ERICA L	2503040	3012	320.04	0.00			
1850	ROSENKOETTER, DAVID G	1013012	3012	2,272.77	0.00			
5141	ROUTON, ROBERT F	1012014	2014	2,247.16	0.00			

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EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5642	RUGAMA MEZA, STEFANY	1016200	6200	172.08	0.00			
3146	RUIZ, HAZEL P	2756800	6800	1,616.00	0.00			
4816	RUNDELL, RACHEL C	1015060	5060	337.20	0.00			
3934	RUSSELL-BENABOU, SHERI M	1010701	0701	4,925.31	0.00			
4603	RUTHERFORD, BRUCE D	5603025	3025	1,516.72	0.00			
4953	RYAN, PETER J	1012512	2512	2,345.95	0.00			
3434	RYBA, JUSTIN M	1012800	2800	2,474.82	0.00			
4255	SALANOA, JAMES T	1010600	0600	2,451.12	0.00			
3994	SALOGGA, MICHAEL J	2151500	1500	2,841.36	0.00			
4962	SAMANIEGO, CHARMAINE F	1010213	0213	1,557.61	0.00			
5767	SANCHEZ, KRISTIN A	1015005	5005	1,505.12	0.00			
5483	SANCHEZ, PATRICIA G	1013034	3034	568.60	0.00			
5896	SANDAGE, DANIELLE N	1012013	2013	1,331.27	0.00			
5177	SANDSTROM, KASSIE B	1016200	6200	1,304.00	0.00			
5876	SANNES, AUSTIN E	1013034	3034	1,365.64	0.00			
4264	SAPOSNEK, JEREMY M	1010400	0400	2,152.45	0.00			
5913	SATTLER, DANIELLE M	1015012	5012	1,747.55	0.00			
2785	SAUNDERS, SAMUEL B	1012512	2512	3,058.36	0.00			
5934	SAWKO, ELI M	5203502	3502	1,428.24	0.00			
5737	SAWYERS, DYLAN M	5012537	2537	1,333.46	0.00			
75	SAYLO, RAYMONT C	1012004	2005	216.25	0.00			
5766	SCANLAND, JENNIFER L	1015055	5055	79.87	0.00			
5425	SCARBROUGH, ROBERT J	1013904	3904	1,522.45	0.00			
5126	SCHAMBRA, CATHERINE G	7607050	3005	2,008.80	0.00			
5794	SHELLHAMMER, TYLER F	2752505	2512	2,537.05	0.00			
5412	SCHILLER, LINDA C	1012013	2013	400.62	0.00			
5862	SCHMELZER, ETHAN M	1015055	5055	121.94	0.00			
5287	SCHMIDT, NIKKI D	1010400	0400	513.49	0.00			
5805	SCHMITZ, JEFFREY D	1015055	5055	255.24	0.00			
4741	SCHRECKENGOST, BRITTANY A	1012014	2014	1,901.05	0.00			
4870	SCHRECKENGOST, LESLEY	1012705	2705	1,567.00	0.00			
3048	SCHUELLER, LORA M	1010300	0300	327.78	0.00			
5526	SCHUETTE, LISA G	1010100	0100	843.48	0.00			
3678	SCHULZ, DARREN L	1013012	3012	3,877.09	0.00			
4378	SCHULZ, RAYMOND J	5103201	3702	1,677.66	0.00			
2315	SCOTT, JEFFREY A	1012014	2014	2,576.54	0.00			
5919	SCOTT, SIERRA M	1015005	5005	2,087.18	0.00			
5103	SERRANO, KIMBERLY K	1014700	4700	1,912.71	0.00			
4615	SEWELL, JAZMYN D	1012706	2706	2,251.68	0.00			
5404	SHADRON, BILLIE J	1014700	4700	2,641.41	0.00			
4915	SHAFFER, MICHAEL A	5603025	3025	2,485.52	0.00			
4035	SHINE, NOLAN J	1012512	2512	2,283.62	0.00			
4545	SHULL, DENISE A	5012525	2525	1,468.36	0.00			
5384	SIEVERS, CAMERON H	1012017	2017	2,029.93	0.00			
5940	SILVA, SHANNON D	1010400	0400	2,504.01	0.00			
5956	SIMMONS, EVA M	1010701	0701	1,479.88	0.00			
4387	SIMPSON, NICHOLAS G	1012012	2005	2,205.44	0.00			
5180	SINGH-LUEDTKE, OMATTIE	1010701	0701	2,598.44	0.00			
5835	SINGLETON, AMANDA N	1013012	3012	786.20	0.00			
4509	SMITH, KYLE A	1012014	2005	3,387.86	0.00			
2985	SMITH, MATTHEW R	1012012	2012	2,923.35	0.00			
5194	SMITH, PETER W	1010500	0500	3,354.93	0.00			

City of Carson City

DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230203 PAY PERIOD: 01/13/2023 TO 01/26/2023
 DEDUCTION: 9999 DIRECT DEP LOC RANGE: ALL
 ORG RANGE:

CHECK DATE: 02/03/2023

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5721	SMITH, RANDY J	1010710	0710	2,754.72	0.00			
5029	SMITH, ROBERT G	1010500	0500	2,353.42	0.00			
5134	SMITH, SOMMER P	1015057	5057	47.01	0.00			
5314	SOLIMAN, STEFFI J	1010701	0701	2,143.73	0.00			
5939	SOLIS, LENETTE M	1010500	0500	1,443.38	0.00			
5639	SORENSEN, ILSE S	1015055	5055	130.94	0.00			
5645	SOULE, DEBRA J	7407254	7200	2,241.97	0.00			
5725	SOUZA, MARY E	1010217	0217	598.01	0.00			
2278	SPEEGLE, DOUGLAS E	1012014	2005	4,220.67	0.00			
4983	STAFFEN, LAUREN M	2756800	6800	2,080.27	0.00			
5085	STEVENS-HUGHES, MICHAEL A	1013034	3034	1,135.96	0.00			
4410	STEVENSON, JAMIE D	1010701	0701	2,744.59	0.00			
3663	STODIECK, FREDRIC	7607050	3005	72.84	0.00			
3902	STOFFER, JENNIFER A	1012017	2017	2,882.75	0.00			
4311	STONE, JONATHAN M	1012012	2005	3,122.19	0.00			
5585	STONE, MARLINA M	1012800	2800	4,334.58	0.00			
5650	STOVALL, STEVEN M	1013904	3904	1,583.36	0.00			
4819	STUCKY, DANIEL L	1013012	3012	4,312.70	0.00			
5930	STUERZL, JACOB F	5103201	3201	1,714.30	0.00			
4619	SULLIVAN, HOPE V	1011425	1425	3,093.85	0.00			
5316	SWANSON, MICHAEL L	1010710	0710	3,497.19	0.00			
4090	SWANSON, TERRANCE A	2563038	3038	2,480.99	0.00			
4422	SWIFT, HALEY C	1016200	6200	1,781.35	0.00			
5509	TANNER, LAWRENCE M	1013904	3904	1,412.91	0.00			
3246	THICKE, MICHAEL R	5203502	3502	2,816.00	0.00			
4618	THOMAS, DAVID C	1015012	5012	0.00	0.00			
1000	TIEARNEY, JUSTIN C	2563038	3038	2,760.29	0.00			
5751	TIEARNEY, KATIE A	1013012	3025	1,384.24	0.00			
4364	TIEARNEY, NATHAN J	5203502	3502	2,247.85	0.00			
5515	TIGNAC, JACOB W	2752505	2505	1,631.17	0.00			
2649	TINAJERO, MARTHA A	1014700	4700	3,039.52	0.00			
351	TOMASCO, JOHN S	2563038	3038	988.14	0.00			
1551	TORRES, BRENDA L	1014700	4700	540.67	0.00			
5644	TORRES, FRANCISCO	1012011	2011	2,868.95	0.00			
4981	TORRES, SAMANTHA M	1012014	2014	3,238.96	0.00			
5043	TOUPS, EMILY A	1010216	0216	1,245.78	0.00			
5469	TRAPP, NATHAN P	1012012	2012	3,096.95	0.00			
5115	TREMAINE, TY W	1012512	2512	1,991.41	0.00			
5566	TRIPP, JONATHAN A	1012012	2012	2,961.52	0.00			
3461	TRIPP, KIMBERLY L	1012017	2005	2,278.93	0.00			
2291	TROTTER, JOE C	1012011	2011	2,608.37	0.00			
2613	TSCHETTER, MARTHA A	2752005	2005	2,649.05	0.00			
3219	TUCKER, MORGAN H	1012012	2012	2,766.36	0.00			
5560	TULLY, ADAM Q	1010500	0500	3,784.56	0.00			
5567	TURRELL, CHRISTOPHER H	1015059	5059	92.02	0.00			
4926	TUSHBANT, JEROME S	1012004	2004	4,680.62	0.00			
478	TUTTLE, JEREMY J	1015055	5055	54.32	0.00			
4659	URBAN, ANDREA C	1015055	5055	332.95	0.00			
4765	VALDES, JOSHUA O	1012014	2005	2,036.76	0.00			
5889	VALOROSI, PATRICIA L	1010500	0500	1,465.14	0.00			
5864	VAN UNEN, ANNETTE N	1012004	2005	557.86	0.00			
5130	VANBEUGE, BRENDON D	1012014	2005	1,215.55	0.00			

City of Carson City

DEDUCTIONS REPORT BY TYPE: BIWEEKLY

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 DEDUCTION: 9999 DIRECT DEP LOC RANGE: ALL
 ORG RANGE:

CHECK DATE: 02/03/2023

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5437	VANBEUGE, JACOB D	1012014	2014	2,145.74	0.00			
5819	VASENDEN, SAMANTHA N	2752505	2545	1,200.25	0.00			
5949	VASQUEZ, JONATHON J	1012014	2014	2,124.99	0.00			
5851	VIEIRA, LAUREN M	1012017	2017	1,814.36	0.00			
4219	VIGLIETTA, ANTHONY W	1012012	2005	2,520.63	0.00			
4773	VILLAGRANA, PAOLA I	1012705	2705	2,973.41	0.00			
3643	WAKELING, EVELYN S	1014700	4700	2,194.69	0.00			
5770	WALKER, TYLER C	1015012	5012	1,510.89	0.00			
3572	WALL, ERIKA L	1012013	2013	2,273.61	0.00			
492	WALL, FRED	1012012	2005	4,314.91	0.00			
5929	WALL, TANNER J	2752505	2505	2,452.86	0.00			
5735	WALLACE, MICHAEL P	5103201	3201	1,903.69	0.00			
5799	WALLS, COREY J	5103201	3201	2,233.38	0.00			
5760	WALSH, MEGAN N	1016853	6800	1,383.29	0.00			
5955	WALTON, PEYTON M	1015054	5054	0.00	0.00			
5964	WANDLER, BRANDON D	1013904	3904	0.00	0.00			
4508	WARNER, COURTNEY E	2151500	1500	3,961.67	0.00			
3794	WARREN, TAMAR S	1010212	0212	1,815.33	0.00			
4236	WARTGOW, SANDRA M	5012525	2525	2,913.71	0.00			
5067	WASS, GRANT H	1015056	5056	492.60	0.00			
4952	WASZKIEWICZ, BRET A	5012525	2525	2,867.70	0.00			
5335	WEAVER, JAKOB B	1012017	2017	2,171.03	0.00			
5581	WEIDNER, AMY C	1012014	2014	1,580.46	0.00			
5708	WEISS, KEVIN B	1010710	0710	2,360.45	0.00			
4287	WENTWORTH, NICHOLAS A	1015005	5005	2,236.90	0.00			
4502	WERNETT, JAMES A	1016200	6200	1,362.53	0.00			
5599	WETHERINGTON, CHASE R	2752505	2545	1,164.91	0.00			
5802	WEXLER, STUART B	7407205	7200	2,064.22	0.00			
5833	WHALEN, CLAYTON S	1015055	5055	153.07	0.00			
4984	WHITAKER, JARED L	2545047	5047	1,839.63	0.00			
5816	WHITE, CARMEN E	1013034	3034	1,493.48	0.00			
4519	WHITE, HANS H	2563038	3201	2,519.95	0.00			
5540	WHITE, JEANNIE M	1013034	3034	1,564.24	0.00			
5522	WHITE, MAURICE E	1010100	0100	633.80	0.00			
5346	WIELE, BRYCE C	1010400	0400	1,694.65	0.00			
4951	WIELKIE, JOHNATHAN S	5012525	2525	3,403.58	0.00			
3866	WIESE, SHAWN L	5103201	3201	4,077.12	0.00			
2663	WILDBLOOD, JASON A	1012014	2014	2,750.50	0.00			
5830	WILKINSON, MICHAEL R	1012515	2515	4,770.33	0.00			
5558	WILLIAMS, MARQUIS D	2503035	3012	2,093.48	0.00			
4744	WILLIAMSON, JENNIFER C	1012515	2515	2,575.13	0.00			
5607	WILLIARD, RIDGE L	1015060	5060	1,094.75	0.00			
5385	WILLIS, ROSALINDA B	1012004	2004	358.89	0.00			
4960	WILSON, DANIELLE R	1012017	2005	369.78	0.00			
5411	WILSON, HALEY M	1016200	6200	1,424.68	0.00			
4971	WISE, ALLEN W	1015056	5056	467.08	0.00			
3032	WISE, URIAH V	5203502	3502	2,060.57	0.00			
5538	WITTER, SCOTT M	5203502	3502	2,450.03	0.00			
5942	WOLFE, CODY A	5203502	3502	1,491.57	0.00			
4092	WOOD, GARY N	2563038	3038	2,396.76	0.00			
5757	WOOD, STEPHEN J	1010600	0600	2,523.98	0.00			
4432	WOODBURY, JASON D	1010500	0500	4,267.13	0.00			

City of Carson City
DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230203 PAY PERIOD: 01/13/2023 TO 01/26/2023 CHECK DATE: 02/03/2023
 DEDUCTION: 9999 DIRECT DEP LOC RANGE: ALL
 ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5124	WORKMAN, MICHAEL L	7607050	3005	78.84	0.00			
5359	WURSTER, BETHANY M	1012012	2012	2,388.22	0.00			
5367	YANEZ-MONTIEL, NATHALIE M	1016800	6800	1,472.29	0.00			
623	YANG, WENDY E	1014700	4700	2,875.19	0.00			
2705	YASUMOTO, SYLVIA M	1010212	0212	1,474.50	0.00			
5684	YOST, JANELLE L	1010500	0500	255.93	0.00			
4601	YU, JENG DAW	1010500	0500	5,731.35	0.00			
5529	ZAMPIRRO, GRANT A	1012014	2014	3,119.68	0.00			
5275	ZAVALA, FRANK	1012706	2706	0.00	0.00			
RECORD COUNT: 778		TOTAL		1,609,168.40	0.00			
GRAND TOTAL				1,705,973.31	0.00			

** END OF REPORT - Generated by Steffi Soliman **

City of Carson City

CURRENT CHECK REGISTER - BIWEEKLY

WARRANT: 230203

01/13/2023 to 01/26/2023

CHECK DATE: 02/03/2023

EMP #	NAME	TYP	NET PAY	CHECK #	CHECK DATE	SPECIAL
5903	CHILDERS, SAVANNAH M	CK	515.89	000002140	02/03/2023	
5361	DAVIS, MARIAH M.	CK	295.99	000002141	02/03/2023	
5967	MORRIS, MARLA L.	CK	605.41	000002142	02/03/2023	
5962	RAMIREZ, JOANNA A.	CK	393.34	000002143	02/03/2023	
5968	BUMA, RICHARD W.	CK	1,416.46	000002144	02/03/2023	
5965	CONTRERAS, FRANCISCO	CK	760.02	000002145	02/03/2023	
5966	DEMILLE, TRACIEE E.	CK	890.90	000002146	02/03/2023	
5548	NELSON, DAVID E.	CK	78.84	000002147	02/03/2023	
5964	WANDLER, BRANDON D.	CK	1,231.83	000002148	02/03/2023	
5970	BRUNSON, CASSANDRA L	CK	768.21	000002149	02/03/2023	
5973	MIDDLETON, KELLY E.	CK	123.83	000002150	02/03/2023	
4618	THOMAS, DAVID C.	CK	1,486.91	000002151	02/03/2023	
5955	WALTON, PEYTON M.	CK	588.96	000002152	02/03/2023	
5808	EBERLE-BRINSON, JANE	CK	138.98	000002153	02/03/2023	
5868	FRANCO, ABIGAIL K.	CK	181.05	000002154	02/03/2023	
5865	GAGEN, LEO S.	CK	33.55	000002155	02/03/2023	
5774	GOSELIN, TODD A.	CK	40.43	000002156	02/03/2023	
5662	MUNOZ, BRENDIN C.	CK	257.64	000002157	02/03/2023	
5263	POOR, ANNELESE J.	CK	285.39	000002158	02/03/2023	
5652	SERVICE, LORRELL S.	CK	252.61	000002159	02/03/2023	
5667	TORRES-CRUZ, ANTON H	CK	82.16	000002160	02/03/2023	
5643	TURNER, ANNA K.	CK	45.01	000002161	02/03/2023	
2242	VALLEY, BRIANA J.	CK	150.58	000002162	02/03/2023	
5961	COLEMAN, AVERY A.	CK	292.27	000002163	02/03/2023	
5839	DAVIS, LAUREN R.	CK	221.25	000002164	02/03/2023	
5935	DOPP, MARINA A.	CK	131.11	000002165	02/03/2023	
5926	ELLIS, MICHAEL J.	CK	21.85	000002166	02/03/2023	
5753	ENGELS, LONDYN L.	CK	233.56	000002167	02/03/2023	
5843	HOULE, EMILY K.	CK	79.21	000002168	02/03/2023	
5910	LEAZER, MACKENZIE J.	CK	117.45	000002169	02/03/2023	
5974	HAZELTON, JULIAN	CK	338.71	000002170	02/03/2023	
5969	HAZELTON, MICHAEL D.	CK	409.27	000002171	02/03/2023	
5951	LOCATELLI, ELIJAH W.	CK	256.76	000002172	02/03/2023	
3452	LOZANO-HERNANDEZ, DE	CK	295.00	000002173	02/03/2023	
5887	ROBERTSON, KELLY R.	CK	1,736.83	000002174	02/03/2023	

35 ** TOTAL CHECK(S) 14,757.26

** END OF REPORT - Generated by Steffi Soliman **



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:**

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding a settlement agreement between Carson City and the Kilpatrick Family Trust (the "Trust") resolving claims concerning 3590 N. Carson Street, Assessor's Parcel Number ("APN") 007-462-03, (the "Property") and a billboard on the Property, permitting installation of a new billboard structure and providing for a grant of a drainage easement to the City. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This agenda item concerns a proposed settlement agreement with the Trust, which has threatened to bring legal action against Carson City involving state law claims regarding the Property, a billboard on the Property and an April 2, 1999 Agreement For Grant of Easement ("Easement Agreement") between the prior owner and the City concerning commercial use of the Property. The proposed settlement, if approved, releases the City from the asserted claims, permits installation of a new billboard structure, provides for a grant of a drainage easement to the City and terminates the April 2, 1999 Agreement.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to approve the settlement agreement as presented and authorize the District Attorney's Office to proceed with all necessary action to finalize the settlement.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

A billboard has existed on the Property for at least the past 30 years. In April 2, 1999, the City and the prior owner of the Property entered into the Easement Agreement regarding the Property, requiring, among other things, Carson City to permit construction of a commercially viable project on Property and the owner of the Property to grant to Carson City a drainage easement.

The Trust acquired the Property in 2022 and sought to replace the billboard and the billboard structure with a new billboard. However, through mutual misunderstandings and differing interpretations on the correct application of Title 18 Appendix, Division 4, Section 4.8 of the Carson City Municipal Code ("CCMC"), the Trust ultimately presented to Carson City state law claims regarding the Easement Agreement, the billboard and the Property.

The settlement agreement and drainage easement resolve the claims, release the City from the claims, permits installation of a new billboard structure on the Property, provides for a grant of a drainage easement to the City and terminates the April 2, 1999 Agreement.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 241.0357; NRS Chapter 244; Section 1.020 of the Carson City Charter; Article 2 of the Carson City Charter.

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Do not approve the settlement agreement and/or provide alternative direction to staff.

Attachments:

[Settlement Agreement and Release.pdf](#)

[Agreement to Grant Easement.pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

SETTLEMENT AGREEMENT AND RELEASE

This Settlement Agreement and Release ("Settlement Agreement"), is made by and between Charles M. Kilpatrick III and Josephine K. Kilpatrick, trustees of the Kilpatrick Family Trust, dated July 25, 2005, ("Kilpatrick") and Carson City, a consolidated municipality and a political subdivision of the State of Nevada ("Carson City"). Carson City and Kilpatrick may be individually referred to as a "Party" and collectively referred to as the "Parties."

WHEREAS, Kilpatrick owns 3590 N. Carson Street, Assessor's Parcel Number ("APN") 007-462-03 ("Property") and desires to replace the entirety of a pre-existing billboard, including the sign face and the billboard structure;

WHEREAS, Carson City and the Holmes Family Limited Partnership, the predecessor-in-interest of Kilpatrick, entered into that certain Agreement for Grant of Easement, dated April 2, 1999, ("Easement Agreement") which required Carson City to permit construction of a commercially viable project on Property and required the Holmes Family Limited Partnership to grant to Carson City an easement for drainage and water detention purposes upon Carson City's compliance with the agreement;

WHEREAS, Kilpatrick has requested settlement of alleged claims, including breach of contract, negligent misrepresentation and eminent domain (inverse condemnation); and

WHEREAS, Kilpatrick and Carson City desire to resolve all of their differences relating to the Property, give effect to the April 2, 1999 agreement, and effect a complete and final settlement;

NOW, THEREFORE, in consideration of the mutual provisions contained herein, and for the good and sufficient consideration set forth below, it is agreed as follows:

1. Purpose of Settlement Agreement. The Parties have entered into this Settlement Agreement for the sole purpose of resolving their differences relating to the Property and to avoid the burden, expense, delay and uncertainties of litigation. Neither this Settlement Agreement itself, nor the furnishing of consideration thereof, shall be deemed or construed at any time for any purpose as an admission of either Party's liability or responsibility from wrongdoing of any kind.

2. Release. By entering into this Settlement Agreement, Carson City and Kilpatrick release and forever discharge the other, and their respective agents, principals, officers, employees, attorneys, representatives, successors and assigns, of and from any and all liability in any type or manner of suits, claims, demands, charges or causes of action of any and every kind whatsoever in law or in equity, whether known or unknown, which Carson City or Kilpatrick had or now has (including, but not limited to, any actions for costs, interest or attorney's fees) against the other relating to the Property.

3. Consideration Due Kilpatrick. Carson City and Kilpatrick agree to the following:
 - a. Kilpatrick may reinstall the billboard on the Property, subject to completing the steps in subparagraph 3(d) before installation.
 - b. Carson City will treat the billboard as an existing billboard under Title 18 Appendix (the Carson City Development Standards ("CCDS")), Division 4, Section 4.8.4.
 - c. The billboard must comply with CCDS 4.8.3, except for the sections exempted by CCDS 4.8.4 (CCDS 4.8.3(e, f, h and i)).
 - d. Before installation, Kilpatrick must obtain (1) a pre-clearance from Hope Sullivan, Community Development Director, that the proposed billboard will comply with the non-exempt portions of CCDS 4.8.3, and (2) a building permit after the pre-clearance has been obtained.
 - e. After the building permit is obtained, Kilpatrick may reinstall the billboard.
 - f. The billboard is still subject to CCDS 4.8.4(a), and through that section subject to CCDS 4.8.3(a)(1 and 2), which requires the owner of a billboard to obtain a special use permit ("SUP") for a billboard and to renew the SUP every five (5) years. The newly constructed billboard will be treated as the recently removed billboard and the SUP treated as if the use never ceased. The billboard is subject to the provisions requiring an SUP and the billboard SUP must be renewed every five (5) years. The existing billboard SUP expires in March 2023. Kilpatrick agrees to submit an application for a renewal of the SUP by February 10, 2023, the application deadline for SUP applications to be processed and placed on the March 29, 2023 Planning Commission agenda.
 - g. Kilpatrick must comply with CCDS 4.8.5, which specifies when a building permit is needed, or not needed, for changes to a billboard, and any other applicable Carson City Municipal Code ("CCMC") or Nevada Revised Statutes ("NRS") provision regarding building permits.
 - h. Except as otherwise stated in Paragraph 3 of this Settlement Agreement, Kilpatrick is not exempted from complying with any other applicable CCMC, NRS, or other statute, regulation, ordinance or other law.
 - i. Consistent with non-conforming uses under CCMC 18.04.030(3 and 4), should the billboard on the Property be voluntarily abandoned or removed in its entirety by the property owner and no use of a billboard is made on the property for a period of one-year, Carson City's agreement to treat the billboard as a pre-existing billboard shall lapse. In that event, Kilpatrick or any subsequent owner must comply with CCDS 4.8.3, as may be amended, for new billboards if the then current owner desires to install or use a billboard on the property.
4. Consideration Due Carson City. Kilpatrick agrees to execute a grant of a drainage easement to Carson City. Carson City will record this Settlement Agreement and, separately, the drainage easement when both are fully executed.

5. The Easement Agreement. The Parties agree that, though this Settlement Agreement, their respective obligations under the Easement Agreement are satisfied and that upon the reinstallation of the billboard and grant of easement the Easement Agreement is terminated and places no further obligations upon either Party.

6. Attorney's Fees. The parties agree that they each shall be responsible for their own attorneys' fees and costs that may have been incurred in connection with the Settlement Agreement or otherwise.

7. Entire Agreement. This Settlement Agreement constitutes the entire agreement of the Parties and is the complete and exclusive statement of the promises, representations, negotiations, discussions and other agreements that may have been made in connection with the subject matter hereof. No modification or amendment to this Settlement Agreement is binding upon the Parties unless the same is in writing and signed by the Parties.

8. Breach. In the event that it shall be necessary for any Party to institute legal action to enforce any of the terms and conditions or provisions contained herein, or for any breach thereof, the prevailing party in such actions shall be entitled to costs and reasonable attorney's fees. The Parties agree that, in the event a lawsuit is filed and a Party is awarded attorney's fees under this Settlement Agreement or by a court or arbitrator, for any reason, the rate applied to recoverable attorney's fees shall not exceed the rate of \$125 per hour.

9. Governing Law; Venue. This Settlement Agreement shall be construed, enforced, and governed by the laws of the State of Nevada. The Parties consent to the jurisdiction of, and agree that disputes will be resolved by, the courts of the First Judicial District Court of the State of Nevada in Carson City.

10. Mutual Drafting. The language of all parts of this Settlement Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of its parties; however, all numbered paragraphs and paragraph headings are for reference only and shall not be used in construing the Settlement Agreement.

11. Non-Assignment or Transfer of Claims. The parties represent that they have not heretofore assigned or transferred, or purported to assign or transfer, to any person or entity, any claim against the other relating to the Property, or any portion thereof, or any interest therein.

12. Counterparts. This Settlement Agreement may be executed in counterparts, each of which shall be deemed to be an original but all of which, taken together, shall constitute one and the same Settlement Agreement.

13. Severability. In the event any of the provisions, or applications thereof, of this Settlement Agreement are held to be unenforceable or invalid by any court of

competent jurisdiction, the validity and enforceability of the remaining provisions, or applications thereof, shall not be affected.

14. **Public Records Requests.** Pursuant to NRS 239.010, Carson City's documents may be open to public inspection and copying. Carson City will have the duty to disclose particular documents, including this Settlement Agreement, unless they are made confidential by law or a common law balancing of interest.

15. **Ownership of Real Property.** This Settlement Agreement does not contemplate a transfer of any real property or ownership interest between the Parties. Any and all real property presently owned by any Party will remain owned by that Party upon completion or termination of this Settlement Agreement.

16. **No Third-Party Beneficiary.** It is specifically agreed between the Parties that none of the provisions this Settlement Agreement create in the public or any member thereof a third-party beneficiary, or grant anyone not a Party to this Settlement Agreement any right to maintain a suit for personal injuries or property damage under the terms or provisions of this Settlement Agreement.

17. **Assignment; Covenant.** No Party may assign, transfer or delegate any rights, obligations or duties under this Settlement Agreement, except that this Settlement Agreement shall run with the land and be binding upon and inure to the successors, assigns, tenants, and personal representatives of the Parties hereto unless and until the obligations under this Settlement Agreement are terminated under paragraph 3(i) of this Settlement Agreement.

18. **Authority to Sign.** The Parties represent and warrant that the person executing this Settlement Agreement on behalf of each respective Party has full power and authority to enter into this Settlement Agreement and that the Parties are authorized by law to perform the services set forth herein.

19. **Separate Entities.** Nothing contained in this Settlement Agreement may be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, to convey ownership of any asset, or to otherwise create any liability for one Party whatsoever with respect to the indebtedness, liabilities, and obligations of any other Party. No Party nor its employees, agents, or representatives shall be considered employees, agents, or representatives of any other Party.

20. **Force Majeure.** No Party shall be deemed to be in violation of this Settlement Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, acts of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, pandemics, earthquakes, floods, winds or storms. In such an event the intervening cause must not be through the fault of the Party asserting such an excuse, and the excused Party is

obligated to promptly perform in accordance with the terms of the Settlement Agreement after the intervening cause ceases.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties now voluntarily and knowingly execute this Settlement Agreement as of the date of the last required signature.

Kilpatrick Family Trust, dated July 25, 2005,

Carson City, a consolidated municipality and political subdivision of the State of Nevada

By: Charles M. Kilpatrick III 2/3/23
Charles M. Kilpatrick III, Trustee

By: _____
Lori Bagwell, Mayor

By: Josephine K. Kilpatrick Trustee
Josephine K. Kilpatrick, Trustee

Attest:
By: _____
William Scott Hoen, Clerk-Recorder

Approved as to form:

By: _____
Deputy District Attorney

AGREEMENT FOR GRANT OF EASEMENT

THIS AGREEMENT is made and entered into this 2nd day of April, 1999, by and between the Holmes Family Limited Partnership ("Grantor"), and Carson City, State of Nevada ("Grantee"), in consideration of the covenants and agreements as set forth herein.

WITNESSETH:

WHEREAS Grantor is the record owner of all that real property known as APN 7-462-03, formerly APN 8-061-13, located in Carson City, State of Nevada, herein referred to as "the Property"; and

WHEREAS Grantee previously permitted and approved third parties to construct various improvements on the Property related to water drainage and detention (the "detention area"), without the prior knowledge or consent of Grantor; and

WHEREAS the Property is of an irregular shape and size; and

WHEREAS Grantor wishes to put the Property to a beneficial commercial use; and

WHEREAS Grantee, by and through its building department, has tentatively approved the construction of an office building on the Property, which will be constructed, in part, directly above and within the detention area; and

WHEREAS Grantee desires to obtain an easement over the Property for drainage and detention purposes; and

WHEREAS Grantor agrees to waive any and all causes of action it may have against Grantee for damages associated with the previous construction on the Property; and

WHEREAS both parties agree that it is to their mutual benefit and advantage to enter into this agreement as set forth herein.

NOW THEREFORE in consideration of the foregoing recitals, and other good and valuable considerations, receipt of which is hereby acknowledged, the parties hereby mutually covenant and agree as follows:

1. Except as otherwise provided for herein, the parties agree that upon issuance by Grantee to Grantor of building permits and other necessary approvals, Grantor will convey to Grantee an easement for drainage and water detention purposes over all that real property described in the attached Exhibit A. Any use prior to such conveyance shall be deemed permissive.

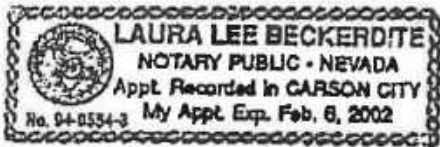
2. Said easement will be below the engineered high water mark, and will not prevent Grantor from utilizing those portions of the detention area to support its proposed improvements.

3. Grantee shall keep the easement area free of debris, rubbish, garbage and foreign material as may be necessary to ensure the proper use and operation of the easement, and to ensure the health and safety of the public and Grantor, its heirs, successors or assigns.

4. Grantee understands that due to the Property's irregular shape and size, strict compliance with Grantee's ordinances and regulations may be impossible. Grantee thus agrees to cooperate with Grantor in good faith toward the end of permitting the construction of a commercially viable project.

STATE OF Nevada)
City) ss.
COUNTY OF Carson City)

On June 25, 1999, before me, a notary public, personally appeared
Jay Ahrens, personally known (or proved) to me to be the person whose
name is subscribed to the above instrument who acknowledged that he executed the instrument.



Laura Lee Beckerdite
Notary Public

DESCRIPTION OF A DRAINAGE EASEMENT, WITHIN A PORTION OF THE SE1/4 SECTION 6, T.15 n., R.20 E., M.D.B.&M., AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

Commencing at the Southwest corner Section 6, T.15 N., R. 20 E., M.D.B.&M., Carson City, Nevada. Thence N. 61° 59' 17" E., 4213.22 feet to the West corner of APN 7-462-03, formerly A.P.N. 8-061-13, thence along the South property line of said parcel S. 89° 50' 25" E., 228.88 feet to the **TRUE POINT OF BEGINNING** thence running parallel with U.S. Hwy 395, N. 25° 13' 03" W., 83.90 feet to a point on the Southerly right-of-way line of West College Parkway, thence along said Southerly right-of-way line on a curve to the right with a delta of 00° 58' 19", a radius of 1160.00 feet and an arc length 19.68 feet (tangent bears N. 72° 58' 52" E.), thence along a curve to the right with a delta of 80° 49' 46", a radius of 30.00 feet and an arc length of 42.32 feet to a point on the westerly right-of-way line of U.S. Hwy 395, thence along said right-of-way line S. 25° 13' 03" E., 72.49 feet to the south property line of APN 7-462-03, formerly A.P.N. 8-061-13, thence along the south property line of said parcel N. 89° 50' 25" W., 49.42 feet to the **TRUE POINT OF BEGINNING**.

(Containing 3935 sq. ft. more or less) Basis of Bearings: The South line of APN 7-462-03; formerly A.P.N. 8-061-06 as shown on Parcel Map No. 2030 Carson City, Nevada (S. 89° 50' 25" e.).

EXHIBIT A

F:\MISC\HOLMES_AOR



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding the proposed grant of permanent drainage easement (“Easement”) located on 3590 N. Carson Street, Assessor’s Parcel Number (“APN”) 007-462-03 from the Kilpatrick Family Trust (the “Trust”) to Carson City, at no cost as part of a settlement agreement with the Trust. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This Easement is being granted to the City as part of the Settlement Agreement between the Trust and the City in order to resolve the claims regarding an April 2, 1999 Agreement For Grant Easement between the prior owner of 3590 N. Carson Street and the City. The Easement permits the City to access, maintain, construct, reconstruct, remove, operate and modify storm water and other drainage improvements in the Easement area.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to approve the Easement as presented.

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

N/A

Background/Issues & Analysis

Please see the staff report for the settlement agreement for additional information.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 244.270

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Do not approve the Easement and/or provide alternative direction to staff.

Attachments:

[Drainage Easement Final.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

APN 007-462-03
Address: 3590 N Carson Street, Carson City, Nevada 89703

AFTER RECORDING RETURN TO:
REAL PROPERTY MANAGER
CARSON CITY PUBLIC WORKS
3505 BUTTI WAY
CARSON CITY, NEVADA 89701

The undersigned hereby affirms that this document, including any exhibits, submitted for recording does not contain the social security number of any person or persons. (NRS 239B.030)

DRAINAGE EASEMENT

This DRAINAGE EASEMENT, made this 3rd day of February, 2023, by Charles M. Kilpatrick III and Josephine K. Kilpatrick, trustees of the Kilpatrick Family Trust, dated July 25, 2005, ("Grantor"), and CARSON CITY, NEVADA, a consolidated municipality and political subdivision of the State of Nevada ("Grantee").

WITNESSETH:

In consideration of the mutual promises contained in this easement, the Grantor does hereby grant and convey a permanent drainage easement, to access, maintain, construct, reconstruct, remove, operate and modify stormwater and other drainage improvements upon, under, over and across a certain portion of real property with Assessor's Parcel Number ("APN") 007-462-03 to the Grantee, with said easement more fully described in the attached Exhibit "A" ("Easement Area").

The Grantor hereby covenants for the benefit of the Grantee that no building, structure, or other permanent improvement, or fences or trees will be constructed or placed within the Easement Area without the prior written consent of Grantee, which consent shall not be unreasonably withheld. In conformance with this provision, Grantee agrees that a billboard may be placed in the Easement Area as permitted by, described in, and limited by the Settlement Agreement and release dated February 16, 2023.

All provisions of this instrument, including the benefits and burdens, run with the land and are binding upon and inure to the successors, assigns, tenants, and personal representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Drainage Easement as of the day and year first above written.

[Signature Page Follows]

APN 007-462-03
Address: 3590 N Carson Street, Carson City, Nevada 89703

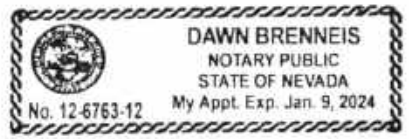
Grantor:

Charles M. Kilpatrick
Charles M. Kilpatrick III, Trustee

Josephine K. Trustee
Josephine K. Kilpatrick, Trustee

STATE OF Nevada)
COUNTY OF Carson City)

This instrument was acknowledged before me on this 3rd day of February, 2023
by Charles M. Kilpatrick + Josephine K. Kilpatrick



Dawn Brenneis
Notary Public

Grantee:

REVIEWED AND RECOMMENDED BY:

Randall Rice, City Engineer Date

APPROVED FOR LEGALITY AND FORM:

Deputy District Attorney Date

APPROVED:

Lori Bagwell, Mayor Date

ATTEST:

William Scott Hoen, Clerk-Recorder Date

DESCRIPTION OF A DRAINAGE EASEMENT, WITHIN A PORTION OF THE SE1/4 SECTION 6, T.15 n., R.20 E., M.D.B.&M., AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

Commencing at the Southwest corner Section 6, T.15 N., R. 20 E., M.D.B.&M., Carson City, Nevada. Thence N. 61° 59' 17" E., 4213.22 feet to the West corner of APN 7-462-03, formerly A.P.N. 8-061-13, thence along the South property line of said parcel S. 89° 50' 25" E., 228.88 feet to the **TRUE POINT OF BEGINNING** thence running parallel with U.S. Hwy 395, N. 25° 13' 03" W., 83.90 feet to a point on the Southerly right-of-way line of West College Parkway, thence along said Southerly right-of-way line on a curve to the right with a delta of 00° 58' 19", a radius of 1160.00 feet and an arc length 19.68 feet (tangent bears N. 72° 58' 52" E.), thence along a curve to the right with a delta of 80° 49' 46", a radius of 30.00 feet and an arc length of 42.32 feet to a point on the westerly right-of-way line of U.S. Hwy 395, thence along said right-of-way line S. 25° 13' 03" E., 72.49 feet to the south property line of APN 7-462-03, formerly A.P.N. 8-061-13, thence along the south property line of said parcel N. 89° 50' 25" W., 49.42 feet to the **TRUE POINT OF BEGINNING**.

(Containing 3935 sq. ft. more or less) Basis of Bearings: The South line of APN 7-462-03; formerly A.P.N. 8-061-06 as shown on Parcel Map No. 2030 Carson City, Nevada (S. 89° 50' 25" e.).

EXHIBIT A

F:\MISC\HOLMES.ADR



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Heather Ferris, Planning Manager

Agenda Title: For Possible Action: Discussion and possible action regarding a request from Julian and Joanna Smith, trustees of the Smith Trust 9/12/2011 ("Applicant") for a Historic Tax Deferment on property zoned Downtown Mixed-Use ("DT-MU"), located at 204 W. Spear Street, Assessor's Parcel Number ("APN") 003-222-04. (Heather Ferris, hferris@carson.org)

Staff Summary: The subject property is eligible for the Open Space Use Assessment, commonly known as the Historic Tax Deferment, as a result of its conformance to specific standards and its historical status in Carson City. There has been a change in ownership, and the owner is seeking to continue receiving the Historic Tax Deferment.

Agenda Action: Formal Action / Motion **Time Requested:** Consent Agenda

Proposed Motion

I move to approve the Historical Tax Deferment.

Board's Strategic Goal

Quality of Life

Previous Action

January 12, 2023 (Item 5B): The Historic Resources Commission ("HRC") voted 4-0, 2 absent, 1 vacant, to recommend approval of the request.

Background/Issues & Analysis

See the January 12, 2023 report to the HRC (attached) for background information.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 361A.170 to 361A.250; CCMC Chapter 18.06; and CCMC 21.02.040

Financial Information

Is there a fiscal impact? No

If yes, account name/number: N/A

Is it currently budgeted? Yes

Explanation of Fiscal Impact: The property is currently receiving the deferment. This request is due to a change of ownership.

Alternatives

Do not approve the request for the Historical Tax Deferment and/or provide alternative direction to staff.

Attachments:

[5.B Staff Report with Supporting Materials.pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

STAFF REPORT FOR THE HISTORIC RESOURCES COMMISSION MEETING OF JANUARY 12, 2023

FILE NO: HRC-2022-0466

AGENDA ITEM: 5.B

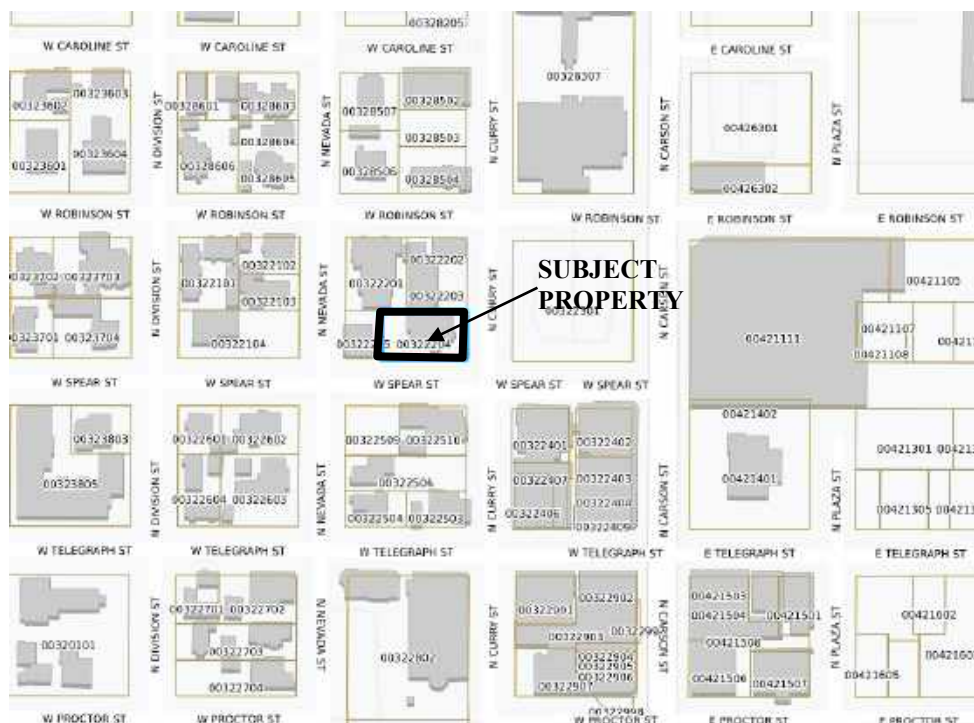
STAFF CONTACT: Heather Ferris, Planning Manager

AGENDA TITLE: For possible action: Discussion and possible action regarding a recommendation to the Board of Supervisors regarding a request from Julian and Joanna Smith, trustees of the Smith Trust 9/12/2011 (“Applicant”) for a Historic Tax Deferment on property zoned Downtown Mixed-Use (“DT-MU”), located at 204 W. Spear Street, Assessor’s Parcel Number (“APN”) 003-222-04. (Heather Ferris, hferris@carson.org)

Staff Summary: The subject property may be eligible for the Open Space Use Assessment, commonly known as a Historical Tax Deferment, because of its historical status in Carson City. The Commission makes a recommendation to the Board of Supervisors based on the finding that the property is in general conformance with the Secretary of Interior’s Standards and Guidelines for Rehabilitation, Carson City Historic District Guidelines and the Historic Resources Commission policies.

RECOMMENDATION: “I move to recommend to the Board of Supervisors approval of HRC-2022-0466, based on the finding that the request is consistent with the design guidelines for the historic district and the Secretary of the Interior Standards as noted in the staff report.”

VICINITY MAP:



BACKGROUND

Carson City Municipal Code (“CCMC”) 21.02 allows for an Open-Space Use Assessment. Per CCMC 21.02.020, “Open-space use means the current employment of land, the preservation of which use would conserve and enhance natural or scenic resources, protect streams and water supplies or preserve sites designated as historic by the Carson City Board of Supervisors and the division of historic preservation and archeology of the state department of conservation and natural resources.”

Per CCMC 21.02.040, property designated as historic by the Carson City Board of Supervisors may be eligible for the open-space use assessment. Note that the property is already subject to the tax deferment; however, the property recently sold and therefore the new owner must apply to continue the deferment.

As a practice, applications for Open Space Use Assessments are referred to the Historic Resource Commission, to provide a recommendation to the Board. The Historic Resources Commission, as a practice, utilizes the following four criteria in making a recommendation.

1. The property must have significance or be listed in the Carson City Historic Survey.

The subject site is listed in the Carson City Resources Inventory completed in March 1980, as well as in the 1988 update, the Kit Carson Trail Inventory completed in 1993, and the architectural survey completed in 2011. Per these surveys, the house was built between in 1903 by Wilson Brougher, the owner of the Arlington Hotel. The house was also home to Senator Charles Sprague and his wife and later purchased by Ernest Bath in 1936. The house is representative of the Colonial Revival and Queen Ann styles with classical detailing and a round tower with conical roof topped with a finial.

2. The property must be in good repair and the applicant is encouraged to present photographs as evidence.

A site visit was conducted on January 4, 2023, and the site was found to be in good condition.

3. Any alteration on the property must be of compatible historical character.

The following items have been reviewed and approved by the Historic Resource Commission with respect to the subject property.

HRC-07-004 Tax Deferment

HRC-06-251 Monument Sign

HRC-06-211 Monument Sign

HRC-04-013 Metal fencing

H-01/02-14 Installation of handicap ramp; new handrail; and replace steps for compliance

H-00/01-9 Replace balconies and reconstruct porch

In approving these modifications, the HRC found the proposed modifications to be in conformance with the Secretary of the Interior Guidelines and Standards for Rehabilitation.

4. The property must be in compliance with Historic Resources Commission guidelines.

During the site visit conducted on January 4, 2023, Planning Division staff found the subject site to be in compliance with the Development Standards, Division 5, Historic District Design Guidelines.

Attachments

Application for Open Space / Historic Use Assessment
Historic Survey Information

RECEIVED

OCT 26 2022

CARSON CITY
PLANNING DIVISION

MEMORANDUM

TO: Heather Ferris, Community Development

FROM: Kimberly Adams, Assessor's Office

DATE: October 25, 2022

RE: Historical Site Assessment
Parcel No. 003-222-04

Enclosed you will find an application for Historical tax deferral status. This property is currently receiving the deferral, however, was sold and therefore the new owner must apply to continue the deferral. Please see attached breakdown of valuation and proceed accordingly.

Thank you.

Kimberly Adams
Chief Deputy Assessor

APN: 003-222-04

Return this application to:
Carson City Assessor's Office
201 N. Carson St., Ste. 6
Carson City, NV 89701

This space above for Recorder's Use Only

Application for Open Space/Historic Use Assessment

Return this application to the County Assessor's Office at the address shown above no later than June 1st. If this application is approved, it will be recorded and become a public record.

IF MORE SPACE IS NEEDED, PLEASE ATTACH ADDITIONAL SHEETS TO THIS APPLICATION.

Please type in the following information for each owner of record or his representative.

Owner:	<u>Julian C Jr & Joanna Smith, Trustees</u>	Representative:	_____
Address:	<u>8255 Eastlake Blvd.</u>	Address:	_____
City, State, Zip:	<u>Washoe Valley, NV 89704</u>	City, State, Zip:	_____

This property is .1890 acres in size and the current use of this property is (i.e. grazing, recreation, residential, etc.): Historical

For what reasons do you feel the above-described property should be classified as open space/historic:

Property is on both the National and State Historical registers.

Property is currently under "Open Space/Historical Use assessment."

Is the property available and accessible to the general public? Yes

If not, explain: _____

If open space real property classification is sought on the basis of the property being designated by law as *historic*, please answer the following questions:

- 1) The historic name of the property is Brougher Bath Mansion
- 2) The address of the property is 204 W. Spear Street, Carson City, NV
- 3) The improvements were constructed in approx. 1903. (Indicate year, estimate if unknown)

(I) (We) hereby certify that the foregoing information submitted is true, accurate and complete to the best of (my) (our) knowledge. (I) (We) understand that if this application is approved, this property may be subject to liens for undetermined amounts. (Each owner of record or his authorized representative must sign. Representative must indicate for whom he is signing, in what capacity and under what authority.) Please print name under each signature.

John C. Smith Jr., Trustee Smith Trust 10/20/22
Signature of Applicant or Agent - Address Date

Signature of Applicant or Agent - Address Date

Signature of Applicant or Agent - Address Date

FOR USE BY THE COUNTY ASSESSOR OR DEPARTMENT OF TAXATION

- Application Received _____
Date Initial
- Property Inspected _____
Date Initial
- Income Records Inspected (If applicable) _____
Date Initial
- County Commission Action _____
Date Initial
- Written Notice of Approval or Denial Sent to Applicant _____
Date Initial

Reasons for Approval or Denial and Other Pertinent Comments:

Signature of Official Processing Application Title Date

THIS PAGE IS NOT RECORDED FOR INNER OFFICE USE ONLY

APN: 003-222-04

PROPERTY LOCATION: 204 W SPEAR ST

OWNER NAME: JULIAN C JR & JOANNA SMITH, TRUSTEES

OWNER MAILING ADDRESS: 8255 EASTLAKE BLVD WASHOE VALLEY, NV 89704



OWNER PHONE NUMBER: _____

OWNER EMAIL ADDRESS: _____

TO BE COMPLETED BY THE DEPARTMENT

DATE MAILED TO APPLICANT: October 17, 2022

DATE RETURNED TO ASSESSORS OFFICE: _____

DATE FORWARDED TO COMMUNITY DEVELOPMENT: _____

EXISTING HISTORICAL PROPERTY: YES, THIS IS AN EXISTING HISTORIAL PROPERTY

CURRENT VALUES

ASSESSED VALUE:	<u>003-222-04</u>	TAXABLE VALUE:	<u>003-222-04</u>
LAND:	\$46,104	LAND:	\$131,725
IMPROVEMENTS:	\$51,686	IMPROVEMENTS:	\$147,675
TOTAL ASSESSED:	\$97,790	TOTAL TAXABLE:	\$279,400

ESTIMATED VALUES WITHOUT DEFERMENT FOR F/Y 2022/2023 (if NOT recorded by: June 1, 2023)

ASSESSED VALUE:	<u>003-222-04</u>	TAXABLE VALUE:	<u>003-222-04</u>
LAND:	\$46,104	LAND:	\$131,725
IMPROVEMENTS:	\$52,698	IMPROVEMENTS:	\$150,565
TOTAL ASSESSED:	\$98,802	TOTAL TAXABLE:	\$282,290

PYGAV: No change in the Prior Year Gross Assessed Value. This property is currently at the higher tax cap and the property taxes cannot increase more than 8.0 %.

IMPROVEMENTS EXCLUDED FROM DEFERMENT: 2010 Ornamental Iron Fence

DATE RECORDED: 10/04/2022

DOCUMENT NUMBER: 535866

PLEASE INCLUDE THIS PAGE WITH YOUR APPLICATION FOR PROPER PROCESSING

CARSON CITY RESOURCES INVENTORY

IDENTIFICATION:

- 1. Address: 204 West Spear APN 3-222-04
- 2. Common Name: Brougher Mansion
- 3. Historic Name: Wilson Brougher House
- 4. Present Owner: Dora Bath (Eric Swanson)
- 5. Address (if not occupant): _____
- 6. Present Use: residence Original Use: residence

DESCRIPTION, ALTERATIONS, AND RELATED FEATURES:

The structure is a particularly large and impressive representative of Colonial Revival and Queen Ann styles. The round tower with conical roof topped with a finial is a standard Queen Ann feature, while the Calissical detailing is Colonial Revival in this context. The surface of the two story wood frame structure is narrow clapboard siding and the foundation is stone. An open two story circular tower protects the first floor entry and provides a covered second floor balcony. Balustrades with turned posts connect the tall turned columns with capitals, and a large round window on the second floor is flanked by two oval ones. The doorway of the first floor entrance is decorated with fine stained glass. A shallow two story slanted bay projects from the rear of the building and sits on a base of rusticated stone. Roof forms are gabled and conical. A large scaled dentil course and series of brackets beneath the cornice encircle the building at the eaves. A large arched windows flanked with smaller rectangular windows is centered on the first floor of the tower.

There are additions to the north and rear and there are small out-buildings on the property.

RELATIONSHIP TO SURROUNDINGS:

The structure is larger and taller than immediately adjacent structures but stands across a parking lot from the Nugget Casino and other two and three story Carson Street buildings, and therefore visually relates residential and commercial neighborhood components.



Street Furniture: carriage stone

Landscaping: lawn, mature trees, street trees

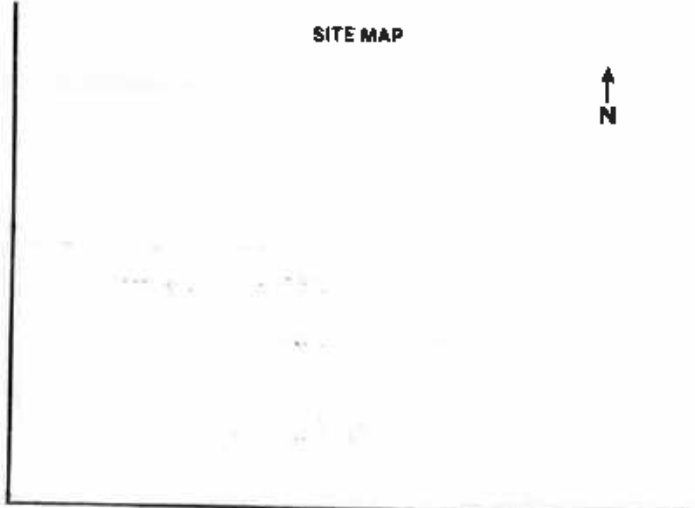
Architectural Evaluation: PS _____ NR X

District Designation: PD 2 NR _____

HISTORIC ENVIRONMENT CONSULTANTS
 2306 J Street, Penthouse
 Sacramento, CA 95816
 (916) 446-2447 Date March 1980

THREATS TO SITE:

None Known _____ Private Development X
Zoning RC/LPO Public Works Project _____
Vandalism _____ Neglect _____ Other _____



ADJACENT LAND USES:

residential/commercial/parking lot

PHYSICAL CONDITION:

Excellent _____ Good X Fair _____ Deteriorated _____

APPROXIMATE SETBACK: 30-40 feet

HISTORICAL BACKGROUND:

Architect (if known) _____

Builder (if known) _____

Date of Construction c. 1907 Estimated _____ Factual X Source: C.C. Historic Tour

Is Structure on Original Site? X Moved? _____ Unknown _____

SIGNIFICANCE:

The structure was built shortly after the turn of the century by Wilson Brougher, who became wealthy during the Tonapah bonanza. Brougher came to Carson City as the proprietor of the Arlington Hotel on North Carson Street and built his home here behind the hotel (since razed and now the Nugget parking lot).

The structure is the largest and finest example of its style in the city. Its design is very unusual and displays boldness in its composition. The juxtaposition and visual counterpoint of entrance porch and tower provides a strong and unusual design focus. The quality of craftsmanship of the building is high and it contains some exceptionally fine work, as in the stained glass windows.

SOURCES:

Carson City Historic Tour
Don Ford; Sanborn Maps
Carson City Nevada, Phyllis and Lou Zauner

SUGGESTED LAND USE AND FACADE MODIFICATIONS, WHERE APPROPRIATE:

Adaptive Use:

Facade Changes:

Zoning:

CARSON CITY RESOURCES INVENTORY

1988 CC Resources Inventory N-6th
(1980 updated)

IDENTIFICATION:

- 1. Address: 204 West Spear 08 3-222-04
- 2. Common Name: Brougher Mansion SWANSON, ERIC W ET AL
- 3. Historic Name: Wilson Brougher House % MARTHA WHITE
- 4. Present Owner: _____ 204 W SPEAR ST
- 5. Address (if not occupant): _____ CARSON CITY NV 89703
- 6. Present Use: residence Original Use: residence

DESCRIPTION, ALTERATIONS, AND RELATED FEATURES:

The structure is a particularly large and impressive representative of Colonial Revival and Queen Ann styles. The round tower with conical roof topped with a finial is a standard Queen Ann feature, while the Calissical detailing is Colonial Revival in this context. The surface of the two story wood frame structure is narrow clapboard siding and the foundation is stone. An open two story circular tower protects the first floor entry and provides a covered second floor balcony. Balustrades with turned posts connect the tall turned columns with capitals, and a large round window on the second floor is flanked by two oval ones. The doorway of the first floor entrance is decorated with fine stained glass. A shallow two story slanted bay projects from the rear of the building and sits on a base of rusticated stone. Roof forms are gabled and conical. A large scaled dentil course and series of brackets beneath the cornice encircle the building at the eaves. A large arched windows flanked with smaller rectangular windows is centered on the first floor of the tower.

There are additions to the north and rear and there are small out-buildings on the property.

RELATIONSHIP TO SURROUNDINGS:

The structure is larger and taller than immediately adjacent structures but stands across a parking lot from the Nugget Casino and other two and three story Carson Street buildings, and therefore visually relates residential and commercial neighborhood components.



Street Furniture: carriage stone

Landscaping: lawn, mature trees, street trees

Architectural Evaluation: PS _____ NR X

District Designation: PD 2 NR _____

HISTORIC ENVIRONMENT CONSULTANTS

2306 J Street, Penthouse

Sacramento, CA 95816

(916) 446-2447

Date March 1980

THREATS TO SITE:

None Known _____ Private Development X
 Zoning RC/RO Public Works Project _____
 Vandalism _____ Neglect _____ Other _____

SITE MAP

↑
N

ADJACENT LAND USES:

residential/commercial/parking lot

PHYSICAL CONDITION:

Excellent _____ Good X Fair _____ Deteriorated _____APPROXIMATE SETBACK: 30-40 feet

HISTORICAL BACKGROUND:

Architect (if known) _____

Builder (if known) _____

Date of Construction c. 1907 Estimated _____ Factual X Source: C.C. Historic TourIs Structure on Original Site? X Moved? _____ Unknown _____

SIGNIFICANCE:

The structure was built shortly after the turn of the century by Wilson Brougher, who became wealthy during the Tonapah bonanza. Brougher came to Carson City as the proprietor of the Arlington Hotel on North Carson Street and built his home here behind the hotel (since razed and now the Nugget parking lot).

The structure is the largest and finest example of its style in the city. Its design is very unusual and displays boldness in its composition. The juxtaposition and visual counterpoint of entrance porch and tower provides a strong and unusual design focus. The quality of craftsmanship of the building is high and its contains some exceptionally fine work, as in the stained glass windows.

SOURCES:

Carson City Historic Tour
 Don Ford; Sanborn Maps
Carson City Nevada, Phyllis and Lou Zauner

SUGGESTED LAND USE AND FACADE MODIFICATIONS. WHERE APPROPRIATE:

Adaptive Use:

Facade Changes:

Zoning:

1988 Update by: Ana Koval
 Rainshadow Associates
 P.O. Box 352
 Carson City, NV 89702
 (702) 849-1438

KIT CARSON TRAIL INVENTORY

NAME: BROUGHER-BATH MANSION.

ADDRESS: 204 WEST SPEAR STREET.

LOCATION: HOUSE LOCATED ON THE NORTHWEST CORNER OF CURRY AND SPEAR STREETS .

CONSTRUCTION DATE: 1903.

ARCHITECT: HOLESWORTH & FOWLER

BUILDER: HOLESWORTH & FOWLER.

HISTORICAL INFORMATION, INCLUDING HISTORICAL EVENTS & PERSONS CONNECTED WITH THE STRUCTURE.

Wilson Brougher "struck it rich" in the Tonopah boom in 1900¹ and came to Carson City when he purchased the Arlington Hotel located on North Carson Street. He built his home in 1903-1904 immediately behind the hotel and the mansion is named for him.

Wilson "Wilse" Brougher was born in Pennsylvania. He came to Nevada from Iowa about 1875, when he was twenty-one years old, and he worked as a wood chopper and charcoal burner. Later he became a merchant. In 1886 he was elected sheriff of Nye County on the Republican ticket, serving two terms. Then he was elected county recorder and auditor, serving in that capacity for twelve years, 1890-1902. He was elected Ormsby County state senator in 1902 and served in the 1903 and 1905 legislative sessions. At the expiration of his term he withdrew from politics and devoted his time to mining and other interests. In 1902 he bought the Arlington Hotel in Carson City and moved there. At the time of his death he was a large landholder in Pahrump Valley in southern Nye County. He was successful in drilling for water and had one of the first pumping plants in the valley. Brougher died in Oakland in May, 1922.

Brougher hired the firm of Holesworth² and Fowler of Reno to

¹. Wilson Brougher had a minor interest in several of the leading producers in Tonopah. He, along with Tasker L. Oddie, were partners with Jim Butler when he made his discovery of valuable silver ore deposits in 1900. A local mountain, Mount Brougher, was named to commemorate his involvement with the discovery of Tonopah.

². George E. Holesworth was one of the prominent Nevada architect and builders during the period 1900 to 1925. He was born in Nova Scotia, Canada in 1854. He was associated with the

design his Carson City mansion. The plans called for an expenditure of \$15,000 but it was estimated before the building was completed that \$20,000 would be spent. The residence was one of the handsomest in the state, with modern improvements, both exterior and interior and was an adornment to Carson City³.

Construction commenced in early August, 1903, when ground was broken for the foundation. This necessitated a team and scraper, and they worked steadily for several days to prepare the site. The plans called for a basement which housed the heating boilers for the home and it was necessary to excavate to quite a depth. Henry Elliott had the contract for the stone work, and considerable granite was quarried at Lake View.

In January, 1926, the Brougner Mansion was threatened by fire. Senator and Mrs. Charles S. Sprague⁴ were leasing it. A stove pipe leading from one room to another became red hot and the partition through which it passed caught fire. The blaze was quickly extinguished by the Warren Engine Company.

Ernest H. Bath purchased the mansion in 1936. He was born in Carson City on September 27, 1883, the son of Henry and Sarah Bath. He was educated in the Carson public schools and at the Carson Business College. Ernest married Dora Doty of Lionville, California on June 12, 1909; they had three daughters: Irene Frances, Martha E, and Ruth Mary. Ernest worked in merchandising in Carson City until 1904, then for a railroad company in California from 1904-1915. He returned to Carson City and got into the fuel business, where he remained until 1935, when he was appointed postmaster of Carson City.

construction and design of many prominent buildings in the state: John S. Cook Bank Building at Rhyolite, Majestic Theater, Jewish Temple Emanu-El (1922), Platt-Sinai building (1926) in Reno, Mizpah Hotel in Tonopah; he also worked on the Goldfield Hotel. Holesworth worked closely with architect Morrill John Curtis an influential architect from Reno. Curtis designed the Nevada State Printing Building behind the Capitol building.

³. The design follows a strong element of the Queen Ann style of architecture in its turret, stone foundation, prominent chimney and rounded porches. Outstanding features include a two-story circular porch, stained glass windows and curved glass in the windows of the conical-roofed tower section.

⁴. Charles Silvey Sprague was born in 1865 at McConnelville, Morgan County, Ohio. He was educated in journalism at Dennison and Princeton Universities. He was associated with the **McConnelville Herald**, and the **Evening Telegraph** in Colorado Springs. He was a member of the Colorado Legislature and was speaker of the house one session. He came to the booming camp of Goldfield during the winter of 1905-1906. He and J.P. Loftus purchased the **Goldfield News**.

SOURCES OF INFORMATION:

Thomas Wren, **A History of the State of Nevada, Its Resources and People**

Russell R. Elliott, **Nevada's Twentieth Century Mining Boom.** (Reno: University of Nevada Press, 1966).

National Register of Historic Places Inventory -- Nomination Form - Brougher Mansion, June 18, 1980.

Nevada Appeal, July 20, 1903; August 6, 1903; January 26, 1926.

Nevada State Journal, January 9, 1926.

Sam Davis, History of Nevada, vol. II

ILLUSTRATIONS - BROUGHER-BATH MANSION



1993.
Looking
N.W.



Looking west.

47.4

130.0



47.5

NEVADA STATE HISTORIC PRESERVATION OFFICE
HISTORIC RESOURCES INVENTORY FORM

Rev. 3/00

For Office Use Only

YR Built _____
NR Eligible? Y / N
District? Y / N

1. PROPERTY NAME

1A. Historic Name

Brougher Mansion

1B. Current/Common Name

Brougher-Bath Mansion; Wilson Brougher House

2. PROPERTY ADDRESS

Street Address	204 W. Spear St.
City, Zip Code	Carson City, NV 89703
County	Carson City

3. PROPERTY OWNERSHIP

3A. Original Owner

Name	Wilson Brougher
------	-----------------

3B. Current Owner

Name	Bengochea LLC
Mailing Address	22070 Chipmunk Dr., Carson City, NV 89704
Assessor's Parcel Number (APN)	003-222-04

4. CURRENT PROPERTY STATUS

<input checked="" type="checkbox"/>	Occupied	<input type="checkbox"/>	Vacant
<input type="checkbox"/>	Other (please specify)		

5. PROPERTY USE

5A. Current Use

<input type="checkbox"/>	Residential	<input checked="" type="checkbox"/>	Commercial	<input type="checkbox"/>	Religious
<input type="checkbox"/>	Educational	<input type="checkbox"/>	Governmental	<input type="checkbox"/>	Industrial
<input type="checkbox"/>	Other (please specify)				

10F. Historic Resource Theme (See Appendix C)

Commerce and Industry: Mining

10G. National Register Eligibility (See Appendix D)

X	Listed	Date Listed	1980
	Eligible under:		
	Criterion A	Criterion B	Criterion C
	Other (specify)		
	Not Eligible		
	Unevaluated		

10H. Justification

See continuation sheet

11. BIBLIOGRAPHY

See continuation sheet

12. FORM INFORMATION

Report Number/Name	2011 Carson City Survey
Date Surveyed	April 2011
Surveyor Name	J. Daniel Pezzoni
Company	Landmark Preservation Associates
Address	6 Houston Street, Lexington, VA 24450
Telephone Number	(540) 464-5315

13. ATTACHED DOCUMENTATION

X	Continuation sheets
X	Photographs
X	Location maps
X	Plans (site)
	Other (please specify)
	Associated Structures Summary Form
X	Historic District Addendum (if applicable)

**NEVADA STATE HISTORIC PRESERVATION OFFICE HISTORIC RESOURCE INVENTORY FORM
CONTINUATION SHEET**

Property Name: Brougher Mansion **City, County:** Carson City

Section No. 9G, 11

Page No. 5

The Brougher House is an inspired fusion of the Queen Anne and Classical Revival styles. The salient feature of the hip-roofed two-story frame house is its round turret and matching round double-tiered porch. The turret has a conical roof capped by a metal finial and a cornice with dentils and modillion-like brackets that extends the full way around the house. On the first story of the turret is a large three-part window with a round-arch plate-glass center window and smaller 1/1 flanking windows surmounted by decorative panels (the house's other windows are mostly 1/1). The porch has monumental Ionic columns with smooth shafts and turned balusters on both tiers. Inside the first tier is a main entry with sidelights and a segmental-arch fanlight and in the second tier is an entry and sidelights in the form of a Palladian window. The upper-tier entry is flanked by oval windows. On the rear north elevation is a bowed one-story bay window adjoined by a back entry under a small shed-roofed porch. In the second story is a bowed bay window, which projects less from the wall, over the one on the first story, and a small balcony with turned balusters that appears to be a modern addition. Other features of the house include a brick chimney and stove flue with a decoratively stepped and canted single asymmetrical shoulder; a two-story angled bay window at the southwest corner; a one-story hip-roofed wing with a small porch on the west side; and a flared water table.

According to historian Wilbur Wieprecht, Wilson Brougher, who had the house built in 1903-04, "came to Nevada as a penniless wood cutter and died one of the more wealthy men in the state." Brougher began his climb in the mercantile trade, then in 1876 he was elected sheriff of Nye County, followed in 1878 by his election as Nye County Auditor and Recorder. In the 1890s he moved to Carson City and was elected a state senator representing Ormsby County. He was the proprietor of the Arlington Hotel, which became an important gathering place for legislators and business leaders. (The hotel stood on North Carson Street next to the site the mansion.) Brougher had interests in mining concerns in Tonopah when a major silver lode was discovered there in 1900. With the resulting fortune he built this house, one of Carson City's largest historic residences. Brougher and his wife, Julia Amelia Cannon Brougher, had three daughters—Irene, Ida, and Nelli—who are identified as the architects of the house, although they were presumably assisted in the design by their builder Henry Heidenreich, who was also an architect.

Sources

Wieprecht, Wilbur E. "Brougher Mansion." National Register of Historic Places
Inventory-Nomination Form, ca. 1980.

Historic Environment Consultants. Carson City Resources Inventory Survey Forms. 1980.



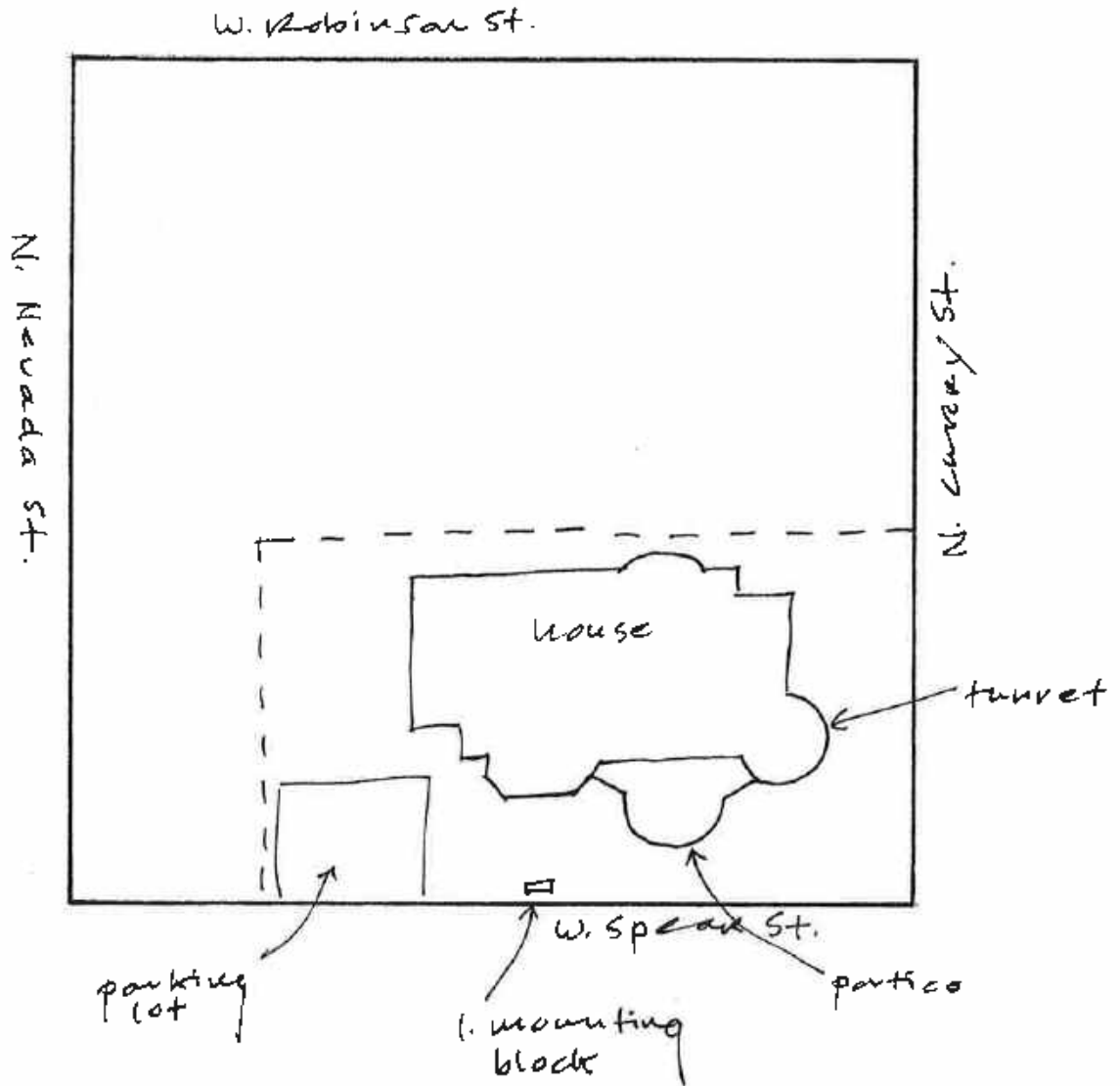
NEVADA STATE HISTORIC PRESERVATION OFFICE
HISTORIC RESOURCE INVENTORY FORM
CONTINUATION SHEET

Property Name: Brougher Mansion

City, County: Carson City

Section No. 13: Site Plan

Page No. 6



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**NEVADA STATE HISTORIC PRESERVATION OFFICE
 HISTORIC RESOURCE INVENTORY FORM
 ASSOCIATED STRUCTURES/FEATURES SUMMARY FORM**

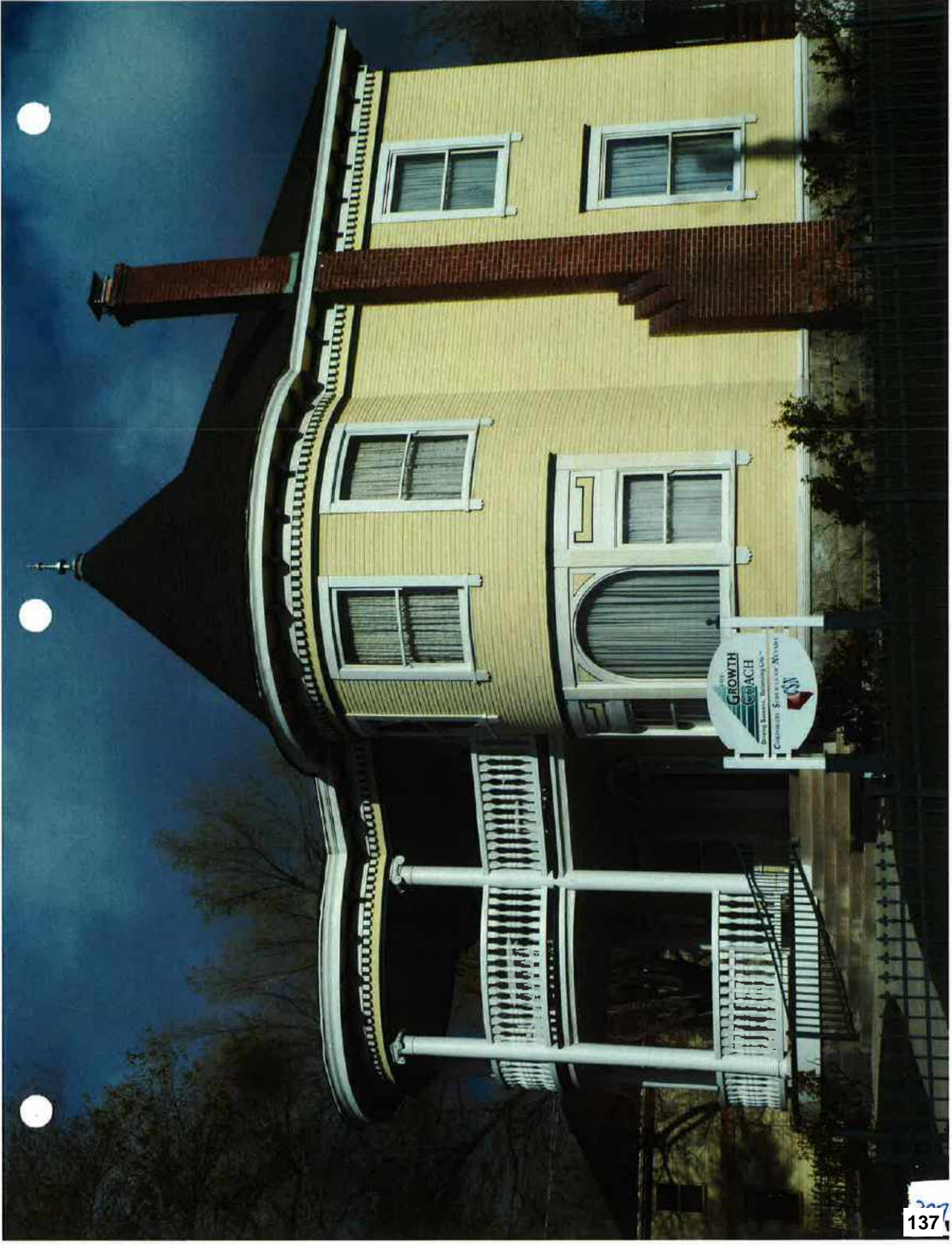
Property Name: Brougher Mansion City, County: Carson City

Section No. 13

If this inventory involves associated structures or features, please include this form with the SHPO submission. Include continuation sheet, if necessary.

ASSOCIATED STRUCTURES/FEATURES SUMMARY				
Number of associated structures:	1	Contributing		Noncontributing
Number of associated features:		Contributing		Noncontributing

Structure/Feature #1		Structure/Feature #2	
Historic Name		Historic Name	
Property Type	Object	Property Type	
Historic Use	Mounting block	Historic Use	
Current Use		Current Use	
Style (if applicable)	No style	Style (if applicable)	
Materials	Concrete	Materials	
Construction date	Ca. 1904	Construction date	
Integrity	Good	Integrity	
Map Reference Code		Map Reference Code	
Structure/Feature #3		Structure/Feature #4	
Historic Name		Historic Name	
Property Type		Property Type	
Historic Use		Historic Use	
Current Use		Current Use	
Style (if applicable)		Style (if applicable)	
Materials		Materials	
Construction date		Construction date	
Integrity		Integrity	
Map Reference Code		Map Reference Code	







CAVE BLDG
508

Roberta E. Davis
REAL ESTATE
563-4565

BRADISS M. COVIL
DEFENDABLE ACCIDENTS
985-7700

LARRY CROSS
INSURANCE
803-5451











STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Sheri Russell-Benabou, Chief Financial Officer

Agenda Title: For Possible Action: Discussion and possible action regarding the report on the condition of each fund in the treasury and the statements of receipts and expenditures through February 3, 2023, per NRS 251.030 and NRS 354.290. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: NRS 251.030 requires the Chief Financial Officer (for the purpose of the statute acting as the County Auditor) to report to the Board of Supervisors, at each regular meeting thereof, the condition of each fund in the treasury. NRS 354.290 requires the County Auditor to report to the Board of Supervisors a statement of revenues and expenditures based on the accounts and funds as were used in the budget. A more detailed accounting is available on the City's website – www.carson.org.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to accept the report.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

A "Condition of the Treasury Report" is attached indicating the beginning balance, receipts, disbursements and the ending balance of each cash account for every fund in the City as of February 3, 2023.

It is important to note that there will always be timing differences with these balances - for example, while all departments take deposits to the bank on a daily basis, there is usually a delay between when the reports are prepared and when they are entered into the system.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 251.030 and 354.290

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact: N/A

Alternatives

N/A

Attachments:

[BOS Cash Report 02-03-2023.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

CONDITION OF THE TREASURY REPORT

CASH ACTIVITY BETWEEN 1/20/2023 & 2/3/2023

FUND	FUND NAME	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
101	GENERAL FUND	\$ 23,056,233.77	\$ 4,571,604.09	\$ 4,471,551.90	\$ 23,156,285.96
201	AIRPORT FUND	0.07	13,078.12	13,078.12	0.07
202	COOPERATIVE EXTENSION FUND	333,756.89	1,671.82	-	335,428.71
208	SUPPLEMENTAL INDIGENT FUND	3,066,845.07	15,019.99	131,150.42	2,950,714.64
210	CAPITAL PROJECTS FUND	25,244,089.91	875,559.71	125,336.51	25,994,313.11
215	SENIOR CENTER FUND	524,547.57	6,530.46	20,584.16	510,493.87
225	CARSON CITY TRANSIT FUND	418,321.54	1,887.14	2,633.86	417,574.82
230	LIBRARY GIFT FUND	136,976.96	100.00	48.75	137,028.21
235	LANDSCAPE MAINTENANCE FUND	535,350.04	424.76	1,578.05	534,196.75
236	ADMINISTRATIVE ASSESSMENT FUND	38,363.76	959.00	-	39,322.76
237	S. CARSON NEIGHBORHOOD IMPROV. DIST.	71,351.04	261.90	-	71,612.94
240	TRAFFIC/TRANSPORTATION FUND	21,201.48	805.00	279.49	21,726.99
245	CAMPO FUND	(23,082.50)	-	4,904.50	(27,987.00) ¹
250	REGIONAL TRANSPORTATION FUND	4,345,328.57	91,500.55	169,300.64	4,267,528.48
253	V & T INFRASTRUCTURE FUND	2,852,210.34	158,539.98	88,177.10	2,922,573.22
254	QUALITY OF LIFE FUND	5,342,354.45	317,077.11	93,891.27	5,565,540.29
256	STREET MAINTENANCE FUND	1,310,223.76	323,665.53	117,484.62	1,516,404.67
275	GRANT FUND	18,067,901.14	453,260.36	217,722.46	18,303,439.04
280	COMMISSARY FUND	123,290.94	9,900.79	5,163.83	128,027.90
287	911 SURCHARGE FUND	942,892.57	5,827.00	50,172.66	898,546.91
310	INFRASTRUCTURE TAX FUND	1,758,518.89	158,533.15	66,530.99	1,850,521.05
340	EXTRAORDINARY MAINTENANCE FUND	11,078,397.00	-	136.18	11,078,260.82
350	RESIDENTIAL CONSTRUCTION TAX FUND	1,017,058.43	33,000.00	-	1,050,058.43
410	DEBT SERVICE FUND	685,515.43	657,742.34	-	1,343,257.77
501	AMBULANCE FUND	4,179,814.94	74,671.84	133,236.83	4,121,249.95
505	STORMWATER FUND	757,373.69	100,350.35	15,299.44	842,424.60
510	WASTEWATER FUND	23,838,341.15	770,127.08	224,622.64	24,383,845.59
520	WATER FUND	25,935,275.88	573,174.08	283,418.19	26,225,031.77
525	BUILDING PERMITS FUND	1,091,357.22	106,556.30	12,475.56	1,185,437.96
530	CEMETERY FUND	554,913.90	7,481.80	5,075.42	557,320.28
560	FLEET MANAGEMENT FUND	1,660,368.06	-	108,884.41	1,551,483.65
570	GROUP MEDICAL INSURANCE FUND	305,061.78	402,731.98	42,882.63	664,911.13
580	WORKERS COMPENSATION FUND	3,089,320.98	98,774.14	17,271.91	3,170,823.21
590	INSURANCE FUND	1,580,386.73	-	12,317.15	1,568,069.58
602	REDEVELOPMENT ADMINISTRATIVE FUND	217,832.00	-	12,898.82	204,933.18
603	REDEVELOPMENT REVOLVING FUND	3,977,775.09	-	15,675.29	3,962,099.80
604	REDEVELOPMENT TAX INCREMENT FUND	1,260,941.76	53,225.22	-	1,314,166.98
730	SCHOOL DEBT FUND	13,345,983.34	63,566.57	-	13,409,549.91
740	CARSON CITY TOURISM AUTHORITY	3,247,493.88	141,248.98	58,581.01	3,330,161.85
748	CARSON CITY SCHOOL OPERATING FUND	2,515,460.61	97,955.31	1,847,841.50	765,574.42
750	STATE OF NEVADA FUND	1,690,355.56	85,265.35	1,488,864.40	286,756.51
752	RANGE IMPROVEMENT FUND	131.71	-	-	131.71
756	EAGLE VALLEY WATER DISTRICT FUND	524.35	35.30	458.70	100.95
760	WATER SUB-CONSERVANCY FUND	73,009.15	32,334.07	103,135.63	2,207.59
765	FISH AND GAME FUND	7,118.06	-	-	7,118.06
770	FORFEITURE ACCOUNT	97,896.12	-	-	97,896.12
780	DOWNTOWN NEIGHBORHOOD IMPROV. DIST.	120,164.49	-	-	120,164.49
793	CONTROLLER'S TRUST FUND	12,068.36	-	-	12,068.36
850	CARSON CITY OPEB TRUST FUND	2,722,910.85	53,837.15	-	2,776,748.00
TOTAL		\$ 193,229,526.78	\$ 10,358,284.32	\$ 9,962,665.04	\$ 193,625,146.06

¹ Timing difference - awaiting grant reimbursement.



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Sheri Russell-Benabou, Chief Financial Officer

Agenda Title: For Possible Action: Discussion and possible action regarding an application to remove \$449,345.22 in uncollectible accounts receivable from the records of the Ambulance Fund. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: The Carson City Fire Department's emergency medical billing and collection services contractor, Wittman Enterprises, notified Carson City that certain accounts receivable on the records of the Ambulance Fund are uncollectible. Under NRS 354.256, the Carson City Auditor applies to the Board of Supervisors for permission to remove uncollectible accounts receivable from the records of Carson City.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to approve the application.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

Carson City operates the Ambulance Enterprise Fund which serves the Carson City area. The City contracts with Wittman Enterprises for emergency medical billing and collection services. Wittman notified Carson City that certain accounts receivable on the records of the Ambulance Fund are uncollectible. Under NRS 354.256, the County Auditor (the Chief Financial Officer) must apply to the Board of Supervisors for permission to remove uncollectible accounts receivable from the records of the County.

Wittman used all reasonable efforts available to them to collect these funds. Most of the uncollectible amounts are due from transient individuals with no income or assets, or from people who are deceased or bankrupt. The unpaid amounts will remain on the credit records of the debtors for seven years.

A listing of the accounts that Wittman has deemed uncollectible is attached including amounts, ambulance run number, incident number, the date of the incident and the reasons indicating why the debt is uncollectible. The total write-off is \$449,345.22 for July 1, 2022 through December 31, 2022, and this amount will be sent to a hard collections company, National Business Factors. If National Business Factors is successful in collecting funds, the City will receive 70% of the amount collected. For Fiscal Year ("FY") 2022, the City collected \$38,741 from National Business Factors and year to date for FY 2023, the City collected \$25,385.

Under NRS 354.256, the County Auditor hereby applies for permission to remove the accounts listed on the attached documents from the records of the Ambulance Fund.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 354.256

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Ambulance Fund, Uncollectible/ Bad Debt: Write-off / 5017080-441659

Is it currently budgeted? Yes

Explanation of Fiscal Impact: The amount of the write-off is \$449,345.22, and the available budget amount for write-offs is \$869,319.00. The bad-debt write-off account is a contra account which reduces ambulance revenues.

Alternatives

Reject or modify the application and/or provide alternative direction to staff.

Attachments:

[07.01.22-12.31.22 Carson Fire EMS Write-off.pdf](#)

[Bad Debt Analysis 12-31-22.pdf](#)

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

Number of accounts assigned to collection:
 Total balance due of accounts assigned to collection:

690
 \$449,345.22

Trip Date	Run #	Incident #	Balance	Reason
8/10/2021	421298	212220031	\$1,138.00	Mail Return
8/28/2021	462470	212400020	\$1,323.00	No Response
4/6/2022	199662	220960011	\$92.57	Insurance paid no response
1/29/2022	56208	220290023	\$99.02	Insurance paid no response
2/23/2022	105924	220540002	\$83.11	Insurance paid no response
3/1/2022	119080	220600002	\$99.02	Insurance paid no response
9/6/2021	479291	212490027	\$1,358.00	No Response
9/5/2021	479204	212480028	\$1,105.00	No Response
7/24/2021	384146	212050028	\$97.72	Insurance paid no response
12/10/2021	696979	213440012	\$81.52	Insurance paid no response
3/14/2022	145340	220730001	\$200.00	Insurance paid no response
3/17/2022	158472	220760017	\$315.00	Insurance paid no response
2/12/2022	92770	220430023	\$139.60	Insurance paid no response
8/1/2021	399890	212130001	\$260.12	Insurance paid no response
4/25/2021	195201	211150003	\$608.90	Insurance paid no response
3/24/2022	172656	220830001	\$300.00	Insurance paid no response
9/12/2021	491390	212550005	\$1,197.00	No Response
2/18/2022	102099	220490001	\$1,269.00	No Response
9/11/2021	491431	212540028	\$1,512.00	No Response
8/25/2021	455443	212370021	\$1,167.00	No Response
1/8/2022	8833	220080028	\$102.71	Insurance paid no response
3/23/2022	169365	220820025	\$428.01	Insurance paid no response
9/7/2021	479273	212500030	\$518.25	Insurance paid no response
9/15/2021	501406	212580012	\$1,588.00	No Res/Med Nec
12/20/2021	719511	213540019	\$90.70	Insurance paid no response
3/21/2022	166572	220800026	\$97.58	Insurance paid no response
9/19/2021	507639	212620014	\$1,292.00	No Response
9/15/2021	501414	212580030	\$1,491.00	No Response
10/3/2021	536714	212760015	\$69.39	Insurance paid no response
11/14/2021	628784	213180011	\$66.50	Insurance paid no response
12/5/2021	680179	213390002	\$146.19	Insurance paid no response
9/10/2021	491429	212530013	\$1,190.00	No Response
3/26/2022	176243	220850042	\$738.21	Insurance paid no response
9/14/2021	501411	212570039	\$1,269.00	No Response
1/8/2022	8861	220080033	\$747.10	Insurance paid no response
3/26/2022	176208	220850023	\$315.00	Insurance paid no response
9/10/2021	491353	212530043	\$451.98	Insurance paid no response
3/9/2022	142085	220680008	\$265.00	Insurance paid no response
11/9/2021	620235	213130033	\$172.30	Insurance paid no response
11/18/2021	648531	213220007	\$82.28	Insurance paid no response
2/7/2022	77257	220380015	\$587.01	Insurance paid no response
12/23/2021	731472	213570022	\$81.52	Insurance paid no response
8/31/2021	468505	212430016	\$1,269.00	Mail Return
9/8/2021	487367	212510031	\$1,144.00	No Response
2/26/2022	115638	220570036	\$198.00	Mail Return
3/9/2022	140364	220680006	\$250.00	Insurance paid no response
6/9/2021	286801	211600001	\$1,514.00	No Response
9/10/2021	491370	212530033	\$1,514.00	Mail Return
9/19/2021	507619	212620001	\$80.75	Insurance paid no response
4/4/2022	194195	220940003	\$300.00	Insurance paid no response
8/27/2021	462489	212390019	\$1,151.00	No Response
9/9/2021	487382	212520033	\$1,445.00	No Response
3/14/2022	149480	220730013	\$200.00	Insurance paid no response
2/18/2022	102098	220490033	\$1,379.00	Mail Return

Number of accounts assigned to collection:
 Total balance due of accounts assigned to collection:

690
 \$449,345.22

Trip Date	Run #	Incident #	Balance	Reason
2/13/2022	92716	220440014	\$920.01	Insurance paid no response
3/27/2022	179359	220860012	\$110.09	Insurance paid no response
1/29/2022	56233	220290025	\$300.00	Insurance paid no response
3/12/2022	145334	220710011	\$908.26	Insurance paid no response
12/7/2021	686818	213410015	\$1,466.00	No Response
3/4/2022	130409	220630020	\$74.86	Insurance paid no response
11/16/2021	636227	213200017	\$300.00	Insurance paid no response
10/25/2021	585738	212980009	\$1,470.00	No Response
12/13/2021	708390	213470001	\$93.14	Insurance paid no response
6/16/2021	304695	211670021	\$93.60	Insurance paid no response
2/14/2022	92674	220450027	\$1,269.00	Mail Return
2/28/2022	119065	220590022	\$1,422.00	Mail Return
11/28/2021	667328	213320023	\$1,056.42	Insurance paid no response
1/31/2022	59925	220310024	\$265.00	Insurance paid no response
3/18/2022	161768	220770012	\$101.59	Insurance paid no response
3/18/2022	161790	220770025	\$70.37	Insurance paid no response
8/6/2021	414757	212180003	\$1,082.00	No Res/Med Nec
1/1/2022	764	220010018	\$558.83	Insurance paid no response
5/23/2021	251982	211430003	\$945.45	Insurance paid no response
9/2/2021	479253	212450029	\$2,084.00	No Response
1/19/2022	33053	220190002	\$1,246.00	No Response
5/12/2021	231587	211320003	\$1,167.00	No Response
11/17/2021	641436	213210030	\$1,292.00	Mail Return
2/2/2022	67186	220330030	\$97.26	Insurance paid no response
2/16/2022	95209	220470002	\$81.99	Insurance paid no response
2/18/2022	102078	220490014	\$99.50	Insurance paid no response
3/7/2022	133847	220660006	\$82.31	Insurance paid no response
3/8/2022	137320	220670028	\$97.10	Insurance paid no response
3/11/2022	145330	220700029	\$81.99	Insurance paid no response
3/9/2022	140383	220680026	\$393.00	No Res/Med Nec
8/27/2021	462459	212390031	\$1,036.00	No Res/Med Nec
11/25/2021	667315	213290013	\$250.00	Insurance paid no response
3/19/2021	130899	210780036	\$95.89	Insurance paid no response
2/13/2022	92720	220440027	\$99.49	Insurance paid no response
4/1/2022	194145	220910022	\$265.00	Insurance paid no response
1/6/2022	8846	220060031	\$729.04	Insurance paid no response
11/24/2021	667366	213280018	\$1,059.00	Mail Return
11/26/2021	667318	213300005	\$1,269.00	Mail Return
12/28/2021	731553	213620030	\$1,059.00	Mail Return
12/31/2021	735102	213650004	\$1,059.00	Mail Return
1/5/2022	4232	220050004	\$1,082.00	Mail Return
1/9/2022	8838	220090022	\$1,082.00	Mail Return
12/23/2021	731566	213570011	\$1,423.00	No Response
1/28/2022	52135	220280011	\$27.48	Insurance paid no response
1/28/2021	40071	210280007	\$1,082.00	Mail Return
2/16/2021	81318	210470004	\$1,082.00	Mail Return
3/1/2021	98038	210600027	\$1,360.00	Mail Return
3/29/2021	145539	210880019	\$1,082.00	Mail Return
3/30/2021	145553	210890005	\$1,082.00	Mail Return
4/9/2022	206035	220990002	\$315.00	Insurance paid no response
3/5/2022	130411	220640016	\$265.00	Insurance paid no response
8/30/2021	465817	212420040	\$1,148.00	No Res/Med Nec
2/24/2022	112083	220550024	\$50.00	Insurance paid no response
2/7/2022	70924	220380006	\$82.15	Insurance paid no response

Number of accounts assigned to collection:
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690
 \$449,345.22

Trip Date	Run #	Incident #	Balance	Reason
2/7/2022	73740	220380026	\$52.57	Insurance paid no response
4/4/2022	194176	220940018	\$101.43	Insurance paid no response
3/1/2022	123172	220600026	\$1,474.35	Insurance paid no response
10/29/2021	603195	213020029	\$1,059.00	No Res/Med Nec
9/23/2021	520104	212660008	\$1,148.74	Insurance paid no response
8/28/2021	462488	212400002	\$1,379.00	No Response
1/3/2022	3352	220030010	\$524.40	Insurance paid no response
9/19/2021	507640	212620015	\$1,082.00	No Response
3/29/2022	182709	220880030	\$85.35	Insurance paid no response
8/28/2021	462440	212400018	\$1,445.00	No Response
5/6/2022	265785	221260009	\$178.69	Insurance paid no response
3/19/2021	130950	210780023	\$260.00	Insurance paid no response
4/24/2021	195199	211140006	\$1,402.00	No Response
4/25/2021	195202	211150006	\$1,184.00	No Response
5/14/2021	237516	211340029	\$1,424.00	No Response
7/12/2021	354162	211930003	\$1,292.00	No Response
4/12/2022	213386	221020019	\$84.55	Insurance paid no response
5/10/2022	268962	221300027	\$92.57	Insurance paid no response
10/24/2021	582626	212970001	\$1,013.00	No Response
10/15/2021	568056	212880011	\$1,723.00	No Response
4/14/2022	219038	221040005	\$97.90	Insurance paid no response
5/13/2022	282608	221330009	\$83.11	Insurance paid no response
12/10/2021	696944	213440020	\$96.50	Insurance paid no response
10/1/2021	536645	212740013	\$1,059.00	No Response
4/13/2022	216378	221030024	\$1,105.00	No Response
12/26/2021	731672	213600048	\$81.82	Insurance paid no response
2/10/2022	84260	220410002	\$99.98	Insurance paid no response
10/9/2021	550972	212820006	\$1,036.00	No Response
2/4/2021	53735	210350030	\$25.00	Insurance paid no response
4/30/2022	250723	221200001	\$50.00	Insurance paid no response
5/2/2022	254587	221220009	\$50.00	Insurance paid no response
6/27/2021	326177	211780015	\$1,220.00	No Response
10/13/2021	564594	212860006	\$1,338.00	No Response
4/21/2022	233214	221110007	\$106.40	Insurance paid no response
9/6/2021	491428	212490025	\$250.00	Insurance paid no response
12/18/2021	714207	213520016	\$1,128.00	No Response
12/25/2021	731605	213590023	\$1,128.00	No Response
1/13/2022	21948	220130008	\$1,128.00	No Response
2/2/2022	64617	220330015	\$1,128.00	No Response
2/14/2022	92740	220450037	\$1,128.00	No Response
2/15/2022	95204	220460033	\$1,128.00	No Response
2/22/2022	105908	220530009	\$1,128.00	No Response
3/1/2022	121370	220600010	\$1,105.00	No Response
6/15/2021	301889	211660039	\$1,292.00	No Response
12/26/2021	731681	213600015	\$1,197.00	Mail Return
4/9/2022	206045	220990004	\$1,402.00	No Response
11/8/2021	616590	213120001	\$1,333.00	No Response
9/28/2021	528613	212710022	\$78.01	Insurance paid no response
2/11/2022	92698	220420028	\$99.50	Insurance paid no response
2/22/2022	105919	220530022	\$86.96	Insurance paid no response
2/24/2022	112097	220550018	\$81.66	Insurance paid no response
3/4/2022	130412	220630010	\$85.35	Insurance paid no response
3/18/2022	161755	220770015	\$100.62	Insurance paid no response
3/31/2022	187453	220900027	\$100.46	Insurance paid no response

Number of accounts assigned to collection:
 Total balance due of accounts assigned to collection:

690
 \$449,345.22

Trip Date	Run #	Incident #	Balance	Reason
4/10/2022	206076	22100017	\$100.46	Insurance paid no response
9/24/2021	523081	212670029	\$94.52	Insurance paid no response
4/20/2021	187905	211100017	\$1,059.00	No Response
7/8/2021	350716	211890019	\$1,381.00	No Response
6/16/2021	301899	211670005	\$1,082.00	No Response
5/10/2021	226733	211300004	\$1,736.00	No Response
2/5/2022	70961	220360012	\$250.00	Insurance paid no response
7/12/2021	359971	211930060	\$890.34	Insurance paid no response
7/24/2021	384106	212050002	\$1,382.00	No Response
10/1/2021	536690	212740031	\$688.10	Insurance paid no response
2/1/2022	64615	220320031	\$200.00	Insurance paid no response
3/8/2022	137322	220670037	\$200.00	Insurance paid no response
10/15/2021	568067	212880005	\$1,082.00	No Response
3/8/2022	137328	220670039	\$84.07	Insurance paid no response
10/28/2021	594351	213010020	\$50.78	Insurance paid no response
10/11/2021	555630	212840027	\$1,059.00	No Response
5/7/2022	265795	221270026	\$103.03	Insurance paid no response
5/10/2022	268969	221300002	\$100.30	Insurance paid no response
5/6/2022	265759	221260024	\$265.00	Insurance paid no response
4/12/2022	213381	221020015	\$101.91	Insurance paid no response
11/4/2021	605947	213080004	\$1,512.00	No Response
12/6/2021	683934	213400002	\$99.25	Insurance paid no response
3/15/2022	149494	220740002	\$374.00	Mail Return
3/16/2022	155336	220750007	\$274.16	Insurance paid no response
3/27/2022	179366	220860024	\$1,292.00	No Response
11/4/2021	609161	213080006	\$96.50	Insurance paid no response
11/10/2021	631691	213140001	\$1,082.00	No Response
7/7/2021	347419	211880033	\$1,356.00	No Response
11/17/2021	641444	213210026	\$290.00	Insurance paid no response
2/24/2022	112084	220550012	\$315.00	Insurance paid no response
5/26/2022	309254	221460017	\$315.00	Insurance paid no response
4/9/2021	170092	210990027	\$650.00	Insurance paid no response
5/24/2021	254530	211440029	\$260.00	Insurance paid no response
3/20/2022	161746	220790014	\$249.44	Insurance paid no response
5/13/2022	286804	221330024	\$89.27	Insurance paid no response
11/22/2021	655962	213260011	\$1,310.00	Insurance paid no response
9/10/2021	491354	212530043	\$635.05	Insurance paid no response
10/19/2021	574342	212920006	\$1,399.00	No Response
11/3/2021	605939	213070019	\$237.09	Insurance paid no response
10/22/2021	582639	212950022	\$250.00	Insurance paid no response
4/30/2022	250705	221200007	\$250.00	Insurance paid no response
11/5/2021	612724	213090017	\$1,282.00	No Response
2/8/2022	81241	220390030	\$100.14	Insurance paid no response
1/31/2022	62592	220310027	\$281.26	Insurance paid no response
4/21/2021	192035	211110046	\$1,246.00	No Response
3/26/2022	176213	220850036	\$1,105.00	No Response
5/4/2021	215025	211240012	\$1,292.00	No Response
9/12/2021	494457	212550018	\$1,243.00	No Response
11/12/2021	628743	213160003	\$2,217.00	Mail Return
7/23/2021	384118	212040025	\$260.00	Insurance paid no response
5/24/2022	306651	221440027	\$265.00	Insurance paid no response
3/14/2022	149481	220730032	\$250.00	Insurance paid no response
5/9/2022	268948	221290011	\$200.00	Insurance paid no response
10/10/2021	555633	212830030	\$1,292.00	No Response

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690
 \$449,345.22

Trip Date	Run #	Incident #	Balance	Reason
12/18/2021	714183	213520004	\$275.00	Insurance paid no response
5/9/2022	268950	221290022	\$99.50	Insurance paid no response
11/10/2021	623115	213140037	\$1,810.00	No Response
7/1/2021	336851	211820021	\$1,082.00	No Response
9/22/2021	520081	212650013	\$1,294.00	No Response
12/8/2021	690022	213420037	\$100.77	Insurance paid no response
7/25/2021	384085	212060012	\$1,223.00	No Response
4/6/2022	199663	220960026	\$1,059.00	Insurance paid no response
9/25/2021	523123	212680003	\$1,082.00	No Response
5/5/2022	262500	221250006	\$96.45	Insurance paid no response
5/7/2022	265791	221270032	\$96.45	Insurance paid no response
10/22/2021	582656	212950014	\$1,174.00	No Response
2/22/2021	85986	210530022	\$150.00	Insurance paid no response
10/9/2021	555634	212820029	\$1,539.00	No Response
3/14/2022	149487	220730033	\$315.00	Insurance paid no response
8/20/2021	446692	212320021	\$1,082.00	No Response
11/17/2021	641438	213210023	\$136.20	Insurance paid to patient
1/27/2022	52129	220270032	\$1,404.00	No Res/Med Nec
10/26/2021	590551	212990034	\$1,379.00	No Response
2/19/2022	102049	220500026	\$1,200.00	No Response
9/22/2021	520088	212650039	\$103.52	Insurance paid no response
7/17/2021	368290	211980025	\$1,059.00	No Response
8/5/2021	414830	212170008	\$1,059.00	No Response
4/16/2022	222009	221060023	\$300.00	Insurance paid no response
3/5/2022	130428	220640020	\$101.59	Insurance paid no response
5/16/2022	286812	221360032	\$315.00	Insurance paid no response
10/26/2021	588201	212990016	\$1,358.00	No Response
6/28/2021	329620	211790036	\$1,240.00	No Response
10/5/2021	547139	212780032	\$1,059.00	No Response
1/3/2022	3342	220030001	\$250.00	Insurance paid no response
10/11/2021	555663	212840035	\$1,404.00	No Response
6/17/2021	304679	211680032	\$2,005.00	No Response
3/4/2022	130447	220630019	\$250.00	Insurance paid no response
3/16/2022	155322	220750019	\$250.00	Insurance paid no response
10/9/2021	550936	212820025	\$1,151.00	No Res/Med Nec
10/30/2021	603198	213030025	\$1,174.00	No Res/Med Nec
12/10/2021	696978	213440009	\$1,174.00	No Res/Med Nec
4/10/2022	206060	221000016	\$1,036.00	No Response
1/15/2022	26256	220150008	\$411.80	Insurance paid no response
3/24/2022	172648	220830032	\$1,496.00	No Res/Med Nec
2/17/2022	102074	220480004	\$100.46	Mail Return
2/25/2022	115577	220560009	\$100.79	Mail Return
2/26/2022	115598	220570033	\$100.46	Mail Return
8/30/2021	465821	212420027	\$1,356.00	No Response
5/2/2022	254586	221220013	\$250.00	Insurance paid no response
11/29/2021	667408	213330027	\$1,082.00	No Res/Med Nec
9/20/2021	511298	212630030	\$1,082.00	No Response
11/11/2021	625063	213150004	\$1,430.00	No Response
4/15/2022	221991	221050026	\$103.83	Mail Return
4/20/2022	230648	221100029	\$103.83	Mail Return
4/12/2022	213373	221020010	\$99.18	Insurance paid no response
12/8/2021	690007	213420024	\$1,930.00	No Response
1/5/2022	4223	220050020	\$305.54	Insurance paid no response
4/4/2022	194178	220940034	\$99.50	Insurance paid no response

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690
 \$449,345.22

Trip Date	Run #	Incident #	Balance	Reason
4/18/2022	225235	221080019	\$52.89	Insurance paid no response
4/13/2022	216379	221030018	\$109.13	Insurance paid no response
4/16/2022	221970	221060012	\$79.51	Insurance paid no response
4/20/2022	230642	221100022	\$108.97	Insurance paid no response
2/18/2022	102080	220490032	\$99.82	Insurance paid no response
2/13/2022	92721	220440033	\$560.38	Insurance paid no response
3/25/2022	176201	220840019	\$53.21	Insurance paid no response
2/25/2022	115642	220560028	\$265.00	Insurance paid no response
2/18/2022	102079	220490023	\$710.32	Insurance paid no response
10/14/2021	564602	212870012	\$1,634.00	No Response
1/28/2022	56226	220280039	\$1,013.00	No Response
11/3/2021	609163	213070024	\$1,144.00	No Response
10/12/2021	559515	212850026	\$1,151.00	No Response
2/11/2022	84261	220420004	\$88.56	Mail Return
2/22/2022	105927	220530040	\$92.73	Insurance paid no response
7/2/2021	343479	211830051	\$1,128.00	No Response
6/24/2021	323257	211750017	\$1,059.00	No Response
3/7/2022	133843	220660003	\$250.00	Insurance paid no response
11/1/2021	603120	213050003	\$1,082.00	No Response
7/28/2021	394312	212090016	\$1,082.00	No Response
5/10/2022	268958	221300008	\$101.75	Insurance paid no response
4/21/2022	233230	221110001	\$100.79	Insurance paid no response
11/7/2021	612741	213110028	\$1,425.00	No Response
5/1/2022	250737	221210009	\$82.63	Insurance paid no response
2/14/2022	92771	220450013	\$995.31	Insurance paid no response
4/18/2022	228277	221080015	\$82.31	Insurance paid no response
4/15/2022	221980	221050001	\$108.97	Insurance paid no response
9/26/2021	523054	212690026	\$1,269.00	No Response
1/18/2022	33002	220180036	\$286.06	Insurance paid no response
10/31/2021	603113	213040001	\$1,269.00	No Response
12/30/2021	746522	213640022	\$1,125.00	No Response
2/3/2022	70902	220340026	\$315.00	Insurance paid no response
2/12/2022	92734	220430028	\$267.61	Insurance paid no response
11/8/2021	616586	213120020	\$1,082.00	No Response
5/12/2022	277773	221320022	\$84.71	Insurance paid no response
2/4/2022	70927	220350025	\$315.00	Insurance paid no response
1/19/2022	33014	220190019	\$300.00	Insurance paid no response
11/1/2021	603125	213050018	\$1,343.00	No Response
4/16/2022	221993	221060002	\$265.00	Insurance paid no response
4/29/2022	250697	221190003	\$265.00	Insurance paid no response
5/14/2022	282594	221340006	\$265.00	Insurance paid no response
10/22/2021	582619	212950032	\$1,560.00	No Response
10/27/2021	590533	213000002	\$1,215.00	No Response
3/8/2022	140363	220670016	\$280.00	Insurance paid no response
8/17/2021	434713	212290004	\$393.00	No Response
11/12/2021	628796	213160043	\$495.00	No Response
12/31/2021	735132	213650038	\$283.00	No Response
1/1/2022	786	220010031	\$393.00	No Response
1/3/2022	3365	220030038	\$393.00	No Response
1/13/2022	21963	220130035	\$393.00	No Response
2/1/2022	62602	220320030	\$393.00	No Response
2/12/2022	92754	220430007	\$393.00	No Response
11/1/2021	603124	213050009	\$1,269.00	No Response
11/4/2021	609167	213080014	\$1,064.25	No Response

Number of accounts assigned to collection:
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690
 \$449,345.22

Trip Date	Run #	Incident #	Balance	Reason
4/13/2022	216389	221030026	\$315.00	Insurance paid no response
5/13/2022	282616	221330029	\$83.11	Insurance paid no response
4/7/2022	206029	220970004	\$102.07	Insurance paid no response
2/1/2022	62589	220320018	\$52.41	Insurance paid no response
2/1/2022	64641	220320035	\$81.99	Insurance paid no response
2/2/2022	64627	220330010	\$52.25	Insurance paid no response
10/9/2021	550971	212820002	\$1,213.00	No Response
5/6/2021	220118	211260015	\$1,082.00	No Response
3/22/2022	166581	220810011	\$99.50	Insurance paid no response
1/25/2022	47231	220250029	\$300.00	Insurance paid no response
5/14/2022	282585	221340004	\$87.92	Insurance paid no response
5/19/2022	294092	221390014	\$86.00	Insurance paid no response
6/6/2021	286814	211570008	\$1,292.00	No Response
5/20/2022	298213	221400010	\$86.64	Insurance paid no response
10/5/2021	540136	212780001	\$1,036.00	No Response
8/27/2021	462446	212390011	\$1,269.00	No Response
12/22/2021	731667	213560004	\$1,279.00	Insurance paid to patient
12/27/2021	731588	213610039	\$1,470.00	Insurance paid to patient
9/23/2021	523056	212660019	\$1,184.00	No Response
10/19/2021	574330	212920021	\$1,105.00	No Response
10/28/2021	603244	213010041	\$1,192.00	No Response
10/3/2021	536663	212760010	\$1,059.00	No Response
4/14/2022	219036	221040027	\$50.00	Insurance paid no response
10/28/2021	603252	213010025	\$1,167.00	No Response
8/26/2021	458266	212380036	\$1,282.00	No Response
11/5/2021	612727	213090018	\$94.67	Insurance paid no response
10/1/2021	536735	212740030	\$1,254.00	No Response
5/18/2022	291629	221380008	\$83.43	Insurance paid no response
10/13/2021	562020	212860015	\$1,402.00	No Response
12/23/2021	731568	213570019	\$1,269.00	No Response
11/23/2021	667444	213270024	\$1,509.00	No Response
2/15/2022	92745	220460011	\$250.00	Insurance paid no response
11/7/2021	612739	213110019	\$1,282.00	No Response
1/1/2021	1513	210010006	\$42.64	Insurance paid no response
10/13/2021	562026	212860040	\$1,059.00	No Res/Med Nec
11/22/2021	655969	213260032	\$1,059.00	Mail Return
2/8/2022	81233	220390013	\$100.62	Insurance paid no response
12/15/2021	711138	213490036	\$1,870.00	Insurance paid to patient
1/31/2022	56218	220310001	\$1,246.00	No Response
1/20/2022	36573	220200031	\$56.26	Insurance paid no response
1/20/2022	36579	220200016	\$86.48	Insurance paid no response
11/17/2021	648540	213210038	\$1,059.00	No Response
2/8/2022	81236	220390022	\$285.00	Insurance paid no response
1/18/2022	26201	220180010	\$56.26	Insurance paid no response
11/26/2021	667317	213300002	\$1,207.00	No Response
2/4/2021	53730	210350008	\$1,243.00	No Response
12/25/2021	731480	213590007	\$290.00	Insurance paid no response
11/30/2021	670917	213340028	\$1,358.00	No Response
11/30/2021	670922	213340020	\$1,167.00	No Response
1/29/2022	56206	220290002	\$1,354.00	No Response
9/20/2021	511302	212630018	\$134.22	Insurance paid no response
11/2/2021	603131	213060035	\$1,448.00	No Response
11/13/2021	628761	213170017	\$1,269.00	No Response
11/12/2021	628739	213160007	\$3,786.84	Insurance paid no response

Number of accounts assigned to collection:
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690
 \$449,345.22

Trip Date	Run #	Incident #	Balance	Reason
2/6/2022	70913	220370016	\$556.71	Insurance paid no response
1/15/2022	26210	220150014	\$1,292.00	No Response
1/28/2022	56219	220280015	\$1,335.00	No Response
8/22/2021	446697	212340026	\$1,964.00	No Response
7/17/2021	368289	211980017	\$300.00	Insurance paid no response
7/31/2021	399883	212120018	\$250.00	Insurance paid no response
12/4/2021	686854	213380028	\$1,356.00	No Response
10/26/2021	588199	212990003	\$1,142.00	No Response
10/30/2021	603170	213030029	\$1,082.00	Mail Return
11/20/2021	652196	213240002	\$1,059.00	No Response
10/25/2021	585740	212980002	\$1,312.00	No Response
11/26/2021	667346	213300011	\$1,379.00	No Response
12/7/2021	690030	213410029	\$1,105.00	No Response
12/10/2021	696948	213440034	\$1,059.00	No Response
12/14/2021	705063	213480003	\$1,105.00	No Response
11/9/2021	616612	213130003	\$1,716.00	No Response
1/19/2022	33014	220190019	\$122.74	Insurance paid no response
12/19/2021	717663	213530020	\$1,700.00	Insurance paid to patient
2/2/2022	64635	220330032	\$1,105.00	No Response
2/7/2022	77255	220380011	\$1,207.00	No Response
7/26/2021	386997	212070032	\$106.11	Insurance paid no response
1/23/2022	40073	220230006	\$1,312.00	No Response
9/24/2020	451225	202680027	\$300.00	Insurance paid no response
1/13/2022	21947	220130027	\$1,148.00	No Response
1/18/2022	33035	220180015	\$1,125.00	No Response
11/24/2021	667307	213280009	\$1,227.00	No Response
10/30/2021	603201	213030009	\$1,036.00	Mail Return
9/23/2021	520083	212660020	\$99.63	Mail Return
11/20/2021	652197	213240004	\$1,512.00	No Response
1/11/2022	14940	220110011	\$99.50	Insurance paid no response
2/7/2022	81230	220380034	\$99.50	Insurance paid no response
1/27/2022	52146	220270002	\$1,269.00	No Response
6/10/2022	351179	221610012	\$96.29	Insurance paid no response
7/7/2022	413206	221880007	\$1,059.00	No Response
5/7/2022	265812	221270008	\$87.76	Insurance paid no response
6/3/2022	323960	221540001	\$84.55	Insurance paid no response
6/13/2022	351228	221640003	\$86.16	Insurance paid no response
8/14/2022	501262	222260003	\$98.22	Insurance paid no response
7/28/2022	458663	222090024	\$253.80	Insurance paid no response
6/14/2022	360103	221650030	\$315.00	Insurance paid no response
6/24/2022	383242	221750002	\$315.00	Insurance paid no response
7/3/2022	399131	221840021	\$98.70	Insurance paid no response
7/24/2022	453230	222050020	\$250.00	Insurance paid no response
4/26/2022	244581	221160019	\$1,118.26	Insurance paid no response
6/10/2022	356489	221610020	\$1,082.00	No Response
6/12/2022	351226	221630023	\$84.87	Mail Return
5/17/2022	289495	221370019	\$50.00	Insurance paid no response
5/24/2022	304375	221440025	\$50.00	Insurance paid no response
6/18/2022	367108	221690020	\$86.48	Insurance paid no response
8/3/2022	471651	222150007	\$300.00	Insurance paid no response
6/22/2022	377084	221730022	\$1,128.00	No Response
5/12/2022	277776	221320028	\$1,105.00	Insurance paid no response
8/27/2022	536710	222390013	\$300.00	No Response
7/8/2022	413153	221890007	\$300.00	No Response

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690
 \$449,345.22

Trip Date	Run #	Incident #	Balance	Reason
8/1/2022	466099	222130015	\$300.00	Insurance paid no response
8/15/2022	507591	222270022	\$300.00	Insurance paid no response
6/26/2022	385942	221770014	\$315.00	Insurance paid no response
6/6/2022	334986	221570028	\$1,036.00	No Response
6/22/2022	377059	221730025	\$108.64	Insurance paid no response
6/29/2022	392395	221800026	\$93.86	Insurance paid no response
9/5/2022	554041	222480013	\$1,146.00	No Response
7/25/2022	453242	222060030	\$315.00	Insurance paid no response
7/29/2022	462302	222100013	\$315.00	Insurance paid no response
5/24/2022	304367	221440005	\$88.40	Insurance paid no response
5/31/2022	317769	221510038	\$1,105.00	No Response
7/1/2022	399150	221820009	\$315.00	Insurance paid no response
8/8/2022	483293	222200007	\$315.00	Insurance paid no response
5/28/2022	313512	221480014	\$99.82	Insurance paid no response
4/28/2022	247716	221180014	\$662.60	Insurance paid no response
5/4/2022	260056	221240011	\$730.69	Insurance paid no response
7/1/2022	399192	221820020	\$451.20	Insurance paid no response
7/25/2022	448963	222060006	\$583.40	Insurance paid no response
7/25/2022	448964	222060017	\$460.40	Insurance paid no response
9/13/2022	576540	222560019	\$561.60	Insurance paid no response
5/29/2022	313499	221490018	\$1,231.00	Insurance paid to patient
6/8/2022	335005	221590007	\$84.71	Insurance paid no response
6/8/2022	337736	221590015	\$54.97	Insurance paid no response
6/26/2022	383258	221770005	\$99.66	Insurance paid no response
7/4/2022	399146	221850007	\$99.50	Insurance paid no response
8/7/2022	479090	222190020	\$265.00	Insurance paid no response
5/18/2022	291632	221380020	\$98.70	Insurance paid no response
8/24/2022	529244	222360016	\$1,384.00	No Response
5/19/2022	291643	221390004	\$1,312.00	No Response
6/28/2022	389042	221790009	\$85.19	Insurance paid no response
7/2/2022	399193	221830013	\$83.91	Insurance paid no response
7/31/2022	462304	222120019	\$54.65	Insurance paid no response
7/31/2022	462317	222120010	\$97.42	Insurance paid no response
5/4/2022	260059	221240013	\$270.95	Insurance paid no response
5/14/2022	282621	221340008	\$99.66	Insurance paid no response
6/11/2022	351207	221620006	\$102.71	Insurance paid no response
6/26/2022	383274	221770022	\$87.76	Insurance paid no response
6/16/2022	363208	221670022	\$63.01	Mail Return
6/23/2022	383267	221740029	\$272.88	Mail Return
7/4/2022	399114	221850023	\$101.43	Mail Return
8/12/2022	507585	222240013	\$86.96	Insurance paid no response
5/21/2022	298197	221410006	\$300.00	Insurance paid no response
5/6/2022	262495	221260013	\$300.00	Insurance paid no response
6/9/2022	341109	221600021	\$300.00	Insurance paid no response
6/19/2022	372168	221700025	\$300.00	Insurance paid no response
6/21/2022	374884	221720030	\$300.00	Insurance paid no response
6/23/2022	379921	221740020	\$300.00	Insurance paid no response
5/29/2022	313517	221490020	\$265.00	Insurance paid no response
6/6/2022	332331	221570035	\$300.00	Insurance paid no response
6/20/2022	372151	221710033	\$99.50	Insurance paid no response
6/9/2022	351201	221600019	\$250.00	Insurance paid no response
5/19/2022	294110	221390019	\$83.91	Mail Return
6/4/2022	327911	221550011	\$85.67	Mail Return
4/30/2022	250727	221200026	\$315.00	Insurance paid no response

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690
 \$449,345.22

Trip Date	Run #	Incident #	Balance	Reason
5/21/2022	298195	221410007	\$315.00	Insurance paid no response
7/9/2022	413200	221900008	\$1,269.00	No Response
5/16/2022	286800	221360011	\$277.21	Insurance paid no response
8/18/2022	516666	222300017	\$1,128.00	No Response
6/30/2022	394233	221810016	\$56.26	Insurance paid no response
7/12/2022	420167	221930026	\$262.99	Insurance paid no response
2/20/2022	102107	220510004	\$1,184.00	Insurance paid no response
5/27/2022	313470	221470010	\$1,299.00	No Response
5/10/2022	268970	221300011	\$300.00	Insurance paid no response
6/25/2022	383268	221760001	\$300.00	Insurance paid no response
5/11/2022	275534	221310009	\$270.00	Insurance paid no response
5/18/2022	291638	221380022	\$53.69	Insurance paid no response
6/23/2022	379915	221740001	\$1,271.00	Mail Return
6/23/2022	379918	221740009	\$1,161.00	No Response
8/13/2022	501259	222250024	\$1,292.00	No Response
5/28/2022	313492	221480004	\$854.09	Insurance paid no response
6/6/2022	327946	221570001	\$1,821.00	No Response
6/20/2022	372181	221710006	\$1,379.00	Insurance paid to patient
6/4/2022	327892	221550026	\$158.29	Insurance paid no response
7/25/2022	453246	222060015	\$200.00	Insurance paid no response
6/6/2022	332317	221570002	\$500.00	Insurance paid no response
4/26/2022	242593	221160027	\$300.00	Insurance paid no response
7/19/2022	439177	222000014	\$97.74	Insurance paid no response
5/7/2022	265758	221270015	\$84.71	Insurance paid no response
5/19/2022	294085	221390024	\$99.82	Insurance paid no response
5/19/2022	294086	221390033	\$54.97	Insurance paid no response
5/24/2022	304383	221440019	\$155.92	Insurance paid no response
6/25/2022	383249	221760010	\$100.46	Insurance paid no response
7/1/2022	399137	221820031	\$250.00	Insurance paid no response
7/27/2022	456483	222080024	\$52.15	Insurance paid no response
6/15/2022	363216	221660033	\$300.00	Insurance paid no response
5/25/2022	306676	221450025	\$81.34	Insurance paid no response
5/23/2022	298211	221430011	\$90.33	Mail Return
5/18/2022	298240	221380013	\$1,059.00	No Response
5/6/2022	262497	221260012	\$88.66	Insurance paid no response
7/6/2022	406419	221870012	\$89.04	Insurance paid no response
8/8/2022	483294	222200020	\$102.07	Insurance paid no response
5/11/2022	275537	221310032	\$101.91	Insurance paid no response
7/12/2022	420165	221930012	\$100.62	Insurance paid no response
5/13/2022	332319	221330032	\$315.00	Insurance paid no response
6/16/2022	363211	221670020	\$1,036.00	No Response
6/14/2022	356504	221650025	\$1,269.00	Insurance paid to patient
6/29/2022	406420	221800015	\$1,269.00	No Response
5/3/2022	257331	221230019	\$84.39	Insurance paid no response
6/29/2022	394216	221800019	\$300.00	Insurance paid no response
6/28/2022	392386	221790033	\$79.74	Insurance paid no response
5/17/2022	291641	221370022	\$1,292.00	No Response
8/1/2022	466111	222130030	\$209.69	Insurance paid no response
5/29/2022	313482	221490022	\$300.00	Insurance paid no response
7/15/2022	424934	221960003	\$250.00	Insurance paid no response
4/20/2022	239594	221100017	\$300.00	Insurance paid no response
4/30/2022	250733	221200035	\$84.39	Insurance paid no response
5/5/2022	262501	221250027	\$315.00	Insurance paid no response
7/21/2022	441950	222020015	\$1,012.27	Insurance paid no response

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 \$449,345.22

Trip Date	Run #	Incident #	Balance	Reason
6/15/2022	360110	221660009	\$300.00	Insurance paid no response
5/31/2022	317751	221510023	\$89.52	Insurance paid no response
8/10/2022	495255	222220028	\$315.00	Insurance paid no response
6/10/2022	351231	221610039	\$82.95	Insurance paid no response
4/20/2022	228279	221100001	\$1,634.00	No Response
9/29/2021	530752	212720013	\$1,059.00	no response
12/4/2021	680177	213380004	\$350.00	no response
12/22/2021	731559	213560001	\$1,269.00	no response
10/1/2021	536671	212740009	\$103.82	Mail Return
1/18/2022	69087	220180009	\$84.55	Insurance paid no response
11/28/2021	667379	213320013	\$1,392.00	no response
7/25/2021	384113	212060014	\$250.00	Insurance paid no response
4/13/2022	216381	221030007	\$1,269.00	no response
1/8/2022	8817	220080035	\$55.29	Insurance paid no response
12/12/2021	696985	213460010	\$1,082.00	Insurance paid no response
8/15/2022	507595	222270028	\$179.31	Insurance paid no response
12/22/2021	731665	213560038	\$1,059.00	no response
8/20/2022	520508	222320004	\$102.07	Insurance paid no response
9/16/2021	503942	212590013	\$1,105.00	Insurance paid no response
6/9/2022	341104	221600032	\$301.20	Insurance paid no response
1/31/2022	59916	220310016	\$1,167.00	no response
8/20/2022	520502	222320019	\$1,282.00	no response
3/17/2022	158467	220760013	\$225.60	Insurance paid no response
9/30/2022	614792	222730028	\$1,138.00	no response
6/3/2022	327895	221540021	\$300.00	Insurance paid no response
5/19/2022	294094	221390018	\$107.20	Insurance paid no response
11/29/2021	667333	213330034	\$1,161.00	no response
12/20/2021	717665	213540005	\$1,059.00	no response
1/30/2022	56215	220300027	\$325.00	Insurance paid no response
2/8/2022	77244	220390018	\$60.27	Insurance paid no response
3/22/2022	166569	220810022	\$65.78	Insurance paid no response
10/2/2021	536709	212750010	\$87.63	Insurance paid no response
8/9/2022	487116	222210001	\$1,059.00	no response
12/29/2021	731590	213630005	\$1,128.00	no response
3/8/2022	137315	220670018	\$21.00	Insurance paid no response
10/8/2021	550964	212810018	\$82.84	Insurance paid no response
2/24/2022	112098	220550003	\$161.43	Insurance paid no response
1/4/2022	3346	220040022	\$580.25	Insurance paid no response
4/11/2022	210428	221010037	\$772.60	Insurance paid no response
4/16/2022	225238	221060010	\$942.19	Insurance paid no response
7/22/2022	445711	222030006	\$1,289.00	No Response
1/6/2022	5656	220060016	\$96.29	Insurance paid no response
8/27/2022	536660	222390014	\$105.58	Insurance paid no response
12/28/2021	731505	213620023	\$78.46	Insurance paid no response
10/29/2021	603107	213020014	\$255.00	Insurance paid no response
4/29/2022	250720	221190002	\$19.71	Insurance paid no response
11/29/2021	667298	213330035	\$237.09	Insurance paid no response
7/16/2022	428764	221970016	\$233.00	Insurance paid no response
8/24/2021	450209	212360006	\$78.62	Insurance paid no response
12/15/2021	714174	213490038	\$1,082.00	no response
4/1/2022	194144	220910005	\$85.35	Insurance paid no response
6/28/2021	329626	211790029	\$1,036.00	no response
4/21/2021	189880	211110029	\$845.00	no response
12/23/2021	731476	213570017	\$1,312.00	no response

Number of accounts assigned to collection:
 Total balance due of accounts assigned to collection:

690
 \$449,345.22

Trip Date	Run #	Incident #	Balance	Reason
9/14/2022	576541	222570033	\$1,138.00	No Response
4/24/2022	239621	221140013	\$54.17	Insurance paid no response
3/24/2022	172643	220830009	\$150.00	Insurance paid no response
3/15/2022	155335	220740009	\$270.00	Insurance paid no response
7/20/2022	439183	222010021	\$553.60	Insurance paid no response
7/27/2022	456479	222080025	\$535.20	Insurance paid no response
1/10/2022	17708	220100023	\$727.95	Insurance paid no response
6/9/2022	337772	221600003	\$557.89	Insurance paid no response
2/17/2022	102051	220480026	\$283.00	no response
8/13/2022	501239	222250002	\$81.34	Insurance paid no response
1/4/2022	3343	220040021	\$138.00	Insurance paid no response
8/30/2021	468510	212420037	\$1,162.16	Insurance paid no response
1/6/2022	5649	220060017	\$250.00	Insurance paid no response
1/17/2022	26235	220170030	\$1,082.00	No Response
5/19/2022	294091	221390028	\$300.00	Insurance paid no response
6/13/2022	353914	221640025	\$300.00	Insurance paid no response
2/28/2022	119067	220590002	\$1,082.00	no response
4/9/2022	206117	220990025	\$1,118.80	Insurance paid no response
1/5/2022	4209	220050026	\$1,036.00	no response
4/13/2022	216398	221030017	\$1,269.00	no response
8/7/2022	479041	222190004	\$315.00	no response
3/18/2022	161757	220770032	\$1,059.00	no response
3/16/2022	155333	220750029	\$85.35	no response
9/8/2020	420729	202520036	\$1,147.00	No Response
9/13/2021	494455	212560022	\$93.14	Insurance paid no response
7/28/2021	394320	212090013	\$290.00	Insurance paid no response
8/26/2021	455455	212380005	\$83.19	Insurance paid no response
6/28/2022	392411	221790003	\$290.00	Insurance paid no response
12/16/2021	711109	213500011	\$1,059.00	no response
3/4/2022	130389	220630021	\$1,217.00	no response
12/26/2021	731540	213600016	\$1,368.00	No Response
4/11/2022	210439	221010007	\$1,657.00	No Response
9/19/2021	507623	212620019	\$1,650.00	No Response
8/14/2022	507588	222260027	\$97.90	Insurance paid no response
2/20/2022	102146	220510015	\$177.24	Insurance paid no response
10/22/2022	662643	222950022	\$1,276.00	No Response
8/26/2021	455448	212380004	\$95.89	Insurance paid no response
8/27/2021	462462	212390016	\$53.37	Insurance paid no response
3/15/2022	152542	220740026	\$300.00	Insurance paid no response
12/26/2021	731579	213600002	\$462.29	Insurance paid no response
2/5/2022	70906	220360013	\$742.47	Insurance paid no response
7/22/2022	445713	222030027	\$84.71	Insurance paid no response
12/17/2021	714205	213510013	\$1,315.00	no response
2/8/2022	81235	220390031	\$951.00	Insurance paid no response
3/29/2022	182713	220880014	\$103.67	Insurance paid no response
3/9/2022	140365	220680011	\$79.74	Insurance paid no response
5/27/2022	313510	221470034	\$1,634.00	Insurance paid no response
7/4/2022	399148	221850014	\$98.70	Insurance paid no response
10/21/2022	662644	222940017	\$1,161.00	no response
2/15/2022	92729	220460003	\$951.70	Insurance paid no response
7/28/2022	458662	222090032	\$1,091.18	Insurance paid no response
12/31/2021	735103	213650021	\$1,207.00	No Response
3/11/2022	145325	220700022	\$54.65	Insurance paid no response
3/12/2022	145345	220710001	\$52.09	Insurance paid no response

Number of accounts assigned to collection:
 Total balance due of accounts assigned to collection:

690
 \$449,345.22

Trip Date	Run #	Incident #	Balance	Reason
4/7/2022	206062	220970001	\$1,402.00	no response
8/24/2022	529261	222360021	\$100.46	Insurance paid no response
7/30/2022	462290	222110002	\$65.94	Insurance paid no response
8/6/2022	479080	222180017	\$85.67	Insurance paid no response
8/17/2022	514315	222290030	\$87.28	Insurance paid no response
8/18/2022	520489	222300031	\$83.11	Insurance paid no response
6/9/2022	337756	221600006	\$998.51	Insurance paid no response
12/16/2021	711116	213500026	\$1,184.00	no response
3/17/2021	127417	210760001	\$495.00	no response
12/24/2021	731680	213580025	\$1,059.00	no response
9/1/2021	470309	212440020	\$1,148.00	no response
9/30/2022	614855	222730002	\$1,059.00	No Response
12/18/2021	714189	213520014	\$1,560.00	no response
5/23/2022	302100	221430025	\$1,059.00	no response
12/25/2021	731664	213590003	\$1,059.00	no response
4/8/2022	206120	220980020	\$1,379.00	no response
9/14/2021	501421	212570040	\$968.93	Insurance paid no response
4/7/2022	206030	220970030	\$86.48	Insurance paid no response
4/8/2022	206048	220980031	\$86.48	Insurance paid no response
2/25/2022	115578	220560027	\$1,473.00	no response
2/27/2022	119091	220580025	\$198.00	no response
8/16/2021	434707	212280031	\$1,230.00	no response
3/23/2022	166555	220820018	\$86.64	Insurance paid no response
4/12/2022	213377	221020029	\$86.80	Insurance paid no response
10/21/2022	662640	222940037	\$1,315.00	no response
12/22/2021	731528	213560040	\$1,269.00	no response
12/25/2021	751771	213590027	\$1,338.00	no response
12/16/2021	711137	213500001	\$2,151.00	no response
12/14/2021	708395	213480014	\$1,269.00	no response
4/9/2022	206043	220990005	\$100.79	Insurance paid no response
4/15/2022	221976	221050008	\$1,082.00	no response
2/13/2022	92679	220440032	\$100.79	Insurance paid no response
12/17/2021	714179	213510020	\$1,171.00	no response
3/17/2021	127404	210760011	\$275.00	Insurance paid no response
8/27/2022	536680	222390027	\$250.00	Insurance paid no response
2/1/2022	64651	220320029	\$495.00	no response
8/29/2021	462469	212410016	\$1,148.00	no response
8/6/2021	414760	212180034	\$1,167.00	no response
12/11/2021	696954	213450021	\$1,269.00	no response
1/1/2022	770	220010020	\$1,223.00	No Response
3/11/2022	145341	220700025	\$1,634.00	no response
12/18/2021	714211	213520012	\$1,292.00	no response

Count Total: 690 Total: \$449,345.22

**Carson City, Nevada
Ambulance Bad Debt Analysis**

	6/30/2013	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019	6/30/2020	6/30/2021	6/30/2022	6/30/2023
Total Ambulance Revenues	\$ 6,794,885.00	\$ 7,000,051.80	\$ 7,661,558.10	\$ 7,867,699.50	\$ 7,814,597.20	\$ 8,016,550.70	\$ 9,183,588.20	\$ 9,178,933.10	\$ 9,099,514.60	\$ 9,056,995.90	\$ 4,369,456.60
Contractual Allowances	(3,516,753.37)	(3,695,434.98)	(4,199,800.97)	(4,396,457.84)	(4,358,610.01)	(4,077,872.16)	(4,554,482.34)	(4,513,687.44)	(4,250,917.49)	(4,249,661.45)	(2,071,400.40)
Total Revenue	3,278,131.63	3,304,616.82	3,461,757.13	3,471,241.66	3,455,987.19	3,938,678.54	4,629,105.86	4,665,245.66	4,848,597.11	4,807,334.45	2,298,056.20
Bad Debt Write-off	\$ 1,073,953.84	\$ 1,281,485.73	\$ 737,547.21	\$ 710,104.97	\$ 608,180.18	\$ 718,329.24	\$ 760,672.45	\$ 1,003,682.69	\$ 826,509.86	\$ 758,085.49	\$ 449,345.22
Bad Debt as a Percent of Revenue	32.76%	38.78%	21.31%	20.46%	17.60%	18.24%	16.43%	21.51%	17.05%	15.77%	19.55%



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Sheri Russell-Benabou, Chief Financial Officer

Agenda Title: For Possible Action: Discussion and possible action regarding the Carson City Cost Allocation Plan for the Fiscal Year ended June 30, 2022. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: City staff is requesting that the Board of Supervisors accept the Cost Allocation Plan prepared by Mahoney and Associates using financial information for the Fiscal Year ended June 30, 2022, for use in preparing the Fiscal Year ("FY") 2024 Carson City Budget. The City will use the Cost Allocation Plan for amounts charged to Special Revenue and Enterprise Funds.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to accept the Cost Allocation Plan as recommended.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

The Carson City Cost Allocation Plan (attached) for the Fiscal Year ended June 30, 2022, has been completed by Mahoney and Associates. The Full Cost Allocation Plan was prepared using a consistent approach and treatment of direct or indirect costs; in no case have costs charged as direct costs to programs been included as indirect costs. Actual expenditure information was obtained from the audited financial statements for the year ended June 30, 2022. The allocated costs will be Internal Service Charge expenditures to the various Special Revenue and Enterprise Funds. The allocated costs will be Internal Service Charge revenues to the General Fund.

The City will use the 2 CFR Part 200 cost plan and will also remove any costs associated with the City Manager's Office from the allocation for amounts charged to the Quality of Life Special Revenue Fund and the Senior Citizens Fund.

Per NRS 354.613(1)(c), this item must be heard under a non-consent item at a regularly scheduled meeting.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 354

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Expenditures to the various Special Revenue and Enterprise Funds and revenues to the General Fund. Please see schedule attached.

Is it currently budgeted? No

Explanation of Fiscal Impact: If approved, it will be incorporated in the preparation of the FY 2024 Carson City Budget.

Alternatives

Do not approve and recalculate Cost Allocation Plan and/or provide alternative direction to staff.

Attachments:

[1_Cost Allocation Schedule 2024.pdf](#)

[1_Cost Allocation Schedule 2024 - Small Adjustments.pdf](#)

[Carson City_FY2022 CAP.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY, NV
FULL COST ALLOCATION
ACTUAL FY2022 (FOR FY2024 BUDGET)
DRAFT 1/25/2023

	202 Coop	215 Senior	225 Carson	240	250 Regional	254 Quality	256 Street	280	501	505	510
Central Service Departments	Ext Fund	Citizens Fund	City Transit Fund	Traffic/Trans Fund*	Trans Fund	of Life Fund	Maintenance Fund	Commissary Fund	Ambulance Fund	Stormwater Fund	Wastewater Fund
Building Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board of Supervisors	721	3,374	8,778	60	2,784	5,348	22,375	1,608	18,190	1,831	23,440
Clerk	-	-	-	-	35,670	71,341	-	-	-	2,972	2,972
Treasurer	-	-	2,633	31,360	2,816	-	-	-	-	86,493	93,065
District Attorney	-	-	-	-	8,788	5,273	-	-	-	3,515	7,031
City Manager	1,521	7,114	18,508	126	5,871	11,277	47,181	3,392	38,355	3,861	49,427
Purchasing	110	284	1,380	2	39,399	3,543	8,734	296	2,005	8,226	9,008
City Hall	-	-	-	-	-	-	-	-	-	-	-
Finance	1,405	4,357	16,740	62	8,796	9,225	33,459	2,951	22,937	(1,701)	32,827
Human Resources	-	666	222	1,822	1,997	1,775	6,131	666	8,431	222	11,105
Information Technology	-	8,137	2,713	-	24,410	21,699	73,235	8,137	103,070	2,713	73,235
Internal Auditor	153	716	1,865	13	591	1,136	4,753	341	3,863	388	4,979
Dispatch	-	-	-	-	-	-	-	-	190,611	-	-
Public Works	-	-	-	-	167,805	48,206	70,479	-	-	315,779	886,623
Geographic Information Systems	-	-	-	-	-	15,694	9,417	-	-	6,277	18,832
Facilities Maintenance	8,373	92,686	1,836	-	262	-	29,885	-	-	7,952	24,682
Proposed Costs (per Consultant)	12,283	117,334	54,675	33,445	299,189	194,517	305,649	17,391	387,462	438,528	1,237,226
Remove Public Works - FY22	-	-	-	-	(167,805)	(48,206)	(70,479)	-	-	(315,779)	(886,623)
Totals without Public Works	12,283	117,334	54,675	33,445	131,384	146,311	235,170	17,391	387,462	122,749	350,603
Add 6% for FY23-24 Merits & COLA	13,020	124,374	57,956	35,452	139,267	155,090	249,280	18,434	410,710	130,114	371,639
FY24 Adjustments:											
Reduce to 2CFR Plan - Attached**	-	(11,892)	-	-	-	(94,401)	-	-	-	-	-
Add PW Allocation FY24	-	-	3,805	-	155,084	45,828	55,148	-	-	274,493	1,216,163
True up from FY22 Estimate (Below)	-	-	(17,319)	-	16,934	6,162	11,812	-	-	26,161	(235,466)
Total to Allocate	\$ 13,020	\$ 112,482	\$ 44,442	\$ 35,452	\$ 311,285	\$ 112,679	\$ 316,240	\$ 18,434	\$ 410,710	\$ 430,768	\$ 1,352,336
Amount Budgeted in FY23	\$ 15,800	\$ 97,634	\$ 64,219	\$ -	\$ 140,150	\$ 91,082	\$ 253,383	\$ 11,599	\$ 388,222	\$ 414,151	\$ 1,549,770
Amount Budgeted in FY24	\$ 13,020	\$ 112,482	\$ 44,442	\$ -	\$ 311,285	\$ 112,679	\$ 316,240	\$ 18,434	\$ 410,710	\$ 430,768	\$ 1,352,336
Monthly Amount	\$ 1,085	\$ 9,374	\$ 3,704	\$ -	\$ 25,940	\$ 9,390	\$ 26,353	\$ 1,536	\$ 34,226	\$ 35,897	\$ 112,695
TRUE UP:											
PW via Consultant FY22 (Above)	\$ -	\$ -	\$ -	\$ -	\$ 167,805	\$ 48,206	\$ 70,479	\$ -	\$ -	\$ 315,779	\$ 886,623
FY22 Estimated Allocation	-	-	17,319	-	150,871	42,044	58,667	-	-	289,618	1,122,089
True-Up Adjustment	\$ -	\$ -	\$ (17,319)	\$ -	\$ 16,934	\$ 6,162	\$ 11,812	\$ -	\$ -	\$ 26,161	\$ (235,466)

*General Fund is Subsidizing these funds, therefore we have elected not to charge Cost Allocation to these two funds as it would only increase the amount of the Subsidies.

** The 2CFR Plan is in compliance with Grant Regulations and removes certain costs from the Plan. We have applied reductions from this plan to the Voter Approved Funds which includes Senior Center and Quality of Life.

**CARSON CITY, NV
 FULL COST ALLOCATION
 ACTUAL FY2022 (FOR FY2024 BUDGET)
 DRAFT 1/25/2023**

	520 Water	525 Building	530	560 Fleet	570 Group	580 Workers	590	602	603 Redev	
Central Service Departments	Fund	Permits Fund	Cemetery Fund*	Management Fund	Medical Insurance Fund	Compensation Ins Fund	Insurance Fund	Redevelopment Fund	Revolving Fund	Total
Building Charge	\$ -	\$ 7,727	\$ -	\$ -	\$ 613	\$ 1,722	\$ -	\$ -	\$ -	\$ 10,062
Board of Supervisors	35,637	7,675	231	6,685	9,888	7,022	8,671	1,292	603	166,213
Clerk	2,972	-	-	-	-	-	-	-	38,646	154,573
Treasurer	93,467	26,808	1,340	-	-	-	-	-	-	337,982
District Attorney	3,515	6,591	-	-	-	7,469	12,743	3,515	-	58,440
City Manager	75,144	16,183	485	14,096	20,849	14,807	18,284	2,724	1,272	350,477
Purchasing	10,815	1,087	61	777	1,455	971	1,452	220	1,205	91,030
City Hall	-	-	-	-	473	1,805	-	-	-	2,278
Finance	50,578	13,824	516	8,896	5,762	18,336	20,783	1,871	1,177	252,801
Human Resources	8,279	666	222	7,158	(21,266)	36,531	-	666	-	65,293
Information Technology	67,810	8,150	2,700	35,262	10,849	2,713	-	8,137	-	452,970
Internal Auditor	7,570	1,630	49	1,420	2,101	1,491	1,842	275	128	35,304
Dispatch	-	-	-	-	-	-	-	-	-	190,611
Public Works	666,950	336,527	-	100,378	-	-	-	-	-	2,592,747
Geographic Information Systems	18,832	-	-	-	-	-	-	-	-	69,052
Facilities Maintenance	8,179	12,353	5,547	28,165	1,101	3,096	-	-	-	224,117
Proposed Costs (per Consultant)	1,049,748	439,221	11,151	202,837	31,825	95,963	63,775	18,700	43,031	5,053,950
Remove Public Works - FY22	(666,950)	(336,527)	-	(100,378)	-	-	-	-	-	(2,592,747)
Totals without Public Works	382,798	102,694	11,151	102,459	31,825	95,963	63,775	18,700	43,031	2,461,203
Add 6% for FY23-24 Merits & COLA	405,766	108,856	11,820	108,607	33,735	101,721	67,602	19,822	45,613	2,608,878
FY24 Adjustments:										
Reduce to 2CFR Plan - Attached**	-	-	-	-	-	-	-	-	-	(106,293)
Add PW Allocation FY24	664,604	-	-	132,472	-	-	-	-	-	2,547,597
True up from FY22 Estimate (Below)	119,322	142,847	-	12,848	-	-	-	-	-	83,301
Total to Allocate	\$ 1,189,692	\$ 251,703	\$ 11,820	\$ 253,927	\$ 33,735	\$ 101,721	\$ 67,602	\$ 19,822	\$ 45,613	\$ 5,133,483
Amount Budgeted in FY23	\$ 1,086,033	\$ 478,980	\$ -	\$ 228,213	\$ 20,761	\$ 118,738	\$ 77,202	\$ 69,182	\$ -	\$ 5,105,119
Amount Budgeted in FY24	\$ 1,189,692	\$ 251,703	\$ -	\$ 253,927	\$ 33,735	\$ 101,721	\$ 67,602	\$ 65,435	\$ -	\$ 5,086,211
Monthly Amount	\$ 99,141	\$ 20,975	\$ -	\$ 21,161	\$ 2,811	\$ 8,477	\$ 5,634	\$ 5,453	\$ -	\$ 423,851
TRUE UP:										
PW via Consultant FY22 (Above)	\$ 666,950	\$ 336,527	\$ -	\$ 100,378	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,592,747
FY22 Estimated Allocation	547,628	193,680	-	87,530	-	-	-	-	-	2,509,446
True-Up Adjustment	\$ 119,322	\$ 142,847	\$ -	\$ 12,848	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,301

**CARSON CITY, NV
2CFR COST PLAN ADJUSTMENTS
FY2022 FOR FY2024 BUDGET**

	QUALITY OF LIFE ADJUSTMENT		SENIOR CENTER	
	Full Cost Plan	2CFR Cost Plan	Full Cost Plan	2CFR Cost Plan
Building Charge	\$ -	\$ -	\$ -	\$ -
Board of Supervisors	5,348	-	3,374	-
Clerk	71,341	-	-	-
Treasurer	-	-	-	-
District Attorney	5,273	4,995	-	-
City Manager	11,277	10,684	7,114	6,740
Purchasing	3,543	3,499	284	280
City Hall	-	-	-	-
Finance	9,225	9,161	4,357	4,328
Human Resources	1,775	1,747	666	655
Information Technology	21,699	21,577	8,137	8,091
Internal Auditor	1,136	1,017	716	641
Dispatch	-	-	-	-
Public Works	48,206	47,874	-	-
Geographic Information Systems	15,694	15,589	-	-
Facilities Maintenance	-	-	92,686	92,120
Subtotal	<u>194,517</u>	<u>116,143</u>	<u>117,334</u>	<u>112,855</u>
Take out City Manager per BOS	-	(10,684)	-	(6,740)
Adjusted total	<u>194,517</u>	<u>105,459</u>	<u>117,334</u>	<u>106,115</u>
Add 6% for FY23-24	<u>\$ 206,188</u>	<u>\$ 111,787</u>	<u>\$ 124,374</u>	<u>\$ 112,482</u>
Adjustment		<u>\$ 94,401</u>		<u>\$ 11,892</u>

CARSON CITY, NEVADA
FULL COST ALLOCATION PLAN

Fiscal Year 2022
Prepared January 17, 2023

Mahoney
Associates Consulting, LLC
Specializing in Cost Plans & Government Finance

1870 Divot Road
Carson City, NV 89701

775-883-3182
www.costplans.com
mahoney@costplans.com

COST ALLOCATION METHODOLOGY

INTRODUCTION

The Full Cost Allocation Plan was prepared using a consistent approach and treatment of direct or indirect costs; in no case have costs charged as direct costs to programs been included as indirect costs. Actual expenditure information was obtained from the financial statements for the year ended June 30, 2022. Statistics used to allocate costs were taken from FY 2022 data by performing one hundred percent counts, or in some cases, conducting a representative sample period count.

STEP-DOWN ALLOCATION PROCEDURE

A double step-down allocation procedure was used to distribute costs among central services and to programs that receive benefits. The double step-down procedure initially requires a sequential ordering of agencies. Department indirect cost allocations are then made in the order elected to all benefiting programs, including cross allocations to other central services. To insure the cross-benefit of services among central services is fully recognized, a second step-down allocation for each central service is made. Costs allocated to each central service consist of the following:

First Allocation – the actual operating expenditures, exclusive of unallowable items (i.e. capital expenditures, interest expense, and general government costs as designated by 2 CFR Part 200 (formerly OMB Circular A-87), plus all allocated costs from other central services, which have been identified up to this point.

Second Allocation – costs from other central services made subsequent to that of the section's first allocation. With respect to the double step-down methodology, two important points should be noted:

1. The initial sequencing of Central Services was made in consideration of the ordering which maximizes the benefits of the services, and
2. After the second allocation of each central service, that service was "closed" and could not receive an additional allocation from other central services.

To ease comprehension and to avoid unnecessary bulk in the plan, the first and second allocations are shown on the same schedule within the plan.

COST ALLOCATION METHODOLOGY

FORMAT

A Table of Contents is included at the beginning of the Plan. The allocation of costs has been accomplished in the same order as shown in the Table of Contents. The Table of Contents also permits the ready identification of the following summary data and sections of the Plan:

Summary Data – Three summary schedules are provided at the beginning of the Plan:

1. Allocated Costs by Department (Schedule A) – provides the costs allocated from each central service to each operating department. The central service departments are listed on the left side of the page and the operating programs detailed in the plan are listed across the top. With a total at the bottom of the page.
2. Summary of Allocated Costs (Schedule C) – summarizes the costs allocated from each central service. The column labeled “Total Expenditures” is the total costs of the central service department. The column labeled “Cost Adjustments” are any costs added or deducted from the central service. The column labeled “Total Allocated” is the amount allocated to each operating department (this agrees with Schedule A).
3. Summary of Allocation Bases (Schedule E) – provides the bases used to allocate the costs for each function of every central service.

Sections – sections on each central service are presented in the following format:

1. Nature and Extent of Services – a narrative description of the central service and each function that was identified. Also described are the allocation bases used for each function and any other relevant information on expenditures.
2. Costs to be Allocated – presents the total costs to be allocated based on actual expenditures from the financial statements. Allocated additions represent costs allocated to a central service from other central services.

COST ALLOCATION METHODOLOGY

FORMAT (Continued)

3. Costs to be Allocated by Function – costs for each Central Service are functionalized to the extent deemed necessary to insure the application of allocation basis which most closely correlate with the benefits derived by receiving programs. Total costs allocated are the same as reflected on the previous schedule. Functions of the central services are listed across the top of the page and a detailed schedule is provided on each function.
4. Detail Allocation – detailed schedule of the allocation of each function is provided on all allocated functions except for General Administration. Costs of General Administration are re-allocated to all other agency functions based on functional costs unless otherwise noted.
5. Departmental Cost Allocation Summary – provides a summary of the costs allocated by function. The programs that receive allocations are listed on the left side of the page and the central service functions are listed across the top.

INTERVIEWS

Through discussions and review with Departmental staff, Mahoney & Associates Consulting, LLC established functions performed by central service departments and costs associated with each function.

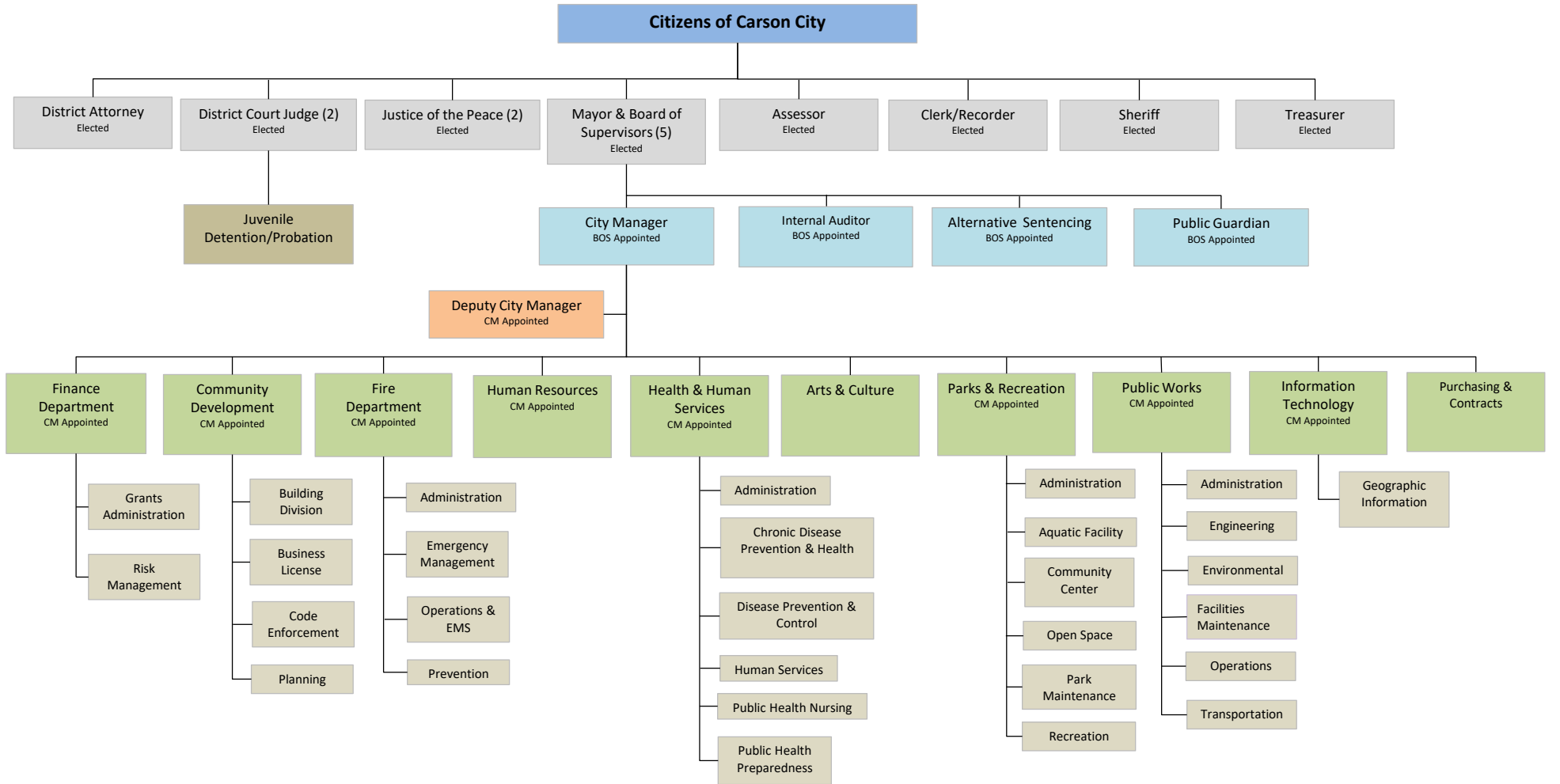


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Carson City, Nevada - Full Cost Allocation

Allocated Costs by Department

Central Service Departments	<u>Elections</u>	<u>Public Guardian</u>	<u>Collections</u>	<u>Assessor</u>	<u>Public Defender</u>	<u>Central Services</u>	<u>Northgate</u>	<u>Planning</u>	<u>Business License</u>
Building Charge		\$530	\$3,189	\$5,274				\$10,302	\$5,152
Equipment Charge									
Board of Supervisors Clerk	\$2,311	\$1,548		\$4,683	\$9,785	\$3,572	\$143	\$3,544	\$480
Recorder								\$35,670	
Public Safety Complex			\$1,461						
Treasurer				\$10,723				\$1,340	
District Attorney		\$128,306		\$15,818				\$130,064	
City Manager	\$4,871	\$3,264		\$9,873	\$20,632	\$7,532	\$301	\$7,472	\$1,012
Purchasing	\$361	\$257		\$453	\$1,487	\$543	\$22	\$566	\$47
City Hall		\$3,268		\$8,835					
Finance	\$3,997	\$2,310		\$6,113	\$20,534	\$7,497	\$299	\$5,235	\$630
Human Resources	\$1,110	\$2,382		\$2,219				\$4,637	\$222
Information Technology	\$13,562	\$16,274		\$232,159				\$50,281	\$2,721
Internal Auditor	\$491	\$329		\$995	\$2,079	\$759	\$30	\$753	\$102
Dispatch									
Public Works									
Geographic Information Systems				\$37,666					
Facilities Maintenance		\$951	\$1,540	\$6,405				\$13,697	\$2,687
Subtotal	<u>\$26,703</u>	<u>\$159,419</u>	<u>\$6,190</u>	<u>\$341,216</u>	<u>\$54,517</u>	<u>\$19,903</u>	<u>\$795</u>	<u>\$263,561</u>	<u>\$13,053</u>
Proposed Costs	\$26,703	\$159,419	\$6,190	\$341,216	\$54,517	\$19,903	\$795	\$263,561	\$13,053

Carson City, Nevada - Full Cost Allocation

Allocated Costs by Department

Central Service Departments	<u>Chartered Admin</u>	<u>Sheriff Administration</u>	<u>Investigations</u>	<u>Sheriff Patrol</u>	<u>Sheriff General Services</u>	<u>Detention Facility</u>	<u>Trinet Grant</u>	<u>Fire Administration</u>	<u>Fire Operations</u>
Building Charge						\$53,050			
Equipment Charge									
Board of Supervisors Clerk	\$5,339	\$6,844	\$16,212	\$36,139	\$2,834	\$29,926	\$611	\$1,723	\$44,691
Recorder									
Public Safety Complex		\$2,962				\$40,103			
Treasurer		\$4,021						\$18,765	
District Attorney		\$101,065						\$48,334	
City Manager	\$11,258	\$14,431	\$34,185	\$76,202	\$5,977	\$63,101	\$1,288	\$3,632	\$94,233
Purchasing	\$622	\$943	\$883	\$2,377	\$412	\$2,448	\$7	\$218	\$2,148
City Hall									
Finance	\$7,059	\$12,000	\$19,791	\$44,023	\$4,154	\$38,426	\$659	\$2,555	\$51,991
Human Resources	\$3,328	\$1,997	\$3,328	\$60,906	\$1,997	\$10,649		\$887	\$35,615
Information Technology	\$40,686	\$41,635	\$40,686	\$135,617	\$24,410	\$130,193		\$31,669	\$119,345
Internal Auditor	\$1,134	\$1,453	\$3,443	\$7,676	\$602	\$6,357	\$129	\$365	\$9,492
Dispatch				\$1,784,628					\$18,190
Public Works									
Geographic Information Systems									
Facilities Maintenance		\$95,850			\$7,631	\$123,836		\$84,351	
Subtotal	<u>\$69,426</u>	<u>\$283,201</u>	<u>\$118,528</u>	<u>\$2,147,568</u>	<u>\$48,017</u>	<u>\$498,089</u>	<u>\$2,694</u>	<u>\$192,499</u>	<u>\$375,705</u>
Proposed Costs	\$69,426	\$283,201	\$118,528	\$2,147,568	\$48,017	\$498,089	\$2,694	\$192,499	\$375,705

Carson City, Nevada - Full Cost Allocation

Allocated Costs by Department

Central Service Departments	<u>Fire Prevention</u>	<u>Fire Training</u>	<u>Emergency Mgmt</u>	<u>Wildland Fire Mgmt</u>	<u>Juvenile Probation</u>	<u>Juvenile Detention</u>	<u>Alternative Sentencing</u>	<u>Landfill Admin</u>	<u>Juvenile Court</u>
Building Charge									
Equipment Charge									
Board of Supervisors	\$2,796	\$1,741	\$1,286	\$988	\$10,306	\$8,989	\$7,419	\$11,843	\$3,723
Clerk									
Recorder									
Public Safety Complex									
Treasurer					\$2,633		\$8,043	\$43,410	\$1,340
District Attorney							\$27,244		\$250,901
City Manager	\$5,896	\$3,672	\$2,711	\$2,084	\$21,731	\$18,953	\$15,645	\$24,973	\$7,852
Purchasing	\$405	\$160	\$13	\$228	\$1,085	\$954	\$1,139	\$2,995	\$264
City Hall									
Finance	\$4,061	\$2,524	\$1,373	\$1,561	\$13,379	\$12,000	\$11,221	\$19,776	\$4,699
Human Resources	\$1,997	\$444			\$4,216	\$12,155	\$11,281	\$7,426	\$1,110
Information Technology	\$24,410	\$5,425			\$54,475	\$56,959	\$65,096	\$32,549	\$13,562
Internal Auditor	\$594	\$370	\$274	\$210	\$2,189	\$1,910	\$1,576	\$2,515	\$790
Dispatch									
Public Works								\$206,858	
Geographic Information Systems									
Facilities Maintenance		\$5,669			\$20,743	\$24,116		\$19,825	\$14,157
Subtotal	<u>\$40,159</u>	<u>\$20,005</u>	<u>\$5,657</u>	<u>\$5,071</u>	<u>\$130,757</u>	<u>\$136,036</u>	<u>\$148,664</u>	<u>\$372,170</u>	<u>\$298,398</u>
Proposed Costs	\$40,159	\$20,005	\$5,657	\$5,071	\$130,757	\$136,036	\$148,664	\$372,170	\$298,398

Carson City, Nevada - Full Cost Allocation

Allocated Costs by Department

Central Service Departments	<u>Juv Court Fees/Assess</u>	<u>Dis/Justice Court</u>	<u>DC/JC Fee & Assess</u>	<u>Parks Administration</u>	<u>Park Maintenance</u>	<u>Grants, Gifts, Donations</u>	<u>Youth Sports Assoc</u>	<u>MAC</u>	<u>Swimming Pool</u>
Building Charge		\$289,014							
Equipment Charge									
Board of Supervisors Clerk	\$80	\$22,090	\$1,439	\$2,688	\$8,316	\$341	\$381	\$741	\$3,981
Recorder		\$162,013							
Public Safety Complex		\$145,890							
Treasurer		\$18,765		\$3,620					
District Attorney				\$65,471					
City Manager	\$168	\$46,578	\$3,035	\$5,668	\$17,537	\$718	\$803	\$1,563	\$8,394
Purchasing	\$12	\$2,137	\$1,908	\$380	\$1,738	\$52	\$58	\$467	\$4,073
City Hall									
Finance	\$168	\$29,947	\$3,020	\$3,613	\$13,490	\$715	\$800	\$2,280	\$16,338
Human Resources		\$29,274		\$9,190	\$18,625		\$1,329	\$2,219	\$23,645
Information Technology		\$164,693		\$23,026	\$62,385			\$27,124	\$252,248
Internal Auditor	\$17	\$4,692	\$306	\$571	\$1,767	\$72	\$81	\$158	\$846
Dispatch									
Public Works									
Geographic Information Systems									
Facilities Maintenance		\$139,628		\$44,094	\$58,161			\$18,092	\$56,266
Subtotal	<u>\$445</u>	<u>\$1,054,721</u>	<u>\$9,708</u>	<u>\$158,321</u>	<u>\$182,019</u>	<u>\$1,898</u>	<u>\$3,452</u>	<u>\$52,644</u>	<u>\$365,791</u>
Proposed Costs	\$445	\$1,054,721	\$9,708	\$158,321	\$182,019	\$1,898	\$3,452	\$52,644	\$365,791

Carson City, Nevada - Full Cost Allocation

Allocated Costs by Department

Central Service Departments	<u>Community Center</u>	<u>Recreation</u>	<u>Rifle Range</u>	<u>Sports</u>	<u>Library</u>	<u>Sexual Ass Res Team</u>	<u>Welfare</u>	<u>Health Admin</u>	<u>Medical</u>
Building Charge									
Equipment Charge									
Board of Supervisors	\$1,728	\$2,294	\$670	\$1,995	\$7,143	\$58	\$2,718	\$3,088	\$521
Clerk					\$32,698			\$35,670	
Recorder									
Public Safety Complex									
Treasurer					\$1,340			\$26,808	
District Attorney					\$12,743			\$39,986	
City Manager	\$3,644	\$4,836	\$1,412	\$4,208	\$15,062	\$124	\$5,732	\$6,511	\$1,099
Purchasing	\$635	\$2,390	\$299	\$1,521	\$1,339	\$292	\$318	\$1,160	\$42
City Hall									
Finance	\$3,931	\$9,285	\$1,477	\$6,740	\$11,577	\$881	\$4,646	\$6,875	\$637
Human Resources	\$2,885	\$23,774	\$4,834	\$9,925	\$23,167	\$1,553	\$444	\$25,864	\$213
Information Technology	\$35,262	\$151,891	\$16,274	\$92,220	\$59,672	\$18,986	\$5,425	\$89,661	\$2,715
Internal Auditor	\$368	\$488	\$142	\$424	\$1,517	\$13	\$577	\$656	\$111
Dispatch									
Public Works									
Geographic Information Systems								\$9,417	
Facilities Maintenance	\$120,499	\$2,704			\$27,296			\$83,211	
Subtotal	<u>\$168,952</u>	<u>\$197,662</u>	<u>\$25,108</u>	<u>\$117,033</u>	<u>\$193,554</u>	<u>\$21,907</u>	<u>\$19,860</u>	<u>\$328,907</u>	<u>\$5,338</u>
Proposed Costs	\$168,952	\$197,662	\$25,108	\$117,033	\$193,554	\$21,907	\$19,860	\$328,907	\$5,338

Carson City, Nevada - Full Cost Allocation

Allocated Costs by Department

Central Service Departments	<u>Environmental Health</u>	<u>DC Enviro Health</u>	<u>Animal Services</u>	<u>201 Airport Fund</u>	<u>202 Coop Ext Fund</u>	<u>208 Supp Indigent Fund</u>	<u>210 Cap Projects Fund</u>	<u>215 Senior Citizens Fund</u>	<u>225 Carson City Transit Fund</u>
Building Charge									
Equipment Charge									
Board of Supervisors	\$1,897	\$1,249	\$3,618		\$721	\$8,155	\$7,324	\$3,374	\$8,778
Clerk				\$32,698					
Recorder									
Public Safety Complex									
Treasurer							\$2,816		\$2,633
District Attorney									
City Manager	\$3,999	\$2,633	\$7,629		\$1,521	\$17,196	\$15,443	\$7,114	\$18,508
Purchasing	\$265	\$98	\$550		\$110	\$1,486	\$17,053	\$284	\$1,380
City Hall									
Finance	\$2,706	\$1,581	\$7,593		\$1,405	\$14,418	\$15,736	\$4,357	\$16,740
Human Resources	\$1,331	\$444				\$887		\$666	\$222
Information Technology	\$16,274	\$5,425				\$10,849		\$8,137	\$2,713
Internal Auditor	\$403	\$265	\$768		\$153	\$1,732	\$1,556	\$716	\$1,865
Dispatch									
Public Works									
Geographic Information Systems									
Facilities Maintenance			\$15,030		\$8,373			\$92,686	\$1,836
Subtotal	<u>\$26,875</u>	<u>\$11,695</u>	<u>\$35,188</u>	<u>\$32,698</u>	<u>\$12,283</u>	<u>\$54,723</u>	<u>\$59,928</u>	<u>\$117,334</u>	<u>\$54,675</u>
Proposed Costs	\$26,875	\$11,695	\$35,188	\$32,698	\$12,283	\$54,723	\$59,928	\$117,334	\$54,675

Carson City, Nevada - Full Cost Allocation

Allocated Costs by Department

Central Service Departments	<u>230 Library Gift Fund</u>	<u>235 Landscape Maint Fund</u>	<u>236 Admin Assess Fund</u>	<u>237 S Carson N Imp Dist</u>	<u>240 Traffic/Trans Fund</u>	<u>250 Regional Trans Fund</u>	<u>253 V&T Infrastructure Fund</u>	<u>254 Quality of Life Fund</u>	<u>256 Street Maintenance</u>
Building Charge									
Equipment Charge									
Board of Supervisors	\$56	\$226	\$276	\$436	\$60	\$2,784		\$5,348	\$22,375
Clerk						\$35,670		\$71,341	
Recorder									
Public Safety Complex									
Treasurer					\$31,360	\$2,816	\$1,878		
District Attorney						\$8,788		\$5,273	
City Manager	\$118	\$477	\$580	\$918	\$126	\$5,871		\$11,277	\$47,181
Purchasing	\$133	\$361	\$231	\$71	\$2	\$39,399		\$3,543	\$8,734
City Hall									
Finance	\$454	\$442	\$561	\$854	\$62	\$8,796	\$1,460	\$9,225	\$33,459
Human Resources	\$666		\$222		\$1,822	\$1,997		\$1,775	\$6,131
Information Technology	\$8,137		\$2,713			\$24,410		\$21,699	\$73,235
Internal Auditor	\$12	\$48	\$58	\$90	\$13	\$591		\$1,136	\$4,753
Dispatch									
Public Works						\$167,805		\$48,206	\$70,479
Geographic Information Systems								\$15,694	\$9,417
Facilities Maintenance						\$262			\$29,885
Subtotal	<u>\$9,576</u>	<u>\$1,554</u>	<u>\$4,641</u>	<u>\$2,369</u>	<u>\$33,445</u>	<u>\$299,189</u>	<u>\$3,338</u>	<u>\$194,517</u>	<u>\$305,649</u>
Proposed Costs	\$9,576	\$1,554	\$4,641	\$2,369	\$33,445	\$299,189	\$3,338	\$194,517	\$305,649

Carson City, Nevada - Full Cost Allocation

Allocated Costs by Department

Central Service Departments	<u>257 Infrastructure Tax</u>	<u>275 Grant Fund</u>	<u>280 Commissary Fund</u>	<u>287 911 Surcharge</u>	<u>410 Debt Svc-Carson City</u>	<u>501 Ambulance</u>	<u>505 Stormwater Drainage</u>	<u>510 Wastewater Fund</u>	<u>520 Water</u>
Building Charge									
Equipment Charge									
Board of Supervisors		\$22,518	\$1,608	\$2,989		\$18,190	\$1,831	\$23,440	\$35,637
Clerk					\$11,890		\$2,972	\$2,972	\$2,972
Recorder									
Public Safety Complex									
Treasurer				\$940			\$86,493	\$93,065	\$93,467
District Attorney							\$3,515	\$7,031	\$3,515
City Manager		\$47,482	\$3,392	\$6,302		\$38,355	\$3,861	\$49,427	\$75,144
Purchasing		\$11,422	\$296	\$707		\$2,005	\$8,226	\$9,008	\$10,815
City Hall									
Finance	\$1,460	\$27,885	\$2,951	\$7,286	\$1,460	\$22,937	(\$1,701)	\$32,827	\$50,578
Human Resources		\$16,862	\$666			\$8,431	\$222	\$11,105	\$8,279
Information Technology		\$175,216	\$8,137			\$103,070	\$2,713	\$73,235	\$67,810
Internal Auditor		\$4,783	\$341	\$635		\$3,863	\$388	\$4,979	\$7,570
Dispatch						\$190,611			
Public Works							\$315,779	\$886,623	\$666,950
Geographic Information Systems							\$6,277	\$18,832	\$18,832
Facilities Maintenance							\$7,952	\$24,682	\$8,179
Subtotal	<u>\$1,460</u>	<u>\$306,168</u>	<u>\$17,391</u>	<u>\$18,859</u>	<u>\$13,350</u>	<u>\$387,462</u>	<u>\$438,528</u>	<u>\$1,237,226</u>	<u>\$1,049,748</u>
Proposed Costs	\$1,460	\$306,168	\$17,391	\$18,859	\$13,350	\$387,462	\$438,528	\$1,237,226	\$1,049,748

Carson City, Nevada - Full Cost Allocation

Allocated Costs by Department

Central Service Departments	<u>525 Building Permits</u>	<u>530 Cemetery</u>	<u>560 Fleet Management</u>	<u>570 Group Medical Insurance</u>	<u>580 Workers Compensation</u> Ins	<u>590 Insurance Fund</u>	<u>602 Redevelopment</u>	<u>603 Redev Revolving</u>	<u>730 School Debt Service</u>
Building Charge	\$7,727			\$613	\$1,722				
Equipment Charge									
Board of Supervisors Clerk	\$7,675	\$231	\$6,685	\$9,888	\$7,022	\$8,671	\$1,292	\$603	
Recorder								\$38,646	
Public Safety Complex									
Treasurer	\$26,808	\$1,340							\$9,389
District Attorney	\$6,591				\$7,469	\$12,743	\$3,515		
City Manager	\$16,183	\$485	\$14,096	\$20,849	\$14,807	\$18,284	\$2,724	\$1,272	
Purchasing	\$1,087	\$61	\$777	\$1,455	\$971	\$1,452	\$220	\$1,205	
City Hall				\$473	\$1,805				
Finance	\$13,824	\$516	\$8,896	\$5,762	\$18,336	\$20,783	\$1,871	\$1,177	
Human Resources	\$666	\$222	\$7,158	(\$21,266)	\$36,531		\$666		
Information Technology	\$8,150	\$2,700	\$35,262	\$10,849	\$2,713		\$8,137		
Internal Auditor	\$1,630	\$49	\$1,420	\$2,101	\$1,491	\$1,842	\$275	\$128	
Dispatch									
Public Works	\$336,527		\$100,378						
Geographic Information Systems									
Facilities Maintenance	\$12,353	\$5,547	\$28,165	\$1,101	\$3,096				
Subtotal	<u>\$439,221</u>	<u>\$11,151</u>	<u>\$202,837</u>	<u>\$31,825</u>	<u>\$95,963</u>	<u>\$63,775</u>	<u>\$18,700</u>	<u>\$43,031</u>	<u>\$9,389</u>
Proposed Costs	\$439,221	\$11,151	\$202,837	\$31,825	\$95,963	\$63,775	\$18,700	\$43,031	\$9,389

Allocated Costs by Department

Central Service Departments	<u>740 Tourism Authority</u>	<u>760 Sub-Conservanc v District</u>	<u>All Other</u>	<u>Subtotal</u>	<u>Direct Billed</u>	<u>Unallocated</u>	<u>Total</u>
Building Charge				\$376,573			\$376,573
Equipment Charge							
Board of Supervisors				\$494,705			\$494,705
Clerk			\$107,012	\$410,211			\$410,211
Recorder			\$702	\$162,715		\$545,378	\$708,093
Public Safety Complex				\$190,416			\$190,416
Treasurer			\$51,234	\$545,047		\$239,423	\$784,470
District Attorney				\$878,372		\$2,111,695	\$2,990,067
City Manager				\$1,043,127			\$1,043,127
Purchasing	\$290	\$662	\$10,447	\$174,664			\$174,664
City Hall				\$14,381			\$14,381
Finance	\$811	\$1,855	\$10,219	\$763,869	\$162,253	\$68,241	\$994,363
Human Resources	\$2,604	\$4,391	\$1,051	\$438,598	\$159,782		\$598,380
Information Technology	\$19,072	\$43,398		\$2,867,350			\$2,867,350
Internal Auditor				\$105,077			\$105,077
Dispatch			\$60,715	\$2,054,144			\$2,054,144
Public Works				\$2,799,605		\$251,403	\$3,051,008
Geographic Information Systems			\$141,246	\$257,381			\$257,381
Facilities Maintenance			\$347,770	\$1,558,326			\$1,558,326
Subtotal	<u>\$22,777</u>	<u>\$50,306</u>	<u>\$730,396</u>	<u>\$15,134,561</u>	<u>\$322,035</u>	<u>\$3,216,140</u>	<u>\$18,672,736</u>
Proposed Costs	<u>\$22,777</u>	<u>\$50,306</u>	<u>\$730,396</u>	<u>\$15,134,561</u>	<u>\$322,035</u>	<u>\$3,216,140</u>	<u>\$18,672,736</u>

Summary of Allocated Costs

Departments	<u>Total Expenditures</u>	<u>Cost Adjustments</u>	<u>Total Allocated</u>
Building Charge		\$585,644	
Equipment Charge		\$504,161	
Board of Supervisors	\$229,298		
Clerk	\$431,865		
Recorder	\$444,716		
Public Safety Complex	\$262,165		
Treasurer	\$728,978		
District Attorney	\$3,281,544		
City Manager	\$939,326		
Purchasing	\$152,192		
City Hall	\$73,802		
Finance	\$839,401	\$158,768	
Human Resources	\$339,984	\$159,782	
Information Technology	\$2,976,824		
Internal Auditor	\$108,504		
Dispatch	\$1,859,696		
Public Works	\$2,669,731		
Geographic Information Systems	\$294,659		
Facilities Maintenance	\$1,631,696		
Elections			\$26,703
Pulbic Guardian			\$159,419
Collections			\$6,190
Assessor			\$341,216
Public Defender			\$54,517
Central Services			\$19,903
Northgate			\$795
Planning			\$263,561
Business License			\$13,053
Chartered Admin			\$69,426
Sheriff Administration			\$283,201
Investigations			\$118,528
Sheriff Patrol			\$2,147,568
Sheriff General Services			\$48,017
Detention Facility			\$498,089
Trinet Grant			\$2,694
Fire Administration			\$192,499
Fire Operations			\$375,705
Fire Prevention			\$40,159
Fire Training			\$20,005
Emergency Management			\$5,657
Wildland Fire Management			\$5,071
Juvenile Probation			\$130,757

Summary of Allocated Costs

Departments	<u>Total Expenditures</u>	<u>Cost Adjustments</u>	<u>Total Allocated</u>
Juvenile Detention			\$136,036
Alternative Sentencing			\$148,664
Landfill Administration			\$372,170
Juvenile Court			\$298,398
Juvenile Court Fees/Assessments			\$445
District/Justice Court			\$1,054,721
DC/JC Fees & Assessment			\$9,708
Parks Administration			\$158,321
Park Maintenance			\$182,019
Grants, Gifts, Donations			\$1,898
Youth Sports Assoc			\$3,452
Multi Purp Athletic Ctr			\$52,644
Swimming Pool			\$365,791
Community Center			\$168,952
Recreation			\$197,662
Rifle Range			\$25,108
Sports			\$117,033
Library			\$193,554
Sexual Assalt Response Team			\$21,907
Welfare			\$19,860
Health Admin			\$328,907
Medical			\$5,338
Environmental Health			\$26,875
DC Environmental Health			\$11,695
Animal Services			\$35,188
201Airport Fund			\$32,698
202 Cooperative Extension Fund			\$12,283
208 Supplemental Indigent Fund			\$54,723
210 Capital Projects Fund			\$59,928
215 Senior Citizens Fund			\$117,334
225 Carson City Transit Fund			\$54,675
230 Library Gift Fund			\$9,576
235 Landscape Maintenance Fund			\$1,554
236 Administrative Assessment Fund			\$4,641
237 S Carson Neighbrhd Imprv Dist			\$2,369
240 Traffic/Transportation Fund			\$33,445
250 Regional Transportation Fund			\$299,189
253 V&T Infrastructure Fund			\$3,338
254 Quality of Life Fund			\$194,517
256 Street Maintenance Fund			\$305,649
257 Infrastructure Tax			\$1,460
275 Grant Fund			\$306,168
280 Commissary Fund			\$17,391

Summary of Allocated Costs

Departments	<u>Total Expenditures</u>	<u>Cost Adjustments</u>	<u>Total Allocated</u>
287 911 Surcharge			\$18,859
410 Debt Svc-Carson City			\$13,350
501 Ambulance			\$387,462
505 Stormwater Drainage			\$438,528
510 Wastewater Fund			\$1,237,226
520 Water			\$1,049,748
525 Building Permits			\$439,221
530 Cemetery			\$11,151
550 CC Sanitary Landfill			
560 Fleet Management			\$202,837
570 Group Medical Insurance			\$31,825
580 Workers Compensation Ins			\$95,963
590 Insurance Fund			\$63,775
602 Redevelopment			\$18,700
603 Redevelopment Revolving			\$43,031
730 School Debt Service			\$9,389
740 Tourism Authority			\$22,777
760 Sub-Conservancy District			\$50,306
All Other			\$730,396
Unallocated			\$3,216,140
Direct Billed			\$322,035
Total	<u>\$17,264,381</u>	<u>\$1,408,355</u>	<u>\$18,672,736</u>

Detail of Allocated Costs

Departments	<u>Building Charge</u>	<u>Equip Charge</u>	<u>Board of Supervisors</u>	<u>Clerk</u>	<u>Recorder</u>	<u>Public Safety Complex</u>	<u>Treasurer</u>	<u>District Attorney</u>	<u>City Manager</u>
Schedule:	1.008	2.005	3.005	4.005	5.005	6.006	7.013	8.005	9.005
Building Charge	(\$585,644)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Charge	\$0	(\$504,161)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board of Supervisors	\$2,618	\$0	(\$582,644)	\$162,784	\$19,020	\$0	\$0	\$141,232	\$2,258
Clerk	\$0	\$1,976	\$2,229	(\$584,885)	\$36,032	\$0	\$11,975	\$0	\$4,253
Recorder	\$77,317	\$16,118	\$2,296	\$0	(\$763,145)	\$35,681	\$14,370	\$55,425	\$4,380
Public Safety Complex	\$0	\$0	\$1,354	\$0	\$0	(\$269,277)	\$0	\$0	\$2,582
Treasurer	\$7,029	\$0	\$3,763	\$0	\$0	\$0	(\$815,818)	\$6,158	\$7,179
District Attorney	\$69,829	\$26,756	\$16,940	\$0	\$0	\$43,180	\$0	(\$3,633,606)	\$32,318
City Manager	\$12,247	\$4,099	\$4,849	\$0	\$0	\$0	\$0	\$157,307	(\$1,215,245)
Purchasing	\$0	\$0	\$786	\$0	\$0	\$0	\$0	\$28,122	\$1,657
City Hall	\$0	\$0	\$381	\$0	\$0	\$0	\$0	\$0	\$803
Finance	\$5,782	\$741	\$4,333	\$0	\$0	\$0	\$0	\$41,304	\$9,137
Human Resources	\$11,399	\$0	\$1,755	\$0	\$0	\$0	\$5,003	\$137,973	\$3,700
Information Technology	\$7,571	\$372,448	\$15,367	\$0	\$0	\$0	\$0	\$9,228	\$32,402
Internal Auditor	\$0	\$0	\$560	\$11,890	\$0	\$0	\$0	\$0	\$1,181
Dispatch	\$12,702	\$45,406	\$9,600	\$0	\$0	\$0	\$0	\$0	\$20,242
Public Works	\$2,577	\$4,376	\$13,782	\$0	\$0	\$0	\$0	\$66,790	\$29,059
Geographic Information Systems	\$0	\$3,579	\$1,521	\$0	\$0	\$0	\$0	\$0	\$3,207
Facilities Maintenance	\$0	\$28,662	\$8,423	\$0	\$0	\$0	\$0	\$0	\$17,760
Elections	\$0	\$0	\$2,311	\$0	\$0	\$0	\$0	\$0	\$4,871
Pulbic Guardian	\$530	\$0	\$1,548	\$0	\$0	\$0	\$0	\$128,306	\$3,264
Collections	\$3,189	\$0	\$0	\$0	\$0	\$1,461	\$0	\$0	\$0
Assessor	\$5,274	\$0	\$4,683	\$0	\$0	\$0	\$10,723	\$15,818	\$9,873
Public Defender	\$0	\$0	\$9,785	\$0	\$0	\$0	\$0	\$0	\$20,632
Central Services	\$0	\$0	\$3,572	\$0	\$0	\$0	\$0	\$0	\$7,532
Northgate	\$0	\$0	\$143	\$0	\$0	\$0	\$0	\$0	\$301
Planning	\$10,302	\$0	\$3,544	\$35,670	\$0	\$0	\$1,340	\$130,064	\$7,472
Business License	\$5,152	\$0	\$480	\$0	\$0	\$0	\$0	\$0	\$1,012
Chartered Admin	\$0	\$0	\$5,339	\$0	\$0	\$0	\$0	\$0	\$11,258
Sheriff Administration	\$0	\$0	\$6,844	\$0	\$0	\$2,962	\$4,021	\$101,065	\$14,431
Investigations	\$0	\$0	\$16,212	\$0	\$0	\$0	\$0	\$0	\$34,185
Sheriff Patrol	\$0	\$0	\$36,139	\$0	\$0	\$0	\$0	\$0	\$76,202
Sheriff General Services	\$0	\$0	\$2,834	\$0	\$0	\$0	\$0	\$0	\$5,977
Detention Facility	\$53,050	\$0	\$29,926	\$0	\$0	\$40,103	\$0	\$0	\$63,101
Trinet Grant	\$0	\$0	\$611	\$0	\$0	\$0	\$0	\$0	\$1,288
Fire Administration	\$0	\$0	\$1,723	\$0	\$0	\$0	\$18,765	\$48,334	\$3,632
Fire Operations	\$0	\$0	\$44,691	\$0	\$0	\$0	\$0	\$0	\$94,233
Fire Prevention	\$0	\$0	\$2,796	\$0	\$0	\$0	\$0	\$0	\$5,896
Fire Training	\$0	\$0	\$1,741	\$0	\$0	\$0	\$0	\$0	\$3,672
Emergency Management	\$0	\$0	\$1,286	\$0	\$0	\$0	\$0	\$0	\$2,711

Detail of Allocated Costs

<u>Departments</u>	<u>Purchasing</u>	<u>City Hall</u>	<u>Finance</u>	<u>Human Resources</u>	<u>Information Technology</u>	<u>Internal Auditor</u>	<u>Dispatch</u>	<u>Public Works</u>	<u>Geographic Information Systems</u>
Schedule:	10.007	11.006	12.013	13.008	14.008	15.005	16.005	17.005	18.005
Building Charge	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Charge	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board of Supervisors	\$208	\$4,297	\$1,729	\$1,042	\$13,325	\$241	\$0	\$0	\$0
Clerk	\$332	\$0	\$3,088	\$11,584	\$65,504	\$454	\$0	\$0	\$15,593
Recorder	\$190	\$0	\$2,827	\$833	\$54,842	\$467	\$0	\$0	\$15,592
Public Safety Complex	\$198	\$0	\$2,703	\$0	\$0	\$275	\$0	\$0	\$0
Treasurer	\$503	\$10,409	\$5,232	\$3,671	\$29,803	\$766	\$0	\$0	\$0
District Attorney	\$1,439	\$0	\$20,381	\$13,652	\$90,609	\$3,446	\$0	\$0	\$0
City Manager	\$449	\$13,872	\$6,051	\$7,864	\$46,718	\$986	\$0	\$0	\$0
Purchasing	(\$186,739)	\$0	\$949	\$208	\$2,665	\$160	\$0	\$0	\$0
City Hall	\$58	(\$75,883)	\$761	\$0	\$0	\$78	\$0	\$0	\$0
Finance	\$523	\$9,704	(\$1,115,078)	\$5,050	\$29,314	\$881	\$0	\$0	\$0
Human Resources	\$139	\$10,230	\$2,198	(\$700,506)	\$7,995	\$357	\$0	\$0	\$0
Information Technology	\$1,863	\$12,990	\$26,051	\$8,723	(\$3,504,819)	\$3,126	\$0	\$0	\$24,949
Internal Auditor	\$85	\$0	\$1,174	\$0	\$0	(\$123,394)	\$0	\$0	\$0
Dispatch	\$1,058	\$0	\$12,806	\$5,325	\$65,096	\$2,039	(\$2,054,144)	\$0	\$0
Public Works	\$1,993	\$0	\$19,438	\$29,297	\$177,351	\$2,928	\$0	(\$3,051,008)	\$0
Geographic Information Systems	\$1,990	\$0	\$2,849	\$2,674	\$2,713	\$323	\$0	\$0	(\$313,515)
Facilities Maintenance	\$1,047	\$0	\$12,478	\$12,203	\$51,534	\$1,790	\$0	\$0	\$0
Elections	\$361	\$0	\$3,997	\$1,110	\$13,562	\$491	\$0	\$0	\$0
Pulbic Guardian	\$257	\$3,268	\$2,310	\$2,382	\$16,274	\$329	\$0	\$0	\$0
Collections	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assessor	\$453	\$8,835	\$6,113	\$2,219	\$232,159	\$995	\$0	\$0	\$37,666
Public Defender	\$1,487	\$0	\$20,534	\$0	\$0	\$2,079	\$0	\$0	\$0
Central Services	\$543	\$0	\$7,497	\$0	\$0	\$759	\$0	\$0	\$0
Northgate	\$22	\$0	\$299	\$0	\$0	\$30	\$0	\$0	\$0
Planning	\$566	\$0	\$5,235	\$4,637	\$50,281	\$753	\$0	\$0	\$0
Business License	\$47	\$0	\$630	\$222	\$2,721	\$102	\$0	\$0	\$0
Chartered Admin	\$622	\$0	\$7,059	\$3,328	\$40,686	\$1,134	\$0	\$0	\$0
Sheriff Administration	\$943	\$0	\$12,000	\$1,997	\$41,635	\$1,453	\$0	\$0	\$0
Investigations	\$883	\$0	\$19,791	\$3,328	\$40,686	\$3,443	\$0	\$0	\$0
Sheriff Patrol	\$2,377	\$0	\$44,023	\$60,906	\$135,617	\$7,676	\$1,784,628	\$0	\$0
Sheriff General Services	\$412	\$0	\$4,154	\$1,997	\$24,410	\$602	\$0	\$0	\$0
Detention Facility	\$2,448	\$0	\$38,426	\$10,649	\$130,193	\$6,357	\$0	\$0	\$0
Trinet Grant	\$7	\$0	\$659	\$0	\$0	\$129	\$0	\$0	\$0
Fire Administration	\$218	\$0	\$2,555	\$887	\$31,669	\$365	\$0	\$0	\$0
Fire Operations	\$2,148	\$0	\$51,991	\$35,615	\$119,345	\$9,492	\$18,190	\$0	\$0
Fire Prevention	\$405	\$0	\$4,061	\$1,997	\$24,410	\$594	\$0	\$0	\$0
Fire Training	\$160	\$0	\$2,524	\$444	\$5,425	\$370	\$0	\$0	\$0
Emergency Management	\$13	\$0	\$1,373	\$0	\$0	\$274	\$0	\$0	\$0

Detail of Allocated Costs

Departments	<u>Facilities Maintenance</u>	<u>Total Plan Allocated</u>
Schedule:	19.009	
Building Charge	\$0	\$0
Equipment Charge	\$0	\$0
Board of Supervisors	\$4,592	\$0
Clerk	\$0	\$0
Recorder	\$38,091	\$0
Public Safety Complex	\$0	\$0
Treasurer	\$12,327	\$0
District Attorney	\$33,512	\$0
City Manager	\$21,477	\$0
Purchasing	\$0	\$0
City Hall	\$0	\$0
Finance	\$10,140	\$0
Human Resources	\$19,991	\$0
Information Technology	\$13,277	\$0
Internal Auditor	\$0	\$0
Dispatch	\$20,174	\$0
Public Works	\$33,686	\$0
Geographic Information Systems	\$0	\$0
Facilities Maintenance	(\$1,765,593)	\$0
Elections	\$0	\$26,703
Public Guardian	\$951	\$159,419
Collections	\$1,540	\$6,190
Assessor	\$6,405	\$341,216
Public Defender	\$0	\$54,517
Central Services	\$0	\$19,903
Northgate	\$0	\$795
Planning	\$13,697	\$263,561
Business License	\$2,687	\$13,053
Chartered Admin	\$0	\$69,426
Sheriff Administration	\$95,850	\$283,201
Investigations	\$0	\$118,528
Sheriff Patrol	\$0	\$2,147,568
Sheriff General Services	\$7,631	\$48,017
Detention Facility	\$123,836	\$498,089
Trinet Grant	\$0	\$2,694
Fire Administration	\$84,351	\$192,499
Fire Operations	\$0	\$375,705
Fire Prevention	\$0	\$40,159
Fire Training	\$5,669	\$20,005
Emergency Management	\$0	\$5,657

Detail of Allocated Costs

Departments	<u>Building Charge</u>	<u>Equip Charge</u>	<u>Board of Supervisors</u>	<u>Clerk</u>	<u>Recorder</u>	<u>Public Safety Complex</u>	<u>Treasurer</u>	<u>District Attorney</u>	<u>City Manager</u>
Wildland Fire Management	\$0	\$0	\$988	\$0	\$0	\$0	\$0	\$0	\$2,084
Juvenile Probation	\$0	\$0	\$10,306	\$0	\$0	\$0	\$2,633	\$0	\$21,731
Juvenile Detention	\$0	\$0	\$8,989	\$0	\$0	\$0	\$0	\$0	\$18,953
Alternative Sentencing	\$0	\$0	\$7,419	\$0	\$0	\$0	\$8,043	\$27,244	\$15,645
Landfill Administration	\$0	\$0	\$11,843	\$0	\$0	\$0	\$43,410	\$0	\$24,973
Juvenile Court	\$0	\$0	\$3,723	\$0	\$0	\$0	\$1,340	\$250,901	\$7,852
Juvenile Court Fees/Assessments	\$0	\$0	\$80	\$0	\$0	\$0	\$0	\$0	\$168
District/Justice Court	\$289,014	\$0	\$22,090	\$0	\$162,013	\$145,890	\$18,765	\$0	\$46,578
DC/JC Fees & Assessment	\$0	\$0	\$1,439	\$0	\$0	\$0	\$0	\$0	\$3,035
Parks Administration	\$0	\$0	\$2,688	\$0	\$0	\$0	\$3,620	\$65,471	\$5,668
Park Maintenance	\$0	\$0	\$8,316	\$0	\$0	\$0	\$0	\$0	\$17,537
Grants, Gifts, Donations	\$0	\$0	\$341	\$0	\$0	\$0	\$0	\$0	\$718
Youth Sports Assoc	\$0	\$0	\$381	\$0	\$0	\$0	\$0	\$0	\$803
Multi Purp Athletic Ctr	\$0	\$0	\$741	\$0	\$0	\$0	\$0	\$0	\$1,563
Swimming Pool	\$0	\$0	\$3,981	\$0	\$0	\$0	\$0	\$0	\$8,394
Community Center	\$0	\$0	\$1,728	\$0	\$0	\$0	\$0	\$0	\$3,644
Recreation	\$0	\$0	\$2,294	\$0	\$0	\$0	\$0	\$0	\$4,836
Rifle Range	\$0	\$0	\$670	\$0	\$0	\$0	\$0	\$0	\$1,412
Sports	\$0	\$0	\$1,995	\$0	\$0	\$0	\$0	\$0	\$4,208
Library	\$0	\$0	\$7,143	\$32,698	\$0	\$0	\$1,340	\$12,743	\$15,062
Sexual Assalt Response Team	\$0	\$0	\$58	\$0	\$0	\$0	\$0	\$0	\$124
Welfare	\$0	\$0	\$2,718	\$0	\$0	\$0	\$0	\$0	\$5,732
Health Admin	\$0	\$0	\$3,088	\$35,670	\$0	\$0	\$26,808	\$39,986	\$6,511
Medical	\$0	\$0	\$521	\$0	\$0	\$0	\$0	\$0	\$1,099
Environmental Health	\$0	\$0	\$1,897	\$0	\$0	\$0	\$0	\$0	\$3,999
DC Environmental Health	\$0	\$0	\$1,249	\$0	\$0	\$0	\$0	\$0	\$2,633
Animal Services	\$0	\$0	\$3,618	\$0	\$0	\$0	\$0	\$0	\$7,629
201Airport Fund	\$0	\$0	\$0	\$32,698	\$0	\$0	\$0	\$0	\$0
202 Cooperative Extension Fund	\$0	\$0	\$721	\$0	\$0	\$0	\$0	\$0	\$1,521
208 Supplemental Indigent Fund	\$0	\$0	\$8,155	\$0	\$0	\$0	\$0	\$0	\$17,196
210 Capital Projects Fund	\$0	\$0	\$7,324	\$0	\$0	\$0	\$2,816	\$0	\$15,443
215 Senior Citizens Fund	\$0	\$0	\$3,374	\$0	\$0	\$0	\$0	\$0	\$7,114
225 Carson City Transit Fund	\$0	\$0	\$8,778	\$0	\$0	\$0	\$2,633	\$0	\$18,508
230 Library Gift Fund	\$0	\$0	\$56	\$0	\$0	\$0	\$0	\$0	\$118
235 Landscape Maintenance Fund	\$0	\$0	\$226	\$0	\$0	\$0	\$0	\$0	\$477
236 Administrative Assessment Fund	\$0	\$0	\$276	\$0	\$0	\$0	\$0	\$0	\$580
237 S Carson Neighbrhd Imprv Dist	\$0	\$0	\$436	\$0	\$0	\$0	\$0	\$0	\$918
240 Traffic/Transportation Fund	\$0	\$0	\$60	\$0	\$0	\$0	\$31,360	\$0	\$126
250 Regional Transportation Fund	\$0	\$0	\$2,784	\$35,670	\$0	\$0	\$2,816	\$8,788	\$5,871
253 V&T Infrastructure Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$1,878	\$0	\$0
254 Quality of Life Fund	\$0	\$0	\$5,348	\$71,341	\$0	\$0	\$0	\$5,273	\$11,277
256 Street Maintenance Fund	\$0	\$0	\$22,375	\$0	\$0	\$0	\$0	\$0	\$47,181

Detail of Allocated Costs

Departments	<u>Purchasing</u>	<u>City Hall</u>	<u>Finance</u>	<u>Human Resources</u>	<u>Information Technology</u>	<u>Internal Auditor</u>	<u>Dispatch</u>	<u>Public Works</u>	<u>Geographic Information Systems</u>
Wildland Fire Management	\$228	\$0	\$1,561	\$0	\$0	\$210	\$0	\$0	\$0
Juvenile Probation	\$1,085	\$0	\$13,379	\$4,216	\$54,475	\$2,189	\$0	\$0	\$0
Juvenile Detention	\$954	\$0	\$12,000	\$12,155	\$56,959	\$1,910	\$0	\$0	\$0
Alternative Sentencing	\$1,139	\$0	\$11,221	\$11,281	\$65,096	\$1,576	\$0	\$0	\$0
Landfill Administration	\$2,995	\$0	\$19,776	\$7,426	\$32,549	\$2,515	\$0	\$206,858	\$0
Juvenile Court	\$264	\$0	\$4,699	\$1,110	\$13,562	\$790	\$0	\$0	\$0
Juvenile Court Fees/Assessments	\$12	\$0	\$168	\$0	\$0	\$17	\$0	\$0	\$0
District/Justice Court	\$2,137	\$0	\$29,947	\$29,274	\$164,693	\$4,692	\$0	\$0	\$0
DC/JC Fees & Assessment	\$1,908	\$0	\$3,020	\$0	\$0	\$306	\$0	\$0	\$0
Parks Administration	\$380	\$0	\$3,613	\$9,190	\$23,026	\$571	\$0	\$0	\$0
Park Maintenance	\$1,738	\$0	\$13,490	\$18,625	\$62,385	\$1,767	\$0	\$0	\$0
Grants, Gifts, Donations	\$52	\$0	\$715	\$0	\$0	\$72	\$0	\$0	\$0
Youth Sports Assoc	\$58	\$0	\$800	\$1,329	\$0	\$81	\$0	\$0	\$0
Multi Purp Athletic Ctr	\$467	\$0	\$2,280	\$2,219	\$27,124	\$158	\$0	\$0	\$0
Swimming Pool	\$4,073	\$0	\$16,338	\$23,645	\$252,248	\$846	\$0	\$0	\$0
Community Center	\$635	\$0	\$3,931	\$2,885	\$35,262	\$368	\$0	\$0	\$0
Recreation	\$2,390	\$0	\$9,285	\$23,774	\$151,891	\$488	\$0	\$0	\$0
Rifle Range	\$299	\$0	\$1,477	\$4,834	\$16,274	\$142	\$0	\$0	\$0
Sports	\$1,521	\$0	\$6,740	\$9,925	\$92,220	\$424	\$0	\$0	\$0
Library	\$1,339	\$0	\$11,577	\$23,167	\$59,672	\$1,517	\$0	\$0	\$0
Sexual Assalt Response Team	\$292	\$0	\$881	\$1,553	\$18,986	\$13	\$0	\$0	\$0
Welfare	\$318	\$0	\$4,646	\$444	\$5,425	\$577	\$0	\$0	\$0
Health Admin	\$1,160	\$0	\$6,875	\$25,864	\$89,661	\$656	\$0	\$0	\$9,417
Medical	\$42	\$0	\$637	\$213	\$2,715	\$111	\$0	\$0	\$0
Environmental Health	\$265	\$0	\$2,706	\$1,331	\$16,274	\$403	\$0	\$0	\$0
DC Environmental Health	\$98	\$0	\$1,581	\$444	\$5,425	\$265	\$0	\$0	\$0
Animal Services	\$550	\$0	\$7,593	\$0	\$0	\$768	\$0	\$0	\$0
201Airport Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
202 Cooperative Extension Fund	\$110	\$0	\$1,405	\$0	\$0	\$153	\$0	\$0	\$0
208 Supplemental Indigent Fund	\$1,486	\$0	\$14,418	\$887	\$10,849	\$1,732	\$0	\$0	\$0
210 Capital Projects Fund	\$17,053	\$0	\$15,736	\$0	\$0	\$1,556	\$0	\$0	\$0
215 Senior Citizens Fund	\$284	\$0	\$4,357	\$666	\$8,137	\$716	\$0	\$0	\$0
225 Carson City Transit Fund	\$1,380	\$0	\$16,740	\$222	\$2,713	\$1,865	\$0	\$0	\$0
230 Library Gift Fund	\$133	\$0	\$454	\$666	\$8,137	\$12	\$0	\$0	\$0
235 Landscape Maintenance Fund	\$361	\$0	\$442	\$0	\$0	\$48	\$0	\$0	\$0
236 Administrative Assessment Fund	\$231	\$0	\$561	\$222	\$2,713	\$58	\$0	\$0	\$0
237 S Carson Neighbrhd Imprv Dist	\$71	\$0	\$854	\$0	\$0	\$90	\$0	\$0	\$0
240 Traffic/Transportation Fund	\$2	\$0	\$62	\$1,822	\$0	\$13	\$0	\$0	\$0
250 Regional Transportation Fund	\$39,399	\$0	\$8,796	\$1,997	\$24,410	\$591	\$0	\$167,805	\$0
253 V&T Infrastructure Fund	\$0	\$0	\$1,460	\$0	\$0	\$0	\$0	\$0	\$0
254 Quality of Life Fund	\$3,543	\$0	\$9,225	\$1,775	\$21,699	\$1,136	\$0	\$48,206	\$15,694
256 Street Maintenance Fund	\$8,734	\$0	\$33,459	\$6,131	\$73,235	\$4,753	\$0	\$70,479	\$9,417

Detail of Allocated Costs

Departments	<u>Facilities Maintenance</u>	<u>Total Plan Allocated</u>
Wildland Fire Management	\$0	\$5,071
Juvenile Probation	\$20,743	\$130,757
Juvenile Detention	\$24,116	\$136,036
Alternative Sentencing	\$0	\$148,664
Landfill Administration	\$19,825	\$372,170
Juvenile Court	\$14,157	\$298,398
Juvenile Court Fees/Assessments	\$0	\$445
District/Justice Court	\$139,628	\$1,054,721
DC/JC Fees & Assessment	\$0	\$9,708
Parks Administration	\$44,094	\$158,321
Park Maintenance	\$58,161	\$182,019
Grants, Gifts, Donations	\$0	\$1,898
Youth Sports Assoc	\$0	\$3,452
Multi Purp Athletic Ctr	\$18,092	\$52,644
Swimming Pool	\$56,266	\$365,791
Community Center	\$120,499	\$168,952
Recreation	\$2,704	\$197,662
Rifle Range	\$0	\$25,108
Sports	\$0	\$117,033
Library	\$27,296	\$193,554
Sexual Assault Response Team	\$0	\$21,907
Welfare	\$0	\$19,860
Health Admin	\$83,211	\$328,907
Medical	\$0	\$5,338
Environmental Health	\$0	\$26,875
DC Environmental Health	\$0	\$11,695
Animal Services	\$15,030	\$35,188
201Airport Fund	\$0	\$32,698
202 Cooperative Extension Fund	\$8,373	\$12,283
208 Supplemental Indigent Fund	\$0	\$54,723
210 Capital Projects Fund	\$0	\$59,928
215 Senior Citizens Fund	\$92,686	\$117,334
225 Carson City Transit Fund	\$1,836	\$54,675
230 Library Gift Fund	\$0	\$9,576
235 Landscape Maintenance Fund	\$0	\$1,554
236 Administrative Assessment Fund	\$0	\$4,641
237 S Carson Neighbrhd Imprv Dist	\$0	\$2,369
240 Traffic/Transportation Fund	\$0	\$33,445
250 Regional Transportation Fund	\$262	\$299,189
253 V&T Infrastructure Fund	\$0	\$3,338
254 Quality of Life Fund	\$0	\$194,517
256 Street Maintenance Fund	\$29,885	\$305,649

Carson City, Nevada - Full Cost Allocation

Detail of Allocated Costs

Departments	<u>Building Charge</u>	<u>Equip Charge</u>	<u>Board of Supervisors</u>	<u>Clerk</u>	<u>Recorder</u>	<u>Public Safety Complex</u>	<u>Treasurer</u>	<u>District Attorney</u>	<u>City Manager</u>
257 Infrastructure Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
275 Grant Fund	\$0	\$0	\$22,518	\$0	\$0	\$0	\$0	\$0	\$47,482
280 Commissary Fund	\$0	\$0	\$1,608	\$0	\$0	\$0	\$0	\$0	\$3,392
287 911 Surcharge	\$0	\$0	\$2,989	\$0	\$0	\$0	\$940	\$0	\$6,302
410 Debt Svc-Carson City	\$0	\$0	\$0	\$11,890	\$0	\$0	\$0	\$0	\$0
501 Ambulance	\$0	\$0	\$18,190	\$0	\$0	\$0	\$0	\$0	\$38,355
505 Stormwater Drainage	\$0	\$0	\$1,831	\$2,972	\$0	\$0	\$86,493	\$3,515	\$3,861
510 Wastewater Fund	\$0	\$0	\$23,440	\$2,972	\$0	\$0	\$93,065	\$7,031	\$49,427
520 Water	\$0	\$0	\$35,637	\$2,972	\$0	\$0	\$93,467	\$3,515	\$75,144
525 Building Permits	\$7,727	\$0	\$7,675	\$0	\$0	\$0	\$26,808	\$6,591	\$16,183
530 Cemetery	\$0	\$0	\$231	\$0	\$0	\$0	\$1,340	\$0	\$485
550 CC Sanitary Landfill	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
560 Fleet Management	\$0	\$0	\$6,685	\$0	\$0	\$0	\$0	\$0	\$14,096
570 Group Medical Insurance	\$613	\$0	\$9,888	\$0	\$0	\$0	\$0	\$0	\$20,849
580 Workers Compensation Ins	\$1,722	\$0	\$7,022	\$0	\$0	\$0	\$0	\$7,469	\$14,807
590 Insurance Fund	\$0	\$0	\$8,671	\$0	\$0	\$0	\$0	\$12,743	\$18,284
602 Redevelopment	\$0	\$0	\$1,292	\$0	\$0	\$0	\$0	\$3,515	\$2,724
603 Redevelopment Revolving	\$0	\$0	\$603	\$38,646	\$0	\$0	\$0	\$0	\$1,272
730 School Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$9,389	\$0	\$0
740 Tourism Authority	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
760 Sub-Conservancy District	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
All Other	\$0	\$0	\$0	\$107,012	\$702	\$0	\$51,234	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0	(\$545,378)	\$0	(\$239,423)	(\$2,111,695)	\$0
Direct Bill									
Unallocated					\$545,378		\$239,423	\$2,111,695	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Detail of Allocated Costs

Departments	<u>Purchasing</u>	<u>City Hall</u>	<u>Finance</u>	<u>Human Resources</u>	<u>Information Technology</u>	<u>Internal Auditor</u>	<u>Dispatch</u>	<u>Public Works</u>	<u>Geographic Information Svstems</u>
257 Infrastructure Tax	\$0	\$0	\$1,460	\$0	\$0	\$0	\$0	\$0	\$0
275 Grant Fund	\$11,422	\$0	\$27,885	\$16,862	\$175,216	\$4,783	\$0	\$0	\$0
280 Commissary Fund	\$296	\$0	\$2,951	\$666	\$8,137	\$341	\$0	\$0	\$0
287 911 Surcharge	\$707	\$0	\$7,286	\$0	\$0	\$635	\$0	\$0	\$0
410 Debt Svc-Carson City	\$0	\$0	\$1,460	\$0	\$0	\$0	\$0	\$0	\$0
501 Ambulance	\$2,005	\$0	\$22,937	\$8,431	\$103,070	\$3,863	\$190,611	\$0	\$0
505 Stormwater Drainage	\$8,226	\$0	(\$1,701)	\$222	\$2,713	\$388	\$0	\$315,779	\$6,277
510 Wastewater Fund	\$9,008	\$0	\$32,827	\$11,105	\$73,235	\$4,979	\$0	\$886,623	\$18,832
520 Water	\$10,815	\$0	\$50,578	\$8,279	\$67,810	\$7,570	\$0	\$666,950	\$18,832
525 Building Permits	\$1,087	\$0	\$13,824	\$666	\$8,150	\$1,630	\$0	\$336,527	\$0
530 Cemetery	\$61	\$0	\$516	\$222	\$2,700	\$49	\$0	\$0	\$0
550 CC Sanitary Landfill	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
560 Fleet Management	\$777	\$0	\$8,896	\$7,158	\$35,262	\$1,420	\$0	\$100,378	\$0
570 Group Medical Insurance	\$1,455	\$473	\$5,762	(\$21,266)	\$10,849	\$2,101	\$0	\$0	\$0
580 Workers Compensation Ins	\$971	\$1,805	\$18,336	\$36,531	\$2,713	\$1,491	\$0	\$0	\$0
590 Insurance Fund	\$1,452	\$0	\$20,783	\$0	\$0	\$1,842	\$0	\$0	\$0
602 Redevelopment	\$220	\$0	\$1,871	\$666	\$8,137	\$275	\$0	\$0	\$0
603 Redevelopment Revolving	\$1,205	\$0	\$1,177	\$0	\$0	\$128	\$0	\$0	\$0
730 School Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
740 Tourism Authority	\$290	\$0	\$811	\$2,604	\$19,072	\$0	\$0	\$0	\$0
760 Sub-Conservancy District	\$662	\$0	\$1,855	\$4,391	\$43,398	\$0	\$0	\$0	\$0
All Other	\$10,447	\$0	\$10,219	\$1,051	\$0	\$0	\$60,715	\$0	\$141,246
Subtotal	\$0	\$0	(\$230,494)	(\$159,782)	\$0	\$0	\$0	(\$251,403)	\$0
Direct Bill			\$162,253	\$159,782					
Unallocated			\$68,241					\$251,403	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Detail of Allocated Costs

Departments	<u>Facilities Maintenance</u>	<u>Total Plan Allocated</u>
257 Infrastructure Tax	\$0	\$1,460
275 Grant Fund	\$0	\$306,168
280 Commissary Fund	\$0	\$17,391
287 911 Surcharge	\$0	\$18,859
410 Debt Svc-Carson City	\$0	\$13,350
501 Ambulance	\$0	\$387,462
505 Stormwater Drainage	\$7,952	\$438,528
510 Wastewater Fund	\$24,682	\$1,237,226
520 Water	\$8,179	\$1,049,748
525 Building Permits	\$12,353	\$439,221
530 Cemetery	\$5,547	\$11,151
550 CC Sanitary Landfill	\$0	\$0
560 Fleet Management	\$28,165	\$202,837
570 Group Medical Insurance	\$1,101	\$31,825
580 Workers Compensation Ins	\$3,096	\$95,963
590 Insurance Fund	\$0	\$63,775
602 Redevelopment	\$0	\$18,700
603 Redevelopment Revolving	\$0	\$43,031
730 School Debt Service	\$0	\$9,389
740 Tourism Authority	\$0	\$22,777
760 Sub-Conservancy District	\$0	\$50,306
All Other	\$347,770	\$730,396
Subtotal	\$0	\$15,134,561
Direct Bill		\$322,035
Unallocated		\$3,216,140
Total	\$0	\$18,672,736

Summary of allocation basis

Department

- 1 - Building Charge
 - 1.004 City Hall
 - 1.005 Public Safety Complex
 - 1.006 BRIC Building
 - 1.007 Dispatch
- 2 - Equipment Charge
 - 2.004 Furniture, Fixtures & Equip
- 1010100 - Board of Supervisors
 - 3.004 Countywide Support
- 1010212 - Clerk
 - 4.004 Boards & Commission
- 1010213 - Recorder
 - 5.004 Records Management
- 1010215 - Public Safety Complex
 - 6.004 Utilities
 - 6.005 Common Costs
- 1010300 - Treasurer
 - 7.004 Debt Management
 - 7.005 Utility Collect
 - 7.006 Investment & Banking
 - 7.007 Revenue Reconciliation
 - 7.008 Parking Ticket Collections
 - 7.009 Landfill Collections
 - 7.010 JAC Collections
 - 7.011 Human Resources
 - 7.012 Juvenile Probation
- 1010500 - District Attorney
 - 8.004 Departmental Support
- 1010600 - City Manager
 - 9.004 City Manager
- 1010620 - Purchasing
 - 10.004 General Purchasing

Basis of allocation

- Total Square Footage Occupied By Department
- Total Square Footage Occupied By Department
- Direct Allocation to Dispatch
- Value of General Equipment by Department
- Total Expenditures By Dept/Fund (Exc. Capital, Debt)
- Number of Boards & Commissions Meeting Attended By Department
- Number of Records Filmed and Scanned By Department
- Square Footage by Department
- Number of Positions By Department/Fund
- Count of Bond Payments by Fund
- Direct Allocation to Sewer, Water and Storm Water
- Monthly Banking Transaction by Dept or Fund
- Monthly Banking Transaction by Dept or Fund
- Direct Allocation to Traffic/Transportation (Fund 240)
- Direct Allocation to Landfill 6804
- Direct Allocation to Carson City Transit Fund 225
- Direct Allocation to Human Resources
- Departmental Support
- Total Expenditures By Dept/Fund (Exc. Capital, Debt)
- Total Operating Expenditures By Dept/Fund

Summary of allocation basis

Department

Basis of allocation

10.005 Purchasing Contracts	Purchasing Contracts by Department/Fund
10.006 Mail	Number of FTE by Department/Fund
1010630 - City Hall	
11.004 Utilities	Total Square Footage Occupied By Department
11.005 Common Costs	Number Of Positions By Department/Fund
1010701 - Finance	
12.004 Payroll	Number of FTE by Department/Fund - Including PT/Seasonal
12.005 Budget	Total Expenditures By Dept/Fund (Exc. Capital, Debt)
12.006 Accounts Payable	Operating Services and Supplies
12.007 Accounting	Total Expenditures By Dept/Fund (Exc. Capital, Debt)
12.008 Debt Management	Number of Bonds Issued by Fund
12.009 Contracts	Operating Services and Supplies
12.010 Workers Compensation	Direct Allocation to Workers Compensation Fund 580
12.011 General Liability	Direct Allocation to Insurance Fund 590
12.012 Audit Fees	Total Expenditures by Department for General Fund Departments
1010705 - Human Resources	
13.004 Recruitment	Number of Applications by Department for Open Positions
13.005 Payroll	Number of FTE by Department/Fund - Including PT/Seasonal
13.006 Benefits	Direct Allocation to Group Medical Fund 570
13.007 Workers Compensation	Direct Allocation to Workers Compensation Fund 580
1010710 - Information Technology	
14.004 Help Desk	Full Time Equivalent (FTE) County by Department/Fund
14.005 Network Infrastructure	Full Time Equivalent (FTE) County by Department/Fund
14.006 Application Support	Cost of Contracted Services Identified By Department
14.007 Citywide Application Support	Number of FTE by Department/Fund - Including PT/Seasonal
1010800 - Internal Auditor	
15.004 Internal Audit	Total Expenditures By Department/Fund
1012017 - Dispatch	
16.004 Dispatch	Number Of Radio Calls By Department
1013012 - Public Works	
17.004 Departmental Support	Salary Support by Fund
1013015 - Geographic Information Systems	
18.004 Department Support	Support By Department/Fund
1013034 - Facilities Maintenance	

Summary of allocation basis

Department

- 19.004 City Hall
- 19.005 Public Safety
- 19.006 Direct Maintenance Support
- 19.007 Custodial Services
- 19.008 Building Repair

Basis of allocation

- Total Square Footage Occupied By Department
- Total Square Footage Occupied By Department/Fund
- Time Record Logs
- Total Square Footage Occupied By Department/Fund
- Building Repair by Department/Fund

BUILDING CHARGE

NATURE AND EXTENT OF SERVICE

Carson City tracks depreciation of each building. Building depreciation is determined in accordance with the Generally Accepted Accounting Principles (GAAP) and reported in the Comprehensive Annual Finance Report (CAFR) for the same period. Land acquisition costs are disallowed and have not been included in the building cost. The building asset list does not represent the complete list of City assets, but rather only those assets determined to be essential to the cost allocation model.

Building Charge is applied for the following buildings and is allocated based on occupied square footage by department:

- City Hall
- Public Safety Complex
- BRIC Building*
- Dispatch

**As a matter of convenience for the model, costs allocated to the BRIC Building from other Central Service Departments are distributed to the occupants through the Building Charge. These costs are identified in the Additions: 2nd section of the Schedule of Costs To Be Allocated by Function, Schedule 1.003.*

Carson City, Nevada - Full Cost Allocation

Building Charge
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Departmental cost adjustments:				
City Hall	\$54,785			
Public Safety Complex	\$492,399			
BRIC Building	\$25,758			
Dispatch	\$12,702			
Total departmental cost adjustments:	<u>\$585,644</u>			<u>\$585,644</u>
Total to be allocated	<u>\$585,644</u>			<u>\$585,644</u>

Carson City, Nevada - Full Cost Allocation

Building Charge
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>City Hall</u>	<u>Public Safety Complex</u>	<u>BRIC Building</u>	<u>Dispatch</u>
<u>Other Expense and Cost</u>						
SALARIES & WAGES						
FRINGE BENEFITS						
<u>Cost Adjustments</u>						
City Hall	\$54,785		\$54,785			
Public Safety Complex	\$492,399			\$492,399		
BRIC Building	\$25,758				\$25,758	
Dispatch	\$12,702					\$12,702
Functional Cost	\$585,644		\$54,785	\$492,399	\$25,758	\$12,702
Allocable Costs	\$585,644		\$54,785	\$492,399	\$25,758	\$12,702
1st Allocation	\$585,644		\$54,785	\$492,399	\$25,758	\$12,702
Functional Cost						
Allocable Costs						
2nd Allocation						
Total allocated	\$585,644		\$54,785	\$492,399	\$25,758	\$12,702

Building Charge
Detail allocation of
City Hall

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	701	4.779 %	\$2,618		\$2,618		\$2,618
Treasurer	1,882	12.831 %	\$7,029		\$7,029		\$7,029
Assessor	1,412	9.626 %	\$5,274		\$5,274		\$5,274
City Manager	3,279	22.355 %	\$12,247		\$12,247		\$12,247
Finance	1,548	10.554 %	\$5,782		\$5,782		\$5,782
Human Resources	3,052	20.807 %	\$11,399		\$11,399		\$11,399
Information Technology	2,027	13.819 %	\$7,571		\$7,571		\$7,571
570 Group Medical Insurance	164	1.118 %	\$613		\$613		\$613
580 Workers Compensation Ins	461	3.143 %	\$1,722		\$1,722		\$1,722
Pulbic Guardian	142	0.968 %	\$530		\$530		\$530
Total	<u>14,668</u>	<u>100.000 %</u>	<u>\$54,785</u>		<u>\$54,785</u>		<u>\$54,785</u>

(A) Alloc basis: Total Square Footage Occupied By Department

Source: Facilities Maintenance

Building Charge
Detail allocation of
Public Safety Complex

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Recorder	8,147	15.702 %	\$77,317		\$77,317		\$77,317
Collections	336	0.648 %	\$3,189		\$3,189		\$3,189
District Attorney	7,358	14.181 %	\$69,829		\$69,829		\$69,829
Detention Facility	5,590	10.774 %	\$53,050		\$53,050		\$53,050
District/Justice Court	30,454	58.695 %	\$289,014		\$289,014		\$289,014
Total	51,885	100.000 %	\$492,399		\$492,399		\$492,399

(A) Alloc basis: Total Square Footage Occupied By Department

Source: Facilities Maintenance

Building Charge
Detail allocation of
BRIC Building

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Planning	3,693	39.994 %	\$10,302		\$10,302		\$10,302
525 Building Permits	2,770	29.998 %	\$7,727		\$7,727		\$7,727
Business License	1,847	20.002 %	\$5,152		\$5,152		\$5,152
Public Works	924	10.006 %	\$2,577		\$2,577		\$2,577
Total	<u>9,234</u>	<u>100.000 %</u>	<u>\$25,758</u>		<u>\$25,758</u>		<u>\$25,758</u>

(A) Alloc basis:

Source:

Carson City, Nevada - Full Cost Allocation

Building Charge
Detail allocation of
Dispatch

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Dispatch	1	100.000 %	\$12,702		\$12,702		\$12,702
Total	1	100.000 %	\$12,702		\$12,702		\$12,702

(A) Alloc basis: Direct Allocation to Dispatch

Source: Facilities Maintenance

Carson City, Nevada - Full Cost Allocation

Building Charge
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>City Hall</u>	<u>Public Safety Complex</u>	<u>BRIC Building</u>	<u>Dispatch</u>
Board of Supervisors	\$2,618	\$2,618			
Recorder	\$77,317		\$77,317		
Treasurer	\$7,029	\$7,029			
District Attorney	\$69,829		\$69,829		
City Manager	\$12,247	\$12,247			
Finance	\$5,782	\$5,782			
Human Resources	\$11,399	\$11,399			
Information Technology	\$7,571	\$7,571			
Dispatch	\$12,702				\$12,702
Public Works	\$2,577			\$2,577	
Pulbic Guardian	\$530	\$530			
Collections	\$3,189		\$3,189		
Assessor	\$5,274	\$5,274			
Planning	\$10,302			\$10,302	
Business License	\$5,152			\$5,152	
Detention Facility	\$53,050		\$53,050		
District/Justice Court	\$289,014		\$289,014		
525 Building Permits	\$7,727			\$7,727	
570 Group Medical Insurance	\$613	\$613			
580 Workers Compensation Ins	\$1,722	\$1,722			
Total	\$585,644	\$54,785	\$492,399	\$25,758	\$12,702

SCHEDULE 2.01

EQUIPMENT CHARGE

NATURE AND EXTENT OF SERVICE

Asset depreciation is determined by the Carson City Fixed Asset Allowance in accordance with the Generally Accepted Accounting Principles (GAAP) and reported in the CAFR for the same period. The asset list does not represent the complete asset list of the City, but rather only those assets determined to be essential to the cost allocation model.

Costs are allocated based on the depreciation value of assets by department.

Carson City, Nevada - Full Cost Allocation

Equipment Charge
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Departmental cost adjustments:				
EQUIPMENT	\$504,161			
Total departmental cost adjustments:	<u>\$504,161</u>			<u>\$504,161</u>
Total to be allocated	<u><u>\$504,161</u></u>			<u><u>\$504,161</u></u>

Equipment Charge
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Furniture, Fixtures & Equip</u>
<u>Other Expense and Cost</u>			
SALARIES & WAGES			
FRINGE BENEFITS			
<u>Cost Adjustments</u>			
EQUIPMENT	\$504,161		\$504,161
Functional Cost	<u>\$504,161</u>		<u>\$504,161</u>
Allocable Costs	<u>\$504,161</u>		<u>\$504,161</u>
1st Allocation	<u>\$504,161</u>		<u>\$504,161</u>
Functional Cost			
Allocable Costs			
2nd Allocation			
Total allocated	<u>\$504,161</u>		<u>\$504,161</u>

Carson City, Nevada - Full Cost Allocation

Equipment Charge
Detail allocation of
Furniture, Fixtures & Equip

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
District Attorney	26,756	5.307 %	\$26,756		\$26,756		\$26,756
City Manager	4,099	0.813 %	\$4,099		\$4,099		\$4,099
Information Technology	372,448	73.875 %	\$372,448		\$372,448		\$372,448
Public Works	4,376	0.868 %	\$4,376		\$4,376		\$4,376
Dispatch	45,406	9.006 %	\$45,406		\$45,406		\$45,406
Finance	741	0.147 %	\$741		\$741		\$741
Facilities Maintenance	28,662	5.685 %	\$28,662		\$28,662		\$28,662
Recorder	16,118	3.197 %	\$16,118		\$16,118		\$16,118
Geographic Information Systems	3,579	0.710 %	\$3,579		\$3,579		\$3,579
Clerk	1,976	0.392 %	\$1,976		\$1,976		\$1,976
Total	504,161	100.000 %	\$504,161		\$504,161		\$504,161

(A) Alloc basis: Value of General Equipment by Department

Source: Fixed Assets Current Operations Report

Carson City, Nevada - Full Cost Allocation

Equipment Charge
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Furniture, Fixtures & Equip</u>
Clerk	\$1,976	\$1,976
Recorder	\$16,118	\$16,118
District Attorney	\$26,756	\$26,756
City Manager	\$4,099	\$4,099
Finance	\$741	\$741
Information Technology	\$372,448	\$372,448
Dispatch	\$45,406	\$45,406
Public Works	\$4,376	\$4,376
Geographic Information Systems	\$3,579	\$3,579
Facilities Maintenance	\$28,662	\$28,662
Total	\$504,161	\$504,161

SCHEDULE 3.01

BOARD OF SUPERVISORS

NATURE AND EXTENT OF SERVICE

The Board of Supervisors is the legislative and executive, policy-setting body. The Board enacts local laws, resolutions, and policies required by law and recommended by staff and constituents. Department support costs are allocated based on total expenditures by department/fund.

Carson City, Nevada - Full Cost Allocation

Board of Supervisors
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$229,298			\$229,298
Allocated additions:				
1 - Building Charge	\$2,618		\$2,618	
1010212 - Clerk		\$162,784	\$162,784	
1010213 - Recorder		\$19,020	\$19,020	
1010500 - District Attorney		\$141,232	\$141,232	
1010600 - City Manager		\$2,258	\$2,258	
1010620 - Purchasing		\$208	\$208	
1010630 - City Hall		\$4,297	\$4,297	
1010701 - Finance		\$1,729	\$1,729	
1010705 - Human Resources		\$1,042	\$1,042	
1010710 - Information Technology		\$13,325	\$13,325	
1010800 - Internal Auditor		\$241	\$241	
1013034 - Facilities Maintenance		\$4,592	\$4,592	
Total allocated additions:	<u>\$2,618</u>	<u>\$350,728</u>	<u>\$353,346</u>	<u>\$353,346</u>
Total to be allocated	<u>\$231,916</u>	<u>\$350,728</u>		<u>\$582,644</u>

Carson City, Nevada - Full Cost Allocation

Board of Supervisors
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Countywide Support</u>
<u>Wages & Benefits</u>			
SALARIES & WAGES	\$142,131		\$142,131
FRINGE BENEFITS	\$76,613		\$76,613
<u>Other Expense and Cost</u>			
SERVICE AND SUPPLIES	\$10,554		\$10,554
Departmental Expenditures	<u>\$229,298</u>		<u>\$229,298</u>
Additions: 1st			
Other	<u>\$2,618</u>	<u>\$2,618</u>	
Functional Cost	<u>\$231,916</u>	<u>\$2,618</u>	<u>\$229,298</u>
Reallocate Admin		(\$2,618)	<u>\$2,618</u>
Allocable Costs	<u>\$231,916</u>		<u>\$231,916</u>
1st Allocation	<u>\$231,916</u>		<u>\$231,916</u>
Additions: 2nd			
Other	<u>\$350,728</u>	<u>\$350,728</u>	
Functional Cost	<u>\$350,728</u>	<u>\$350,728</u>	
Reallocate Admin		(\$350,728)	<u>\$350,728</u>
Allocable Costs	<u>\$350,728</u>		<u>\$350,728</u>
2nd Allocation	<u>\$350,728</u>		<u>\$350,728</u>
Total allocated	<u>\$582,644</u>		<u>\$582,644</u>

Carson City, Nevada - Full Cost Allocation

Board of Supervisors
Detail allocation of
Countywide Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Clerk	431,865	0.383 %	\$887		\$887	\$1,342	\$2,229
Recorder	444,716	0.394 %	\$914		\$914	\$1,382	\$2,296
Public Safety Complex	262,165	0.232 %	\$539		\$539	\$815	\$1,354
Elections	447,527	0.396 %	\$920		\$920	\$1,391	\$2,311
Treasurer	728,978	0.646 %	\$1,498		\$1,498	\$2,265	\$3,763
Assessor	907,065	0.804 %	\$1,864		\$1,864	\$2,819	\$4,683
District Attorney	3,281,544	2.907 %	\$6,743		\$6,743	\$10,197	\$16,940
City Manager	939,326	0.832 %	\$1,930		\$1,930	\$2,919	\$4,849
Public Defender	1,895,524	1.679 %	\$3,895		\$3,895	\$5,890	\$9,785
Central Services	691,980	0.613 %	\$1,422		\$1,422	\$2,150	\$3,572
Finance	839,401	0.744 %	\$1,725		\$1,725	\$2,608	\$4,333
Human Resources	339,984	0.301 %	\$699		\$699	\$1,056	\$1,755
Information Technology	2,976,824	2.637 %	\$6,117		\$6,117	\$9,250	\$15,367
Geographic Information Systems	294,659	0.261 %	\$605		\$605	\$916	\$1,521
Purchasing	152,192	0.135 %	\$313		\$313	\$473	\$786
City Hall	73,802	0.065 %	\$152		\$152	\$229	\$381
Internal Auditor	108,504	0.096 %	\$223		\$223	\$337	\$560
Planning	686,536	0.608 %	\$1,411		\$1,411	\$2,133	\$3,544
Business License	93,003	0.082 %	\$191		\$191	\$289	\$480
Sheriff Administration	1,325,825	1.175 %	\$2,724		\$2,724	\$4,120	\$6,844
Sheriff Patrol	7,000,890	6.203 %	\$14,385		\$14,385	\$21,754	\$36,139
Sheriff General Services	549,168	0.487 %	\$1,128		\$1,128	\$1,706	\$2,834
Detention Facility	5,797,265	5.136 %	\$11,912		\$11,912	\$18,014	\$29,926
Dispatch	1,859,696	1.648 %	\$3,821		\$3,821	\$5,779	\$9,600
Trinet Grant	118,319	0.105 %	\$243		\$243	\$368	\$611
Fire Administration	333,631	0.296 %	\$686		\$686	\$1,037	\$1,723
Fire Operations	8,657,403	7.670 %	\$17,789		\$17,789	\$26,902	\$44,691
Fire Prevention	541,687	0.480 %	\$1,113		\$1,113	\$1,683	\$2,796
Fire Training	337,292	0.299 %	\$693		\$693	\$1,048	\$1,741
Emergency Management	249,032	0.221 %	\$512		\$512	\$774	\$1,286
Public Works	2,669,731	2.365 %	\$5,486		\$5,486	\$8,296	\$13,782
Juvenile Court	721,324	0.639 %	\$1,482		\$1,482	\$2,241	\$3,723
Juvenile Probation	1,996,495	1.769 %	\$4,102		\$4,102	\$6,204	\$10,306
Juvenile Detention	1,741,241	1.543 %	\$3,578		\$3,578	\$5,411	\$8,989
District/Justice Court	4,279,205	3.791 %	\$8,793		\$8,793	\$13,297	\$22,090
Alternative Sentencing	1,437,339	1.273 %	\$2,953		\$2,953	\$4,466	\$7,419
Parks Administration	520,726	0.461 %	\$1,070		\$1,070	\$1,618	\$2,688
Park Maintenance	1,611,167	1.427 %	\$3,310		\$3,310	\$5,006	\$8,316
Grants, Gifts, Donations	66,044	0.059 %	\$136		\$136	\$205	\$341
Swimming Pool	771,191	0.683 %	\$1,585		\$1,585	\$2,396	\$3,981
Community Center	334,787	0.297 %	\$688		\$688	\$1,040	\$1,728

Carson City, Nevada - Full Cost Allocation

Board of Supervisors
Detail allocation of
Countywide Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Recreation	444,333	0.394 %	\$913		\$913	\$1,381	\$2,294
Sports	386,597	0.343 %	\$794		\$794	\$1,201	\$1,995
Library	1,383,803	1.226 %	\$2,843		\$2,843	\$4,300	\$7,143
Health Admin	598,204	0.530 %	\$1,229		\$1,229	\$1,859	\$3,088
Landfill Administration	2,294,292	2.033 %	\$4,714		\$4,714	\$7,129	\$11,843
Animal Services	700,906	0.621 %	\$1,440		\$1,440	\$2,178	\$3,618
202 Cooperative Extension Fund	139,672	0.124 %	\$287		\$287	\$434	\$721
208 Supplemental Indigent Fund	1,579,857	1.400 %	\$3,246		\$3,246	\$4,909	\$8,155
215 Senior Citizens Fund	653,594	0.579 %	\$1,343		\$1,343	\$2,031	\$3,374
225 Carson City Transit Fund	1,700,431	1.507 %	\$3,494		\$3,494	\$5,284	\$8,778
230 Library Gift Fund	10,848	0.010 %	\$22		\$22	\$34	\$56
236 Administrative Assessment Fund	53,305	0.047 %	\$110		\$110	\$166	\$276
240 Traffic/Transportation Fund	11,532	0.010 %	\$24		\$24	\$36	\$60
250 Regional Transportation Fund	539,371	0.478 %	\$1,108		\$1,108	\$1,676	\$2,784
254 Quality of Life Fund	1,036,046	0.918 %	\$2,129		\$3,219	\$3,219	\$5,348
256 Street Maintenance Fund	4,334,649	3.840 %	\$8,906		\$8,906	\$13,469	\$22,375
275 Grant Fund	4,362,319	3.865 %	\$8,963		\$8,963	\$13,555	\$22,518
280 Commissary Fund	311,667	0.276 %	\$640		\$640	\$968	\$1,608
505 Stormwater Drainage	354,681	0.314 %	\$729		\$729	\$1,102	\$1,831
510 Wastewater Fund	4,540,961	4.023 %	\$9,330		\$9,330	\$14,110	\$23,440
520 Water	6,903,639	6.116 %	\$14,185		\$14,185	\$21,452	\$35,637
525 Building Permits	1,486,720	1.317 %	\$3,055		\$3,055	\$4,620	\$7,675
530 Cemetery	44,603	0.040 %	\$92		\$92	\$139	\$231
560 Fleet Management	1,295,059	1.147 %	\$2,661		\$2,661	\$4,024	\$6,685
570 Group Medical Insurance	1,915,484	1.697 %	\$3,936		\$3,936	\$5,952	\$9,888
580 Workers Compensation Ins	1,360,288	1.205 %	\$2,795		\$2,795	\$4,227	\$7,022
590 Insurance Fund	1,679,745	1.488 %	\$3,451		\$3,451	\$5,220	\$8,671
602 Redevelopment	250,280	0.222 %	\$514		\$514	\$778	\$1,292
603 Redevelopment Revolving	116,899	0.104 %	\$240		\$240	\$363	\$603
Medical	100,890	0.089 %	\$207		\$207	\$314	\$521
Environmental Health	367,423	0.326 %	\$755		\$755	\$1,142	\$1,897
Investigations	3,140,643	2.783 %	\$6,453		\$6,453	\$9,759	\$16,212
DC/JC Fees & Assessment	278,842	0.247 %	\$573		\$573	\$866	\$1,439
Northgate	27,640	0.024 %	\$57		\$57	\$86	\$143
210 Capital Projects Fund	1,418,865	1.257 %	\$2,915		\$2,915	\$4,409	\$7,324
287 911 Surcharge	578,977	0.513 %	\$1,190		\$1,190	\$1,799	\$2,989
Wildland Fire Management	191,472	0.170 %	\$393		\$393	\$595	\$988
Facilities Maintenance	1,631,696	1.446 %	\$3,353		\$3,353	\$5,070	\$8,423
Pulbic Guardian	299,824	0.266 %	\$616		\$616	\$932	\$1,548
Chartered Admin	1,034,283	0.916 %	\$2,125		\$2,125	\$3,214	\$5,339
Multi Purp Athletic Ctr	143,594	0.127 %	\$295		\$295	\$446	\$741

Carson City, Nevada - Full Cost Allocation

Board of Supervisors
Detail allocation of
Countywide Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Youth Sports Assoc	73,805	0.065 %	\$152		\$152	\$229	\$381
Juvenile Court Fees/Assessments	15,464	0.014 %	\$32		\$32	\$48	\$80
DC Environmental Health	241,876	0.214 %	\$497		\$497	\$752	\$1,249
235 Landscape Maintenance Fund	43,851	0.039 %	\$90		\$90	\$136	\$226
Sexual Assault Response Team	11,335	0.010 %	\$23		\$23	\$35	\$58
Welfare	526,550	0.467 %	\$1,082		\$1,082	\$1,636	\$2,718
501 Ambulance	3,523,765	3.122 %	\$7,240		\$7,240	\$10,950	\$18,190
Rifle Range	129,741	0.115 %	\$267		\$267	\$403	\$670
237 S Carson Neighbrhd Imprv Dist	84,500	0.074 %	\$171		\$171	\$265	\$436
Total	<u>112,869,874</u>	<u>100.000 %</u>	<u>\$231,916</u>		<u>\$231,916</u>	<u>\$350,728</u>	<u>\$582,644</u>

(A) Alloc basis: Total Expenditures By Dept/Fund (Exc. Capital, Debt)

Source: Expenditure Worksheet

**Board of Supervisors
Departmental Cost
Allocation Summary**

	<u>Total</u>	<u>Countywide Support</u>
Clerk	\$2,229	\$2,229
Recorder	\$2,296	\$2,296
Public Safety Complex	\$1,354	\$1,354
Treasurer	\$3,763	\$3,763
District Attorney	\$16,940	\$16,940
City Manager	\$4,849	\$4,849
Purchasing	\$786	\$786
City Hall	\$381	\$381
Finance	\$4,333	\$4,333
Human Resources	\$1,755	\$1,755
Information Technology	\$15,367	\$15,367
Internal Auditor	\$560	\$560
Dispatch	\$9,600	\$9,600
Public Works	\$13,782	\$13,782
Geographic Information Systems	\$1,521	\$1,521
Facilities Maintenance	\$8,423	\$8,423
Elections	\$2,311	\$2,311
Pulbic Guardian	\$1,548	\$1,548
Assessor	\$4,683	\$4,683
Public Defender	\$9,785	\$9,785
Central Services	\$3,572	\$3,572
Northgate	\$143	\$143
Planning	\$3,544	\$3,544
Business License	\$480	\$480
Chartered Admin	\$5,339	\$5,339
Sheriff Administration	\$6,844	\$6,844
Investigations	\$16,212	\$16,212
Sheriff Patrol	\$36,139	\$36,139
Sheriff General Services	\$2,834	\$2,834
Detention Facility	\$29,926	\$29,926
Trinet Grant	\$611	\$611
Fire Administration	\$1,723	\$1,723
Fire Operations	\$44,691	\$44,691
Fire Prevention	\$2,796	\$2,796
Fire Training	\$1,741	\$1,741
Emergency Management	\$1,286	\$1,286
Wildland Fire Management	\$988	\$988
Juvenile Probation	\$10,306	\$10,306
Juvenile Detention	\$8,989	\$8,989
Alternative Sentencing	\$7,419	\$7,419
Landfill Administration	\$11,843	\$11,843

Carson City, Nevada - Full Cost Allocation

**Board of Supervisors
Departmental Cost
Allocation Summary**

	<u>Total</u>	<u>Countywide Support</u>
Juvenile Court	\$3,723	\$3,723
Juvenile Court Fees/Assessments	\$80	\$80
District/Justice Court	\$22,090	\$22,090
DC/JC Fees & Assessment	\$1,439	\$1,439
Parks Administration	\$2,688	\$2,688
Park Maintenance	\$8,316	\$8,316
Grants, Gifts, Donations	\$341	\$341
Youth Sports Assoc	\$381	\$381
Multi Purp Athletic Ctr	\$741	\$741
Swimming Pool	\$3,981	\$3,981
Community Center	\$1,728	\$1,728
Recreation	\$2,294	\$2,294
Rifle Range	\$670	\$670
Sports	\$1,995	\$1,995
Library	\$7,143	\$7,143
Sexual Assault Response Team	\$58	\$58
Welfare	\$2,718	\$2,718
Health Admin	\$3,088	\$3,088
Medical	\$521	\$521
Environmental Health	\$1,897	\$1,897
DC Environmental Health	\$1,249	\$1,249
Animal Services	\$3,618	\$3,618
202 Cooperative Extension Fund	\$721	\$721
208 Supplemental Indigent Fund	\$8,155	\$8,155
210 Capital Projects Fund	\$7,324	\$7,324
215 Senior Citizens Fund	\$3,374	\$3,374
225 Carson City Transit Fund	\$8,778	\$8,778
230 Library Gift Fund	\$56	\$56
235 Landscape Maintenance Fund	\$226	\$226
236 Administrative Assessment Fund	\$276	\$276
237 S Carson Neighbrhd Imprv Dist	\$436	\$436
240 Traffic/Transportation Fund	\$60	\$60
250 Regional Transportation Fund	\$2,784	\$2,784
254 Quality of Life Fund	\$5,348	\$5,348
256 Street Maintenance Fund	\$22,375	\$22,375
275 Grant Fund	\$22,518	\$22,518
280 Commissary Fund	\$1,608	\$1,608
287 911 Surcharge	\$2,989	\$2,989
501 Ambulance	\$18,190	\$18,190
505 Stormwater Drainage	\$1,831	\$1,831
510 Wastewater Fund	\$23,440	\$23,440

Carson City, Nevada - Full Cost Allocation

Board of Supervisors
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Countywide Support</u>
520 Water	\$35,637	\$35,637
525 Building Permits	\$7,675	\$7,675
530 Cemetery	\$231	\$231
560 Fleet Management	\$6,685	\$6,685
570 Group Medical Insurance	\$9,888	\$9,888
580 Workers Compensation Ins	\$7,022	\$7,022
590 Insurance Fund	\$8,671	\$8,671
602 Redevelopment	\$1,292	\$1,292
603 Redevelopment Revolving	\$603	\$603
Total	<u>\$582,644</u>	<u>\$582,644</u>

SCHEDULE 4.01

CLERK

NATURE AND EXTENT OF SERVICE

The Clerk serves as the clerk of the Board of Supervisors and other boards and committees. The costs of the department are allocated to departments that have a Board and Commission meetings attended by the Clerk's office.

Prepared by:

Carson City, Nevada - Full Cost Allocation

Clerk
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$431,865			\$431,865
Allocated additions:				
2 - Equipment Charge	\$1,976		\$1,976	
1010100 - Board of Supervisors	\$887	\$1,342	\$2,229	
1010213 - Recorder		\$36,032	\$36,032	
1010300 - Treasurer		\$11,975	\$11,975	
1010600 - City Manager		\$4,253	\$4,253	
1010620 - Purchasing		\$332	\$332	
1010701 - Finance		\$3,088	\$3,088	
1010705 - Human Resources		\$11,584	\$11,584	
1010710 - Information Technology		\$65,504	\$65,504	
1010800 - Internal Auditor		\$454	\$454	
1013015 - Geographic Information Systems		\$15,593	\$15,593	
Total allocated additions:	<u>\$2,863</u>	<u>\$150,157</u>	<u>\$153,020</u>	<u>\$153,020</u>
Total to be allocated	<u>\$434,728</u>	<u>\$150,157</u>		<u>\$584,885</u>

Carson City, Nevada - Full Cost Allocation

Clerk
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Boards & Commission</u>
<u>Wages & Benefits</u>			
SALARIES & WAGES	\$299,356		\$299,356
FRINGE BENEFITS	\$114,944		\$114,944
<u>Other Expense and Cost</u>			
SERVICE AND SUPPLIES	\$17,565		\$17,565
Departmental Expenditures	\$431,865		\$431,865
Additions: 1st			
Other	\$2,863	\$2,863	
Functional Cost	\$434,728	\$2,863	\$431,865
Reallocate Admin		(\$2,863)	\$2,863
Allocable Costs	\$434,728		\$434,728
1st Allocation	\$434,728		\$434,728
Additions: 2nd			
Other	\$150,157	\$150,157	
Functional Cost	\$150,157	\$150,157	
Reallocate Admin		(\$150,157)	\$150,157
Allocable Costs	\$150,157		\$150,157
2nd Allocation	\$150,157		\$150,157
Total allocated	\$584,885		\$584,885

Carson City, Nevada - Full Cost Allocation

Clerk
Detail allocation of
Boards & Commission

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
520 Water	1	0.441 %	\$1,915		\$1,915	\$1,057	\$2,972
510 Wastewater Fund	1	0.441 %	\$1,915		\$1,915	\$1,057	\$2,972
505 Stormwater Drainage	1	0.441 %	\$1,915		\$1,915	\$1,057	\$2,972
410 Debt Svc-Carson City	4	1.762 %	\$7,660		\$7,660	\$4,230	\$11,890
254 Quality of Life Fund	24	10.573 %	\$45,962		\$45,962	\$25,379	\$71,341
201Airport Fund	11	4.846 %	\$21,066		\$21,066	\$11,632	\$32,698
Internal Auditor	4	1.762 %	\$7,660		\$7,660	\$4,230	\$11,890
250 Regional Transportation Fund	12	5.286 %	\$22,981		\$22,981	\$12,689	\$35,670
Health Admin	12	5.286 %	\$22,981		\$22,981	\$12,689	\$35,670
Library	11	4.846 %	\$21,066		\$21,066	\$11,632	\$32,698
Planning	12	5.286 %	\$22,981		\$22,981	\$12,689	\$35,670
Board of Supervisors	85	37.445 %	\$162,784		\$162,784		\$162,784
All Other	36	15.859 %	\$68,944		\$68,944	\$38,068	\$107,012
603 Redevelopment Revolving	13	5.726 %	\$24,898		\$24,898	\$13,748	\$38,646
Total	<u>227</u>	<u>100.000 %</u>	<u>\$434,728</u>		<u>\$434,728</u>	<u>\$150,157</u>	<u>\$584,885</u>

(A) Alloc basis: Number of Boards & Commissions Meeting Attended By Department

Source: Resident Handbook For Boards, Commissions, & Com

Clerk
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Boards & Commission</u>
Board of Supervisors	\$162,784	\$162,784
Internal Auditor	\$11,890	\$11,890
Planning	\$35,670	\$35,670
Library	\$32,698	\$32,698
Health Admin	\$35,670	\$35,670
201Airport Fund	\$32,698	\$32,698
250 Regional Transportation Fund	\$35,670	\$35,670
254 Quality of Life Fund	\$71,341	\$71,341
410 Debt Svc-Carson City	\$11,890	\$11,890
505 Stormwater Drainage	\$2,972	\$2,972
510 Wastewater Fund	\$2,972	\$2,972
520 Water	\$2,972	\$2,972
603 Redevelopment Revolving	\$38,646	\$38,646
All Other	<u>\$107,012</u>	<u>\$107,012</u>
Total	\$584,885	\$584,885

SCHEDULE 5.01

RECORDER

NATURE AND EXTENT OF SERVICE

The Recorder office records all documents related to real property. The department has established guidelines for inventorying, cataloging, retaining, and transferring all records. Established and operates a records center for the purpose of storing and servicing records that need not be retained in office space.

Costs of the department are allocated as follows:

- **General Government** - These costs are related to the duties of Recorder. These costs are identified but not allocated.
- **Records Management** - These costs are related to records management. Costs are allocated based on the number of records filmed and scanned by departments.

Prepared by:

Carson City, Nevada - Full Cost Allocation

Recorder
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$444,716			\$444,716
Allocated additions:				
1 - Building Charge	\$77,317		\$77,317	
2 - Equipment Charge	\$16,118		\$16,118	
1010100 - Board of Supervisors	\$914	\$1,382	\$2,296	
1010215 - Public Safety Complex		\$35,681	\$35,681	
1010300 - Treasurer		\$14,370	\$14,370	
1010500 - District Attorney		\$55,425	\$55,425	
1010600 - City Manager		\$4,380	\$4,380	
1010620 - Purchasing		\$190	\$190	
1010701 - Finance		\$2,827	\$2,827	
1010705 - Human Resources		\$833	\$833	
1010710 - Information Technology		\$54,842	\$54,842	
1010800 - Internal Auditor		\$467	\$467	
1013015 - Geographic Information Systems		\$15,592	\$15,592	
1013034 - Facilities Maintenance		\$38,091	\$38,091	
Total allocated additions:	<u>\$94,349</u>	<u>\$224,080</u>	<u>\$318,429</u>	<u>\$318,429</u>
Total to be allocated	<u>\$539,065</u>	<u>\$224,080</u>		<u>\$763,145</u>

Carson City, Nevada - Full Cost Allocation

Recorder
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>General Government</u>	<u>Records Management</u>
<u>Wages & Benefits</u>				
SALARIES & WAGES	\$273,824	\$88,692	\$134,530	\$50,602
FRINGE BENEFITS	\$131,846	\$42,705	\$64,776	\$24,365
<u>Other Expense and Cost</u>				
SERVICES & SUPPLIES	\$12,003	\$3,888	\$5,897	\$2,218
MAINTENANCE SVC CONTRACTS	\$6,457		\$3,229	\$3,228
MICROFILM SUPPLIES	\$4,193			\$4,193
TECHNOLOGY	\$16,393		\$16,393	
Departmental Expenditures	\$444,716	\$135,285	\$224,825	\$84,606
Additions: 1st				
Equipment Charge	\$16,118		\$2,606	\$13,512
Other	\$78,231	\$78,231		
Functional Cost	\$539,065	\$213,516	\$227,431	\$98,118
Reallocate Admin		(\$213,516)	\$155,136	\$58,380
Allocable Costs	\$539,065		\$382,567	\$156,498
Unallocated	(\$382,567)		(\$382,567)	
1st Allocation	\$156,498			\$156,498
Additions: 2nd				
Other	\$224,080	\$224,080		
Functional Cost	\$224,080	\$224,080		
Reallocate Admin		(\$224,080)	\$162,811	\$61,269
Allocable Costs	\$224,080		\$162,811	\$61,269
Unallocated	(\$162,811)		(\$162,811)	
2nd Allocation	\$61,269			\$61,269
Total allocated	\$217,767			\$217,767

Recorder
Detail allocation of
Records Management

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Clerk	76,788	23.024 %	\$36,032		\$36,032		\$36,032
District/Justice Court	215,260	64.543 %	\$101,008		\$101,008	\$61,005	\$162,013
Board of Supervisors	40,534	12.154 %	\$19,020		\$19,020		\$19,020
All Other	933	0.279 %	\$438		\$438	\$264	\$702
Total	333,515	100.000 %	\$156,498		\$156,498	\$61,269	\$217,767

(A) Alloc basis: Number of Records Filmed and Scanned By Department

Source: Jon Stone - Monthly Count For Records Management

Carson City, Nevada - Full Cost Allocation

Recorder
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Records Management</u>
Board of Supervisors	\$19,020	\$19,020
Clerk	\$36,032	\$36,032
District/Justice Court	\$162,013	\$162,013
All Other	\$702	\$702
Total	<u>\$217,767</u>	<u>\$217,767</u>

SCHEDULE 6.01

PUBLIC SAFETY COMPLEX

NATURE AND EXTENT OF SERVICE

The Public Safety Complex Department code accounts for utility, postage, fax and supply costs for the entire building. Costs are broken out into the following functions: Utilities and Common costs.

- **Utilities** – Related costs are allocated to occupying departments based on square footage.
- **Common Costs** – Costs such as fax, copier, and postage costs, are allocated to occupying departments based on the number of FTE's by department.

Prepared by:

Carson City, Nevada - Full Cost Allocation

Public Safety Complex
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$262,165			\$262,165
Allocated additions:				
1010100 - Board of Supervisors	\$539	\$815	\$1,354	
1010600 - City Manager		\$2,582	\$2,582	
1010620 - Purchasing		\$198	\$198	
1010701 - Finance		\$2,703	\$2,703	
1010800 - Internal Auditor		\$275	\$275	
Total allocated additions:	<u>\$539</u>	<u>\$6,573</u>	<u>\$7,112</u>	<u>\$7,112</u>
Total to be allocated	<u>\$262,704</u>	<u>\$6,573</u>		<u>\$269,277</u>

Carson City, Nevada - Full Cost Allocation

Public Safety Complex
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Utilities</u>	<u>Common Costs</u>
<u>Other Expense and Cost</u>				
SALARIES & WAGES				
FRINGE BENEFITS				
<u>Other Expense and Cost</u>				
OFFICE SUPPLIES	\$43,554			\$43,554
POWER	\$142,284		\$142,284	
HEATING	\$75,021		\$75,021	
R&M SERVICES	\$1,306		\$1,306	
Departmental Expenditures	\$262,165		\$218,611	\$43,554
Additions: 1st				
Other	\$539	\$539		
Functional Cost	\$262,704	\$539	\$218,611	\$43,554
Reallocate Admin		(\$539)	\$449	\$90
Allocable Costs	\$262,704		\$219,060	\$43,644
1st Allocation	\$262,704		\$219,060	\$43,644
Additions: 2nd				
Other	\$6,573	\$6,573		
Functional Cost	\$6,573	\$6,573		
Reallocate Admin		(\$6,573)	\$5,481	\$1,092
Allocable Costs	\$6,573		\$5,481	\$1,092
2nd Allocation	\$6,573		\$5,481	\$1,092
Total allocated	\$269,277		\$224,541	\$44,736

Carson City, Nevada - Full Cost Allocation

Public Safety Complex
Detail allocation of
Utilities

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Recorder	8,147	15.702 %	\$34,397		\$34,397		\$34,397
Collections	336	0.648 %	\$1,419		\$1,419	\$42	\$1,461
District Attorney	7,358	14.181 %	\$31,066		\$31,066	\$922	\$31,988
Detention Facility	5,590	10.774 %	\$23,601		\$23,601	\$701	\$24,302
District/Justice Court	30,454	58.695 %	\$128,577		\$128,577	\$3,816	\$132,393
Total	51,885	100.000 %	\$219,060		\$219,060	\$5,481	\$224,541

(A) Alloc basis: Square Footage by Department

Source: Facilities Maintenance

Carson City, Nevada - Full Cost Allocation

Public Safety Complex
Detail allocation of
Common Costs

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Recorder	4	2.941 %	\$1,284		\$1,284		\$1,284
District Attorney	34	25.000 %	\$10,911		\$10,911	\$281	\$11,192
Sheriff Administration	9	6.618 %	\$2,888		\$2,888	\$74	\$2,962
Detention Facility	48	35.294 %	\$15,404		\$15,404	\$397	\$15,801
District/Justice Court	41	30.147 %	\$13,157		\$13,157	\$340	\$13,497
Total	136	100.000 %	\$43,644		\$43,644	\$1,092	\$44,736

(A) Alloc basis: Number of Positions By Department/Fund

Source: Personnel Position Control Report

Carson City, Nevada - Full Cost Allocation

Public Safety Complex
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Utilities</u>	<u>Common Costs</u>
Recorder	\$35,681	\$34,397	\$1,284
District Attorney	\$43,180	\$31,988	\$11,192
Collections	\$1,461	\$1,461	
Sheriff Administration	\$2,962		\$2,962
Detention Facility	\$40,103	\$24,302	\$15,801
District/Justice Court	\$145,890	\$132,393	\$13,497
Total	<u>\$269,277</u>	<u>\$224,541</u>	<u>\$44,736</u>

SCHEDULE 7.01

TREASURER

NATURE AND EXTENT OF SERVICE

The Carson City Treasurer's Office receives revenues owed to the City of Carson City; maintains a record of the receipts and balances; reconciles receipts with the Controller's records; and invests all surplus money. The functions identified in this department have been allocated as follows:

- **Debt Management** – These costs are the time spent with debt management. These costs are allocated based on the count of bond payments by Fund.
- **Utility Collection** – These costs are the time spent with water and sewer consumption fees. The level of effort by the department is not related to fund size. These costs are allocated evenly between the Sewer (Fnd 510), Water (Fnd 520) and Storm Water Drainage (Fnd 505).
- **Investment & Banking** – These costs are the time spent investing and reconciling custody bank statements and recording deposits. Costs are allocated based on the number of Monthly Banking Transactions by department or fund.
- **Revenue Reconciliation** – These costs are time spent reconciling bank statements and recording deposits. Costs are allocated based on the number of Monthly Banking Transactions by department or fund.
- **Tax Collection** – These costs are related to time spent collecting real and personal property taxes, and all other fines and fees. These costs are identified but not allocated.
- **Parking Ticket Collections** – These costs are related to time spent receipting parking tickets and the billing of outstanding receivables. These costs are allocated directly to Traffic/Transportation (Fund 240).
- **Landfill Collections** – These costs are related to time spent receipting landfill collections and are allocated directly to Landfill Administration (Department 6804).

Prepared by:

SCHEDULE 7.01

TREASURER (CONTINUED)

NATURE AND EXTENT OF SERVICE

- **JAC** – These costs are related to time spent selling Jump Around Carson bus tickets and are allocated directly to Carson City Transit (Fund 225). As a note: Since the start of the Covid-19 pandemic restrictions in March of 2020, JAC has not charged passengers as part of a Covid-19 mitigation effort to reduce interaction between drivers and passengers. As a way to supplement lost passenger revenue during this time, JAC has received grant or other funding to help cover revenue not obtained from passenger fees. Staff from the JAC office have advised that they will let the Treasurer’s Office know when they resume the collection of fees from passengers.
- **Human Resources** – These costs are related to time spent receipting background check payments and are allocated directly to the Human Resources Department.
- **Juvenile Probation** – These costs are related to time spent receipting juvenile probation check payments and are allocated directly to the Juvenile Probation Department.
- **Customer Service** – These costs are related to the estimated time spent assisting customers at the front counter at the Treasurer’s Office. Costs are identified but not allocated.

Carson City, Nevada - Full Cost Allocation

Treasurer
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$728,978			\$728,978
Allocated additions:				
1 - Building Charge	\$7,029		\$7,029	
1010100 - Board of Supervisors	\$1,498	\$2,265	\$3,763	
1010500 - District Attorney		\$6,158	\$6,158	
1010600 - City Manager		\$7,179	\$7,179	
1010620 - Purchasing		\$503	\$503	
1010630 - City Hall		\$10,409	\$10,409	
1010701 - Finance		\$5,232	\$5,232	
1010705 - Human Resources		\$3,671	\$3,671	
1010710 - Information Technology		\$29,803	\$29,803	
1010800 - Internal Auditor		\$766	\$766	
1013034 - Facilities Maintenance		\$12,327	\$12,327	
Total allocated additions:	<u>\$8,527</u>	<u>\$78,313</u>	<u>\$86,840</u>	<u>\$86,840</u>
Total to be allocated	<u>\$737,505</u>	<u>\$78,313</u>		<u>\$815,818</u>

Carson City, Nevada - Full Cost Allocation

Treasurer
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Debt Management</u>	<u>Utility Collect</u>	<u>Investment & Banking</u>	<u>Revenue Reconciliation</u>	<u>Tax Collection</u>	<u>Parking Ticket Collections</u>	<u>Landfill Collections</u>	<u>JAC Collections</u>
<u>Wages & Benefits</u>										
SALARIES & WAGES	\$348,850	\$47,409	\$16,326	\$76,503	\$19,570	\$75,317	\$61,851	\$12,140	\$12,838	\$523
FRINGE BENEFITS	\$208,948	\$28,396	\$9,779	\$45,822	\$11,722	\$45,112	\$37,046	\$7,271	\$7,689	\$313
<u>Other Expense and Cost</u>										
SERVICES & SUPPLIES	\$8,740	\$1,188	\$409	\$1,917	\$490	\$1,887	\$1,550	\$304	\$322	\$13
BANKING FEES	\$44,070	\$22,035			\$22,035					
PRINTING/ADVERTISING	\$12,383						\$12,383			
TRAVEL	\$911				\$911					
CLICK2	\$9,506			\$9,506						
POSTAGE/REFUNDS	\$8,488						\$8,488			
ELLECTED OFFICIAL SAL/B	\$87,082	\$11,834	\$4,075	\$19,097	\$4,885	\$18,801	\$15,440	\$3,030	\$3,205	\$131
Departmental Expenditures	\$728,978	\$110,862	\$30,589	\$152,845	\$59,613	\$141,117	\$136,758	\$22,745	\$24,054	\$980
Additions: 1st										
Other	\$8,527	\$8,527								
Functional Cost	\$737,505	\$119,389	\$30,589	\$152,845	\$59,613	\$141,117	\$136,758	\$22,745	\$24,054	\$980
Reallocate Admin		(\$119,389)	\$5,908	\$29,522	\$11,514	\$27,257	\$26,415	\$4,393	\$4,646	\$189
Allocable Costs	\$737,505		\$36,497	\$182,367	\$71,127	\$168,374	\$163,173	\$27,138	\$28,700	\$1,169
Unallocated	(\$216,441)						(\$163,173)			
1st Allocation	\$521,064		\$36,497	\$182,367	\$71,127	\$168,374		\$27,138	\$28,700	\$1,169
Additions: 2nd										
Other	\$78,313	\$78,313								
Functional Cost	\$78,313	\$78,313								
Reallocate Admin		(\$78,313)	\$3,876	\$19,365	\$7,553	\$17,879	\$17,327	\$2,882	\$3,048	\$124
Allocable Costs	\$78,313		\$3,876	\$19,365	\$7,553	\$17,879	\$17,327	\$2,882	\$3,048	\$124
Unallocated	(\$22,982)						(\$17,327)			
2nd Allocation	\$55,331		\$3,876	\$19,365	\$7,553	\$17,879		\$2,882	\$3,048	\$124
Total allocated	\$576,395		\$40,373	\$201,732	\$78,680	\$186,253		\$30,020	\$31,748	\$1,293

Treasurer
Schedule of costs to be
allocated by function

	<u>Human Resources</u>	<u>Juvenile Probation</u>	<u>Customer Service</u>
<u>Wages & Benefits</u>			
SALARIES & WAGES	\$2,023	\$523	\$23,827
FRINGE BENEFITS	\$1,212	\$313	\$14,273
<u>Other Expense and Cost</u>			
SERVICES & SUPPLIES	\$51	\$13	\$596
BANKING FEES			
PRINTING/ADVERTISING			
TRAVEL			
CLICK2			
POSTAGE/REFUNDS			
ELLECTED OFFICIAL SAL/B	\$505	\$131	\$5,948
Departmental Expenditures	\$3,791	\$980	\$44,644
Additions: 1st			
Other			
Functional Cost	\$3,791	\$980	\$44,644
Reallocate Admin	\$732	\$189	\$8,624
Allocable Costs	\$4,523	\$1,169	\$53,268
Unallocated			(\$53,268)
1st Allocation	\$4,523	\$1,169	
Additions: 2nd			
Other			
Functional Cost			
Reallocate Admin	\$480	\$124	\$5,655
Allocable Costs	\$480	\$124	\$5,655
Unallocated			(\$5,655)
2nd Allocation	\$480	\$124	
Total allocated	\$5,003	\$1,293	

Carson City, Nevada - Full Cost Allocation

Treasurer
Detail allocation of
Debt Management

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
210 Capital Projects Fund	6	6.977 %	\$2,546		\$2,546	\$270	\$2,816
253 V&T Infrastructure Fund	4	4.651 %	\$1,698		\$1,698	\$180	\$1,878
505 Stormwater Drainage	2	2.326 %	\$849		\$849	\$90	\$939
510 Wastewater Fund	16	18.605 %	\$6,790		\$6,790	\$721	\$7,511
520 Water	14	16.279 %	\$5,941		\$5,941	\$631	\$6,572
730 School Debt Service	20	23.256 %	\$8,488		\$8,488	\$901	\$9,389
Parks Administration	2	2.326 %	\$849		\$849	\$90	\$939
All Other	12	13.953 %	\$5,093		\$5,093	\$541	\$5,634
250 Regional Transportation Fund	6	6.977 %	\$2,546		\$2,546	\$270	\$2,816
Landfill Administration	2	2.326 %	\$849		\$849	\$90	\$939
287 911 Surcharge	2	2.324 %	\$848		\$848	\$92	\$940
Total	86	100.000 %	\$36,497		\$36,497	\$3,876	\$40,373

(A) Alloc basis: Count of Bond Payments by Fund

Source: Treasurer

Carson City, Nevada - Full Cost Allocation

Treasurer
Detail allocation of
Utility Collect

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
510 Wastewater Fund	33	33.333 %	\$60,789		\$60,789	\$6,455	\$67,244
520 Water	33	33.333 %	\$60,789		\$60,789	\$6,455	\$67,244
505 Stormwater Drainage	33	33.334 %	\$60,789		\$60,789	\$6,455	\$67,244
Total	99	100.000 %	\$182,367		\$182,367	\$19,365	\$201,732

(A) Alloc basis: Direct Allocation to Sewer, Water and Storm Water

Source: Treasurer

Treasurer
Detail allocation of
Investment & Banking

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Assessor	400	4.000 %	\$2,845		\$2,845	\$339	\$3,184
525 Building Permits	1,000	10.000 %	\$7,113		\$7,113	\$849	\$7,962
530 Cemetery	50	0.500 %	\$356		\$356	\$42	\$398
Health Admin	1,000	10.000 %	\$7,113		\$7,113	\$849	\$7,962
Library	50	0.500 %	\$356		\$356	\$42	\$398
Recorder	600	6.000 %	\$4,268		\$4,268		\$4,268
Landfill Administration	400	4.000 %	\$2,845		\$2,845	\$339	\$3,184
Alternative Sentencing	300	3.000 %	\$2,134		\$2,134	\$255	\$2,389
520 Water	733	7.330 %	\$5,214		\$5,214	\$622	\$5,836
510 Wastewater Fund	683	6.830 %	\$4,858		\$4,858	\$580	\$5,438
All Other	1,701	17.010 %	\$12,099		\$12,099	\$1,444	\$13,543
Sheriff Administration	150	1.500 %	\$1,067		\$1,067	\$127	\$1,194
Juvenile Probation	50	0.500 %	\$356		\$356	\$42	\$398
505 Stormwater Drainage	683	6.830 %	\$4,858		\$4,858	\$580	\$5,438
Planning	50	0.500 %	\$356		\$356	\$42	\$398
Juvenile Court	50	0.500 %	\$356		\$356	\$42	\$398
Fire Administration	700	7.000 %	\$4,979		\$4,979	\$594	\$5,573
Clerk	500	5.000 %	\$3,556		\$3,556		\$3,556
District/Justice Court	700	7.000 %	\$4,979		\$4,979	\$594	\$5,573
240 Traffic/Transportation Fund	50	0.500 %	\$356		\$356	\$42	\$398
Parks Administration	100	1.000 %	\$711		\$711	\$85	\$796
225 Carson City Transit Fund	50	0.500 %	\$352		\$352	\$44	\$396
Total	<u>10,000</u>	<u>100.000 %</u>	<u>\$71,127</u>		<u>\$71,127</u>	<u>\$7,553</u>	<u>\$78,680</u>

(A) Alloc basis: Monthly Banking Transaction by Dept or Fund

Source: Treasurer

Carson City, Nevada - Full Cost Allocation

Treasurer
Detail allocation of
Revenue Reconciliation

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Assessor	400	4.000 %	\$6,735		\$6,735	\$804	\$7,539
525 Building Permits	1,000	10.000 %	\$16,837		\$16,837	\$2,009	\$18,846
530 Cemetery	50	0.500 %	\$842		\$842	\$100	\$942
Health Admin	1,000	10.000 %	\$16,837		\$16,837	\$2,009	\$18,846
Library	50	0.500 %	\$842		\$842	\$100	\$942
Recorder	600	6.000 %	\$10,102		\$10,102		\$10,102
Landfill Administration	400	4.000 %	\$6,735		\$6,735	\$804	\$7,539
Alternative Sentencing	300	3.000 %	\$5,051		\$5,051	\$603	\$5,654
520 Water	733	7.330 %	\$12,342		\$12,342	\$1,473	\$13,815
510 Wastewater Fund	683	6.830 %	\$11,500		\$11,500	\$1,372	\$12,872
All Other	1,701	17.010 %	\$28,640		\$28,640	\$3,417	\$32,057
Sheriff Administration	150	1.500 %	\$2,526		\$2,526	\$301	\$2,827
Juvenile Probation	50	0.500 %	\$842		\$842	\$100	\$942
505 Stormwater Drainage	683	6.830 %	\$11,500		\$11,500	\$1,372	\$12,872
Planning	50	0.500 %	\$842		\$842	\$100	\$942
Juvenile Court	50	0.500 %	\$842		\$842	\$100	\$942
Fire Administration	700	7.000 %	\$11,786		\$11,786	\$1,406	\$13,192
Clerk	500	5.000 %	\$8,419		\$8,419		\$8,419
District/Justice Court	700	7.000 %	\$11,786		\$11,786	\$1,406	\$13,192
240 Traffic/Transportation Fund	50	0.500 %	\$842		\$842	\$100	\$942
Parks Administration	100	1.000 %	\$1,684		\$1,684	\$201	\$1,885
225 Carson City Transit Fund	50	0.500 %	\$842		\$842	\$102	\$944
Total	<u>10,000</u>	<u>100.000 %</u>	<u>\$168,374</u>		<u>\$168,374</u>	<u>\$17,879</u>	<u>\$186,253</u>

(A) Alloc basis: Monthly Banking Transaction by Dept or Fund

Source: Treasurer

Carson City, Nevada - Full Cost Allocation

Treasurer
Detail allocation of
Parking Ticket Collections

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
240 Traffic/Transportation Fund	1	100.000 %	\$27,138		\$27,138	\$2,882	\$30,020
Total	1	100.000 %	\$27,138		\$27,138	\$2,882	\$30,020

(A) Alloc basis: Direct Allocation to Traffic/Transportation (Fund 240)

Source: Treasurer

Carson City, Nevada - Full Cost Allocation

Treasurer
Detail allocation of
Landfill Collections

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Landfill Administration	1	100.000 %	\$28,700		\$28,700	\$3,048	\$31,748
Total	1	100.000 %	\$28,700		\$28,700	\$3,048	\$31,748

(A) Alloc basis: Direct Allocation to Landfill 6804

Source: Treasurer

Carson City, Nevada - Full Cost Allocation

Treasurer
Detail allocation of
JAC Collections

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
225 Carson City Transit Fund	1	100.000 %	\$1,169		\$1,169	\$124	\$1,293
Total	1	100.000 %	\$1,169		\$1,169	\$124	\$1,293

(A) Alloc basis: Direct Allocation to Carson City Transit Fund 225

Source:

Carson City, Nevada - Full Cost Allocation

Treasurer
Detail allocation of
Human Resources

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Human Resources	1	100.000 %	\$4,523		\$4,523	\$480	\$5,003
Total	1	100.000 %	\$4,523		\$4,523	\$480	\$5,003

(A) Alloc basis: Direct Allocation to Human Resources

Source:

Carson City, Nevada - Full Cost Allocation

Treasurer
Detail allocation of
Juvenile Probation

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Juvenile Probation	1	100.000 %	\$1,169		\$1,169	\$124	\$1,293
Total	1	100.000 %	\$1,169		\$1,169	\$124	\$1,293

(A) Alloc basis:

Source:

Carson City, Nevada - Full Cost Allocation

Treasurer
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Debt Management</u>	<u>Utility Collect</u>	<u>Investment & Banking</u>	<u>Revenue Reconciliation</u>	<u>Parking Ticket Collections</u>	<u>Landfill Collections</u>	<u>JAC Collections</u>	<u>Human Resources</u>
Clerk	\$11,975				\$8,419				
Recorder	\$14,370			\$4,268	\$10,102				
Human Resources	\$5,003								\$5,003
Assessor	\$10,723			\$3,184	\$7,539				
Planning	\$1,340			\$398	\$942				
Sheriff Administration	\$4,021			\$1,194	\$2,827				
Fire Administration	\$18,765			\$5,573	\$13,192				
Juvenile Probation	\$2,633			\$398	\$942				
Alternative Sentencing	\$8,043			\$2,389	\$5,654				
Landfill Administration	\$43,410	\$939		\$3,184	\$7,539		\$31,748		
Juvenile Court	\$1,340			\$398	\$942				
District/Justice Court	\$18,765			\$5,573	\$13,192				
Parks Administration	\$3,620	\$939		\$796	\$1,885				
Library	\$1,340			\$398	\$942				
Health Admin	\$26,808			\$7,962	\$18,846				
210 Capital Projects Fund	\$2,816	\$2,816							
225 Carson City Transit Fund	\$2,633			\$396	\$944			\$1,293	
240 Traffic/Transportation Fund	\$31,360			\$398	\$942	\$30,020			
250 Regional Transportation Fund	\$2,816	\$2,816							
253 V&T Infrastructure Fund	\$1,878	\$1,878							
287 911 Surcharge	\$940	\$940							
505 Stormwater Drainage	\$86,493	\$939	\$67,244	\$5,438	\$12,872				
510 Wastewater Fund	\$93,065	\$7,511	\$67,244	\$5,438	\$12,872				
520 Water	\$93,467	\$6,572	\$67,244	\$5,836	\$13,815				
525 Building Permits	\$26,808			\$7,962	\$18,846				
530 Cemetery	\$1,340			\$398	\$942				
730 School Debt Service	\$9,389	\$9,389							
All Other	\$51,234	\$5,634		\$13,543	\$32,057				
Total	\$576,395	\$40,373	\$201,732	\$78,680	\$186,253	\$30,020	\$31,748	\$1,293	\$5,003

Treasurer
Departmental Cost
Allocation Summary

Juvenile
Probation

Clerk	
Recorder	
Human Resources	
Assessor	
Planning	
Sheriff Administration	
Fire Administration	
Juvenile Probation	\$1,293
Alternative Sentencing	
Landfill Administration	
Juvenile Court	
District/Justice Court	
Parks Administration	
Library	
Health Admin	
210 Capital Projects Fund	
225 Carson City Transit Fund	
240 Traffic/Transportation Fund	
250 Regional Transportation Fund	
253 V&T Infrastructure Fund	
287 911 Surcharge	
505 Stormwater Drainage	
510 Wastewater Fund	
520 Water	
525 Building Permits	
530 Cemetery	
730 School Debt Service	
All Other	
Total	<u>\$1,293</u>

SCHEDULE 8.01

DISTRICT ATTORNEY

NATURE AND EXTENT OF SERVICE

The District Attorney serves as the City lawyer. The DA's office is organized into two general areas: Criminal and Civil Divisions. The costs of the department are broken out into the following:

- **Departmental Support** – These costs are related to time spent providing opinions and legal advice to City Departments. These costs are allocated based on departmental support department/fund.
- **Prosecution** – These costs are related to prosecution of the District Attorney. These costs are identified but not allocated to other departments.

Prepared by:

Carson City, Nevada - Full Cost Allocation

District Attorney
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$3,281,544			\$3,281,544
Allocated additions:				
1 - Building Charge	\$69,829		\$69,829	
2 - Equipment Charge	\$26,756		\$26,756	
1010100 - Board of Supervisors	\$6,743	\$10,197	\$16,940	
1010215 - Public Safety Complex	\$41,977	\$1,203	\$43,180	
1010600 - City Manager		\$32,318	\$32,318	
1010620 - Purchasing		\$1,439	\$1,439	
1010701 - Finance		\$20,381	\$20,381	
1010705 - Human Resources		\$13,652	\$13,652	
1010710 - Information Technology		\$90,609	\$90,609	
1010800 - Internal Auditor		\$3,446	\$3,446	
1013034 - Facilities Maintenance		\$33,512	\$33,512	
Total allocated additions:	<u>\$145,305</u>	<u>\$206,757</u>	<u>\$352,062</u>	<u>\$352,062</u>
Total to be allocated	<u>\$3,426,849</u>	<u>\$206,757</u>		<u>\$3,633,606</u>

Carson City, Nevada - Full Cost Allocation

District Attorney
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Departmental Support</u>	<u>Prosecution</u>
<u>Wages & Benefits</u>				
SALARIES & WAGES	\$2,059,333	\$361,207	\$719,943	\$978,183
FRINGE BENEFITS	\$967,077	\$169,625	\$338,090	\$459,362
<u>Other Expense and Cost</u>				
SERVICES & SUPPLIES	\$76,112	\$13,350	\$26,609	\$36,153
PROSECUTION SERVICE & SUPPLIES	\$32,750			\$32,750
ELECTED OFFICIAL SAL/BEN	\$146,272	\$25,656	\$51,137	\$69,479
Departmental Expenditures	\$3,281,544	\$569,838	\$1,135,779	\$1,575,927
Additions: 1st				
Other	\$145,305	\$145,305		
Functional Cost	\$3,426,849	\$715,143	\$1,135,779	\$1,575,927
Reallocate Admin		(\$715,143)	\$299,533	\$415,610
Allocable Costs	\$3,426,849		\$1,435,312	\$1,991,537
Unallocated	(\$1,991,537)			(\$1,991,537)
1st Allocation	\$1,435,312		\$1,435,312	
Additions: 2nd				
Other	\$206,757	\$206,757		
Functional Cost	\$206,757	\$206,757		
Reallocate Admin		(\$206,757)	\$86,599	\$120,158
Allocable Costs	\$206,757		\$86,599	\$120,158
Unallocated	(\$120,158)			(\$120,158)
2nd Allocation	\$86,599		\$86,599	
Total allocated	\$1,521,911		\$1,521,911	

Carson City, Nevada - Full Cost Allocation

District Attorney
Detail allocation of
Departmental Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	344	9.840 %	\$141,232		\$141,232		\$141,232
Recorder	135	3.862 %	\$55,425		\$55,425		\$55,425
Pulbic Guardian	292	8.352 %	\$119,883		\$119,883	\$8,423	\$128,306
Treasurer	15	0.429 %	\$6,158		\$6,158		\$6,158
Assessor	36	1.030 %	\$14,780		\$14,780	\$1,038	\$15,818
City Manager	358	10.240 %	\$146,980		\$146,980	\$10,327	\$157,307
Finance	94	2.689 %	\$38,592		\$38,592	\$2,712	\$41,304
Human Resources	314	8.982 %	\$128,915		\$128,915	\$9,058	\$137,973
Information Technology	21	0.601 %	\$8,622		\$8,622	\$606	\$9,228
Purchasing	64	1.831 %	\$26,276		\$26,276	\$1,846	\$28,122
Planning	296	8.467 %	\$121,525		\$121,525	\$8,539	\$130,064
Fire Administration	110	3.146 %	\$45,161		\$45,161	\$3,173	\$48,334
Public Works	152	4.348 %	\$62,405		\$62,405	\$4,385	\$66,790
Juvenile Court	571	16.333 %	\$234,429		\$234,429	\$16,472	\$250,901
Alternative Sentencing	62	1.773 %	\$25,455		\$25,455	\$1,789	\$27,244
Parks Administration	149	4.262 %	\$61,173		\$61,173	\$4,298	\$65,471
Library	29	0.830 %	\$11,906		\$11,906	\$837	\$12,743
Health Admin	91	2.603 %	\$37,361		\$37,361	\$2,625	\$39,986
250 Regional Transportation Fund	20	0.572 %	\$8,211		\$8,211	\$577	\$8,788
254 Quality of Life Fund	12	0.343 %	\$4,927		\$4,927	\$346	\$5,273
505 Stormwater Drainage	8	0.229 %	\$3,284		\$3,284	\$231	\$3,515
510 Wastewater Fund	16	0.458 %	\$6,569		\$6,569	\$462	\$7,031
520 Water	8	0.229 %	\$3,284		\$3,284	\$231	\$3,515
525 Building Permits	15	0.429 %	\$6,158		\$6,158	\$433	\$6,591
590 Insurance Fund	29	0.830 %	\$11,906		\$11,906	\$837	\$12,743
602 Redevelopment	8	0.229 %	\$3,284		\$3,284	\$231	\$3,515
580 Workers Compensation Ins	17	0.486 %	\$6,979		\$6,979	\$490	\$7,469
Sheriff Administration	230	6.577 %	\$94,432		\$94,432	\$6,633	\$101,065
Total	3,496	100.000 %	\$1,435,312		\$1,435,312	\$86,599	\$1,521,911

(A) Alloc basis: Departmental Support

Source: DA Salary & Wage Sheet

District Attorney
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Departmental Support</u>
Board of Supervisors	\$141,232	\$141,232
Recorder	\$55,425	\$55,425
Treasurer	\$6,158	\$6,158
City Manager	\$157,307	\$157,307
Purchasing	\$28,122	\$28,122
Finance	\$41,304	\$41,304
Human Resources	\$137,973	\$137,973
Information Technology	\$9,228	\$9,228
Public Works	\$66,790	\$66,790
Pulbic Guardian	\$128,306	\$128,306
Assessor	\$15,818	\$15,818
Planning	\$130,064	\$130,064
Sheriff Administration	\$101,065	\$101,065
Fire Administration	\$48,334	\$48,334
Alternative Sentencing	\$27,244	\$27,244
Juvenile Court	\$250,901	\$250,901
Parks Administration	\$65,471	\$65,471
Library	\$12,743	\$12,743
Health Admin	\$39,986	\$39,986
250 Regional Transportation Fund	\$8,788	\$8,788
254 Quality of Life Fund	\$5,273	\$5,273
505 Stormwater Drainage	\$3,515	\$3,515
510 Wastewater Fund	\$7,031	\$7,031
520 Water	\$3,515	\$3,515
525 Building Permits	\$6,591	\$6,591
580 Workers Compensation Ins	\$7,469	\$7,469
590 Insurance Fund	\$12,743	\$12,743
602 Redevelopment	\$3,515	\$3,515
Total	\$1,521,911	\$1,521,911

SCHEDULE 9.01

CITY MANAGER

NATURE AND EXTENT OF SERVICE

The City Manager's office is the Chief Administrative Officer of the City and is responsible for implementing the policies set by the Board of Supervisors. The City Manager performs municipal administrative work and is the key liaison on behalf of the Board, City staff, and all others. Costs of the department are allocated based on total expenditures by department/fund.

Carson City, Nevada - Full Cost Allocation

City Manager
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$939,326			\$939,326
Allocated additions:				
1 - Building Charge	\$12,247		\$12,247	
2 - Equipment Charge	\$4,099		\$4,099	
1010100 - Board of Supervisors	\$1,930	\$2,919	\$4,849	
1010500 - District Attorney	\$146,980	\$10,327	\$157,307	
1010620 - Purchasing		\$449	\$449	
1010630 - City Hall		\$13,872	\$13,872	
1010701 - Finance		\$6,051	\$6,051	
1010705 - Human Resources		\$7,864	\$7,864	
1010710 - Information Technology		\$46,718	\$46,718	
1010800 - Internal Auditor		\$986	\$986	
1013034 - Facilities Maintenance		\$21,477	\$21,477	
Total allocated additions:	<u>\$165,256</u>	<u>\$110,663</u>	<u>\$275,919</u>	<u>\$275,919</u>
Total to be allocated	<u>\$1,104,582</u>	<u>\$110,663</u>		<u>\$1,215,245</u>

**City Manager
Schedule of costs to be
allocated by function**

	<u>Total</u>	<u>General & Admin</u>	<u>City Manager</u>
<u>Wages & Benefits</u>			
SALARIES & WAGES	\$629,133		\$629,133
FRINGE BENEFITS	\$244,441		\$244,441
<u>Other Expense and Cost</u>			
SERVICES & SUPPLIES	\$16,090		\$16,090
LOBBYIST	\$49,662		\$49,662
Departmental Expenditures	\$939,326		\$939,326
Additions: 1st			
Other	\$165,256	\$165,256	
Functional Cost	\$1,104,582	\$165,256	\$939,326
Reallocate Admin		(\$165,256)	\$165,256
Allocable Costs	\$1,104,582		\$1,104,582
1st Allocation	\$1,104,582		\$1,104,582
Additions: 2nd			
Other	\$110,663	\$110,663	
Functional Cost	\$110,663	\$110,663	
Reallocate Admin		(\$110,663)	\$110,663
Allocable Costs	\$110,663		\$110,663
2nd Allocation	\$110,663		\$110,663
Total allocated	\$1,215,245		\$1,215,245

Carson City, Nevada - Full Cost Allocation

City Manager
Detail allocation of
City Manager

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	229,298	0.204 %	\$2,258		\$2,258		\$2,258
Clerk	431,865	0.385 %	\$4,253		\$4,253		\$4,253
Recorder	444,716	0.397 %	\$4,380		\$4,380		\$4,380
Public Safety Complex	262,165	0.234 %	\$2,582		\$2,582		\$2,582
Elections	447,527	0.399 %	\$4,407		\$4,407	\$464	\$4,871
Treasurer	728,978	0.650 %	\$7,179		\$7,179		\$7,179
Assessor	907,065	0.809 %	\$8,933		\$8,933	\$940	\$9,873
District Attorney	3,281,544	2.926 %	\$32,318		\$32,318		\$32,318
Public Defender	1,895,524	1.690 %	\$18,668		\$18,668	\$1,964	\$20,632
Central Services	691,980	0.617 %	\$6,815		\$6,815	\$717	\$7,532
Finance	839,401	0.748 %	\$8,267		\$8,267	\$870	\$9,137
Human Resources	339,984	0.303 %	\$3,348		\$3,348	\$352	\$3,700
Information Technology	2,976,824	2.654 %	\$29,317		\$29,317	\$3,085	\$32,402
Geographic Information Systems	294,659	0.263 %	\$2,902		\$2,902	\$305	\$3,207
Purchasing	152,192	0.136 %	\$1,499		\$1,499	\$158	\$1,657
City Hall	73,802	0.066 %	\$727		\$727	\$76	\$803
Internal Auditor	108,504	0.097 %	\$1,069		\$1,069	\$112	\$1,181
Planning	686,536	0.612 %	\$6,761		\$6,761	\$711	\$7,472
Business License	93,003	0.083 %	\$916		\$916	\$96	\$1,012
Sheriff Administration	1,325,825	1.182 %	\$13,057		\$13,057	\$1,374	\$14,431
Sheriff Patrol	7,000,890	6.242 %	\$68,947		\$68,947	\$7,255	\$76,202
Sheriff General Services	549,168	0.490 %	\$5,408		\$5,408	\$569	\$5,977
Detention Facility	5,797,265	5.169 %	\$57,093		\$57,093	\$6,008	\$63,101
Dispatch	1,859,696	1.658 %	\$18,315		\$18,315	\$1,927	\$20,242
Trinet Grant	118,319	0.105 %	\$1,165		\$1,165	\$123	\$1,288
Fire Administration	333,631	0.297 %	\$3,286		\$3,286	\$346	\$3,632
Fire Operations	8,657,403	7.719 %	\$85,261		\$85,261	\$8,972	\$94,233
Fire Prevention	541,687	0.483 %	\$5,335		\$5,335	\$561	\$5,896
Fire Training	337,292	0.301 %	\$3,322		\$3,322	\$350	\$3,672
Emergency Management	249,032	0.222 %	\$2,453		\$2,453	\$258	\$2,711
Public Works	2,669,731	2.380 %	\$26,292		\$26,292	\$2,767	\$29,059
Juvenile Court	721,324	0.643 %	\$7,104		\$7,104	\$748	\$7,852
Juvenile Probation	1,996,495	1.780 %	\$19,662		\$19,662	\$2,069	\$21,731
Juvenile Detention	1,741,241	1.552 %	\$17,148		\$17,148	\$1,805	\$18,953
District/Justice Court	4,279,205	3.815 %	\$42,143		\$42,143	\$4,435	\$46,578
Alternative Sentencing	1,437,339	1.282 %	\$14,155		\$14,155	\$1,490	\$15,645
Parks Administration	520,726	0.464 %	\$5,128		\$5,128	\$540	\$5,668
Park Maintenance	1,611,167	1.436 %	\$15,867		\$15,867	\$1,670	\$17,537
Grants, Gifts, Donations	66,044	0.059 %	\$650		\$650	\$68	\$718
Swimming Pool	771,191	0.688 %	\$7,595		\$7,595	\$799	\$8,394
Community Center	334,787	0.298 %	\$3,297		\$3,297	\$347	\$3,644

Carson City, Nevada - Full Cost Allocation

City Manager
Detail allocation of
City Manager

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Recreation	444,333	0.396 %	\$4,376		\$4,376	\$460	\$4,836
Sports	386,597	0.345 %	\$3,807		\$3,807	\$401	\$4,208
Library	1,383,803	1.234 %	\$13,628		\$13,628	\$1,434	\$15,062
Health Admin	598,204	0.533 %	\$5,891		\$5,891	\$620	\$6,511
Landfill Administration	2,294,292	2.046 %	\$22,595		\$22,595	\$2,378	\$24,973
Animal Services	700,906	0.625 %	\$6,903		\$6,903	\$726	\$7,629
202 Cooperative Extension Fund	139,672	0.125 %	\$1,376		\$1,376	\$145	\$1,521
208 Supplemental Indigent Fund	1,579,857	1.409 %	\$15,559		\$15,559	\$1,637	\$17,196
215 Senior Citizens Fund	653,594	0.583 %	\$6,437		\$6,437	\$677	\$7,114
225 Carson City Transit Fund	1,700,431	1.516 %	\$16,746		\$16,746	\$1,762	\$18,508
230 Library Gift Fund	10,848	0.010 %	\$107		\$107	\$11	\$118
236 Administrative Assessment Fund	53,305	0.048 %	\$525		\$525	\$55	\$580
240 Traffic/Transportation Fund	11,532	0.010 %	\$114		\$114	\$12	\$126
250 Regional Transportation Fund	539,371	0.481 %	\$5,312		\$5,312	\$559	\$5,871
254 Quality of Life Fund	1,036,046	0.924 %	\$10,203		\$10,203	\$1,074	\$11,277
256 Street Maintenance Fund	4,334,649	3.865 %	\$42,689		\$42,689	\$4,492	\$47,181
275 Grant Fund	4,362,319	3.889 %	\$42,961		\$42,961	\$4,521	\$47,482
280 Commissary Fund	311,667	0.278 %	\$3,069		\$3,069	\$323	\$3,392
505 Stormwater Drainage	354,681	0.316 %	\$3,493		\$3,493	\$368	\$3,861
510 Wastewater Fund	4,540,961	4.049 %	\$44,721		\$44,721	\$4,706	\$49,427
520 Water	6,903,639	6.155 %	\$67,989		\$67,989	\$7,155	\$75,144
525 Building Permits	1,486,720	1.326 %	\$14,642		\$14,642	\$1,541	\$16,183
530 Cemetery	44,603	0.040 %	\$439		\$439	\$46	\$485
560 Fleet Management	1,295,059	1.155 %	\$12,754		\$12,754	\$1,342	\$14,096
570 Group Medical Insurance	1,915,484	1.708 %	\$18,864		\$18,864	\$1,985	\$20,849
580 Workers Compensation Ins	1,360,288	1.213 %	\$13,397		\$13,397	\$1,410	\$14,807
590 Insurance Fund	1,679,745	1.498 %	\$16,543		\$16,543	\$1,741	\$18,284
602 Redevelopment	250,280	0.223 %	\$2,465		\$2,465	\$259	\$2,724
603 Redevelopment Revolving	116,899	0.104 %	\$1,151		\$1,151	\$121	\$1,272
Medical	100,890	0.090 %	\$994		\$994	\$105	\$1,099
Environmental Health	367,423	0.328 %	\$3,618		\$3,618	\$381	\$3,999
Investigations	3,140,643	2.800 %	\$30,930		\$30,930	\$3,255	\$34,185
DC/JC Fees & Assessment	278,842	0.249 %	\$2,746		\$2,746	\$289	\$3,035
Northgate	27,640	0.025 %	\$272		\$272	\$29	\$301
210 Capital Projects Fund	1,418,865	1.265 %	\$13,973		\$13,973	\$1,470	\$15,443
287 911 Surcharge	578,977	0.516 %	\$5,702		\$5,702	\$600	\$6,302
Wildland Fire Management	191,472	0.171 %	\$1,886		\$1,886	\$198	\$2,084
Facilities Maintenance	1,631,696	1.455 %	\$16,069		\$16,069	\$1,691	\$17,760
Pulbic Guardian	299,824	0.267 %	\$2,953		\$2,953	\$311	\$3,264
Chartered Admin	1,034,283	0.922 %	\$10,186		\$10,186	\$1,072	\$11,258
Multi Purp Athletic Ctr	143,594	0.128 %	\$1,414		\$1,414	\$149	\$1,563

Carson City, Nevada - Full Cost Allocation

City Manager
Detail allocation of
City Manager

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Youth Sports Assoc	73,805	0.066 %	\$727		\$727	\$76	\$803
Juvenile Court Fees/Assessments	15,464	0.014 %	\$152		\$152	\$16	\$168
DC Environmental Health	241,876	0.216 %	\$2,382		\$2,382	\$251	\$2,633
235 Landscape Maintenance Fund	43,851	0.039 %	\$432		\$432	\$45	\$477
Sexual Assault Response Team	11,335	0.010 %	\$112		\$112	\$12	\$124
Welfare	526,550	0.469 %	\$5,186		\$5,186	\$546	\$5,732
501 Ambulance	3,523,765	3.142 %	\$34,703		\$34,703	\$3,652	\$38,355
Rifle Range	129,741	0.116 %	\$1,278		\$1,278	\$134	\$1,412
237 S Carson Neighbrhd Imprv Dist	84,500	0.070 %	\$829		\$829	\$89	\$918
Total	<u>112,159,846</u>	<u>100.000 %</u>	<u>\$1,104,582</u>		<u>\$1,104,582</u>	<u>\$110,663</u>	<u>\$1,215,245</u>

(A) Alloc basis: Total Expenditures By Dept/Fund (Exc. Capital, Debt)

Source: General Ledger

Carson City, Nevada - Full Cost Allocation

City Manager
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>City Manager</u>
Board of Supervisors	\$2,258	\$2,258
Clerk	\$4,253	\$4,253
Recorder	\$4,380	\$4,380
Public Safety Complex	\$2,582	\$2,582
Treasurer	\$7,179	\$7,179
District Attorney	\$32,318	\$32,318
Purchasing	\$1,657	\$1,657
City Hall	\$803	\$803
Finance	\$9,137	\$9,137
Human Resources	\$3,700	\$3,700
Information Technology	\$32,402	\$32,402
Internal Auditor	\$1,181	\$1,181
Dispatch	\$20,242	\$20,242
Public Works	\$29,059	\$29,059
Geographic Information Systems	\$3,207	\$3,207
Facilities Maintenance	\$17,760	\$17,760
Elections	\$4,871	\$4,871
Pulbic Guardian	\$3,264	\$3,264
Assessor	\$9,873	\$9,873
Public Defender	\$20,632	\$20,632
Central Services	\$7,532	\$7,532
Northgate	\$301	\$301
Planning	\$7,472	\$7,472
Business License	\$1,012	\$1,012
Chartered Admin	\$11,258	\$11,258
Sheriff Administration	\$14,431	\$14,431
Investigations	\$34,185	\$34,185
Sheriff Patrol	\$76,202	\$76,202
Sheriff General Services	\$5,977	\$5,977
Detention Facility	\$63,101	\$63,101
Trinet Grant	\$1,288	\$1,288
Fire Administration	\$3,632	\$3,632
Fire Operations	\$94,233	\$94,233
Fire Prevention	\$5,896	\$5,896
Fire Training	\$3,672	\$3,672
Emergency Management	\$2,711	\$2,711
Wildland Fire Management	\$2,084	\$2,084
Juvenile Probation	\$21,731	\$21,731
Juvenile Detention	\$18,953	\$18,953
Alternative Sentencing	\$15,645	\$15,645
Landfill Administration	\$24,973	\$24,973
Juvenile Court	\$7,852	\$7,852

City Manager
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>City Manager</u>
Juvenile Court Fees/Assessments	\$168	\$168
District/Justice Court	\$46,578	\$46,578
DC/JC Fees & Assessment	\$3,035	\$3,035
Parks Administration	\$5,668	\$5,668
Park Maintenance	\$17,537	\$17,537
Grants, Gifts, Donations	\$718	\$718
Youth Sports Assoc	\$803	\$803
Multi Purp Athletic Ctr	\$1,563	\$1,563
Swimming Pool	\$8,394	\$8,394
Community Center	\$3,644	\$3,644
Recreation	\$4,836	\$4,836
Rifle Range	\$1,412	\$1,412
Sports	\$4,208	\$4,208
Library	\$15,062	\$15,062
Sexual Assalt Response Team	\$124	\$124
Welfare	\$5,732	\$5,732
Health Admin	\$6,511	\$6,511
Medical	\$1,099	\$1,099
Environmental Health	\$3,999	\$3,999
DC Environmental Health	\$2,633	\$2,633
Animal Services	\$7,629	\$7,629
202 Cooperative Extension Fund	\$1,521	\$1,521
208 Supplemental Indigent Fund	\$17,196	\$17,196
210 Capital Projects Fund	\$15,443	\$15,443
215 Senior Citizens Fund	\$7,114	\$7,114
225 Carson City Transit Fund	\$18,508	\$18,508
230 Library Gift Fund	\$118	\$118
235 Landscape Maintenance Fund	\$477	\$477
236 Administrative Assessment Fund	\$580	\$580
237 S Carson Neighbrhd Imprv Dist	\$918	\$918
240 Traffic/Transportation Fund	\$126	\$126
250 Regional Transportation Fund	\$5,871	\$5,871
254 Quality of Life Fund	\$11,277	\$11,277
256 Street Maintenance Fund	\$47,181	\$47,181
275 Grant Fund	\$47,482	\$47,482
280 Commissary Fund	\$3,392	\$3,392
287 911 Surcharge	\$6,302	\$6,302
501 Ambulance	\$38,355	\$38,355
505 Stormwater Drainage	\$3,861	\$3,861
510 Wastewater Fund	\$49,427	\$49,427
520 Water	\$75,144	\$75,144
525 Building Permits	\$16,183	\$16,183

Carson City, Nevada - Full Cost Allocation

City Manager
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>City Manager</u>
530 Cemetery	\$485	\$485
560 Fleet Management	\$14,096	\$14,096
570 Group Medical Insurance	\$20,849	\$20,849
580 Workers Compensation Ins	\$14,807	\$14,807
590 Insurance Fund	\$18,284	\$18,284
602 Redevelopment	\$2,724	\$2,724
603 Redevelopment Revolving	\$1,272	\$1,272
Total	<u>\$1,215,245</u>	<u>\$1,215,245</u>

SCHEDULE 10.01

PURCHASING

NATURE AND EXTENT OF SERVICE

The Purchasing Department administers the purchasing and contracts programs, including all stages of the bid process and the purchase of materials, equipment, supplies and services for all departments. The costs of the department are allocated as follows:

- **General Purchasing** – These costs are time spent by staff working on general purchasing throughout the City. These costs are allocated based on operating expenditures by department/Fund.
- **Purchasing Contracts** – These costs are time spent on purchasing contracts. These costs are allocated based on contract expenditures by department/Fund.
- **Mail** – These costs represent time spent distributing interoffice services (mail and bank deposits). Costs are allocated based on FTE's by department/fund.

Prepared by:

Carson City, Nevada - Full Cost Allocation

Purchasing
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$152,192			\$152,192
Allocated additions:				
1010100 - Board of Supervisors	\$313	\$473	\$786	
1010500 - District Attorney	\$26,276	\$1,846	\$28,122	
1010600 - City Manager	\$1,499	\$158	\$1,657	
1010701 - Finance		\$949	\$949	
1010705 - Human Resources		\$208	\$208	
1010710 - Information Technology		\$2,665	\$2,665	
1010800 - Internal Auditor		\$160	\$160	
Total allocated additions:	<u>\$28,088</u>	<u>\$6,459</u>	<u>\$34,547</u>	<u>\$34,547</u>
Total to be allocated	<u>\$180,280</u>	<u>\$6,459</u>		<u>\$186,739</u>

Carson City, Nevada - Full Cost Allocation

Purchasing
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>General Purchasing</u>	<u>Purchasing Contracts</u>	<u>Mail</u>
<u>Wages & Benefits</u>					
SALARIES & WAGES	\$95,106		\$14,371	\$57,473	\$23,262
FRINGE BENEFITS	\$38,345		\$5,794	\$23,172	\$9,379
<u>Other Expense and Cost</u>					
SERVICES & SUPPLIES	\$18,741		\$2,832	\$11,325	\$4,584
Departmental Expenditures	\$152,192		\$22,997	\$91,970	\$37,225
Additions: 1st					
Other	\$28,088	\$28,088			
Functional Cost	\$180,280	\$28,088	\$22,997	\$91,970	\$37,225
Reallocate Admin		(\$28,088)	\$4,244	\$16,974	\$6,870
Allocable Costs	\$180,280		\$27,241	\$108,944	\$44,095
1st Allocation	\$180,280		\$27,241	\$108,944	\$44,095
Additions: 2nd					
Other	\$6,459	\$6,459			
Functional Cost	\$6,459	\$6,459			
Reallocate Admin		(\$6,459)	\$976	\$3,903	\$1,580
Allocable Costs	\$6,459		\$976	\$3,903	\$1,580
2nd Allocation	\$6,459		\$976	\$3,903	\$1,580
Total allocated	\$186,739		\$28,217	\$112,847	\$45,675

Carson City, Nevada - Full Cost Allocation

**Purchasing
Detail allocation of
General Purchasing**

<u>User Department</u>	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	10,554	0.029 %	\$8		\$8		\$8
Clerk	17,565	0.049 %	\$13		\$13		\$13
Recorder	39,046	0.108 %	\$30		\$30		\$30
Public Safety Complex	262,165	0.728 %	\$198		\$198		\$198
Elections	196,032	0.545 %	\$148		\$148	\$5	\$153
Assessor	50,525	0.140 %	\$38		\$38	\$1	\$39
District Attorney	108,862	0.302 %	\$82		\$82		\$82
City Manager	65,752	0.183 %	\$50		\$50		\$50
Central Services	691,980	1.923 %	\$524		\$524	\$19	\$543
Finance	86,339	0.240 %	\$65		\$65	\$2	\$67
Human Resources	17,940	0.050 %	\$14		\$14		\$14
Information Technology	1,581,802	4.395 %	\$1,197		\$1,197	\$44	\$1,241
Geographic Information Systems	214,061	0.595 %	\$162		\$162	\$6	\$168
City Hall	73,802	0.205 %	\$56		\$56	\$2	\$58
Planning	34,477	0.096 %	\$26		\$26	\$1	\$27
Sheriff Administration	726,691	2.019 %	\$550		\$550	\$20	\$570
Sheriff Patrol	389,437	1.082 %	\$295		\$295	\$11	\$306
Sheriff General Services	49,935	0.139 %	\$38		\$38	\$1	\$39
Detention Facility	534,450	1.485 %	\$405		\$405	\$15	\$420
Dispatch	80,571	0.224 %	\$61		\$61	\$2	\$63
Trinet Grant	8,793	0.024 %	\$7		\$7		\$7
Fire Administration	65,937	0.183 %	\$50		\$50	\$2	\$52
Fire Operations	414,293	1.151 %	\$314		\$314	\$11	\$325
Fire Training	97,952	0.272 %	\$74		\$74	\$3	\$77
Juvenile Court	71,915	0.200 %	\$54		\$54	\$2	\$56
Juvenile Probation	159,557	0.443 %	\$121		\$121	\$4	\$125
Juvenile Detention	106,982	0.297 %	\$81		\$81	\$3	\$84
District/Justice Court	559,227	1.554 %	\$423		\$423	\$15	\$438
Alternative Sentencing	184,090	0.512 %	\$139		\$139	\$5	\$144
Parks Administration	21,781	0.061 %	\$16		\$16	\$1	\$17
Park Maintenance	445,688	1.238 %	\$337		\$337	\$12	\$349
Grants, Gifts, Donations	66,044	0.184 %	\$50		\$50	\$2	\$52
Swimming Pool	279,528	0.777 %	\$212		\$212	\$8	\$220
Community Center	123,440	0.343 %	\$93		\$93	\$3	\$96
Recreation	89,011	0.247 %	\$67		\$67	\$2	\$69
Sports	142,706	0.397 %	\$108		\$108	\$4	\$112
Library	335,583	0.932 %	\$254		\$254	\$9	\$263
Health Admin	158,051	0.439 %	\$120		\$120	\$4	\$124
208 Supplemental Indigent Fund	1,238,214	3.440 %	\$937		\$937	\$34	\$971
215 Senior Citizens Fund	202,538	0.563 %	\$153		\$153	\$6	\$159
225 Carson City Transit Fund	1,615,024	4.487 %	\$1,222		\$1,222	\$45	\$1,267

Carson City, Nevada - Full Cost Allocation

Purchasing
Detail allocation of
General Purchasing

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
230 Library Gift Fund	10,364	0.029 %	\$8		\$8		\$8
236 Administrative Assessment Fund	37,272	0.104 %	\$28		\$28	\$1	\$29
240 Traffic/Transportation Fund	2,210	0.006 %	\$2		\$2		\$2
250 Regional Transportation Fund	178,070	0.495 %	\$135		\$135	\$5	\$140
256 Street Maintenance Fund	1,999,550	5.556 %	\$1,513		\$1,513	\$55	\$1,568
280 Commissary Fund	218,087	0.606 %	\$165		\$165	\$6	\$171
505 Stormwater Drainage	94,737	0.263 %	\$72		\$72	\$3	\$75
510 Wastewater Fund	2,590,131	7.197 %	\$1,960		\$1,960	\$71	\$2,031
520 Water	4,192,152	11.648 %	\$3,173		\$3,173	\$116	\$3,289
525 Building Permits	1,226,182	3.407 %	\$928		\$928	\$34	\$962
530 Cemetery	35,666	0.099 %	\$27		\$27	\$1	\$28
560 Fleet Management	303,501	0.843 %	\$230		\$230	\$8	\$238
570 Group Medical Insurance	1,643,699	4.567 %	\$1,244		\$1,244	\$45	\$1,289
580 Workers Compensation Ins	1,183,632	3.289 %	\$896		\$896	\$33	\$929
590 Insurance Fund	1,504,488	4.180 %	\$1,139		\$1,139	\$41	\$1,180
602 Redevelopment	75,363	0.209 %	\$57		\$57	\$2	\$59
603 Redevelopment Revolving	116,899	0.325 %	\$88		\$88	\$3	\$91
Emergency Management	16,542	0.046 %	\$13		\$13		\$13
Public Works	126,465	0.351 %	\$96		\$96	\$3	\$99
254 Quality of Life Fund	405,595	1.127 %	\$307		\$307	\$11	\$318
Business License	6,127	0.017 %	\$5		\$5		\$5
Landfill Administration	1,156,986	3.215 %	\$876		\$876	\$32	\$908
Medical	47						
Environmental Health	21,530	0.060 %	\$16		\$16	\$1	\$17
Investigations	333,414	0.926 %	\$252		\$252	\$9	\$261
DC/JC Fees & Assessment	278,842	0.775 %	\$211		\$211	\$8	\$219
Northgate	27,640	0.077 %	\$21		\$21	\$1	\$22
210 Capital Projects Fund	1,418,865	3.942 %	\$1,074		\$1,074	\$39	\$1,113
287 911 Surcharge	578,977	1.609 %	\$438		\$438	\$16	\$454
Public Defender	1,895,524	5.267 %	\$1,435		\$1,435	\$52	\$1,487
Wildland Fire Management	100,989	0.281 %	\$76		\$76	\$3	\$79
Facilities Maintenance	331,026	0.920 %	\$251		\$251	\$9	\$260
Treasurer	84,099	0.234 %	\$64		\$64		\$64
Pulbic Guardian	12,528	0.035 %	\$9		\$9		\$9
Multi Purp Athletic Ctr	67,065	0.186 %	\$51		\$51	\$2	\$53
Youth Sports Assoc	73,805	0.205 %	\$56		\$56	\$2	\$58
Fire Prevention	40,482	0.112 %	\$31		\$31	\$1	\$32
Internal Auditor	108,504	0.301 %	\$82		\$82	\$3	\$85
Juvenile Court Fees/Assessments	15,464	0.043 %	\$12		\$12		\$12
DC Environmental Health	18,565	0.052 %	\$14		\$14	\$1	\$15
202 Cooperative Extension Fund	139,672	0.388 %	\$106		\$106	\$4	\$110

Carson City, Nevada - Full Cost Allocation

Purchasing
Detail allocation of
General Purchasing

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
235 Landscape Maintenance Fund	43,851	0.122 %	\$33		\$33	\$1	\$34
Animal Services	700,906	1.948 %	\$531		\$531	\$19	\$550
Welfare	299,666	0.833 %	\$227		\$227	\$8	\$235
Sexual Assault Response Team	2,202	0.006 %	\$2		\$2		\$2
501 Ambulance	549,387	1.526 %	\$416		\$416	\$15	\$431
Rifle Range	20,403	0.057 %	\$15		\$15	\$1	\$16
237 S Carson Neighbrhd Imprv Dist	84,500	0.235 %	\$64		\$64	\$7	\$71
Total	<u>35,990,011</u>	<u>100.000 %</u>	<u>\$27,241</u>		<u>\$27,241</u>	<u>\$976</u>	<u>\$28,217</u>

(A) Alloc basis: Total Operating Expenditures By Dept/Fund

Source: General Ledger

Purchasing
Detail allocation of
Purchasing Contracts

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
250 Regional Transportation Fund	5,352,399	34.459 %	\$37,541		\$37,541	\$1,345	\$38,886
254 Quality of Life Fund	398,388	2.565 %	\$2,794		\$2,794	\$100	\$2,894
256 Street Maintenance Fund	832,469	5.359 %	\$5,839		\$5,839	\$209	\$6,048
520 Water	893,392	5.752 %	\$6,266		\$6,266	\$224	\$6,490
505 Stormwater Drainage	1,116,270	7.187 %	\$7,829		\$7,829	\$280	\$8,109
590 Insurance Fund	37,500	0.241 %	\$263		\$263	\$9	\$272
225 Carson City Transit Fund	9,900	0.064 %	\$69		\$69	\$2	\$71
210 Capital Projects Fund	2,194,019	14.125 %	\$15,389		\$15,389	\$551	\$15,940
510 Wastewater Fund	806,432	5.192 %	\$5,656		\$5,656	\$203	\$5,859
Wildland Fire Management	20,500	0.132 %	\$144		\$144	\$5	\$149
Library	22,500	0.145 %	\$158		\$158	\$6	\$164
235 Landscape Maintenance Fund	45,000	0.290 %	\$316		\$316	\$11	\$327
603 Redevelopment Revolving	153,310	0.987 %	\$1,075		\$1,075	\$39	\$1,114
All Other	1,437,965	9.258 %	\$10,086		\$10,086	\$361	\$10,447
DC/JC Fees & Assessment	232,472	1.497 %	\$1,631		\$1,631	\$58	\$1,689
Park Maintenance	59,999	0.386 %	\$421		\$421	\$15	\$436
Juvenile Probation	23,762	0.153 %	\$167		\$167	\$6	\$173
Public Works	15,400	0.099 %	\$108		\$108	\$4	\$112
Landfill Administration	218,799	1.409 %	\$1,535		\$1,535	\$55	\$1,590
208 Supplemental Indigent Fund	48,000	0.309 %	\$337		\$337	\$12	\$349
287 911 Surcharge	34,800	0.224 %	\$244		\$244	\$9	\$253
602 Redevelopment	5,000	0.032 %	\$35		\$35	\$1	\$36
Detention Facility	5,575	0.036 %	\$39		\$39	\$1	\$40
Geographic Information Systems	245,000	1.577 %	\$1,718		\$1,718	\$62	\$1,780
Parks Administration	10,000	0.064 %	\$70		\$70	\$3	\$73
Rifle Range	4,850	0.031 %	\$34		\$34	\$1	\$35
236 Administrative Assessment Fund	21,925	0.141 %	\$154		\$154	\$6	\$160
275 Grant Fund	1,287,075	8.286 %	\$9,026		\$9,026	\$325	\$9,351
Total	15,532,701	100.000 %	\$108,944		\$108,944	\$3,903	\$112,847

(A) Alloc basis: Purchasing Contracts by Department/Fund

Source: Purchasing

Carson City, Nevada - Full Cost Allocation

Purchasing
Detail allocation of
Mail

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	5	0.452 %	\$200		\$200		\$200
Clerk	8	0.724 %	\$319		\$319		\$319
Treasurer	11	0.995 %	\$439		\$439		\$439
Elections	5	0.452 %	\$200		\$200	\$8	\$208
Recorder	4	0.362 %	\$160		\$160		\$160
Assessor	10	0.905 %	\$399		\$399	\$15	\$414
District Attorney	34	3.077 %	\$1,357		\$1,357		\$1,357
City Manager	10	0.905 %	\$399		\$399		\$399
Finance	11	0.995 %	\$439		\$439	\$17	\$456
Human Resources	3	0.271 %	\$120		\$120	\$5	\$125
Information Technology	15	1.357 %	\$599		\$599	\$23	\$622
Planning	13	1.176 %	\$519		\$519	\$20	\$539
Sheriff Administration	9	0.814 %	\$359		\$359	\$14	\$373
Sheriff Patrol	50	4.525 %	\$1,995		\$1,995	\$76	\$2,071
Sheriff General Services	9	0.814 %	\$359		\$359	\$14	\$373
Detention Facility	48	4.344 %	\$1,915		\$1,915	\$73	\$1,988
Dispatch	24	2.172 %	\$958		\$958	\$37	\$995
Fire Administration	4	0.362 %	\$160		\$160	\$6	\$166
Fire Operations	44	3.982 %	\$1,756		\$1,756	\$67	\$1,823
Fire Prevention	9	0.814 %	\$359		\$359	\$14	\$373
Juvenile Court	5	0.452 %	\$200		\$200	\$8	\$208
Juvenile Probation	19	1.719 %	\$758		\$758	\$29	\$787
Juvenile Detention	21	1.900 %	\$838		\$838	\$32	\$870
District/Justice Court	41	3.710 %	\$1,636		\$1,636	\$63	\$1,699
Alternative Sentencing	24	2.172 %	\$958		\$958	\$37	\$995
Parks Administration	7	0.633 %	\$279		\$279	\$11	\$290
Park Maintenance	23	2.081 %	\$918		\$918	\$35	\$953
Swimming Pool	93	8.416 %	\$3,711		\$3,711	\$142	\$3,853
Community Center	13	1.176 %	\$519		\$519	\$20	\$539
Sports	34	3.077 %	\$1,357		\$1,357	\$52	\$1,409
Library	22	1.991 %	\$878		\$878	\$34	\$912
Health Admin	25	2.262 %	\$998		\$998	\$38	\$1,036
215 Senior Citizens Fund	3	0.271 %	\$120		\$120	\$5	\$125
256 Street Maintenance Fund	27	2.443 %	\$1,077		\$1,077	\$41	\$1,118
510 Wastewater Fund	27	2.443 %	\$1,077		\$1,077	\$41	\$1,118
525 Building Permits	3	0.271 %	\$120		\$120	\$5	\$125
560 Fleet Management	13	1.176 %	\$519		\$519	\$20	\$539
580 Workers Compensation Ins	1	0.090 %	\$40		\$40	\$2	\$42
Fire Training	2	0.181 %	\$80		\$80	\$3	\$83
Public Works	43	3.891 %	\$1,716		\$1,716	\$66	\$1,782
Landfill Administration	12	1.086 %	\$479		\$479	\$18	\$497

Carson City, Nevada - Full Cost Allocation

Purchasing
Detail allocation of
Mail

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Investigations	15	1.357 %	\$599		\$599	\$23	\$622
Facilities Maintenance	19	1.719 %	\$758		\$758	\$29	\$787
570 Group Medical Insurance	4	0.362 %	\$160		\$160	\$6	\$166
520 Water	25	2.262 %	\$998		\$998	\$38	\$1,036
760 Sub-Conservancy District	16	1.448 %	\$638		\$638	\$24	\$662
740 Tourism Authority	7	0.633 %	\$279		\$279	\$11	\$290
501 Ambulance	38	3.439 %	\$1,516		\$1,516	\$58	\$1,574
Pulbic Guardian	6	0.543 %	\$239		\$239	\$9	\$248
Chartered Admin	15	1.357 %	\$599		\$599	\$23	\$622
254 Quality of Life Fund	8	0.724 %	\$319		\$319	\$12	\$331
Recreation	56	5.068 %	\$2,235		\$2,235	\$86	\$2,321
280 Commissary Fund	3	0.271 %	\$120		\$120	\$5	\$125
Geographic Information Systems	1	0.090 %	\$40		\$40	\$2	\$42
Welfare	2	0.181 %	\$80		\$80	\$3	\$83
Environmental Health	6	0.543 %	\$239		\$239	\$9	\$248
DC Environmental Health	2	0.181 %	\$80		\$80	\$3	\$83
225 Carson City Transit Fund	1	0.090 %	\$40		\$40	\$2	\$42
250 Regional Transportation Fund	9	0.814 %	\$359		\$359	\$14	\$373
602 Redevelopment	3	0.271 %	\$120		\$120	\$5	\$125
Business License	1	0.090 %	\$40		\$40	\$2	\$42
Rifle Range	6	0.543 %	\$239		\$239	\$9	\$248
275 Grant Fund	50	4.525 %	\$1,995		\$1,995	\$76	\$2,071
505 Stormwater Drainage	1	0.090 %	\$40		\$40	\$2	\$42
Multi Purp Athletic Ctr	10	0.905 %	\$399		\$399	\$15	\$414
Sexual Assault Response Team	7	0.633 %	\$279		\$279	\$11	\$290
Medical	1	0.090 %	\$40		\$40	\$2	\$42
208 Supplemental Indigent Fund	4	0.362 %	\$160		\$160	\$6	\$166
230 Library Gift Fund	3	0.271 %	\$120		\$120	\$5	\$125
236 Administrative Assessment Fund	1	0.090 %	\$40		\$40	\$2	\$42
530 Cemetery	1	0.109 %	\$36		\$36	(\$3)	\$33
Total	1,105	100.000 %	\$44,095		\$44,095	\$1,580	\$45,675

(A) Alloc basis: Number of FTE by Department/Fund

Source:

**Purchasing
Departmental Cost
Allocation Summary**

	<u>Total</u>	<u>General Purchasing</u>	<u>Purchasing Contracts</u>	<u>Mail</u>
Board of Supervisors	\$208	\$8		\$200
Clerk	\$332	\$13		\$319
Recorder	\$190	\$30		\$160
Public Safety Complex	\$198	\$198		
Treasurer	\$503	\$64		\$439
District Attorney	\$1,439	\$82		\$1,357
City Manager	\$449	\$50		\$399
City Hall	\$58	\$58		
Finance	\$523	\$67		\$456
Human Resources	\$139	\$14		\$125
Information Technology	\$1,863	\$1,241		\$622
Internal Auditor	\$85	\$85		
Dispatch	\$1,058	\$63		\$995
Public Works	\$1,993	\$99	\$112	\$1,782
Geographic Information Systems	\$1,990	\$168	\$1,780	\$42
Facilities Maintenance	\$1,047	\$260		\$787
Elections	\$361	\$153		\$208
Pulbic Guardian	\$257	\$9		\$248
Assessor	\$453	\$39		\$414
Public Defender	\$1,487	\$1,487		
Central Services	\$543	\$543		
Northgate	\$22	\$22		
Planning	\$566	\$27		\$539
Business License	\$47	\$5		\$42
Chartered Admin	\$622			\$622
Sheriff Administration	\$943	\$570		\$373
Investigations	\$883	\$261		\$622
Sheriff Patrol	\$2,377	\$306		\$2,071
Sheriff General Services	\$412	\$39		\$373
Detention Facility	\$2,448	\$420	\$40	\$1,988
Trinet Grant	\$7	\$7		
Fire Administration	\$218	\$52		\$166
Fire Operations	\$2,148	\$325		\$1,823
Fire Prevention	\$405	\$32		\$373
Fire Training	\$160	\$77		\$83
Emergency Management	\$13	\$13		
Wildland Fire Management	\$228	\$79	\$149	
Juvenile Probation	\$1,085	\$125	\$173	\$787
Juvenile Detention	\$954	\$84		\$870
Alternative Sentencing	\$1,139	\$144		\$995
Landfill Administration	\$2,995	\$908	\$1,590	\$497

**Purchasing
Departmental Cost
Allocation Summary**

	<u>Total</u>	<u>General Purchasing</u>	<u>Purchasing Contracts</u>	<u>Mail</u>
Juvenile Court	\$264	\$56		\$208
Juvenile Court Fees/Assessments	\$12	\$12		
District/Justice Court	\$2,137	\$438		\$1,699
DC/JC Fees & Assessment	\$1,908	\$219	\$1,689	
Parks Administration	\$380	\$17	\$73	\$290
Park Maintenance	\$1,738	\$349	\$436	\$953
Grants, Gifts, Donations	\$52	\$52		
Youth Sports Assoc	\$58	\$58		
Multi Purp Athletic Ctr	\$467	\$53		\$414
Swimming Pool	\$4,073	\$220		\$3,853
Community Center	\$635	\$96		\$539
Recreation	\$2,390	\$69		\$2,321
Rifle Range	\$299	\$16	\$35	\$248
Sports	\$1,521	\$112		\$1,409
Library	\$1,339	\$263	\$164	\$912
Sexual Assault Response Team	\$292	\$2		\$290
Welfare	\$318	\$235		\$83
Health Admin	\$1,160	\$124		\$1,036
Medical	\$42			\$42
Environmental Health	\$265	\$17		\$248
DC Environmental Health	\$98	\$15		\$83
Animal Services	\$550	\$550		
202 Cooperative Extension Fund	\$110	\$110		
208 Supplemental Indigent Fund	\$1,486	\$971	\$349	\$166
210 Capital Projects Fund	\$17,053	\$1,113	\$15,940	
215 Senior Citizens Fund	\$284	\$159		\$125
225 Carson City Transit Fund	\$1,380	\$1,267	\$71	\$42
230 Library Gift Fund	\$133	\$8		\$125
235 Landscape Maintenance Fund	\$361	\$34	\$327	
236 Administrative Assessment Fund	\$231	\$29	\$160	\$42
237 S Carson Neighbrhd Imprv Dist	\$71	\$71		
240 Traffic/Transportation Fund	\$2	\$2		
250 Regional Transportation Fund	\$39,399	\$140	\$38,886	\$373
254 Quality of Life Fund	\$3,543	\$318	\$2,894	\$331
256 Street Maintenance Fund	\$8,734	\$1,568	\$6,048	\$1,118
275 Grant Fund	\$11,422		\$9,351	\$2,071
280 Commissary Fund	\$296	\$171		\$125
287 911 Surcharge	\$707	\$454	\$253	
501 Ambulance	\$2,005	\$431		\$1,574
505 Stormwater Drainage	\$8,226	\$75	\$8,109	\$42
510 Wastewater Fund	\$9,008	\$2,031	\$5,859	\$1,118

**Purchasing
Departmental Cost
Allocation Summary**

	<u>Total</u>	<u>General Purchasing</u>	<u>Purchasing Contracts</u>	<u>Mail</u>
520 Water	\$10,815	\$3,289	\$6,490	\$1,036
525 Building Permits	\$1,087	\$962		\$125
530 Cemetery	\$61	\$28		\$33
560 Fleet Management	\$777	\$238		\$539
570 Group Medical Insurance	\$1,455	\$1,289		\$166
580 Workers Compensation Ins	\$971	\$929		\$42
590 Insurance Fund	\$1,452	\$1,180	\$272	
602 Redevelopment	\$220	\$59	\$36	\$125
603 Redevelopment Revolving	\$1,205	\$91	\$1,114	
740 Tourism Authority	\$290			\$290
760 Sub-Conservancy District	\$662			\$662
All Other	\$10,447		\$10,447	
Total	\$186,739	\$28,217	\$112,847	\$45,675

SCHEDULE 11.01

CITY HALL

NATURE AND EXTENT OF SERVICE

The City Hall Department accounts for utility, postage, fax, and supply costs for the entire building. Costs are broken out into the following functions: Utilities and Common costs.

- **Utility** – Related costs are allocated to occupying departments based on square footage.
- **Common Costs** – Costs such as fax, copier, and postage costs, are allocated to occupying departments based on the number of positions by department/fund.

Prepared by:

Carson City, Nevada - Full Cost Allocation

City Hall
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$73,802			\$73,802
Allocated additions:				
1010100 - Board of Supervisors	\$152	\$229	\$381	
1010600 - City Manager	\$727	\$76	\$803	
1010620 - Purchasing	\$56	\$2	\$58	
1010701 - Finance		\$761	\$761	
1010800 - Internal Auditor		\$78	\$78	
Total allocated additions:	<u>\$935</u>	<u>\$1,146</u>	<u>\$2,081</u>	<u>\$2,081</u>
Total to be allocated	<u>\$74,737</u>	<u>\$1,146</u>		<u>\$75,883</u>

Carson City, Nevada - Full Cost Allocation

City Hall
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Utilities</u>	<u>Common Costs</u>
<u>Other Expense and Cost</u>				
SALARIES & WAGES				
FRINGE BENEFITS				
<u>Other Expense and Cost</u>				
OFFICE SUPPLIES	\$33,076			\$33,076
POWER	\$28,834		\$28,834	
HEATING	\$11,892		\$11,892	
Departmental Expenditures	\$73,802		\$40,726	\$33,076
Additions: 1st				
Other	\$935	\$935		
Functional Cost	\$74,737	\$935	\$40,726	\$33,076
Reallocate Admin		(\$935)	\$516	\$419
Allocable Costs	\$74,737		\$41,242	\$33,495
1st Allocation	\$74,737		\$41,242	\$33,495
Additions: 2nd				
Other	\$1,146	\$1,146		
Functional Cost	\$1,146	\$1,146		
Reallocate Admin		(\$1,146)	\$632	\$514
Allocable Costs	\$1,146		\$632	\$514
2nd Allocation	\$1,146		\$632	\$514
Total allocated	\$75,883		\$41,874	\$34,009

Carson City, Nevada - Full Cost Allocation

City Hall
Detail allocation of
Utilities

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	701	4.779 %	\$1,971		\$1,971		\$1,971
Treasurer	1,882	12.831 %	\$5,292		\$5,292		\$5,292
Assessor	1,412	9.626 %	\$3,970		\$3,970	\$101	\$4,071
City Manager	3,279	22.355 %	\$9,220		\$9,220		\$9,220
Finance	1,548	10.554 %	\$4,353		\$4,353	\$111	\$4,464
Human Resources	3,052	20.807 %	\$8,581		\$8,581	\$219	\$8,800
Information Technology	2,027	13.819 %	\$5,699		\$5,699	\$145	\$5,844
570 Group Medical Insurance	164	1.118 %	\$461		\$461	\$12	\$473
580 Workers Compensation Ins	461	3.143 %	\$1,296		\$1,296	\$33	\$1,329
Pulbic Guardian	142	0.968 %	\$399		\$399	\$11	\$410
Total	<u>14,668</u>	<u>100.000 %</u>	<u>\$41,242</u>		<u>\$41,242</u>	<u>\$632</u>	<u>\$41,874</u>

(A) Alloc basis: Total Square Footage Occupied By Department

Source: Facilities Maintenance

City Hall
Detail allocation of
Common Costs

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	5	6.944 %	\$2,326		\$2,326		\$2,326
Treasurer	11	15.278 %	\$5,117		\$5,117		\$5,117
Assessor	10	13.889 %	\$4,652		\$4,652	\$112	\$4,764
City Manager	10	13.889 %	\$4,652		\$4,652		\$4,652
Finance	11	15.278 %	\$5,117		\$5,117	\$123	\$5,240
Human Resources	3	4.167 %	\$1,396		\$1,396	\$34	\$1,430
Information Technology	15	20.833 %	\$6,978		\$6,978	\$168	\$7,146
580 Workers Compensation Ins	1	1.389 %	\$465		\$465	\$11	\$476
Pulbic Guardian	6	8.333 %	\$2,792		\$2,792	\$66	\$2,858
Total	<u>72</u>	<u>100.000 %</u>	<u>\$33,495</u>		<u>\$33,495</u>	<u>\$514</u>	<u>\$34,009</u>

(A) Alloc basis: Number Of Positions By Department/Fund

Source: Human Resources

City Hall
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Utilities</u>	<u>Common Costs</u>
Board of Supervisors	\$4,297	\$1,971	\$2,326
Treasurer	\$10,409	\$5,292	\$5,117
City Manager	\$13,872	\$9,220	\$4,652
Finance	\$9,704	\$4,464	\$5,240
Human Resources	\$10,230	\$8,800	\$1,430
Information Technology	\$12,990	\$5,844	\$7,146
Pulbic Guardian	\$3,268	\$410	\$2,858
Assessor	\$8,835	\$4,071	\$4,764
570 Group Medical Insurance	\$473	\$473	
580 Workers Compensation Ins	\$1,805	\$1,329	\$476
Total	\$75,883	\$41,874	\$34,009

SCHEDULE 12.01

FINANCE

NATURE AND EXTENT OF SERVICE

The Finance department fulfills the requirements of the duties of the Controller, County Auditor, Chief Financial Officer, and performs the function of the Office of the Budget. Duties include maintaining financial reports, check distribution, payroll, financial analysis and monitoring of the budget. The costs of the department are allocated as follows:

- **Payroll** – These costs are allocated based on the number of FTE's by department/fund. This includes PT/Seasonal positions.
- **Budget** – These costs are allocated based on total expenditures by department/fund.
- **Accounts Payable** - These costs are allocated based on Operating Services and Supply costs by department/fund.
- **Accounting** – These costs are allocated based on total expenditures by department/fund.
- **Debt Management** – These costs are associated with issuing bonds. Costs are allocated based on the number of debt services payments made by Fund.
- **Contracts** – These costs are allocated based on Operating Services and Supply costs by department/fund.
- **Workers Compensation** – These costs are allocated directly to Workers Compensation Fund 580.
- **General Liability** – These costs are allocated directly to Insurance Fund 590.
- **Audit Fees** – These costs are related to the General Fund audit. Costs are allocated based on Total Expenditures for General Fund Departments.
- **CDBG/CSSG Grants** – These costs are related to grant administration for the CDBG and CSSG grants. As salary is reimbursed by the grants, costs are identified but not allocated.

Prepared by:

Carson City, Nevada - Full Cost Allocation

Finance
Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$839,401			\$839,401
Allocated additions:				
1 - Building Charge	\$5,782		\$5,782	
2 - Equipment Charge	\$741		\$741	
1010100 - Board of Supervisors	\$1,725	\$2,608	\$4,333	
1010500 - District Attorney	\$38,592	\$2,712	\$41,304	
1010600 - City Manager	\$8,267	\$870	\$9,137	
1010620 - Purchasing	\$504	\$19	\$523	
1010630 - City Hall	\$9,470	\$234	\$9,704	
1010705 - Human Resources		\$5,050	\$5,050	
1010710 - Information Technology		\$29,314	\$29,314	
1010800 - Internal Auditor		\$881	\$881	
1013034 - Facilities Maintenance		\$10,140	\$10,140	
Total allocated additions:	<u>\$65,081</u>	<u>\$51,828</u>	<u>\$116,909</u>	<u>\$116,909</u>
Departmental cost adjustments:				
SALARIES - DIRECT BILL	\$158,768			
Total departmental cost adjustments:	<u>\$158,768</u>			<u>\$158,768</u>
Total to be allocated	<u>\$1,063,250</u>	<u>\$51,828</u>		<u>\$1,115,078</u>

Carson City, Nevada - Full Cost Allocation

Finance
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Payroll</u>	<u>Budget</u>	<u>Accounts Payable</u>	<u>Accounting</u>	<u>Debt Management</u>	<u>Contracts</u>	<u>Workers Compensation</u>	<u>General Liability</u>
<u>Wages & Benefits</u>										
SALARIES & WAGES	\$541,885	\$59,445	\$58,849	\$108,756	\$87,243	\$108,756	\$19,996	\$5,527	\$26,986	\$26,986
FRINGE BENEFITS	\$211,178	\$23,166	\$22,934	\$42,383	\$34,000	\$42,383	\$7,792	\$2,154	\$10,517	\$10,517
<u>Other Expense and Cost</u>										
SERVICES & SUPPLIES	\$29,089	\$3,435	\$3,406	\$6,298	\$5,050	\$6,298	\$1,158	\$320	\$1,562	\$1,562
AUDITING FEES	\$44,249									
PROFESSIONAL SERVICE	\$13,000			\$8,500			\$4,500			
Departmental Expenditures	\$839,401	\$86,046	\$85,189	\$165,937	\$126,293	\$157,437	\$33,446	\$8,001	\$39,065	\$39,065
<u>Cost Adjustments</u>										
SALARIES - DIRECT BILL	\$158,768	\$18,751	\$18,592	\$34,373	\$27,562	\$34,373	\$6,319	\$1,746	\$8,526	\$8,526
Additions: 1st										
Other	\$65,081	\$65,081								
Functional Cost	\$1,063,250	\$169,878	\$103,781	\$200,310	\$153,855	\$191,810	\$39,765	\$9,747	\$47,591	\$47,591
Reallocate Admin		(\$169,878)	\$19,734	\$38,090	\$29,256	\$36,473	\$7,561	\$1,853	\$9,050	\$9,050
Allocable Costs	\$1,063,250		\$123,515	\$238,400	\$183,111	\$228,283	\$47,326	\$11,600	\$56,641	\$56,641
Unallocated	(\$65,070)									
1st Allocation	\$998,180		\$123,515	\$238,400	\$183,111	\$228,283	\$47,326	\$11,600	\$56,641	\$56,641
Additions: 2nd										
Other	\$51,828	\$51,828								
Functional Cost	\$51,828	\$51,828								
Reallocate Admin		(\$51,828)	\$6,021	\$11,621	\$8,926	\$11,128	\$2,307	\$565	\$2,761	\$2,761
Allocable Costs	\$51,828		\$6,021	\$11,621	\$8,926	\$11,128	\$2,307	\$565	\$2,761	\$2,761
Unallocated	(\$3,171)									
2nd Allocation	\$48,657		\$6,021	\$11,621	\$8,926	\$11,128	\$2,307	\$565	\$2,761	\$2,761
Total allocated	\$1,046,837		\$129,536	\$250,021	\$192,037	\$239,411	\$49,633	\$12,165	\$59,402	\$59,402

Finance
Schedule of costs to be
allocated by function

	<u>Audit Fees</u>	<u>CDBG/CSSG</u> Grants
<u>Wages & Benefits</u>		
SALARIES & WAGES		\$39,341
FRINGE BENEFITS		\$15,332
<u>Other Expense and Cost</u>		
SERVICES & SUPPLIES		
AUDITING FEES	\$44,249	
PROFESSIONAL SERVICE		
Departmental Expenditures	<u>\$44,249</u>	<u>\$54,673</u>
<u>Cost Adjustments</u>		
SALARIES - DIRECT BILL		
Additions: 1st		
Other		
Functional Cost	<u>\$44,249</u>	<u>\$54,673</u>
Reallocate Admin	\$8,414	\$10,397
Allocable Costs	\$52,663	\$65,070
Unallocated		(\$65,070)
1st Allocation	<u>\$52,663</u>	
Additions: 2nd		
Other		
Functional Cost		
Reallocate Admin	\$2,567	\$3,171
Allocable Costs	\$2,567	\$3,171
Unallocated		(\$3,171)
2nd Allocation	<u>\$2,567</u>	
Total allocated	<u>\$55,230</u>	

Carson City, Nevada - Full Cost Allocation

Finance
Detail allocation of
Payroll

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	5	0.446 %	\$551		\$551		\$551
Clerk	8	0.714 %	\$881		\$881		\$881
Treasurer	11	0.981 %	\$1,212		\$1,212		\$1,212
Elections	5	0.446 %	\$551		\$551	\$29	\$580
Recorder	4	0.357 %	\$441		\$441		\$441
Assessor	10	0.892 %	\$1,102		\$1,102	\$57	\$1,159
District Attorney	34	3.033 %	\$3,746		\$3,746		\$3,746
City Manager	10	0.892 %	\$1,102		\$1,102		\$1,102
Human Resources	3	0.268 %	\$331		\$331	\$17	\$348
Information Technology	15	1.338 %	\$1,653		\$1,653	\$86	\$1,739
Purchasing	1	0.089 %	\$110		\$110		\$110
Planning	13	1.160 %	\$1,432		\$1,432	\$75	\$1,507
Sheriff Administration	9	0.803 %	\$992		\$992	\$52	\$1,044
Sheriff Patrol	50	4.460 %	\$5,509		\$5,509	\$287	\$5,796
Sheriff General Services	9	0.803 %	\$992		\$992	\$52	\$1,044
Detention Facility	48	4.282 %	\$5,289		\$5,289	\$276	\$5,565
Dispatch	24	2.141 %	\$2,644		\$2,644	\$138	\$2,782
Fire Administration	4	0.357 %	\$441		\$441	\$23	\$464
Fire Operations	44	3.925 %	\$4,848		\$4,848	\$253	\$5,101
Fire Prevention	9	0.803 %	\$992		\$992	\$52	\$1,044
Fire Training	2	0.178 %	\$220		\$220	\$11	\$231
Juvenile Court	5	0.446 %	\$551		\$551	\$29	\$580
Juvenile Probation	19	1.695 %	\$2,093		\$2,093	\$109	\$2,202
Juvenile Detention	21	1.873 %	\$2,314		\$2,314	\$121	\$2,435
District/Justice Court	41	3.657 %	\$4,517		\$4,517	\$236	\$4,753
Alternative Sentencing	24	2.141 %	\$2,644		\$2,644	\$138	\$2,782
Parks Administration	7	0.624 %	\$771		\$771	\$40	\$811
Park Maintenance	23	2.052 %	\$2,534		\$2,534	\$132	\$2,666
Swimming Pool	93	8.296 %	\$10,247		\$10,247	\$534	\$10,781
Community Center	13	1.160 %	\$1,432		\$1,432	\$75	\$1,507
Recreation	56	4.996 %	\$6,170		\$6,170	\$322	\$6,492
Sports	34	3.033 %	\$3,746		\$3,746	\$195	\$3,941
Library	22	1.963 %	\$2,424		\$2,424	\$126	\$2,550
Health Admin	25	2.230 %	\$2,755		\$2,755	\$144	\$2,899
215 Senior Citizens Fund	3	0.268 %	\$331		\$331	\$17	\$348
256 Street Maintenance Fund	27	2.409 %	\$2,975		\$2,975	\$155	\$3,130
510 Wastewater Fund	27	2.409 %	\$2,975	(\$2,072)	\$903	\$155	\$1,058
525 Building Permits	3	0.268 %	\$331		\$331	\$17	\$348
530 Cemetery	1	0.089 %	\$110		\$110	\$6	\$116
560 Fleet Management	13	1.160 %	\$1,432		\$1,432	\$75	\$1,507
580 Workers Compensation Ins	1	0.089 %	\$110		\$110	\$6	\$116

Carson City, Nevada - Full Cost Allocation

Finance
Detail allocation of
Payroll

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Public Works	43	3.836 %	\$4,738		\$4,738	\$247	\$4,985
Landfill Administration	12	1.070 %	\$1,322		\$1,322	\$69	\$1,391
Investigations	15	1.338 %	\$1,653		\$1,653	\$86	\$1,739
Facilities Maintenance	19	1.695 %	\$2,093		\$2,093	\$109	\$2,202
570 Group Medical Insurance	4	0.357 %	\$441	(\$1,554)	(\$1,113)	\$23	(\$1,090)
520 Water	25	2.230 %	\$2,755	(\$2,072)	\$683	\$144	\$827
760 Sub-Conservancy District	16	1.427 %	\$1,763		\$1,763	\$92	\$1,855
740 Tourism Authority	7	0.624 %	\$771		\$771	\$40	\$811
501 Ambulance	38	3.390 %	\$4,187		\$4,187	\$218	\$4,405
Pulbic Guardian	6	0.535 %	\$661		\$661	\$34	\$695
Chartered Admin	15	1.338 %	\$1,653		\$1,653	\$86	\$1,739
254 Quality of Life Fund	8	0.714 %	\$881		\$881	\$46	\$927
Multi Purp Athletic Ctr	10	0.892 %	\$1,102		\$1,102	\$57	\$1,159
280 Commissary Fund	3	0.268 %	\$331		\$331	\$17	\$348
Geographic Information Systems	1	0.089 %	\$110		\$110	\$6	\$116
Sexual Assalt Response Team	7	0.624 %	\$771		\$771	\$40	\$811
Welfare	2	0.178 %	\$220		\$220	\$11	\$231
Environmental Health	6	0.535 %	\$661		\$661	\$34	\$695
DC Environmental Health	2	0.178 %	\$220		\$220	\$11	\$231
208 Supplemental Indigent Fund	4	0.357 %	\$441		\$441	\$23	\$464
225 Carson City Transit Fund	1	0.089 %	\$110		\$110	\$6	\$116
250 Regional Transportation Fund	9	0.803 %	\$992		\$992	\$52	\$1,044
602 Redevelopment	3	0.268 %	\$331		\$331	\$17	\$348
Rifle Range	6	0.535 %	\$661		\$661	\$34	\$695
230 Library Gift Fund	3	0.268 %	\$331		\$331	\$17	\$348
236 Administrative Assessment Fund	1	0.089 %	\$110		\$110	\$6	\$116
275 Grant Fund	76	6.780 %	\$8,374		\$8,374	\$437	\$8,811
505 Stormwater Drainage	1	0.089 %	\$110	(\$1,036)	(\$926)	\$6	(\$920)
Business License	1	0.089 %	\$110		\$110	\$6	\$116
Medical	1	0.089 %	\$111		\$111	\$7	\$118
Subtotal	1,121	100.000 %	\$123,515	(\$6,734)	\$116,781	\$6,021	\$122,802
Direct Billed				\$6,734	\$6,734		\$6,734
Total	1,121	100.000 %	\$123,515	\$0	\$123,515	\$6,021	\$129,536

(A) Alloc basis: Number of FTE by Department/Fund - Including PT/Seasonal

Source: Personnel Position Control Report

Carson City, Nevada - Full Cost Allocation

Finance
Detail allocation of
Budget

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	229,298	0.204 %	\$487		\$487		\$487
Clerk	431,865	0.385 %	\$917		\$917		\$917
Recorder	444,716	0.396 %	\$944		\$944		\$944
Public Safety Complex	262,165	0.234 %	\$557		\$557		\$557
Elections	447,527	0.399 %	\$950		\$950	\$49	\$999
Treasurer	728,978	0.649 %	\$1,548		\$1,548		\$1,548
Assessor	907,065	0.808 %	\$1,926		\$1,926	\$100	\$2,026
District Attorney	3,281,544	2.923 %	\$6,969		\$6,969		\$6,969
City Manager	939,326	0.837 %	\$1,995		\$1,995		\$1,995
Public Defender	1,895,524	1.689 %	\$4,025		\$4,025	\$208	\$4,233
Central Services	691,980	0.616 %	\$1,470		\$1,470	\$76	\$1,546
Human Resources	339,984	0.303 %	\$722		\$722	\$37	\$759
Information Technology	2,976,824	2.652 %	\$6,322		\$6,322	\$327	\$6,649
Geographic Information Systems	294,659	0.262 %	\$626		\$626	\$32	\$658
Purchasing	152,192	0.136 %	\$323		\$323		\$323
City Hall	73,802	0.066 %	\$157		\$157		\$157
Internal Auditor	108,504	0.097 %	\$230		\$230	\$12	\$242
Planning	686,536	0.612 %	\$1,458		\$1,458	\$75	\$1,533
Business License	93,003	0.083 %	\$198		\$198	\$10	\$208
Sheriff Administration	1,325,825	1.181 %	\$2,816		\$2,816	\$146	\$2,962
Sheriff Patrol	7,000,890	6.236 %	\$14,867		\$14,867	\$770	\$15,637
Sheriff General Services	549,168	0.489 %	\$1,166		\$1,166	\$60	\$1,226
Detention Facility	5,797,265	5.164 %	\$12,311		\$12,311	\$637	\$12,948
Dispatch	1,859,696	1.657 %	\$3,949		\$3,949	\$204	\$4,153
Trinet Grant	118,319	0.105 %	\$251		\$251	\$13	\$264
Fire Administration	333,631	0.297 %	\$709		\$709	\$37	\$746
Fire Operations	8,657,403	7.712 %	\$18,385		\$18,385	\$952	\$19,337
Fire Prevention	541,687	0.483 %	\$1,150		\$1,150	\$60	\$1,210
Fire Training	337,292	0.300 %	\$716		\$716	\$37	\$753
Emergency Management	249,032	0.222 %	\$529		\$529	\$27	\$556
Public Works	2,669,731	2.378 %	\$5,670		\$5,670	\$293	\$5,963
Juvenile Court	721,324	0.643 %	\$1,532		\$1,532	\$79	\$1,611
Juvenile Probation	1,996,495	1.778 %	\$4,240		\$4,240	\$219	\$4,459
Juvenile Detention	1,741,241	1.551 %	\$3,698		\$3,698	\$191	\$3,889
District/Justice Court	4,279,205	3.812 %	\$9,088		\$9,088	\$470	\$9,558
Alternative Sentencing	1,437,339	1.280 %	\$3,052		\$3,052	\$158	\$3,210
Parks Administration	520,726	0.464 %	\$1,106		\$1,106	\$57	\$1,163
Park Maintenance	1,611,167	1.435 %	\$3,422		\$3,422	\$177	\$3,599
Grants, Gifts, Donations	66,044	0.059 %	\$140		\$140	\$7	\$147
Swimming Pool	771,191	0.687 %	\$1,638		\$1,638	\$85	\$1,723
Community Center	334,787	0.298 %	\$711		\$711	\$37	\$748

Carson City, Nevada - Full Cost Allocation

Finance
Detail allocation of
Budget

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Recreation	444,333	0.396 %	\$944		\$944	\$49	\$993
Sports	386,597	0.344 %	\$821		\$821	\$42	\$863
Library	1,383,803	1.233 %	\$2,939		\$2,939	\$152	\$3,091
Health Admin	598,204	0.533 %	\$1,270		\$1,270	\$66	\$1,336
Landfill Administration	2,294,292	2.044 %	\$4,872		\$4,872	\$252	\$5,124
Animal Services	700,906	0.624 %	\$1,488		\$1,488	\$77	\$1,565
202 Cooperative Extension Fund	139,672	0.124 %	\$297		\$297	\$15	\$312
208 Supplemental Indigent Fund	1,579,857	1.407 %	\$3,355		\$3,355	\$174	\$3,529
215 Senior Citizens Fund	653,594	0.582 %	\$1,388		\$1,388	\$72	\$1,460
225 Carson City Transit Fund	1,700,431	1.515 %	\$3,611		\$3,611	\$187	\$3,798
230 Library Gift Fund	10,848	0.010 %	\$23		\$23	\$1	\$24
236 Administrative Assessment Fund	53,305	0.047 %	\$113		\$113	\$6	\$119
240 Traffic/Transportation Fund	11,532	0.010 %	\$24		\$24	\$1	\$25
250 Regional Transportation Fund	539,371	0.480 %	\$1,145		\$1,145	\$59	\$1,204
254 Quality of Life Fund	1,036,046	0.923 %	\$2,200		\$2,200	\$114	\$2,314
256 Street Maintenance Fund	4,334,649	3.861 %	\$9,205		\$9,205	\$476	\$9,681
275 Grant Fund	4,362,319	3.886 %	\$9,264		\$9,264	\$480	\$9,744
280 Commissary Fund	311,667	0.278 %	\$662		\$662	\$34	\$696
505 Stormwater Drainage	354,681	0.316 %	\$753	(\$3,625)	(\$2,872)	\$39	(\$2,833)
510 Wastewater Fund	4,540,961	4.045 %	\$9,643	(\$7,251)	\$2,392	\$499	\$2,891
520 Water	6,903,639	6.150 %	\$14,661	(\$7,251)	\$7,410	\$759	\$8,169
525 Building Permits	1,486,720	1.324 %	\$3,157		\$3,157	\$163	\$3,320
530 Cemetery	44,603	0.040 %	\$95		\$95	\$5	\$100
560 Fleet Management	1,295,059	1.154 %	\$2,750		\$2,750	\$142	\$2,892
570 Group Medical Insurance	1,915,484	1.706 %	\$4,068	(\$5,438)	(\$1,370)	\$211	(\$1,159)
580 Workers Compensation Ins	1,360,288	1.212 %	\$2,889		\$2,889	\$150	\$3,039
590 Insurance Fund	1,679,745	1.496 %	\$3,567		\$3,567	\$185	\$3,752
602 Redevelopment	250,280	0.223 %	\$532		\$532	\$28	\$560
603 Redevelopment Revolving	116,899	0.104 %	\$248		\$248	\$13	\$261
Medical	100,890	0.090 %	\$214		\$214	\$11	\$225
Environmental Health	367,423	0.327 %	\$780		\$780	\$40	\$820
Investigations	3,140,643	2.798 %	\$6,670		\$6,670	\$345	\$7,015
DC/JC Fees & Assessment	278,842	0.248 %	\$592		\$592	\$31	\$623
Northgate	27,640	0.025 %	\$59		\$59	\$3	\$62
210 Capital Projects Fund	1,418,865	1.264 %	\$3,013		\$3,013	\$156	\$3,169
287 911 Surcharge	578,977	0.516 %	\$1,230		\$1,230	\$64	\$1,294
Wildland Fire Management	191,472	0.171 %	\$407		\$407	\$21	\$428
Facilities Maintenance	1,631,696	1.454 %	\$3,465		\$3,465	\$179	\$3,644
Pulbic Guardian	299,824	0.267 %	\$637		\$637	\$33	\$670
Chartered Admin	1,034,283	0.921 %	\$2,196		\$2,196	\$114	\$2,310
Multi Purp Athletic Ctr	143,594	0.128 %	\$305		\$305	\$16	\$321

Carson City, Nevada - Full Cost Allocation

Finance
Detail allocation of
Budget

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Youth Sports Assoc	73,805	0.066 %	\$157		\$157	\$8	\$165
Juvenile Court Fees/Assessments	15,464	0.014 %	\$33		\$33	\$2	\$35
DC Environmental Health	241,876	0.215 %	\$514		\$514	\$27	\$541
235 Landscape Maintenance Fund	43,851	0.039 %	\$93		\$93	\$5	\$98
Sexual Assault Response Team	11,335	0.010 %	\$24		\$24	\$1	\$25
Welfare	526,550	0.469 %	\$1,118		\$1,118	\$58	\$1,176
501 Ambulance	3,523,765	3.139 %	\$7,483		\$7,483	\$387	\$7,870
Rifle Range	129,741	0.116 %	\$276		\$276	\$14	\$290
237 S Carson Neighbrhd Imprv Dist	84,500	0.074 %	\$180		\$180	\$13	\$193
Subtotal	<u>112,259,771</u>	<u>100.000 %</u>	<u>\$238,400</u>	<u>(\$23,565)</u>	<u>\$214,835</u>	<u>\$11,621</u>	<u>\$226,456</u>
Direct Billed				<u>\$23,565</u>	<u>\$23,565</u>		<u>\$23,565</u>
Total	<u>112,259,771</u>	<u>100.000 %</u>	<u>\$238,400</u>	<u>\$0</u>	<u>\$238,400</u>	<u>\$11,621</u>	<u>\$250,021</u>

(A) Alloc basis: Total Expenditures By Dept/Fund (Exc. Capital, Debt)

Source: General Ledger

Carson City, Nevada - Full Cost Allocation

Finance
Detail allocation of
Accounts Payable

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	10,554	0.029 %	\$54		\$54		\$54
Clerk	17,565	0.049 %	\$90		\$90		\$90
Recorder	39,046	0.109 %	\$199		\$199		\$199
Public Safety Complex	262,165	0.730 %	\$1,336		\$1,336		\$1,336
Elections	196,032	0.546 %	\$999		\$999	\$50	\$1,049
Assessor	50,525	0.141 %	\$258		\$258	\$13	\$271
District Attorney	108,862	0.303 %	\$555		\$555		\$555
City Manager	65,752	0.183 %	\$335		\$335		\$335
Central Services	691,980	1.926 %	\$3,527		\$3,527	\$175	\$3,702
Human Resources	17,940	0.050 %	\$91		\$91	\$5	\$96
Information Technology	1,581,802	4.403 %	\$8,063		\$8,063	\$401	\$8,464
Geographic Information Systems	214,061	0.596 %	\$1,091		\$1,091	\$54	\$1,145
Purchasing	18,741	0.052 %	\$96		\$96		\$96
City Hall	73,802	0.205 %	\$376		\$376		\$376
Planning	34,477	0.096 %	\$176		\$176	\$9	\$185
Sheriff Administration	726,691	2.023 %	\$3,704		\$3,704	\$184	\$3,888
Sheriff Patrol	389,437	1.084 %	\$1,985		\$1,985	\$99	\$2,084
Sheriff General Services	49,935	0.139 %	\$255		\$255	\$13	\$268
Detention Facility	534,450	1.488 %	\$2,724		\$2,724	\$135	\$2,859
Dispatch	80,571	0.224 %	\$411		\$411	\$20	\$431
Trinet Grant	8,793	0.024 %	\$45		\$45	\$2	\$47
Fire Administration	65,937	0.184 %	\$336		\$336	\$17	\$353
Fire Operations	414,293	1.153 %	\$2,112		\$2,112	\$105	\$2,217
Fire Training	97,952	0.273 %	\$499		\$499	\$25	\$524
Juvenile Court	71,915	0.200 %	\$367		\$367	\$18	\$385
Juvenile Probation	159,557	0.444 %	\$813		\$813	\$40	\$853
Juvenile Detention	106,982	0.298 %	\$545		\$545	\$27	\$572
District/Justice Court	559,227	1.557 %	\$2,851		\$2,851	\$142	\$2,993
Alternative Sentencing	184,090	0.512 %	\$938		\$938	\$47	\$985
Parks Administration	21,781	0.061 %	\$111		\$111	\$6	\$117
Park Maintenance	445,688	1.241 %	\$2,272		\$2,272	\$113	\$2,385
Grants, Gifts, Donations	66,044	0.184 %	\$337		\$337	\$17	\$354
Swimming Pool	279,528	0.778 %	\$1,425		\$1,425	\$71	\$1,496
Community Center	123,440	0.344 %	\$629		\$629	\$31	\$660
Recreation	89,011	0.248 %	\$454		\$454	\$23	\$477
Sports	142,706	0.397 %	\$727		\$727	\$36	\$763
Library	335,583	0.934 %	\$1,711		\$1,711	\$85	\$1,796
Health Admin	158,051	0.440 %	\$806		\$806	\$40	\$846
208 Supplemental Indigent Fund	1,238,214	3.447 %	\$6,312		\$6,312	\$314	\$6,626
215 Senior Citizens Fund	202,538	0.564 %	\$1,032		\$1,032	\$51	\$1,083
225 Carson City Transit Fund	1,615,024	4.496 %	\$8,232		\$8,232	\$409	\$8,641

Carson City, Nevada - Full Cost Allocation

Finance
Detail allocation of
Accounts Payable

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
230 Library Gift Fund	10,364	0.029 %	\$53		\$53	\$3	\$56
236 Administrative Assessment Fund	37,272	0.104 %	\$190		\$190	\$9	\$199
240 Traffic/Transportation Fund	2,210	0.006 %	\$11		\$11	\$1	\$12
250 Regional Transportation Fund	178,070	0.496 %	\$908		\$908	\$45	\$953
256 Street Maintenance Fund	1,999,550	5.566 %	\$10,193		\$10,193	\$506	\$10,699
280 Commissary Fund	218,087	0.607 %	\$1,112		\$1,112	\$55	\$1,167
505 Stormwater Drainage	94,737	0.264 %	\$483		\$483	\$24	\$507
510 Wastewater Fund	2,590,131	7.210 %	\$13,203		\$13,203	\$656	\$13,859
520 Water	4,192,152	11.670 %	\$21,369		\$21,369	\$1,062	\$22,431
525 Building Permits	1,226,182	3.413 %	\$6,250		\$6,250	\$311	\$6,561
530 Cemetery	35,666	0.099 %	\$182		\$182	\$9	\$191
560 Fleet Management	303,501	0.845 %	\$1,547		\$1,547	\$77	\$1,624
570 Group Medical Insurance	1,643,699	4.576 %	\$8,379		\$8,379	\$416	\$8,795
580 Workers Compensation Ins	1,183,632	3.295 %	\$6,033		\$6,033	\$300	\$6,333
590 Insurance Fund	1,504,488	4.188 %	\$7,669		\$7,669	\$381	\$8,050
602 Redevelopment	75,363	0.210 %	\$384		\$384	\$19	\$403
603 Redevelopment Revolving	116,899	0.325 %	\$596		\$596	\$30	\$626
Emergency Management	16,542	0.046 %	\$84		\$84	\$4	\$88
Public Works	126,465	0.352 %	\$645		\$645	\$32	\$677
254 Quality of Life Fund	405,595	1.129 %	\$2,067		\$2,067	\$103	\$2,170
Business License	6,127	0.017 %	\$31		\$31	\$2	\$33
Landfill Administration	1,156,986	3.221 %	\$5,898		\$5,898	\$293	\$6,191
Medical	47						
Environmental Health	21,530	0.060 %	\$110		\$110	\$5	\$115
Investigations	333,414	0.928 %	\$1,700		\$1,700	\$84	\$1,784
DC/JC Fees & Assessment	278,842	0.776 %	\$1,421		\$1,421	\$71	\$1,492
Northgate	27,640	0.077 %	\$141		\$141	\$7	\$148
210 Capital Projects Fund	1,418,865	3.950 %	\$7,233		\$7,233	\$359	\$7,592
287 911 Surcharge	578,977	1.612 %	\$2,951		\$2,951	\$147	\$3,098
Public Defender	1,895,524	5.277 %	\$9,662		\$9,662	\$480	\$10,142
Wildland Fire Management	100,989	0.281 %	\$515		\$515	\$26	\$541
Facilities Maintenance	331,026	0.922 %	\$1,687		\$1,687	\$84	\$1,771
Treasurer	84,099	0.234 %	\$429		\$429		\$429
Pulbic Guardian	12,528	0.035 %	\$64		\$64	\$3	\$67
Multi Purp Athletic Ctr	67,065	0.187 %	\$342		\$342	\$17	\$359
Youth Sports Assoc	73,805	0.205 %	\$376		\$376	\$19	\$395
Fire Prevention	40,482	0.113 %	\$206		\$206	\$10	\$216
Internal Auditor	108,504	0.302 %	\$553		\$553	\$27	\$580
Juvenile Court Fees/Assessments	15,464	0.043 %	\$79		\$79	\$4	\$83
DC Environmental Health	18,565	0.052 %	\$95		\$95	\$5	\$100
202 Cooperative Extension Fund	139,672	0.389 %	\$712		\$712	\$35	\$747

Carson City, Nevada - Full Cost Allocation

Finance
Detail allocation of
Accounts Payable

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
235 Landscape Maintenance Fund	43,851	0.122 %	\$224		\$224	\$11	\$235
Animal Services	700,906	1.951 %	\$3,573		\$3,573	\$178	\$3,751
Welfare	299,666	0.834 %	\$1,528		\$1,528	\$76	\$1,604
Sexual Assault Response Team	2,202	0.006 %	\$11		\$11	\$1	\$12
501 Ambulance	549,387	1.529 %	\$2,800		\$2,800	\$139	\$2,939
Rifle Range	20,403	0.057 %	\$104		\$104	\$5	\$109
237 S Carson Neighbrhd Imprv Dist	84,500	0.235 %	\$429		\$429	\$18	\$447
Total	<u>35,922,413</u>	<u>100.000 %</u>	<u>\$183,111</u>		<u>\$183,111</u>	<u>\$8,926</u>	<u>\$192,037</u>

(A) Alloc basis: Operating Services and Supplies

Source: General Ledger

Finance
Detail allocation of
Accounting

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	229,298	0.204 %	\$466		\$466		\$466
Clerk	431,865	0.385 %	\$878		\$878		\$878
Recorder	444,716	0.396 %	\$904		\$904		\$904
Public Safety Complex	262,165	0.234 %	\$533		\$533		\$533
Elections	447,527	0.399 %	\$910		\$910	\$47	\$957
Treasurer	728,978	0.649 %	\$1,482		\$1,482		\$1,482
Assessor	907,065	0.808 %	\$1,845		\$1,845	\$95	\$1,940
District Attorney	3,281,544	2.923 %	\$6,673		\$6,673		\$6,673
City Manager	939,326	0.837 %	\$1,910		\$1,910		\$1,910
Public Defender	1,895,524	1.689 %	\$3,855		\$3,855	\$200	\$4,055
Central Services	691,980	0.616 %	\$1,407		\$1,407	\$73	\$1,480
Human Resources	339,984	0.303 %	\$691		\$691	\$36	\$727
Information Technology	2,976,824	2.652 %	\$6,053		\$6,053	\$313	\$6,366
Geographic Information Systems	294,659	0.262 %	\$599		\$599	\$31	\$630
Purchasing	152,192	0.136 %	\$309		\$309		\$309
City Hall	73,802	0.066 %	\$150		\$150		\$150
Internal Auditor	108,504	0.097 %	\$221		\$221	\$11	\$232
Planning	686,536	0.612 %	\$1,396		\$1,396	\$72	\$1,468
Business License	93,003	0.083 %	\$189		\$189	\$10	\$199
Sheriff Administration	1,325,825	1.181 %	\$2,696		\$2,696	\$140	\$2,836
Sheriff Patrol	7,000,890	6.236 %	\$14,236		\$14,236	\$737	\$14,973
Sheriff General Services	549,168	0.489 %	\$1,117		\$1,117	\$58	\$1,175
Detention Facility	5,797,265	5.164 %	\$11,789		\$11,789	\$610	\$12,399
Dispatch	1,859,696	1.657 %	\$3,782		\$3,782	\$196	\$3,978
Trinet Grant	118,319	0.105 %	\$241		\$241	\$12	\$253
Fire Administration	333,631	0.297 %	\$678		\$678	\$35	\$713
Fire Operations	8,657,403	7.712 %	\$17,605		\$17,605	\$911	\$18,516
Fire Prevention	541,687	0.483 %	\$1,102		\$1,102	\$57	\$1,159
Fire Training	337,292	0.300 %	\$686		\$686	\$36	\$722
Emergency Management	249,032	0.222 %	\$506		\$506	\$26	\$532
Public Works	2,669,731	2.378 %	\$5,429		\$5,429	\$281	\$5,710
Juvenile Court	721,324	0.643 %	\$1,467		\$1,467	\$76	\$1,543
Juvenile Probation	1,996,495	1.778 %	\$4,060		\$4,060	\$210	\$4,270
Juvenile Detention	1,741,241	1.551 %	\$3,541		\$3,541	\$183	\$3,724
District/Justice Court	4,279,205	3.812 %	\$8,702		\$8,702	\$450	\$9,152
Alternative Sentencing	1,437,339	1.280 %	\$2,923		\$2,923	\$151	\$3,074
Parks Administration	520,726	0.464 %	\$1,059		\$1,059	\$55	\$1,114
Park Maintenance	1,611,167	1.435 %	\$3,276		\$3,276	\$170	\$3,446
Grants, Gifts, Donations	66,044	0.059 %	\$134		\$134	\$7	\$141
Swimming Pool	771,191	0.687 %	\$1,568		\$1,568	\$81	\$1,649
Community Center	334,787	0.298 %	\$681		\$681	\$35	\$716

Carson City, Nevada - Full Cost Allocation

Finance
Detail allocation of
Accounting

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Recreation	444,333	0.396 %	\$904		\$904	\$47	\$951
Sports	386,597	0.344 %	\$786		\$786	\$41	\$827
Library	1,383,803	1.233 %	\$2,814		\$2,814	\$146	\$2,960
Health Admin	598,204	0.533 %	\$1,216		\$1,216	\$63	\$1,279
Landfill Administration	2,294,292	2.044 %	\$4,665		\$4,665	\$242	\$4,907
Animal Services	700,906	0.624 %	\$1,425		\$1,425	\$74	\$1,499
202 Cooperative Extension Fund	139,672	0.124 %	\$284		\$284	\$15	\$299
208 Supplemental Indigent Fund	1,579,857	1.407 %	\$3,213		\$3,213	\$166	\$3,379
215 Senior Citizens Fund	653,594	0.582 %	\$1,329		\$1,329	\$69	\$1,398
225 Carson City Transit Fund	1,700,431	1.515 %	\$3,458		\$3,458	\$179	\$3,637
230 Library Gift Fund	10,848	0.010 %	\$22		\$22	\$1	\$23
236 Administrative Assessment Fund	53,305	0.047 %	\$108		\$108	\$6	\$114
240 Traffic/Transportation Fund	11,532	0.010 %	\$23		\$23	\$1	\$24
250 Regional Transportation Fund	539,371	0.480 %	\$1,097		\$1,097	\$57	\$1,154
254 Quality of Life Fund	1,036,046	0.923 %	\$2,107		\$2,107	\$109	\$2,216
256 Street Maintenance Fund	4,334,649	3.861 %	\$8,815		\$8,815	\$456	\$9,271
275 Grant Fund	4,362,319	3.886 %	\$8,871		\$8,871	\$459	\$9,330
280 Commissary Fund	311,667	0.278 %	\$634		\$634	\$33	\$667
505 Stormwater Drainage	354,681	0.316 %	\$721	(\$3,626)	(\$2,905)	\$37	(\$2,868)
510 Wastewater Fund	4,540,961	4.045 %	\$9,234	(\$7,251)	\$1,983	\$478	\$2,461
520 Water	6,903,639	6.150 %	\$14,039	(\$7,251)	\$6,788	\$727	\$7,515
525 Building Permits	1,486,720	1.324 %	\$3,023		\$3,023	\$156	\$3,179
530 Cemetery	44,603	0.040 %	\$91		\$91	\$5	\$96
560 Fleet Management	1,295,059	1.154 %	\$2,634		\$2,634	\$136	\$2,770
570 Group Medical Insurance	1,915,484	1.706 %	\$3,895	(\$5,438)	(\$1,543)	\$202	(\$1,341)
580 Workers Compensation Ins	1,360,288	1.212 %	\$2,766		\$2,766	\$143	\$2,909
590 Insurance Fund	1,679,745	1.496 %	\$3,416		\$3,416	\$177	\$3,593
602 Redevelopment	250,280	0.223 %	\$509		\$509	\$26	\$535
603 Redevelopment Revolving	116,899	0.104 %	\$238		\$238	\$12	\$250
Medical	100,890	0.090 %	\$205		\$205	\$11	\$216
Environmental Health	367,423	0.327 %	\$747		\$747	\$39	\$786
Investigations	3,140,643	2.798 %	\$6,387		\$6,387	\$331	\$6,718
DC/JC Fees & Assessment	278,842	0.248 %	\$567		\$567	\$29	\$596
Northgate	27,640	0.025 %	\$56		\$56	\$3	\$59
210 Capital Projects Fund	1,418,865	1.264 %	\$2,885		\$2,885	\$149	\$3,034
287 911 Surcharge	578,977	0.516 %	\$1,177		\$1,177	\$61	\$1,238
Wildland Fire Management	191,472	0.171 %	\$389		\$389	\$20	\$409
Facilities Maintenance	1,631,696	1.454 %	\$3,318		\$3,318	\$172	\$3,490
Pulbic Guardian	299,824	0.267 %	\$610		\$610	\$32	\$642
Chartered Admin	1,034,283	0.921 %	\$2,103		\$2,103	\$109	\$2,212
Multi Purp Athletic Ctr	143,594	0.128 %	\$292		\$292	\$15	\$307

Carson City, Nevada - Full Cost Allocation

Finance
Detail allocation of
Accounting

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Youth Sports Assoc	73,805	0.066 %	\$150		\$150	\$8	\$158
Juvenile Court Fees/Assessments	15,464	0.014 %	\$31		\$31	\$2	\$33
DC Environmental Health	241,876	0.215 %	\$492		\$492	\$25	\$517
235 Landscape Maintenance Fund	43,851	0.039 %	\$89		\$89	\$5	\$94
Sexual Assault Response Team	11,335	0.010 %	\$23		\$23	\$1	\$24
Welfare	526,550	0.469 %	\$1,071		\$1,071	\$55	\$1,126
501 Ambulance	3,523,765	3.139 %	\$7,166		\$7,166	\$371	\$7,537
Rifle Range	129,741	0.116 %	\$264		\$264	\$14	\$278
237 S Carson Neighbrhd Imprv Dist	84,500	0.074 %	\$175		\$175	\$8	\$183
Subtotal	<u>112,259,771</u>	<u>100.000 %</u>	<u>\$228,283</u>	<u>(\$23,566)</u>	<u>\$204,717</u>	<u>\$11,128</u>	<u>\$215,845</u>
Direct Billed				<u>\$23,566</u>	<u>\$23,566</u>		<u>\$23,566</u>
Total	<u>112,259,771</u>	<u>100.000 %</u>	<u>\$228,283</u>	<u>\$0</u>	<u>\$228,283</u>	<u>\$11,128</u>	<u>\$239,411</u>

(A) Alloc basis: Total Expenditures By Dept/Fund (Exc. Capital, Debt)

Source: General Ledger

Finance
Detail allocation of
Debt Management

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
250 Regional Transportation Fund	3	8.824 %	\$4,176		\$4,176	\$204	\$4,380
410 Debt Svc-Carson City	1	2.941 %	\$1,392		\$1,392	\$68	\$1,460
210 Capital Projects Fund	1	2.941 %	\$1,392		\$1,392	\$68	\$1,460
254 Quality of Life Fund	1	2.941 %	\$1,392		\$1,392	\$68	\$1,460
253 V&T Infrastructure Fund	1	2.941 %	\$1,392		\$1,392	\$68	\$1,460
All Other	7	20.588 %	\$9,744		\$9,744	\$475	\$10,219
287 911 Surcharge	1	2.941 %	\$1,392		\$1,392	\$68	\$1,460
257 Infrastructure Tax	1	2.941 %	\$1,392		\$1,392	\$68	\$1,460
510 Wastewater Fund	8	23.529 %	\$11,136		\$11,136	\$543	\$11,679
505 Stormwater Drainage	3	8.824 %	\$4,176		\$4,176	\$204	\$4,380
520 Water	7	20.589 %	\$9,742		\$9,742	\$473	\$10,215
Total	34	100.000 %	\$47,326		\$47,326	\$2,307	\$49,633

(A) Alloc basis: Number of Bonds Issued by Fund

Source: Finance

Carson City, Nevada - Full Cost Allocation

Finance
Detail allocation of
Contracts

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	10,554	0.029 %	\$3		\$3		\$3
Clerk	17,565	0.049 %	\$6		\$6		\$6
Recorder	39,046	0.109 %	\$13		\$13		\$13
Public Safety Complex	262,165	0.730 %	\$85		\$85		\$85
Elections	196,032	0.546 %	\$63		\$63	\$3	\$66
Assessor	50,525	0.141 %	\$16		\$16	\$1	\$17
District Attorney	108,862	0.303 %	\$35		\$35		\$35
City Manager	65,752	0.183 %	\$21		\$21		\$21
Central Services	691,980	1.927 %	\$224		\$224	\$11	\$235
Human Resources	17,940	0.050 %	\$6		\$6		\$6
Information Technology	1,581,802	4.406 %	\$511		\$511	\$25	\$536
Geographic Information Systems	214,061	0.596 %	\$69		\$69	\$3	\$72
City Hall	73,802	0.206 %	\$24		\$24		\$24
Planning	34,477	0.096 %	\$11		\$11		\$11
Sheriff Administration	726,691	2.024 %	\$235		\$235	\$12	\$247
Sheriff Patrol	389,437	1.085 %	\$126		\$126	\$6	\$132
Sheriff General Services	49,935	0.139 %	\$16		\$16	\$1	\$17
Detention Facility	534,450	1.489 %	\$173		\$173	\$9	\$182
Dispatch	80,571	0.224 %	\$26		\$26	\$1	\$27
Trinet Grant	8,793	0.024 %	\$3		\$3		\$3
Fire Administration	65,937	0.184 %	\$21		\$21	\$1	\$22
Fire Operations	414,293	1.154 %	\$134		\$134	\$7	\$141
Fire Training	97,952	0.273 %	\$32		\$32	\$2	\$34
Juvenile Court	71,915	0.200 %	\$23		\$23	\$1	\$24
Juvenile Probation	159,557	0.444 %	\$52		\$52	\$3	\$55
Juvenile Detention	106,982	0.298 %	\$35		\$35	\$2	\$37
District/Justice Court	559,227	1.558 %	\$181		\$181	\$9	\$190
Alternative Sentencing	184,090	0.513 %	\$59		\$59	\$3	\$62
Parks Administration	21,781	0.061 %	\$7		\$7		\$7
Park Maintenance	445,688	1.241 %	\$144		\$144	\$7	\$151
Grants, Gifts, Donations	66,044	0.184 %	\$21		\$21	\$1	\$22
Swimming Pool	279,528	0.779 %	\$90		\$90	\$4	\$94
Community Center	123,440	0.344 %	\$40		\$40	\$2	\$42
Recreation	89,011	0.248 %	\$29		\$29	\$1	\$30
Sports	142,706	0.397 %	\$46		\$46	\$2	\$48
Library	335,583	0.935 %	\$108		\$108	\$5	\$113
Health Admin	158,051	0.440 %	\$51		\$51	\$3	\$54
208 Supplemental Indigent Fund	1,238,214	3.449 %	\$400		\$400	\$20	\$420
215 Senior Citizens Fund	202,538	0.564 %	\$65		\$65	\$3	\$68
225 Carson City Transit Fund	1,615,024	4.498 %	\$522		\$522	\$26	\$548
230 Library Gift Fund	10,364	0.029 %	\$3		\$3		\$3

Finance
Detail allocation of
Contracts

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
236 Administrative Assessment Fund	37,272	0.104 %	\$12		\$12	\$1	\$13
240 Traffic/Transportation Fund	2,210	0.006 %	\$1		\$1		\$1
250 Regional Transportation Fund	178,070	0.496 %	\$58		\$58	\$3	\$61
256 Street Maintenance Fund	1,999,550	5.569 %	\$646		\$646	\$32	\$678
280 Commissary Fund	218,087	0.607 %	\$70		\$70	\$3	\$73
505 Stormwater Drainage	94,737	0.264 %	\$31		\$31	\$2	\$33
510 Wastewater Fund	2,590,131	7.214 %	\$837		\$837	\$42	\$879
520 Water	4,192,152	11.676 %	\$1,354		\$1,354	\$67	\$1,421
525 Building Permits	1,226,182	3.415 %	\$396		\$396	\$20	\$416
530 Cemetery	35,666	0.099 %	\$12		\$12	\$1	\$13
560 Fleet Management	303,501	0.845 %	\$98		\$98	\$5	\$103
570 Group Medical Insurance	1,643,699	4.578 %	\$531		\$531	\$26	\$557
580 Workers Compensation Ins	1,183,632	3.297 %	\$382		\$382	\$19	\$401
590 Insurance Fund	1,504,488	4.190 %	\$486		\$486	\$24	\$510
602 Redevelopment	75,363	0.210 %	\$24		\$24	\$1	\$25
603 Redevelopment Revolving	116,899	0.326 %	\$38		\$38	\$2	\$40
Emergency Management	16,542	0.046 %	\$5		\$5		\$5
Public Works	126,465	0.352 %	\$41		\$41	\$2	\$43
254 Quality of Life Fund	405,595	1.130 %	\$131		\$131	\$7	\$138
Business License	6,127	0.017 %	\$2		\$2		\$2
Landfill Administration	1,156,986	3.222 %	\$374		\$374	\$19	\$393
Medical	47						
Environmental Health	21,530	0.060 %	\$7		\$7		\$7
Investigations	333,414	0.929 %	\$108		\$108	\$5	\$113
DC/JC Fees & Assessment	278,842	0.777 %	\$90		\$90	\$4	\$94
Northgate	27,640	0.077 %	\$9		\$9		\$9
210 Capital Projects Fund	1,418,865	3.952 %	\$458		\$458	\$23	\$481
287 911 Surcharge	578,977	1.613 %	\$187		\$187	\$9	\$196
Public Defender	1,895,524	5.279 %	\$612		\$612	\$30	\$642
Wildland Fire Management	100,989	0.281 %	\$33		\$33	\$2	\$35
Facilities Maintenance	331,026	0.922 %	\$107		\$107	\$5	\$112
Treasurer	84,099	0.234 %	\$27		\$27		\$27
Pulbic Guardian	12,528	0.035 %	\$4		\$4		\$4
Multi Purp Athletic Ctr	67,065	0.187 %	\$22		\$22	\$1	\$23
Youth Sports Assoc	73,805	0.206 %	\$24		\$24	\$1	\$25
Fire Prevention	40,482	0.113 %	\$13		\$13	\$1	\$14
Internal Auditor	108,504	0.302 %	\$35		\$35	\$2	\$37
Juvenile Court Fees/Assessments	15,464	0.043 %	\$5		\$5		\$5
DC Environmental Health	18,565	0.052 %	\$6		\$6		\$6
202 Cooperative Extension Fund	139,672	0.389 %	\$45		\$45	\$2	\$47
235 Landscape Maintenance Fund	43,851	0.122 %	\$14		\$14	\$1	\$15

Carson City, Nevada - Full Cost Allocation

Finance
Detail allocation of
Contracts

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Animal Services	700,906	1.952 %	\$226		\$226	\$11	\$237
Welfare	299,666	0.835 %	\$97		\$97	\$5	\$102
Sexual Assault Response Team	2,202	0.006 %	\$1		\$1		\$1
501 Ambulance	549,387	1.530 %	\$177		\$177	\$9	\$186
Rifle Range	20,403	0.057 %	\$7		\$7		\$7
237 S Carson Neighbrhd Imprv Dist	84,500	0.235 %	\$28		\$28	\$3	\$31
Purchasing	100						
Total	<u>35,903,772</u>	<u>100.000 %</u>	<u>\$11,600</u>		<u>\$11,600</u>	<u>\$565</u>	<u>\$12,165</u>

(A) Alloc basis: Operating Services and Supplies

Source: General Ledger

Carson City, Nevada - Full Cost Allocation

Finance
Detail allocation of
Workers Compensation

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
580 Workers Compensation Ins	100	100.000 %	\$56,641	(\$53,864)	\$2,777	\$2,761	\$5,538
Subtotal	100	100.000 %	\$56,641	(\$53,864)	\$2,777	\$2,761	\$5,538
Direct Billed				\$53,864	\$53,864		\$53,864
Total	<u>100</u>	<u>100.000 %</u>	<u>\$56,641</u>	<u>\$0</u>	<u>\$56,641</u>	<u>\$2,761</u>	<u>\$59,402</u>

(A) Alloc basis: Direct Allocation to Workers Compensation Fund 580

Source: Finance Salary & Wage Analysis

Finance
Detail allocation of
General Liability

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
590 Insurance Fund	100	100.000 %	\$56,641	(\$54,524)	\$2,117	\$2,761	\$4,878
Subtotal	100	100.000 %	\$56,641	(\$54,524)	\$2,117	\$2,761	\$4,878
Direct Billed				\$54,524	\$54,524		\$54,524
Total	<u>100</u>	<u>100.000 %</u>	<u>\$56,641</u>	<u>\$0</u>	<u>\$56,641</u>	<u>\$2,761</u>	<u>\$59,402</u>

(A) Alloc basis: Direct Allocation to Insurance Fund 590

Source: Finance Salary & Wage Analysis

Carson City, Nevada - Full Cost Allocation

Finance
Detail allocation of
Audit Fees

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	229,298	0.319 %	\$168		\$168		\$168
Clerk	431,865	0.600 %	\$316		\$316		\$316
Recorder	444,716	0.618 %	\$326		\$326		\$326
Public Safety Complex	262,165	0.364 %	\$192		\$192		\$192
Elections	447,527	0.622 %	\$328		\$328	\$18	\$346
Treasurer	728,978	1.013 %	\$534		\$534		\$534
Assessor	907,065	1.261 %	\$664		\$664	\$36	\$700
District Attorney	3,281,544	4.562 %	\$2,403		\$2,403		\$2,403
City Manager	939,326	1.306 %	\$688		\$688		\$688
Public Defender	1,895,524	2.635 %	\$1,388		\$1,388	\$74	\$1,462
Central Services	691,980	0.962 %	\$507		\$507	\$27	\$534
Human Resources	339,984	0.473 %	\$249		\$249	\$13	\$262
Information Technology	2,976,824	4.139 %	\$2,180		\$2,180	\$117	\$2,297
Geographic Information Systems	294,659	0.410 %	\$216		\$216	\$12	\$228
Purchasing	152,192	0.212 %	\$111		\$111		\$111
Northgate	27,640	0.038 %	\$20		\$20	\$1	\$21
City Hall	73,802	0.103 %	\$54		\$54		\$54
Internal Auditor	108,504	0.151 %	\$79		\$79	\$4	\$83
Planning	686,536	0.954 %	\$503		\$503	\$27	\$530
Business License	93,003	0.129 %	\$68		\$68	\$4	\$72
Sheriff Administration	1,325,825	1.843 %	\$971		\$971	\$52	\$1,023
Investigations	3,140,643	4.366 %	\$2,299		\$2,299	\$123	\$2,422
Sheriff Patrol	7,000,890	9.733 %	\$5,126		\$5,126	\$275	\$5,401
Sheriff General Services	549,168	0.763 %	\$402		\$402	\$22	\$424
Detention Facility	5,797,265	8.060 %	\$4,245		\$4,245	\$228	\$4,473
Dispatch	1,859,696	2.585 %	\$1,362		\$1,362	\$73	\$1,435
Trinet Grant	118,319	0.164 %	\$87		\$87	\$5	\$92
Fire Administration	333,631	0.464 %	\$244		\$244	\$13	\$257
Fire Operations	8,657,403	12.036 %	\$6,339		\$6,339	\$340	\$6,679
Fire Prevention	541,687	0.753 %	\$397		\$397	\$21	\$418
Fire Training	337,292	0.469 %	\$247		\$247	\$13	\$260
Emergency Management	249,032	0.346 %	\$182		\$182	\$10	\$192
Wildland Fire Management	191,472	0.266 %	\$140		\$140	\$8	\$148
Public Works	2,669,731	3.712 %	\$1,955		\$1,955	\$105	\$2,060
Juvenile Court	721,324	1.003 %	\$528		\$528	\$28	\$556
Juvenile Probation	1,996,495	2.776 %	\$1,462		\$1,462	\$78	\$1,540
Juvenile Detention	1,741,241	2.421 %	\$1,275		\$1,275	\$68	\$1,343
District/Justice Court	4,279,205	5.949 %	\$3,133		\$3,133	\$168	\$3,301
Alternative Sentencing	1,437,339	1.998 %	\$1,052		\$1,052	\$56	\$1,108
DC/JC Fees & Assessment	278,842	0.388 %	\$204		\$204	\$11	\$215
Parks Administration	520,726	0.724 %	\$381		\$381	\$20	\$401

Carson City, Nevada - Full Cost Allocation

Finance
Detail allocation of
Audit Fees

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Park Maintenance	1,611,167	2.240 %	\$1,180		\$1,180	\$63	\$1,243
Grants, Gifts, Donations	66,044	0.092 %	\$48		\$48	\$3	\$51
Swimming Pool	771,191	1.072 %	\$565		\$565	\$30	\$595
Community Center	334,787	0.465 %	\$245		\$245	\$13	\$258
Recreation	444,333	0.618 %	\$325		\$325	\$17	\$342
Sports	386,597	0.537 %	\$283		\$283	\$15	\$298
Library	1,383,803	1.924 %	\$1,013		\$1,013	\$54	\$1,067
Health Admin	598,204	0.832 %	\$438		\$438	\$23	\$461
Landfill Administration	2,294,292	3.190 %	\$1,680		\$1,680	\$90	\$1,770
Medical	100,890	0.140 %	\$74		\$74	\$4	\$78
Environmental Health	367,423	0.511 %	\$269		\$269	\$14	\$283
Animal Services	700,906	0.974 %	\$513		\$513	\$28	\$541
Facilities Maintenance	1,631,696	2.269 %	\$1,195		\$1,195	\$64	\$1,259
Pulbic Guardian	299,824	0.417 %	\$220		\$220	\$12	\$232
Multi Purp Athletic Ctr	143,594	0.200 %	\$105		\$105	\$6	\$111
Youth Sports Assoc	73,805	0.103 %	\$54		\$54	\$3	\$57
DC Environmental Health	241,876	0.336 %	\$177		\$177	\$9	\$186
Juvenile Court Fees/Assessments	15,464	0.021 %	\$11		\$11	\$1	\$12
Chartered Admin	1,034,283	1.438 %	\$757		\$757	\$41	\$798
Sexual Assalt Response Team	11,335	0.016 %	\$8		\$8		\$8
Welfare	526,550	0.732 %	\$386		\$386	\$21	\$407
Rifle Range	129,741	0.183 %	\$92		\$92	\$6	\$98
Total	<u>71,928,163</u>	<u>100.000 %</u>	<u>\$52,663</u>		<u>\$52,663</u>	<u>\$2,567</u>	<u>\$55,230</u>

(A) Alloc basis: Total Expenditures by Department for General Fund Departments

Source: Nick

Finance
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Payroll</u>	<u>Budget</u>	<u>Accounts Payable</u>	<u>Accounting</u>	<u>Debt Management</u>	<u>Contracts</u>	<u>Workers Compensation</u>	<u>General Liability</u>
Board of Supervisors	\$1,729	\$551	\$487	\$54	\$466		\$3		
Clerk	\$3,088	\$881	\$917	\$90	\$878		\$6		
Recorder	\$2,827	\$441	\$944	\$199	\$904		\$13		
Public Safety Complex	\$2,703		\$557	\$1,336	\$533		\$85		
Treasurer	\$5,232	\$1,212	\$1,548	\$429	\$1,482		\$27		
District Attorney	\$20,381	\$3,746	\$6,969	\$555	\$6,673		\$35		
City Manager	\$6,051	\$1,102	\$1,995	\$335	\$1,910		\$21		
Purchasing	\$949	\$110	\$323	\$96	\$309				
City Hall	\$761		\$157	\$376	\$150		\$24		
Human Resources	\$2,198	\$348	\$759	\$96	\$727		\$6		
Information Technology	\$26,051	\$1,739	\$6,649	\$8,464	\$6,366		\$536		
Internal Auditor	\$1,174		\$242	\$580	\$232		\$37		
Dispatch	\$12,806	\$2,782	\$4,153	\$431	\$3,978		\$27		
Public Works	\$19,438	\$4,985	\$5,963	\$677	\$5,710		\$43		
Geographic Information Systems	\$2,849	\$116	\$658	\$1,145	\$630		\$72		
Facilities Maintenance	\$12,478	\$2,202	\$3,644	\$1,771	\$3,490		\$112		
Elections	\$3,997	\$580	\$999	\$1,049	\$957		\$66		
Pulbic Guardian	\$2,310	\$695	\$670	\$67	\$642		\$4		
Assessor	\$6,113	\$1,159	\$2,026	\$271	\$1,940		\$17		
Public Defender	\$20,534		\$4,233	\$10,142	\$4,055		\$642		
Central Services	\$7,497		\$1,546	\$3,702	\$1,480		\$235		
Northgate	\$299		\$62	\$148	\$59		\$9		
Planning	\$5,235	\$1,507	\$1,533	\$185	\$1,468		\$12		
Business License	\$630	\$116	\$208	\$33	\$199		\$2		
Chartered Admin	\$7,059	\$1,739	\$2,310		\$2,212				
Sheriff Administration	\$12,000	\$1,044	\$2,962	\$3,888	\$2,836		\$247		
Investigations	\$19,791	\$1,739	\$7,015	\$1,784	\$6,718		\$113		
Sheriff Patrol	\$44,023	\$5,796	\$15,637	\$2,084	\$14,973		\$132		
Sheriff General Services	\$4,154	\$1,044	\$1,226	\$268	\$1,175		\$17		
Detention Facility	\$38,426	\$5,565	\$12,948	\$2,859	\$12,399		\$182		
Trinet Grant	\$659		\$264	\$47	\$253		\$3		
Fire Administration	\$2,555	\$464	\$746	\$353	\$713		\$22		
Fire Operations	\$51,991	\$5,101	\$19,337	\$2,217	\$18,516		\$141		
Fire Prevention	\$4,061	\$1,044	\$1,210	\$216	\$1,159		\$14		
Fire Training	\$2,524	\$231	\$753	\$524	\$722		\$34		
Emergency Management	\$1,373		\$556	\$88	\$532		\$5		
Wildland Fire Management	\$1,561		\$428	\$541	\$409		\$35		
Juvenile Probation	\$13,379	\$2,202	\$4,459	\$853	\$4,270		\$55		
Juvenile Detention	\$12,000	\$2,435	\$3,889	\$572	\$3,724		\$37		
Alternative Sentencing	\$11,221	\$2,782	\$3,210	\$985	\$3,074		\$62		
Landfill Administration	\$19,776	\$1,391	\$5,124	\$6,191	\$4,907		\$393		

Finance
Departmental Cost
Allocation Summary

Audit Fees

Board of Supervisors	\$168
Clerk	\$316
Recorder	\$326
Public Safety Complex	\$192
Treasurer	\$534
District Attorney	\$2,403
City Manager	\$688
Purchasing	\$111
City Hall	\$54
Human Resources	\$262
Information Technology	\$2,297
Internal Auditor	\$83
Dispatch	\$1,435
Public Works	\$2,060
Geographic Information Systems	\$228
Facilities Maintenance	\$1,259
Elections	\$346
Pulbic Guardian	\$232
Assessor	\$700
Public Defender	\$1,462
Central Services	\$534
Northgate	\$21
Planning	\$530
Business License	\$72
Chartered Admin	\$798
Sheriff Administration	\$1,023
Investigations	\$2,422
Sheriff Patrol	\$5,401
Sheriff General Services	\$424
Detention Facility	\$4,473
Trinet Grant	\$92
Fire Administration	\$257
Fire Operations	\$6,679
Fire Prevention	\$418
Fire Training	\$260
Emergency Management	\$192
Wildland Fire Management	\$148
Juvenile Probation	\$1,540
Juvenile Detention	\$1,343
Alternative Sentencing	\$1,108
Landfill Administration	\$1,770

Finance
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Payroll</u>	<u>Budget</u>	<u>Accounts Payable</u>	<u>Accounting</u>	<u>Debt Management</u>	<u>Contracts</u>	<u>Workers Compensation</u>	<u>General Liability</u>
Juvenile Court	\$4,699	\$580	\$1,611	\$385	\$1,543		\$24		
Juvenile Court Fees/Assessments	\$168		\$35	\$83	\$33		\$5		
District/Justice Court	\$29,947	\$4,753	\$9,558	\$2,993	\$9,152		\$190		
DC/JC Fees & Assessment	\$3,020		\$623	\$1,492	\$596		\$94		
Parks Administration	\$3,613	\$811	\$1,163	\$117	\$1,114		\$7		
Park Maintenance	\$13,490	\$2,666	\$3,599	\$2,385	\$3,446		\$151		
Grants, Gifts, Donations	\$715		\$147	\$354	\$141		\$22		
Youth Sports Assoc	\$800		\$165	\$395	\$158		\$25		
Multi Purp Athletic Ctr	\$2,280	\$1,159	\$321	\$359	\$307		\$23		
Swimming Pool	\$16,338	\$10,781	\$1,723	\$1,496	\$1,649		\$94		
Community Center	\$3,931	\$1,507	\$748	\$660	\$716		\$42		
Recreation	\$9,285	\$6,492	\$993	\$477	\$951		\$30		
Rifle Range	\$1,477	\$695	\$290	\$109	\$278		\$7		
Sports	\$6,740	\$3,941	\$863	\$763	\$827		\$48		
Library	\$11,577	\$2,550	\$3,091	\$1,796	\$2,960		\$113		
Sexual Assault Response Team	\$881	\$811	\$25	\$12	\$24		\$1		
Welfare	\$4,646	\$231	\$1,176	\$1,604	\$1,126		\$102		
Health Admin	\$6,875	\$2,899	\$1,336	\$846	\$1,279		\$54		
Medical	\$637	\$118	\$225		\$216				
Environmental Health	\$2,706	\$695	\$820	\$115	\$786		\$7		
DC Environmental Health	\$1,581	\$231	\$541	\$100	\$517		\$6		
Animal Services	\$7,593		\$1,565	\$3,751	\$1,499		\$237		
202 Cooperative Extension Fund	\$1,405		\$312	\$747	\$299		\$47		
208 Supplemental Indigent Fund	\$14,418	\$464	\$3,529	\$6,626	\$3,379		\$420		
210 Capital Projects Fund	\$15,736		\$3,169	\$7,592	\$3,034	\$1,460	\$481		
215 Senior Citizens Fund	\$4,357	\$348	\$1,460	\$1,083	\$1,398		\$68		
225 Carson City Transit Fund	\$16,740	\$116	\$3,798	\$8,641	\$3,637		\$548		
230 Library Gift Fund	\$454	\$348	\$24	\$56	\$23		\$3		
235 Landscape Maintenance Fund	\$442		\$98	\$235	\$94		\$15		
236 Administrative Assessment Fund	\$561	\$116	\$119	\$199	\$114		\$13		
237 S Carson Neighbrhd Imprv Dist	\$854		\$193	\$447	\$183		\$31		
240 Traffic/Transportation Fund	\$62		\$25	\$12	\$24		\$1		
250 Regional Transportation Fund	\$8,796	\$1,044	\$1,204	\$953	\$1,154	\$4,380	\$61		
253 V&T Infrastructure Fund	\$1,460					\$1,460			
254 Quality of Life Fund	\$9,225	\$927	\$2,314	\$2,170	\$2,216	\$1,460	\$138		
256 Street Maintenance Fund	\$33,459	\$3,130	\$9,681	\$10,699	\$9,271		\$678		
257 Infrastructure Tax	\$1,460					\$1,460			
275 Grant Fund	\$27,885	\$8,811	\$9,744		\$9,330				
280 Commissary Fund	\$2,951	\$348	\$696	\$1,167	\$667		\$73		
287 911 Surcharge	\$7,286		\$1,294	\$3,098	\$1,238	\$1,460	\$196		
410 Debt Svc-Carson City	\$1,460					\$1,460			

Finance
Departmental Cost
Allocation Summary

Audit Fees

Juvenile Court	\$556
Juvenile Court Fees/Assessments	\$12
District/Justice Court	\$3,301
DC/JC Fees & Assessment	\$215
Parks Administration	\$401
Park Maintenance	\$1,243
Grants, Gifts, Donations	\$51
Youth Sports Assoc	\$57
Multi Purp Athletic Ctr	\$111
Swimming Pool	\$595
Community Center	\$258
Recreation	\$342
Rifle Range	\$98
Sports	\$298
Library	\$1,067
Sexual Assault Response Team	\$8
Welfare	\$407
Health Admin	\$461
Medical	\$78
Environmental Health	\$283
DC Environmental Health	\$186
Animal Services	\$541
202 Cooperative Extension Fund	
208 Supplemental Indigent Fund	
210 Capital Projects Fund	
215 Senior Citizens Fund	
225 Carson City Transit Fund	
230 Library Gift Fund	
235 Landscape Maintenance Fund	
236 Administrative Assessment Fund	
237 S Carson Neighbrhd Imprv Dist	
240 Traffic/Transportation Fund	
250 Regional Transportation Fund	
253 V&T Infrastructure Fund	
254 Quality of Life Fund	
256 Street Maintenance Fund	
257 Infrastructure Tax	
275 Grant Fund	
280 Commissary Fund	
287 911 Surcharge	
410 Debt Svc-Carson City	

Finance
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Payroll</u>	<u>Budget</u>	<u>Accounts Payable</u>	<u>Accounting</u>	<u>Debt Management</u>	<u>Contracts</u>	<u>Workers Compensation</u>	<u>General Liability</u>
501 Ambulance	\$22,937	\$4,405	\$7,870	\$2,939	\$7,537		\$186		
505 Stormwater Drainage	(\$1,701)	(\$920)	(\$2,833)	\$507	(\$2,868)	\$4,380	\$33		
510 Wastewater Fund	\$32,827	\$1,058	\$2,891	\$13,859	\$2,461	\$11,679	\$879		
520 Water	\$50,578	\$827	\$8,169	\$22,431	\$7,515	\$10,215	\$1,421		
525 Building Permits	\$13,824	\$348	\$3,320	\$6,561	\$3,179		\$416		
530 Cemetery	\$516	\$116	\$100	\$191	\$96		\$13		
560 Fleet Management	\$8,896	\$1,507	\$2,892	\$1,624	\$2,770		\$103		
570 Group Medical Insurance	\$5,762	(\$1,090)	(\$1,159)	\$8,795	(\$1,341)		\$557		
580 Workers Compensation Ins	\$18,336	\$116	\$3,039	\$6,333	\$2,909		\$401	\$5,538	
590 Insurance Fund	\$20,783		\$3,752	\$8,050	\$3,593		\$510		\$4,878
602 Redevelopment	\$1,871	\$348	\$560	\$403	\$535		\$25		
603 Redevelopment Revolving	\$1,177		\$261	\$626	\$250		\$40		
740 Tourism Authority	\$811	\$811							
760 Sub-Conservancy District	\$1,855	\$1,855							
All Other	\$10,219					\$10,219			
Subtotal	\$884,584	\$122,802	\$226,456	\$192,037	\$215,845	\$49,633	\$12,165	\$5,538	\$4,878
Direct Billed	\$162,253	\$6,734	\$23,565		\$23,566			\$53,864	\$54,524
Total	\$1,046,837	\$129,536	\$250,021	\$192,037	\$239,411	\$49,633	\$12,165	\$59,402	\$59,402

Finance
Departmental Cost
Allocation Summary

Audit Fees

501 Ambulance	
505 Stormwater Drainage	
510 Wastewater Fund	
520 Water	
525 Building Permits	
530 Cemetery	
560 Fleet Management	
570 Group Medical Insurance	
580 Workers Compensation Ins	
590 Insurance Fund	
602 Redevelopment	
603 Redevelopment Revolving	
740 Tourism Authority	
760 Sub-Conservancy District	
All Other	
Subtotal	<u>\$55,230</u>
Direct Billed	
Total	<u>\$55,230</u>

SCHEDULE 13.01

HUMAN RESOURCES

NATURE AND EXTENT OF SERVICE

The Human Resources Department is responsible for recruitment, benefits administration, training, payroll, participation in grievance hearing and negotiations, and other special projects. The costs of the department are allocated as follows:

- **Recruitment** – These costs are time spent recruiting and on boarding qualified applicants for City employment. These costs are allocated based on the number of applications received by department for open positions.
- **Payroll** – These costs are time spent on processing employee payroll charges, new hires and pay studies. Costs are allocated based on the number of FTE's by department/fund including PT/Seasonal positions.
- **Benefits** – These costs are time spent administering the retirement, FMLA, medical/dental/vision/life/457 insurance programs and educating employees. These costs are allocated directly to Group Medical Fund 570.
- **Workers Compensation** – These costs are time spent working in conjunction with the Risk Manager on the administration of Worker's Compensation claims. Costs are allocated directly to Workers Compensation Fund 580.

Prepared by:

Carson City, Nevada - Full Cost Allocation

Human Resources
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$339,984			\$339,984
Allocated additions:				
1 - Building Charge	\$11,399		\$11,399	
1010100 - Board of Supervisors	\$699	\$1,056	\$1,755	
1010300 - Treasurer	\$4,523	\$480	\$5,003	
1010500 - District Attorney	\$128,915	\$9,058	\$137,973	
1010600 - City Manager	\$3,348	\$352	\$3,700	
1010620 - Purchasing	\$134	\$5	\$139	
1010630 - City Hall	\$9,977	\$253	\$10,230	
1010701 - Finance	\$2,090	\$108	\$2,198	
1010710 - Information Technology		\$7,995	\$7,995	
1010800 - Internal Auditor		\$357	\$357	
1013034 - Facilities Maintenance		\$19,991	\$19,991	
Total allocated additions:	<u>\$161,085</u>	<u>\$39,655</u>	<u>\$200,740</u>	<u>\$200,740</u>
Departmental cost adjustments:				
SALARIES - DIRECT BILL	\$159,782			
Total departmental cost adjustments:	<u>\$159,782</u>			<u>\$159,782</u>
Total to be allocated	<u><u>\$660,851</u></u>	<u><u>\$39,655</u></u>		<u><u>\$700,506</u></u>

Carson City, Nevada - Full Cost Allocation

Human Resources
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Recruitment</u>	<u>Payroll</u>	<u>Benefits</u>	<u>Workers Compensation</u>
Wages & Benefits						
SALARIES & WAGES	\$213,142	\$49,747	\$63,133	\$59,062	\$26,749	\$14,451
FRINGE BENEFITS	\$108,902	\$25,418	\$32,257	\$30,177	\$13,667	\$7,383
Other Expense and Cost						
SERVICES & SUPPLIES	\$12,078	\$2,819	\$3,578	\$3,347	\$1,516	\$818
BACKGROUND SCREENING	\$5,862		\$5,862			
Departmental Expenditures	\$339,984	\$77,984	\$104,830	\$92,586	\$41,932	\$22,652
Cost Adjustments						
SALARIES - DIRECT BILL	\$159,782	\$37,293	\$47,327	\$44,276	\$20,053	\$10,833
Additions: 1st						
Other	\$161,085	\$161,085				
Functional Cost	\$660,851	\$276,362	\$152,157	\$136,862	\$61,985	\$33,485
Reallocate Admin		(\$276,362)	\$109,367	\$98,373	\$44,553	\$24,069
Allocable Costs	\$660,851		\$261,524	\$235,235	\$106,538	\$57,554
1st Allocation	\$660,851		\$261,524	\$235,235	\$106,538	\$57,554
Additions: 2nd						
Other	\$39,655	\$39,655				
Functional Cost	\$39,655	\$39,655				
Reallocate Admin		(\$39,655)	\$15,693	\$14,116	\$6,393	\$3,453
Allocable Costs	\$39,655		\$15,693	\$14,116	\$6,393	\$3,453
2nd Allocation	\$39,655		\$15,693	\$14,116	\$6,393	\$3,453
Total allocated	\$700,506		\$277,217	\$249,351	\$112,931	\$61,007

Carson City, Nevada - Full Cost Allocation

Human Resources
Detail allocation of
Recruitment

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Finance	42	1.055 %	\$2,758		\$2,758		\$2,758
Information Technology	77	1.934 %	\$5,057		\$5,057	\$338	\$5,395
740 Tourism Authority	15	0.377 %	\$985		\$985	\$66	\$1,051
Fire Operations	369	9.267 %	\$24,235		\$24,235	\$1,618	\$25,853
Health Admin	290	7.283 %	\$19,046		\$19,046	\$1,271	\$20,317
All Other	15	0.377 %	\$985		\$985	\$66	\$1,051
Library	261	6.554 %	\$17,142		\$17,142	\$1,144	\$18,286
Swimming Pool	43	1.080 %	\$2,824		\$2,824	\$188	\$3,012
Recreation	162	4.068 %	\$10,640		\$10,640	\$710	\$11,350
520 Water	39	0.979 %	\$2,561		\$2,561	\$171	\$2,732
510 Wastewater Fund	73	1.833 %	\$4,794		\$4,794	\$320	\$5,114
240 Traffic/Transportation Fund	26	0.653 %	\$1,708		\$1,708	\$114	\$1,822
560 Fleet Management	61	1.532 %	\$4,006		\$4,006	\$267	\$4,273
Sheriff Patrol	711	17.855 %	\$46,696		\$46,696	\$3,117	\$49,813
Park Maintenance	193	4.847 %	\$12,676		\$12,676	\$846	\$13,522
256 Street Maintenance Fund	2	0.050 %	\$131		\$131	\$9	\$140
Clerk	151	3.792 %	\$9,917		\$9,917		\$9,917
Treasurer	21	0.527 %	\$1,379		\$1,379		\$1,379
District Attorney	100	2.511 %	\$6,568		\$6,568		\$6,568
Pulbic Guardian	15	0.377 %	\$985		\$985	\$66	\$1,051
Public Works	282	7.082 %	\$18,521		\$18,521	\$1,236	\$19,757
Facilities Maintenance	114	2.863 %	\$7,487		\$7,487	\$500	\$7,987
District/Justice Court	288	7.233 %	\$18,915		\$18,915	\$1,262	\$20,177
Juvenile Detention	107	2.687 %	\$7,027		\$7,027	\$469	\$7,496
Alternative Sentencing	85	2.135 %	\$5,583		\$5,583	\$373	\$5,956
Parks Administration	109	2.737 %	\$7,159		\$7,159	\$478	\$7,637
Landfill Administration	68	1.708 %	\$4,466		\$4,466	\$298	\$4,764
City Manager	88	2.210 %	\$5,780		\$5,780		\$5,780
Geographic Information Systems	35	0.879 %	\$2,299		\$2,299	\$153	\$2,452
760 Sub-Conservancy District	12	0.301 %	\$788		\$788	\$53	\$841
Planning	25	0.628 %	\$1,642		\$1,642	\$110	\$1,752
Sports	34	0.854 %	\$2,233		\$2,233	\$149	\$2,382
Rifle Range	50	1.256 %	\$3,284		\$3,284	\$219	\$3,503
Youth Sports Assoc	19	0.476 %	\$1,247		\$1,247	\$82	\$1,329
Total	3,982	100.000 %	\$261,524		\$261,524	\$15,693	\$277,217

(A) Alloc basis: Number of Applications by Department for Open Positions

Source: Personnel Department

Carson City, Nevada - Full Cost Allocation

**Human Resources
Detail allocation of
Payroll**

<u>User Department</u>	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	5	0.443 %	\$1,042		\$1,042		\$1,042
Clerk	8	0.709 %	\$1,667		\$1,667		\$1,667
Treasurer	11	0.974 %	\$2,292		\$2,292		\$2,292
Elections	5	0.443 %	\$1,042		\$1,042	\$68	\$1,110
Recorder	4	0.354 %	\$833		\$833		\$833
Assessor	10	0.886 %	\$2,084		\$2,084	\$135	\$2,219
District Attorney	34	3.012 %	\$7,084		\$7,084		\$7,084
City Manager	10	0.886 %	\$2,084		\$2,084		\$2,084
Finance	11	0.974 %	\$2,292		\$2,292		\$2,292
Information Technology	15	1.329 %	\$3,125		\$3,125	\$203	\$3,328
Purchasing	1	0.089 %	\$208		\$208		\$208
Planning	13	1.151 %	\$2,709		\$2,709	\$176	\$2,885
Sheriff Administration	9	0.797 %	\$1,875		\$1,875	\$122	\$1,997
Sheriff Patrol	50	4.429 %	\$10,418		\$10,418	\$675	\$11,093
Sheriff General Services	9	0.797 %	\$1,875		\$1,875	\$122	\$1,997
Detention Facility	48	4.252 %	\$10,001		\$10,001	\$648	\$10,649
Dispatch	24	2.126 %	\$5,001		\$5,001	\$324	\$5,325
Fire Administration	4	0.354 %	\$833		\$833	\$54	\$887
Fire Operations	44	3.897 %	\$9,168		\$9,168	\$594	\$9,762
Fire Prevention	9	0.797 %	\$1,875		\$1,875	\$122	\$1,997
Fire Training	2	0.177 %	\$417		\$417	\$27	\$444
Juvenile Court	5	0.443 %	\$1,042		\$1,042	\$68	\$1,110
Juvenile Probation	19	1.683 %	\$3,959		\$3,959	\$257	\$4,216
Juvenile Detention	21	1.860 %	\$4,375		\$4,375	\$284	\$4,659
District/Justice Court	41	3.632 %	\$8,543		\$8,543	\$554	\$9,097
Alternative Sentencing	24	2.126 %	\$5,001		\$5,001	\$324	\$5,325
Parks Administration	7	0.620 %	\$1,458		\$1,458	\$95	\$1,553
Park Maintenance	23	2.037 %	\$4,792		\$4,792	\$311	\$5,103
Swimming Pool	93	8.237 %	\$19,377		\$19,377	\$1,256	\$20,633
Community Center	13	1.151 %	\$2,709		\$2,709	\$176	\$2,885
Recreation	56	4.960 %	\$11,668		\$11,668	\$756	\$12,424
Sports	34	3.012 %	\$7,084		\$7,084	\$459	\$7,543
Library	22	1.949 %	\$4,584		\$4,584	\$297	\$4,881
Health Admin	25	2.214 %	\$5,209		\$5,209	\$338	\$5,547
215 Senior Citizens Fund	3	0.266 %	\$625		\$625	\$41	\$666
256 Street Maintenance Fund	27	2.391 %	\$5,626		\$5,626	\$365	\$5,991
510 Wastewater Fund	27	2.391 %	\$5,626		\$5,626	\$365	\$5,991
525 Building Permits	3	0.266 %	\$625		\$625	\$41	\$666
530 Cemetery	1	0.089 %	\$208		\$208	\$14	\$222
560 Fleet Management	13	1.151 %	\$2,709		\$2,709	\$176	\$2,885
580 Workers Compensation Ins	1	0.089 %	\$208		\$208	\$14	\$222

Carson City, Nevada - Full Cost Allocation

Human Resources
Detail allocation of
Payroll

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Public Works	43	3.809 %	\$8,959		\$8,959	\$581	\$9,540
Landfill Administration	12	1.063 %	\$2,500		\$2,500	\$162	\$2,662
Investigations	15	1.329 %	\$3,125		\$3,125	\$203	\$3,328
Facilities Maintenance	19	1.683 %	\$3,959		\$3,959	\$257	\$4,216
570 Group Medical Insurance	4	0.354 %	\$833		\$833	\$54	\$887
520 Water	25	2.214 %	\$5,209		\$5,209	\$338	\$5,547
760 Sub-Conservancy District	16	1.417 %	\$3,334		\$3,334	\$216	\$3,550
740 Tourism Authority	7	0.620 %	\$1,458		\$1,458	\$95	\$1,553
501 Ambulance	38	3.366 %	\$7,918		\$7,918	\$513	\$8,431
Pulbic Guardian	6	0.531 %	\$1,250		\$1,250	\$81	\$1,331
Chartered Admin	15	1.329 %	\$3,125		\$3,125	\$203	\$3,328
254 Quality of Life Fund	8	0.709 %	\$1,667		\$1,667	\$108	\$1,775
Multi Purp Athletic Ctr	10	0.886 %	\$2,084		\$2,084	\$135	\$2,219
280 Commissary Fund	3	0.266 %	\$625		\$625	\$41	\$666
Geographic Information Systems	1	0.089 %	\$208		\$208	\$14	\$222
Sexual Assalt Response Team	7	0.620 %	\$1,458		\$1,458	\$95	\$1,553
Welfare	2	0.177 %	\$417		\$417	\$27	\$444
Environmental Health	6	0.531 %	\$1,250		\$1,250	\$81	\$1,331
DC Environmental Health	2	0.177 %	\$417		\$417	\$27	\$444
208 Supplemental Indigent Fund	4	0.354 %	\$833		\$833	\$54	\$887
225 Carson City Transit Fund	1	0.089 %	\$208		\$208	\$14	\$222
250 Regional Transportation Fund	9	0.797 %	\$1,875		\$1,875	\$122	\$1,997
602 Redevelopment	3	0.266 %	\$625		\$625	\$41	\$666
Rifle Range	6	0.531 %	\$1,250		\$1,250	\$81	\$1,331
230 Library Gift Fund	3	0.266 %	\$625		\$625	\$41	\$666
236 Administrative Assessment Fund	1	0.089 %	\$208		\$208	\$14	\$222
275 Grant Fund	76	6.732 %	\$15,835		\$15,835	\$1,027	\$16,862
505 Stormwater Drainage	1	0.089 %	\$208		\$208	\$14	\$222
Business License	1	0.089 %	\$208		\$208	\$14	\$222
Medical	1	0.085 %	\$211		\$211	\$2	\$213
Total	<u>1,129</u>	<u>100.000 %</u>	<u>\$235,235</u>		<u>\$235,235</u>	<u>\$14,116</u>	<u>\$249,351</u>

(A) Alloc basis: Number of FTE by Department/Fund - Including PT/Seasonal

Source: Personnel

Carson City, Nevada - Full Cost Allocation

Human Resources
Detail allocation of
Benefits

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
570 Group Medical Insurance	100	100.000 %	\$106,538	(\$135,084)	(\$28,546)	\$6,393	(\$22,153)
Subtotal	100	100.000 %	\$106,538	(\$135,084)	(\$28,546)	\$6,393	(\$22,153)
Direct Billed				\$135,084	\$135,084		\$135,084
Total	100	100.000 %	\$106,538	\$0	\$106,538	\$6,393	\$112,931

(A) Alloc basis: Direct Allocation to Group Medical Fund 570

Source: Human Resources Salary & Wage Analysis

Carson City, Nevada - Full Cost Allocation

Human Resources
Detail allocation of
Workers Compensation

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
580 Workers Compensation Ins	100	100.000 %	\$57,554	(\$24,698)	\$32,856	\$3,453	\$36,309
Subtotal	100	100.000 %	\$57,554	(\$24,698)	\$32,856	\$3,453	\$36,309
Direct Billed				\$24,698	\$24,698		\$24,698
Total	<u>100</u>	<u>100.000 %</u>	<u>\$57,554</u>	<u>\$0</u>	<u>\$57,554</u>	<u>\$3,453</u>	<u>\$61,007</u>

(A) Alloc basis: Direct Allocation to Workers Compensation Fund 580

Source: Human Resources Salary & Wage Analysis

Human Resources
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Recruitment</u>	<u>Payroll</u>	<u>Benefits</u>	<u>Workers Compensation</u>
Board of Supervisors	\$1,042		\$1,042		
Clerk	\$11,584	\$9,917	\$1,667		
Recorder	\$833		\$833		
Treasurer	\$3,671	\$1,379	\$2,292		
District Attorney	\$13,652	\$6,568	\$7,084		
City Manager	\$7,864	\$5,780	\$2,084		
Purchasing	\$208		\$208		
Finance	\$5,050	\$2,758	\$2,292		
Information Technology	\$8,723	\$5,395	\$3,328		
Dispatch	\$5,325		\$5,325		
Public Works	\$29,297	\$19,757	\$9,540		
Geographic Information Systems	\$2,674	\$2,452	\$222		
Facilities Maintenance	\$12,203	\$7,987	\$4,216		
Elections	\$1,110		\$1,110		
Pulbic Guardian	\$2,382	\$1,051	\$1,331		
Assessor	\$2,219		\$2,219		
Planning	\$4,637	\$1,752	\$2,885		
Business License	\$222		\$222		
Chartered Admin	\$3,328		\$3,328		
Sheriff Administration	\$1,997		\$1,997		
Investigations	\$3,328		\$3,328		
Sheriff Patrol	\$60,906	\$49,813	\$11,093		
Sheriff General Services	\$1,997		\$1,997		
Detention Facility	\$10,649		\$10,649		
Fire Administration	\$887		\$887		
Fire Operations	\$35,615	\$25,853	\$9,762		
Fire Prevention	\$1,997		\$1,997		
Fire Training	\$444		\$444		
Juvenile Probation	\$4,216		\$4,216		
Juvenile Detention	\$12,155	\$7,496	\$4,659		
Alternative Sentencing	\$11,281	\$5,956	\$5,325		
Landfill Administration	\$7,426	\$4,764	\$2,662		
Juvenile Court	\$1,110		\$1,110		
District/Justice Court	\$29,274	\$20,177	\$9,097		
Parks Administration	\$9,190	\$7,637	\$1,553		
Park Maintenance	\$18,625	\$13,522	\$5,103		
Youth Sports Assoc	\$1,329	\$1,329			
Multi Purp Athletic Ctr	\$2,219		\$2,219		
Swimming Pool	\$23,645	\$3,012	\$20,633		
Community Center	\$2,885		\$2,885		
Recreation	\$23,774	\$11,350	\$12,424		

Carson City, Nevada - Full Cost Allocation

Human Resources
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Recruitment</u>	<u>Payroll</u>	<u>Benefits</u>	<u>Workers Compensation</u>
Rifle Range	\$4,834	\$3,503	\$1,331		
Sports	\$9,925	\$2,382	\$7,543		
Library	\$23,167	\$18,286	\$4,881		
Sexual Assault Response Team	\$1,553		\$1,553		
Welfare	\$444		\$444		
Health Admin	\$25,864	\$20,317	\$5,547		
Medical	\$213		\$213		
Environmental Health	\$1,331		\$1,331		
DC Environmental Health	\$444		\$444		
208 Supplemental Indigent Fund	\$887		\$887		
215 Senior Citizens Fund	\$666		\$666		
225 Carson City Transit Fund	\$222		\$222		
230 Library Gift Fund	\$666		\$666		
236 Administrative Assessment Fund	\$222		\$222		
240 Traffic/Transportation Fund	\$1,822	\$1,822			
250 Regional Transportation Fund	\$1,997		\$1,997		
254 Quality of Life Fund	\$1,775		\$1,775		
256 Street Maintenance Fund	\$6,131	\$140	\$5,991		
275 Grant Fund	\$16,862		\$16,862		
280 Commissary Fund	\$666		\$666		
501 Ambulance	\$8,431		\$8,431		
505 Stormwater Drainage	\$222		\$222		
510 Wastewater Fund	\$11,105	\$5,114	\$5,991		
520 Water	\$8,279	\$2,732	\$5,547		
525 Building Permits	\$666		\$666		
530 Cemetery	\$222		\$222		
560 Fleet Management	\$7,158	\$4,273	\$2,885		
570 Group Medical Insurance	(\$21,266)		\$887	(\$22,153)	
580 Workers Compensation Ins	\$36,531		\$222		\$36,309
602 Redevelopment	\$666		\$666		
740 Tourism Authority	\$2,604	\$1,051	\$1,553		
760 Sub-Conservancy District	\$4,391	\$841	\$3,550		
All Other	\$1,051	\$1,051			
Subtotal	\$540,724	\$277,217	\$249,351	(\$22,153)	\$36,309
Direct Billed	\$159,782			\$135,084	\$24,698
Total	\$700,506	\$277,217	\$249,351	\$112,931	\$61,007

SCHEDULE 14.01

INFORMATION TECHNOLOGY

NATURE AND EXTENT OF SERVICE

The Information Technology Department evaluates, selects, installs, and maintains City hardware and software. The department also supports a citywide communications network, which allows application and data sharing to all City departments. The costs of the department are allocated as follows:

- **Help Desk** – These costs are associated with time spent by staff providing Help Desk support as well as the costs associated with the 5-year refresh program. Costs are allocated based on FTE's by department/fund.
- **Network Infrastructure** – These costs are associated with time spent maintaining the citywide network and servers. These costs are allocated based on a count of FTE's by department/fund.
- **Application Support** - These costs are associated with supporting non-citywide applications and the annual software and maintenance service contracts for those applications. Costs are allocated based on the cost of software/maintenance service contracts by department/fund.
- **Citywide Application Support** – These costs are associated with the annual maintenance contract and time spent providing support for citywide software applications such as the Microsoft suite. Costs are allocated based on the number of FTE's by department/fund including PT/Seasonal positions.

Prepared by:

Carson City, Nevada - Full Cost Allocation

Information Technology
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$2,976,824			\$2,976,824
Allocated additions:				
1 - Building Charge	\$7,571		\$7,571	
2 - Equipment Charge	\$372,448		\$372,448	
1010100 - Board of Supervisors	\$6,117	\$9,250	\$15,367	
1010500 - District Attorney	\$8,622	\$606	\$9,228	
1010600 - City Manager	\$29,317	\$3,085	\$32,402	
1010620 - Purchasing	\$1,796	\$67	\$1,863	
1010630 - City Hall	\$12,677	\$313	\$12,990	
1010701 - Finance	\$24,782	\$1,269	\$26,051	
1010705 - Human Resources	\$8,182	\$541	\$8,723	
1010800 - Internal Auditor		\$3,126	\$3,126	
1013015 - Geographic Information Systems		\$24,949	\$24,949	
1013034 - Facilities Maintenance		\$13,277	\$13,277	
Total allocated additions:	<u>\$471,512</u>	<u>\$56,483</u>	<u>\$527,995</u>	<u>\$527,995</u>
Total to be allocated	<u>\$3,448,336</u>	<u>\$56,483</u>		<u>\$3,504,819</u>

Carson City, Nevada - Full Cost Allocation

Information Technology
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Help Desk</u>	<u>Network Infrastructure</u>	<u>Application Support</u>	<u>Citywide Application Support</u>
<u>Wages & Benefits</u>						
SALARIES & WAGES	\$977,314	\$192,335	\$256,838	\$252,636	\$99,588	\$175,917
FRINGE BENEFITS	\$417,708	\$82,205	\$109,774	\$107,978	\$42,564	\$75,187
<u>Other Expense and Cost</u>						
SERVICES & SUPPLIES	\$89,445	\$17,603	\$23,506	\$23,122	\$9,114	\$16,100
MAINTENANCE SERVICE CONTRACTS	\$177,304				\$1,011	\$176,293
SOFTWARE MAINT CONTRACT	\$1,095,455				\$238,510	\$856,945
OPP HARDWARE	\$36,635			\$36,635		
5 YEAR REFRESH PROGRAM	\$182,024		\$182,024			
WEBSITE EXPENSE	\$939					\$939
Departmental Expenditures	\$2,976,824	\$292,143	\$572,142	\$420,371	\$390,787	\$1,301,381
Additions: 1st						
Other	\$471,512	\$471,512				
Functional Cost	\$3,448,336	\$763,655	\$572,142	\$420,371	\$390,787	\$1,301,381
Reallocate Admin		(\$763,655)	\$162,745	\$119,574	\$111,159	\$370,177
Allocable Costs	\$3,448,336		\$734,887	\$539,945	\$501,946	\$1,671,558
1st Allocation	\$3,448,336		\$734,887	\$539,945	\$501,946	\$1,671,558
Additions: 2nd						
Other	\$56,483	\$56,483				
Functional Cost	\$56,483	\$56,483				
Reallocate Admin		(\$56,483)	\$12,037	\$8,844	\$8,222	\$27,380
Allocable Costs	\$56,483		\$12,037	\$8,844	\$8,222	\$27,380
2nd Allocation	\$56,483		\$12,037	\$8,844	\$8,222	\$27,380
Total allocated	\$3,504,819		\$746,924	\$548,789	\$510,168	\$1,698,938

**Information Technology
Detail allocation of
Help Desk**

<u>User Department</u>	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	5	0.458 %	\$3,368		\$3,368		\$3,368
Clerk	8	0.733 %	\$5,389		\$5,389		\$5,389
Treasurer	11	1.008 %	\$7,409		\$7,409		\$7,409
Elections	5	0.458 %	\$3,368		\$3,368	\$60	\$3,428
Recorder	4	0.367 %	\$2,694		\$2,694		\$2,694
Assessor	10	0.917 %	\$6,736		\$6,736	\$120	\$6,856
District Attorney	34	3.116 %	\$22,902		\$22,902		\$22,902
City Manager	10	0.917 %	\$6,736		\$6,736		\$6,736
Finance	11	1.008 %	\$7,409		\$7,409		\$7,409
Human Resources	3	0.275 %	\$2,021		\$2,021		\$2,021
Planning	13	1.192 %	\$8,757		\$8,757	\$156	\$8,913
Sheriff Administration	9	0.825 %	\$6,062		\$6,062	\$108	\$6,170
Sheriff Patrol	50	4.583 %	\$33,680		\$33,680	\$599	\$34,279
Sheriff General Services	9	0.825 %	\$6,062		\$6,062	\$108	\$6,170
Detention Facility	48	4.400 %	\$32,332		\$32,332	\$575	\$32,907
Dispatch	24	2.200 %	\$16,166		\$16,166	\$288	\$16,454
Fire Administration	4	0.367 %	\$2,694		\$2,694	\$48	\$2,742
Fire Operations	44	4.033 %	\$29,638		\$29,638	\$528	\$30,166
Fire Prevention	9	0.825 %	\$6,062		\$6,062	\$108	\$6,170
Juvenile Court	5	0.458 %	\$3,368		\$3,368	\$60	\$3,428
Juvenile Probation	19	1.742 %	\$12,798		\$12,798	\$228	\$13,026
Juvenile Detention	21	1.925 %	\$14,145		\$14,145	\$252	\$14,397
District/Justice Court	41	3.758 %	\$27,617		\$27,617	\$492	\$28,109
Alternative Sentencing	24	2.200 %	\$16,166		\$16,166	\$288	\$16,454
Parks Administration	7	0.642 %	\$4,715		\$4,715	\$84	\$4,799
Park Maintenance	23	2.108 %	\$15,493		\$15,493	\$276	\$15,769
Swimming Pool	93	8.524 %	\$62,644		\$62,644	\$1,115	\$63,759
Community Center	13	1.192 %	\$8,757		\$8,757	\$156	\$8,913
Sports	34	3.116 %	\$22,902		\$22,902	\$408	\$23,310
Library	22	2.016 %	\$14,819		\$14,819	\$264	\$15,083
Health Admin	25	2.291 %	\$16,840		\$16,840	\$300	\$17,140
215 Senior Citizens Fund	3	0.275 %	\$2,021		\$2,021	\$36	\$2,057
256 Street Maintenance Fund	27	2.475 %	\$18,187		\$18,187	\$324	\$18,511
510 Wastewater Fund	27	2.475 %	\$18,187		\$18,187	\$324	\$18,511
525 Building Permits	3	0.275 %	\$2,021		\$2,021	\$36	\$2,057
560 Fleet Management	13	1.192 %	\$8,757		\$8,757	\$156	\$8,913
580 Workers Compensation Ins	1	0.092 %	\$674		\$674	\$12	\$686
Fire Training	2	0.183 %	\$1,347		\$1,347	\$24	\$1,371
Public Works	43	3.941 %	\$28,964		\$28,964	\$516	\$29,480
Landfill Administration	12	1.100 %	\$8,083		\$8,083	\$144	\$8,227
Investigations	15	1.375 %	\$10,104		\$10,104	\$180	\$10,284

Information Technology
Detail allocation of
Help Desk

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Facilities Maintenance	19	1.742 %	\$12,798		\$12,798	\$228	\$13,026
570 Group Medical Insurance	4	0.367 %	\$2,694		\$2,694	\$48	\$2,742
520 Water	25	2.291 %	\$16,840		\$16,840	\$300	\$17,140
760 Sub-Conservancy District	16	1.467 %	\$10,777		\$10,777	\$192	\$10,969
740 Tourism Authority	7	0.642 %	\$4,715		\$4,715	\$84	\$4,799
501 Ambulance	38	3.483 %	\$25,596		\$25,596	\$456	\$26,052
Pulbic Guardian	6	0.550 %	\$4,042		\$4,042	\$72	\$4,114
Chartered Admin	15	1.375 %	\$10,104		\$10,104	\$180	\$10,284
Purchasing	1	0.092 %	\$674		\$674		\$674
254 Quality of Life Fund	8	0.733 %	\$5,389		\$5,389	\$96	\$5,485
Recreation	56	5.133 %	\$37,721		\$37,721	\$671	\$38,392
280 Commissary Fund	3	0.275 %	\$2,021		\$2,021	\$36	\$2,057
Geographic Information Systems	1	0.092 %	\$674		\$674	\$12	\$686
Welfare	2	0.183 %	\$1,347		\$1,347	\$24	\$1,371
Environmental Health	6	0.550 %	\$4,042		\$4,042	\$72	\$4,114
DC Environmental Health	2	0.183 %	\$1,347		\$1,347	\$24	\$1,371
225 Carson City Transit Fund	1	0.092 %	\$674		\$674	\$12	\$686
250 Regional Transportation Fund	9	0.825 %	\$6,062		\$6,062	\$108	\$6,170
602 Redevelopment	3	0.275 %	\$2,021		\$2,021	\$36	\$2,057
Business License	1	0.092 %	\$674		\$674	\$12	\$686
Rifle Range	6	0.550 %	\$4,042		\$4,042	\$72	\$4,114
275 Grant Fund	50	4.583 %	\$33,680		\$33,680	\$599	\$34,279
505 Stormwater Drainage	1	0.092 %	\$674		\$674	\$12	\$686
Multi Purp Athletic Ctr	10	0.917 %	\$6,736		\$6,736	\$120	\$6,856
Sexual Assalt Response Team	7	0.642 %	\$4,715		\$4,715	\$84	\$4,799
Medical	1	0.092 %	\$674		\$674	\$12	\$686
208 Supplemental Indigent Fund	4	0.367 %	\$2,694		\$2,694	\$48	\$2,742
230 Library Gift Fund	3	0.275 %	\$2,021		\$2,021	\$36	\$2,057
236 Administrative Assessment Fund	1	0.092 %	\$674		\$674	\$12	\$686
530 Cemetery	1	0.086 %	\$671		\$671	\$6	\$677
Total	<u>1,091</u>	<u>100.000 %</u>	<u>\$734,887</u>		<u>\$734,887</u>	<u>\$12,037</u>	<u>\$746,924</u>

(A) Alloc basis: Full Time Equivalent (FTE) County by Department/Fund

Source:

Information Technology
Detail allocation of
Network Infrastructure

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	5	0.458 %	\$2,475		\$2,475		\$2,475
Clerk	8	0.733 %	\$3,959		\$3,959		\$3,959
Treasurer	11	1.008 %	\$5,444		\$5,444		\$5,444
Elections	5	0.458 %	\$2,475		\$2,475	\$44	\$2,519
Recorder	4	0.367 %	\$1,980		\$1,980		\$1,980
Assessor	10	0.917 %	\$4,949		\$4,949	\$88	\$5,037
District Attorney	34	3.116 %	\$16,827		\$16,827		\$16,827
City Manager	10	0.917 %	\$4,949		\$4,949		\$4,949
Finance	11	1.008 %	\$5,444		\$5,444		\$5,444
Human Resources	3	0.275 %	\$1,485		\$1,485		\$1,485
Planning	13	1.192 %	\$6,434		\$6,434	\$115	\$6,549
Sheriff Administration	9	0.825 %	\$4,454		\$4,454	\$79	\$4,533
Sheriff Patrol	50	4.583 %	\$24,745		\$24,745	\$440	\$25,185
Sheriff General Services	9	0.825 %	\$4,454		\$4,454	\$79	\$4,533
Detention Facility	48	4.400 %	\$23,756		\$23,756	\$423	\$24,179
Dispatch	24	2.200 %	\$11,878		\$11,878	\$211	\$12,089
Fire Administration	4	0.367 %	\$1,980		\$1,980	\$35	\$2,015
Fire Operations	44	4.033 %	\$21,776		\$21,776	\$388	\$22,164
Fire Prevention	9	0.825 %	\$4,454		\$4,454	\$79	\$4,533
Juvenile Court	5	0.458 %	\$2,475		\$2,475	\$44	\$2,519
Juvenile Probation	19	1.742 %	\$9,403		\$9,403	\$167	\$9,570
Juvenile Detention	21	1.925 %	\$10,393		\$10,393	\$185	\$10,578
District/Justice Court	41	3.758 %	\$20,291		\$20,291	\$361	\$20,652
Alternative Sentencing	24	2.200 %	\$11,878		\$11,878	\$211	\$12,089
Parks Administration	7	0.642 %	\$3,464		\$3,464	\$62	\$3,526
Park Maintenance	23	2.108 %	\$11,383		\$11,383	\$203	\$11,586
Swimming Pool	93	8.524 %	\$46,026		\$46,026	\$819	\$46,845
Community Center	13	1.192 %	\$6,434		\$6,434	\$115	\$6,549
Sports	34	3.116 %	\$16,827		\$16,827	\$299	\$17,126
Library	22	2.016 %	\$10,888		\$10,888	\$194	\$11,082
Health Admin	25	2.291 %	\$12,373		\$12,373	\$220	\$12,593
215 Senior Citizens Fund	3	0.275 %	\$1,485		\$1,485	\$26	\$1,511
256 Street Maintenance Fund	27	2.475 %	\$13,363		\$13,363	\$238	\$13,601
510 Wastewater Fund	27	2.475 %	\$13,363		\$13,363	\$238	\$13,601
525 Building Permits	3	0.275 %	\$1,485		\$1,485	\$26	\$1,511
560 Fleet Management	13	1.192 %	\$6,434		\$6,434	\$115	\$6,549
580 Workers Compensation Ins	1	0.092 %	\$495		\$495	\$9	\$504
Fire Training	2	0.183 %	\$990		\$990	\$18	\$1,008
Public Works	43	3.941 %	\$21,281		\$21,281	\$379	\$21,660
Landfill Administration	12	1.100 %	\$5,939		\$5,939	\$106	\$6,045
Investigations	15	1.375 %	\$7,424		\$7,424	\$132	\$7,556

Information Technology
Detail allocation of
Network Infrastructure

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Facilities Maintenance	19	1.742 %	\$9,403		\$9,403	\$167	\$9,570
570 Group Medical Insurance	4	0.367 %	\$1,980		\$1,980	\$35	\$2,015
520 Water	25	2.291 %	\$12,373		\$12,373	\$220	\$12,593
760 Sub-Conservancy District	16	1.467 %	\$7,919		\$7,919	\$141	\$8,060
740 Tourism Authority	7	0.642 %	\$3,464		\$3,464	\$62	\$3,526
501 Ambulance	38	3.483 %	\$18,807		\$18,807	\$335	\$19,142
Pulbic Guardian	6	0.550 %	\$2,969		\$2,969	\$53	\$3,022
Chartered Admin	15	1.375 %	\$7,424		\$7,424	\$132	\$7,556
Purchasing	1	0.092 %	\$495		\$495		\$495
254 Quality of Life Fund	8	0.733 %	\$3,959		\$3,959	\$70	\$4,029
Recreation	56	5.133 %	\$27,715		\$27,715	\$493	\$28,208
280 Commissary Fund	3	0.275 %	\$1,485		\$1,485	\$26	\$1,511
Geographic Information Systems	1	0.092 %	\$495		\$495	\$9	\$504
Welfare	2	0.183 %	\$990		\$990	\$18	\$1,008
Environmental Health	6	0.550 %	\$2,969		\$2,969	\$53	\$3,022
DC Environmental Health	2	0.183 %	\$990		\$990	\$18	\$1,008
225 Carson City Transit Fund	1	0.092 %	\$495		\$495	\$9	\$504
250 Regional Transportation Fund	9	0.825 %	\$4,454		\$4,454	\$79	\$4,533
602 Redevelopment	3	0.275 %	\$1,485		\$1,485	\$26	\$1,511
Business License	1	0.092 %	\$495		\$495	\$9	\$504
Rifle Range	6	0.550 %	\$2,969		\$2,969	\$53	\$3,022
275 Grant Fund	50	4.583 %	\$24,745		\$24,745	\$440	\$25,185
505 Stormwater Drainage	1	0.092 %	\$495		\$495	\$9	\$504
Multi Purp Athletic Ctr	10	0.917 %	\$4,949		\$4,949	\$88	\$5,037
Sexual Assalt Response Team	7	0.642 %	\$3,464		\$3,464	\$62	\$3,526
Medical	1	0.092 %	\$495		\$495	\$9	\$504
208 Supplemental Indigent Fund	4	0.367 %	\$1,980		\$1,980	\$35	\$2,015
230 Library Gift Fund	3	0.275 %	\$1,485		\$1,485	\$26	\$1,511
236 Administrative Assessment Fund	1	0.092 %	\$495		\$495	\$9	\$504
530 Cemetery	1	0.086 %	\$490		\$490	\$10	\$500
Total	<u>1,091</u>	<u>100.000 %</u>	<u>\$539,945</u>		<u>\$539,945</u>	<u>\$8,844</u>	<u>\$548,789</u>

(A) Alloc basis: Full Time Equivalent (FTE) County by Department/Fund

Source: Expenditure Worksheet

Information Technology
Detail allocation of
Application Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Clerk	21,084	8.803 %	\$44,184		\$44,184		\$44,184
Recorder	21,083	8.802 %	\$44,182		\$44,182		\$44,182
Assessor	95,835	40.011 %	\$200,834		\$200,834	\$4,201	\$205,035
City Manager	9,576	3.998 %	\$20,068		\$20,068		\$20,068
Sheriff Administration	8,051	3.361 %	\$16,872		\$16,872	\$353	\$17,225
Fire Administration	9,731	4.063 %	\$20,393		\$20,393	\$427	\$20,820
Parks Administration	1,888	0.788 %	\$3,957		\$3,957	\$83	\$4,040
Juvenile Probation	1,375	0.574 %	\$2,881		\$2,881	\$60	\$2,941
Health Admin	10,213	4.264 %	\$21,403		\$21,403	\$448	\$21,851
District/Justice Court	25,000	10.437 %	\$52,391		\$52,391	\$1,096	\$53,487
Planning	7,020	2.931 %	\$14,711		\$14,711	\$308	\$15,019
Public Works	28,381	11.849 %	\$59,476		\$59,476	\$1,244	\$60,720
740 Tourism Authority	40	0.017 %	\$84		\$84	\$2	\$86
Business License	4	0.002 %	\$8		\$8		\$8
525 Building Permits	6	0.003 %	\$13		\$13		\$13
Treasurer	234	0.097 %	\$489		\$489		\$489
Total	<u>239,521</u>	<u>100.000 %</u>	<u>\$501,946</u>		<u>\$501,946</u>	<u>\$8,222</u>	<u>\$510,168</u>

(A) Alloc basis: Cost of Contracted Services Identified By Department

Source: Software Maintenance/Maintenance Service Contract Activity Listing

Information Technology
Detail allocation of
Citywide Application Support

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Board of Supervisors	5	0.448 %	\$7,482		\$7,482		\$7,482
Clerk	8	0.716 %	\$11,972		\$11,972		\$11,972
Treasurer	11	0.985 %	\$16,461		\$16,461		\$16,461
Elections	5	0.448 %	\$7,482		\$7,482	\$133	\$7,615
Recorder	4	0.358 %	\$5,986		\$5,986		\$5,986
Assessor	10	0.895 %	\$14,965		\$14,965	\$266	\$15,231
District Attorney	34	3.044 %	\$50,880		\$50,880		\$50,880
City Manager	10	0.895 %	\$14,965		\$14,965		\$14,965
Finance	11	0.985 %	\$16,461		\$16,461		\$16,461
Human Resources	3	0.269 %	\$4,489		\$4,489		\$4,489
Purchasing	1	0.090 %	\$1,496		\$1,496		\$1,496
Planning	13	1.164 %	\$19,454		\$19,454	\$346	\$19,800
Sheriff Administration	9	0.806 %	\$13,468		\$13,468	\$239	\$13,707
Sheriff Patrol	50	4.476 %	\$74,824		\$74,824	\$1,329	\$76,153
Sheriff General Services	9	0.806 %	\$13,468		\$13,468	\$239	\$13,707
Detention Facility	48	4.297 %	\$71,831		\$71,831	\$1,276	\$73,107
Dispatch	24	2.149 %	\$35,915		\$35,915	\$638	\$36,553
Fire Administration	4	0.358 %	\$5,986		\$5,986	\$106	\$6,092
Fire Operations	44	3.939 %	\$65,845		\$65,845	\$1,170	\$67,015
Fire Prevention	9	0.806 %	\$13,468		\$13,468	\$239	\$13,707
Fire Training	2	0.179 %	\$2,993		\$2,993	\$53	\$3,046
Juvenile Court	5	0.448 %	\$7,482		\$7,482	\$133	\$7,615
Juvenile Probation	19	1.701 %	\$28,433		\$28,433	\$505	\$28,938
Juvenile Detention	21	1.880 %	\$31,426		\$31,426	\$558	\$31,984
District/Justice Court	41	3.671 %	\$61,355		\$61,355	\$1,090	\$62,445
Alternative Sentencing	24	2.149 %	\$35,915		\$35,915	\$638	\$36,553
Parks Administration	7	0.627 %	\$10,475		\$10,475	\$186	\$10,661
Park Maintenance	23	2.059 %	\$34,419		\$34,419	\$611	\$35,030
Swimming Pool	93	8.326 %	\$139,172		\$139,172	\$2,472	\$141,644
Community Center	13	1.164 %	\$19,454		\$19,454	\$346	\$19,800
Recreation	56	5.013 %	\$83,802		\$83,802	\$1,489	\$85,291
Sports	34	3.044 %	\$50,880		\$50,880	\$904	\$51,784
Library	22	1.970 %	\$32,922		\$32,922	\$585	\$33,507
Health Admin	25	2.238 %	\$37,412		\$37,412	\$665	\$38,077
215 Senior Citizens Fund	3	0.269 %	\$4,489		\$4,489	\$80	\$4,569
256 Street Maintenance Fund	27	2.417 %	\$40,405		\$40,405	\$718	\$41,123
510 Wastewater Fund	27	2.417 %	\$40,405		\$40,405	\$718	\$41,123
525 Building Permits	3	0.269 %	\$4,489		\$4,489	\$80	\$4,569
530 Cemetery	1	0.090 %	\$1,496		\$1,496	\$27	\$1,523
560 Fleet Management	13	1.164 %	\$19,454		\$19,454	\$346	\$19,800
580 Workers Compensation Ins	1	0.090 %	\$1,496		\$1,496	\$27	\$1,523

Information Technology
Detail allocation of
Citywide Application Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Public Works	43	3.850 %	\$64,348		\$64,348	\$1,143	\$65,491
Landfill Administration	12	1.074 %	\$17,958		\$17,958	\$319	\$18,277
Investigations	15	1.343 %	\$22,447		\$22,447	\$399	\$22,846
Facilities Maintenance	19	1.701 %	\$28,433		\$28,433	\$505	\$28,938
570 Group Medical Insurance	4	0.358 %	\$5,986		\$5,986	\$106	\$6,092
520 Water	25	2.238 %	\$37,412		\$37,412	\$665	\$38,077
760 Sub-Conservancy District	16	1.432 %	\$23,944		\$23,944	\$425	\$24,369
740 Tourism Authority	7	0.627 %	\$10,475		\$10,475	\$186	\$10,661
501 Ambulance	38	3.402 %	\$56,866		\$56,866	\$1,010	\$57,876
Pulbic Guardian	6	0.537 %	\$8,979		\$8,979	\$159	\$9,138
Chartered Admin	15	1.343 %	\$22,447		\$22,447	\$399	\$22,846
254 Quality of Life Fund	8	0.716 %	\$11,972		\$11,972	\$213	\$12,185
Multi Purp Athletic Ctr	10	0.895 %	\$14,965		\$14,965	\$266	\$15,231
280 Commissary Fund	3	0.269 %	\$4,489		\$4,489	\$80	\$4,569
Geographic Information Systems	1	0.090 %	\$1,496		\$1,496	\$27	\$1,523
Sexual Assalt Response Team	7	0.627 %	\$10,475		\$10,475	\$186	\$10,661
Welfare	2	0.179 %	\$2,993		\$2,993	\$53	\$3,046
Environmental Health	6	0.537 %	\$8,979		\$8,979	\$159	\$9,138
DC Environmental Health	2	0.179 %	\$2,993		\$2,993	\$53	\$3,046
208 Supplemental Indigent Fund	4	0.358 %	\$5,986		\$5,986	\$106	\$6,092
225 Carson City Transit Fund	1	0.090 %	\$1,496		\$1,496	\$27	\$1,523
250 Regional Transportation Fund	9	0.806 %	\$13,468		\$13,468	\$239	\$13,707
602 Redevelopment	3	0.269 %	\$4,489		\$4,489	\$80	\$4,569
Rifle Range	6	0.537 %	\$8,979		\$8,979	\$159	\$9,138
230 Library Gift Fund	3	0.269 %	\$4,489		\$4,489	\$80	\$4,569
236 Administrative Assessment Fund	1	0.090 %	\$1,496		\$1,496	\$27	\$1,523
275 Grant Fund	76	6.804 %	\$113,732		\$113,732	\$2,020	\$115,752
505 Stormwater Drainage	1	0.090 %	\$1,496		\$1,496	\$27	\$1,523
Business License	1	0.090 %	\$1,496		\$1,496	\$27	\$1,523
Medical	1	0.081 %	\$1,502		\$1,502	\$23	\$1,525
Total	1,117	100.000 %	\$1,671,558		\$1,671,558	\$27,380	\$1,698,938

(A) Alloc basis: Number of FTE by Department/Fund - Including PT/Seasonal

Source:

Carson City, Nevada - Full Cost Allocation

Information Technology
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Help Desk</u>	<u>Network Infrastructure</u>	<u>Application Support</u>	<u>Citywide Application Support</u>
Board of Supervisors	\$13,325	\$3,368	\$2,475		\$7,482
Clerk	\$65,504	\$5,389	\$3,959	\$44,184	\$11,972
Recorder	\$54,842	\$2,694	\$1,980	\$44,182	\$5,986
Treasurer	\$29,803	\$7,409	\$5,444	\$489	\$16,461
District Attorney	\$90,609	\$22,902	\$16,827		\$50,880
City Manager	\$46,718	\$6,736	\$4,949	\$20,068	\$14,965
Purchasing	\$2,665	\$674	\$495		\$1,496
Finance	\$29,314	\$7,409	\$5,444		\$16,461
Human Resources	\$7,995	\$2,021	\$1,485		\$4,489
Dispatch	\$65,096	\$16,454	\$12,089		\$36,553
Public Works	\$177,351	\$29,480	\$21,660	\$60,720	\$65,491
Geographic Information Systems	\$2,713	\$686	\$504		\$1,523
Facilities Maintenance	\$51,534	\$13,026	\$9,570		\$28,938
Elections	\$13,562	\$3,428	\$2,519		\$7,615
Pulbic Guardian	\$16,274	\$4,114	\$3,022		\$9,138
Assessor	\$232,159	\$6,856	\$5,037	\$205,035	\$15,231
Planning	\$50,281	\$8,913	\$6,549	\$15,019	\$19,800
Business License	\$2,721	\$686	\$504	\$8	\$1,523
Chartered Admin	\$40,686	\$10,284	\$7,556		\$22,846
Sheriff Administration	\$41,635	\$6,170	\$4,533	\$17,225	\$13,707
Investigations	\$40,686	\$10,284	\$7,556		\$22,846
Sheriff Patrol	\$135,617	\$34,279	\$25,185		\$76,153
Sheriff General Services	\$24,410	\$6,170	\$4,533		\$13,707
Detention Facility	\$130,193	\$32,907	\$24,179		\$73,107
Fire Administration	\$31,669	\$2,742	\$2,015	\$20,820	\$6,092
Fire Operations	\$119,345	\$30,166	\$22,164		\$67,015
Fire Prevention	\$24,410	\$6,170	\$4,533		\$13,707
Fire Training	\$5,425	\$1,371	\$1,008		\$3,046
Juvenile Probation	\$54,475	\$13,026	\$9,570	\$2,941	\$28,938
Juvenile Detention	\$56,959	\$14,397	\$10,578		\$31,984
Alternative Sentencing	\$65,096	\$16,454	\$12,089		\$36,553
Landfill Administration	\$32,549	\$8,227	\$6,045		\$18,277
Juvenile Court	\$13,562	\$3,428	\$2,519		\$7,615
District/Justice Court	\$164,693	\$28,109	\$20,652	\$53,487	\$62,445
Parks Administration	\$23,026	\$4,799	\$3,526	\$4,040	\$10,661
Park Maintenance	\$62,385	\$15,769	\$11,586		\$35,030
Multi Purp Athletic Ctr	\$27,124	\$6,856	\$5,037		\$15,231
Swimming Pool	\$252,248	\$63,759	\$46,845		\$141,644
Community Center	\$35,262	\$8,913	\$6,549		\$19,800
Recreation	\$151,891	\$38,392	\$28,208		\$85,291

Carson City, Nevada - Full Cost Allocation

Information Technology
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Help Desk</u>	<u>Network Infrastructure</u>	<u>Application Support</u>	<u>Citywide Application Support</u>
Rifle Range	\$16,274	\$4,114	\$3,022		\$9,138
Sports	\$92,220	\$23,310	\$17,126		\$51,784
Library	\$59,672	\$15,083	\$11,082		\$33,507
Sexual Assault Response Team	\$18,986	\$4,799	\$3,526		\$10,661
Welfare	\$5,425	\$1,371	\$1,008		\$3,046
Health Admin	\$89,661	\$17,140	\$12,593	\$21,851	\$38,077
Medical	\$2,715	\$686	\$504		\$1,525
Environmental Health	\$16,274	\$4,114	\$3,022		\$9,138
DC Environmental Health	\$5,425	\$1,371	\$1,008		\$3,046
208 Supplemental Indigent Fund	\$10,849	\$2,742	\$2,015		\$6,092
215 Senior Citizens Fund	\$8,137	\$2,057	\$1,511		\$4,569
225 Carson City Transit Fund	\$2,713	\$686	\$504		\$1,523
230 Library Gift Fund	\$8,137	\$2,057	\$1,511		\$4,569
236 Administrative Assessment Fund	\$2,713	\$686	\$504		\$1,523
250 Regional Transportation Fund	\$24,410	\$6,170	\$4,533		\$13,707
254 Quality of Life Fund	\$21,699	\$5,485	\$4,029		\$12,185
256 Street Maintenance Fund	\$73,235	\$18,511	\$13,601		\$41,123
275 Grant Fund	\$175,216	\$34,279	\$25,185		\$115,752
280 Commissary Fund	\$8,137	\$2,057	\$1,511		\$4,569
501 Ambulance	\$103,070	\$26,052	\$19,142		\$57,876
505 Stormwater Drainage	\$2,713	\$686	\$504		\$1,523
510 Wastewater Fund	\$73,235	\$18,511	\$13,601		\$41,123
520 Water	\$67,810	\$17,140	\$12,593		\$38,077
525 Building Permits	\$8,150	\$2,057	\$1,511	\$13	\$4,569
530 Cemetery	\$2,700	\$677	\$500		\$1,523
560 Fleet Management	\$35,262	\$8,913	\$6,549		\$19,800
570 Group Medical Insurance	\$10,849	\$2,742	\$2,015		\$6,092
580 Workers Compensation Ins	\$2,713	\$686	\$504		\$1,523
602 Redevelopment	\$8,137	\$2,057	\$1,511		\$4,569
740 Tourism Authority	\$19,072	\$4,799	\$3,526	\$86	\$10,661
760 Sub-Conservancy District	\$43,398	\$10,969	\$8,060		\$24,369
Total	\$3,504,819	\$746,924	\$548,789	\$510,168	\$1,698,938

SCHEDULE 15.01

INTERNAL AUDITOR

NATURE AND EXTENT OF SERVICE

The Internal Auditor investigates compliance with accounting procedures, sets to improve efficiency of internal controls, and conducts special investigations and other duties as directed by the Board of Supervisors. Costs for the department are allocated based on total expenditures by department/fund.

Carson City, Nevada - Full Cost Allocation

Internal Auditor
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$108,504			\$108,504
Allocated additions:				
1010100 - Board of Supervisors	\$223	\$337	\$560	
1010212 - Clerk	\$7,660	\$4,230	\$11,890	
1010600 - City Manager	\$1,069	\$112	\$1,181	
1010620 - Purchasing	\$82	\$3	\$85	
1010701 - Finance	\$1,118	\$56	\$1,174	
Total allocated additions:	<u>\$10,152</u>	<u>\$4,738</u>	<u>\$14,890</u>	<u>\$14,890</u>
Total to be allocated	<u>\$118,656</u>	<u>\$4,738</u>		<u>\$123,394</u>

Internal Auditor
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Internal Audit</u>
<u>Other Expense and Cost</u>			
SALARIES & WAGES			
FRINGE BENEFITS			
<u>Other Expense and Cost</u>			
SERVICES & SUPPLIES	\$108,504		\$108,504
Departmental Expenditures	\$108,504		\$108,504
Additions: 1st			
Other	\$10,152	\$10,152	
Functional Cost	\$118,656	\$10,152	\$108,504
Reallocate Admin		(\$10,152)	\$10,152
Allocable Costs	\$118,656		\$118,656
1st Allocation	\$118,656		\$118,656
Additions: 2nd			
Other	\$4,738	\$4,738	
Functional Cost	\$4,738	\$4,738	
Reallocate Admin		(\$4,738)	\$4,738
Allocable Costs	\$4,738		\$4,738
2nd Allocation	\$4,738		\$4,738
Total allocated	\$123,394		\$123,394

Internal Auditor
Detail allocation of
Internal Audit

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	229,298	0.203 %	\$241		\$241		\$241
Clerk	431,865	0.382 %	\$454		\$454		\$454
Recorder	444,716	0.394 %	\$467		\$467		\$467
Public Safety Complex	262,165	0.232 %	\$275		\$275		\$275
Elections	447,527	0.396 %	\$470		\$470	\$21	\$491
Treasurer	728,978	0.645 %	\$766		\$766		\$766
Assessor	907,065	0.803 %	\$953		\$953	\$42	\$995
District Attorney	3,281,544	2.904 %	\$3,446		\$3,446		\$3,446
City Manager	939,326	0.831 %	\$986		\$986		\$986
Public Defender	1,895,524	1.678 %	\$1,991		\$1,991	\$88	\$2,079
Central Services	691,980	0.612 %	\$727		\$727	\$32	\$759
Finance	839,401	0.743 %	\$881		\$881		\$881
Human Resources	339,984	0.301 %	\$357		\$357		\$357
Information Technology	2,976,824	2.635 %	\$3,126		\$3,126		\$3,126
Geographic Information Systems	294,659	0.261 %	\$309		\$309	\$14	\$323
Purchasing	152,192	0.135 %	\$160		\$160		\$160
City Hall	73,802	0.065 %	\$78		\$78		\$78
Planning	686,536	0.608 %	\$721		\$721	\$32	\$753
Business License	93,003	0.082 %	\$98		\$98	\$4	\$102
Sheriff Administration	1,325,825	1.173 %	\$1,392		\$1,392	\$61	\$1,453
Sheriff Patrol	7,000,890	6.196 %	\$7,352		\$7,352	\$324	\$7,676
Sheriff General Services	549,168	0.486 %	\$577		\$577	\$25	\$602
Detention Facility	5,797,265	5.131 %	\$6,088		\$6,088	\$269	\$6,357
Dispatch	1,859,696	1.646 %	\$1,953		\$1,953	\$86	\$2,039
Trinet Grant	118,319	0.105 %	\$124		\$124	\$5	\$129
Fire Administration	333,631	0.295 %	\$350		\$350	\$15	\$365
Fire Operations	8,657,403	7.662 %	\$9,091		\$9,091	\$401	\$9,492
Fire Prevention	541,687	0.479 %	\$569		\$569	\$25	\$594
Fire Training	337,292	0.299 %	\$354		\$354	\$16	\$370
Emergency Management	249,032	0.220 %	\$262		\$262	\$12	\$274
Public Works	2,669,731	2.363 %	\$2,804		\$2,804	\$124	\$2,928
Juvenile Court	721,324	0.638 %	\$757		\$757	\$33	\$790
Juvenile Probation	1,996,495	1.767 %	\$2,097		\$2,097	\$92	\$2,189
Juvenile Detention	1,741,241	1.541 %	\$1,829		\$1,829	\$81	\$1,910
District/Justice Court	4,279,205	3.787 %	\$4,494		\$4,494	\$198	\$4,692
Alternative Sentencing	1,437,339	1.272 %	\$1,509		\$1,509	\$67	\$1,576
Parks Administration	520,726	0.461 %	\$547		\$547	\$24	\$571
Park Maintenance	1,611,167	1.426 %	\$1,692		\$1,692	\$75	\$1,767
Grants, Gifts, Donations	66,044	0.058 %	\$69		\$69	\$3	\$72
Swimming Pool	771,191	0.683 %	\$810		\$810	\$36	\$846
Community Center	334,787	0.296 %	\$352		\$352	\$16	\$368

Carson City, Nevada - Full Cost Allocation

**Internal Auditor
Detail allocation of
Internal Audit**

<u>User Department</u>	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Recreation	444,333	0.393 %	\$467		\$467	\$21	\$488
Sports	386,597	0.342 %	\$406		\$406	\$18	\$424
Library	1,383,803	1.225 %	\$1,453		\$1,453	\$64	\$1,517
Health Admin	598,204	0.529 %	\$628		\$628	\$28	\$656
Landfill Administration	2,294,292	2.031 %	\$2,409		\$2,409	\$106	\$2,515
Animal Services	700,906	0.620 %	\$736		\$736	\$32	\$768
202 Cooperative Extension Fund	139,672	0.124 %	\$147		\$147	\$6	\$153
208 Supplemental Indigent Fund	1,579,857	1.398 %	\$1,659		\$1,659	\$73	\$1,732
215 Senior Citizens Fund	653,594	0.578 %	\$686		\$686	\$30	\$716
225 Carson City Transit Fund	1,700,431	1.505 %	\$1,786		\$1,786	\$79	\$1,865
230 Library Gift Fund	10,848	0.010 %	\$11		\$11	\$1	\$12
236 Administrative Assessment Fund	53,305	0.047 %	\$56		\$56	\$2	\$58
240 Traffic/Transportation Fund	11,532	0.010 %	\$12		\$12	\$1	\$13
250 Regional Transportation Fund	539,371	0.477 %	\$566		\$566	\$25	\$591
254 Quality of Life Fund	1,036,046	0.917 %	\$1,088		\$1,088	\$48	\$1,136
256 Street Maintenance Fund	4,334,649	3.836 %	\$4,552		\$4,552	\$201	\$4,753
275 Grant Fund	4,362,319	3.861 %	\$4,581		\$4,581	\$202	\$4,783
280 Commissary Fund	311,667	0.276 %	\$327		\$327	\$14	\$341
505 Stormwater Drainage	354,681	0.314 %	\$372		\$372	\$16	\$388
510 Wastewater Fund	4,540,961	4.019 %	\$4,769		\$4,769	\$210	\$4,979
520 Water	6,903,639	6.110 %	\$7,250		\$7,250	\$320	\$7,570
525 Building Permits	1,486,720	1.316 %	\$1,561		\$1,561	\$69	\$1,630
530 Cemetery	44,603	0.039 %	\$47		\$47	\$2	\$49
560 Fleet Management	1,295,059	1.146 %	\$1,360		\$1,360	\$60	\$1,420
570 Group Medical Insurance	1,915,484	1.695 %	\$2,012		\$2,012	\$89	\$2,101
580 Workers Compensation Ins	1,360,288	1.204 %	\$1,428		\$1,428	\$63	\$1,491
590 Insurance Fund	1,679,745	1.487 %	\$1,764		\$1,764	\$78	\$1,842
602 Redevelopment	250,280	0.222 %	\$263		\$263	\$12	\$275
603 Redevelopment Revolving	116,899	0.103 %	\$123		\$123	\$5	\$128
Medical	100,890	0.089 %	\$106		\$106	\$5	\$111
Environmental Health	367,423	0.325 %	\$386		\$386	\$17	\$403
Investigations	3,140,643	2.780 %	\$3,298		\$3,298	\$145	\$3,443
DC/JC Fees & Assessment	278,842	0.247 %	\$293		\$293	\$13	\$306
Northgate	27,640	0.024 %	\$29		\$29	\$1	\$30
210 Capital Projects Fund	1,418,865	1.256 %	\$1,490		\$1,490	\$66	\$1,556
287 911 Surcharge	578,977	0.512 %	\$608		\$608	\$27	\$635
Wildland Fire Management	191,472	0.169 %	\$201		\$201	\$9	\$210
Facilities Maintenance	1,631,696	1.444 %	\$1,714		\$1,714	\$76	\$1,790
Pulbic Guardian	299,824	0.265 %	\$315		\$315	\$14	\$329
Chartered Admin	1,034,283	0.915 %	\$1,086		\$1,086	\$48	\$1,134
Multi Purp Athletic Ctr	143,594	0.127 %	\$151		\$151	\$7	\$158

Carson City, Nevada - Full Cost Allocation

Internal Auditor
Detail allocation of
Internal Audit

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Youth Sports Assoc	73,805	0.065 %	\$78		\$78	\$3	\$81
Juvenile Court Fees/Assessments	15,464	0.014 %	\$16		\$16	\$1	\$17
DC Environmental Health	241,876	0.214 %	\$254		\$254	\$11	\$265
235 Landscape Maintenance Fund	43,851	0.039 %	\$46		\$46	\$2	\$48
Sexual Assault Response Team	11,335	0.010 %	\$12		\$12	\$1	\$13
Welfare	526,550	0.466 %	\$553		\$553	\$24	\$577
501 Ambulance	3,523,765	3.119 %	\$3,700		\$3,700	\$163	\$3,863
Rifle Range	129,741	0.115 %	\$136		\$136	\$6	\$142
237 S Carson Neighbrhd Imprv Dist	84,500	0.077 %	\$87		\$87	\$3	\$90
Total	<u>112,990,668</u>	<u>100.000 %</u>	<u>\$118,656</u>		<u>\$118,656</u>	<u>\$4,738</u>	<u>\$123,394</u>

(A) Alloc basis: Total Expenditures By Department/Fund

Source: General Ledger

Internal Auditor
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Internal Audit</u>
Board of Supervisors	\$241	\$241
Clerk	\$454	\$454
Recorder	\$467	\$467
Public Safety Complex	\$275	\$275
Treasurer	\$766	\$766
District Attorney	\$3,446	\$3,446
City Manager	\$986	\$986
Purchasing	\$160	\$160
City Hall	\$78	\$78
Finance	\$881	\$881
Human Resources	\$357	\$357
Information Technology	\$3,126	\$3,126
Dispatch	\$2,039	\$2,039
Public Works	\$2,928	\$2,928
Geographic Information Systems	\$323	\$323
Facilities Maintenance	\$1,790	\$1,790
Elections	\$491	\$491
Pulbic Guardian	\$329	\$329
Assessor	\$995	\$995
Public Defender	\$2,079	\$2,079
Central Services	\$759	\$759
Northgate	\$30	\$30
Planning	\$753	\$753
Business License	\$102	\$102
Chartered Admin	\$1,134	\$1,134
Sheriff Administration	\$1,453	\$1,453
Investigations	\$3,443	\$3,443
Sheriff Patrol	\$7,676	\$7,676
Sheriff General Services	\$602	\$602
Detention Facility	\$6,357	\$6,357
Trinet Grant	\$129	\$129
Fire Administration	\$365	\$365
Fire Operations	\$9,492	\$9,492
Fire Prevention	\$594	\$594
Fire Training	\$370	\$370
Emergency Management	\$274	\$274
Wildland Fire Management	\$210	\$210
Juvenile Probation	\$2,189	\$2,189
Juvenile Detention	\$1,910	\$1,910
Alternative Sentencing	\$1,576	\$1,576
Landfill Administration	\$2,515	\$2,515
Juvenile Court	\$790	\$790

Internal Auditor
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Internal Audit</u>
Juvenile Court Fees/Assessments	\$17	\$17
District/Justice Court	\$4,692	\$4,692
DC/JC Fees & Assessment	\$306	\$306
Parks Administration	\$571	\$571
Park Maintenance	\$1,767	\$1,767
Grants, Gifts, Donations	\$72	\$72
Youth Sports Assoc	\$81	\$81
Multi Purp Athletic Ctr	\$158	\$158
Swimming Pool	\$846	\$846
Community Center	\$368	\$368
Recreation	\$488	\$488
Rifle Range	\$142	\$142
Sports	\$424	\$424
Library	\$1,517	\$1,517
Sexual Assalt Response Team	\$13	\$13
Welfare	\$577	\$577
Health Admin	\$656	\$656
Medical	\$111	\$111
Environmental Health	\$403	\$403
DC Environmental Health	\$265	\$265
Animal Services	\$768	\$768
202 Cooperative Extension Fund	\$153	\$153
208 Supplemental Indigent Fund	\$1,732	\$1,732
210 Capital Projects Fund	\$1,556	\$1,556
215 Senior Citizens Fund	\$716	\$716
225 Carson City Transit Fund	\$1,865	\$1,865
230 Library Gift Fund	\$12	\$12
235 Landscape Maintenance Fund	\$48	\$48
236 Administrative Assessment Fund	\$58	\$58
237 S Carson Neighbrhd Imprv Dist	\$90	\$90
240 Traffic/Transportation Fund	\$13	\$13
250 Regional Transportation Fund	\$591	\$591
254 Quality of Life Fund	\$1,136	\$1,136
256 Street Maintenance Fund	\$4,753	\$4,753
275 Grant Fund	\$4,783	\$4,783
280 Commissary Fund	\$341	\$341
287 911 Surcharge	\$635	\$635
501 Ambulance	\$3,863	\$3,863
505 Stormwater Drainage	\$388	\$388
510 Wastewater Fund	\$4,979	\$4,979
520 Water	\$7,570	\$7,570
525 Building Permits	\$1,630	\$1,630

Carson City, Nevada - Full Cost Allocation

Internal Auditor
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Internal Audit</u>
530 Cemetery	\$49	\$49
560 Fleet Management	\$1,420	\$1,420
570 Group Medical Insurance	\$2,101	\$2,101
580 Workers Compensation Ins	\$1,491	\$1,491
590 Insurance Fund	\$1,842	\$1,842
602 Redevelopment	\$275	\$275
603 Redevelopment Revolving	\$128	\$128
Total	<u>\$123,394</u>	<u>\$123,394</u>

SCHEDULE 16.01

DISPATCH

NATURE AND EXTENT OF SERVICE

The Dispatch division is responsible for communication activities for patrol, crime prevention, investigations, fire, ambulance, and other radio calls. The costs of the department are allocated based on the number of radio calls by department/fund.

Prepared by:



Carson City, Nevada - Full Cost Allocation

Dispatch
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$1,859,696			\$1,859,696
Allocated additions:				
1 - Building Charge	\$12,702		\$12,702	
2 - Equipment Charge	\$45,406		\$45,406	
1010100 - Board of Supervisors	\$3,821	\$5,779	\$9,600	
1010600 - City Manager	\$18,315	\$1,927	\$20,242	
1010620 - Purchasing	\$1,019	\$39	\$1,058	
1010701 - Finance	\$12,174	\$632	\$12,806	
1010705 - Human Resources	\$5,001	\$324	\$5,325	
1010710 - Information Technology	\$63,959	\$1,137	\$65,096	
1010800 - Internal Auditor	\$1,953	\$86	\$2,039	
1013034 - Facilities Maintenance		\$20,174	\$20,174	
Total allocated additions:	<u>\$164,350</u>	<u>\$30,098</u>	<u>\$194,448</u>	<u>\$194,448</u>
Total to be allocated	<u>\$2,024,046</u>	<u>\$30,098</u>		<u>\$2,054,144</u>

Carson City, Nevada - Full Cost Allocation

Dispatch
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Dispatch</u>
<u>Wages & Benefits</u>			
SALARIES & WAGES	\$1,314,012		\$1,314,012
FRINGE BENEFITS	\$465,113		\$465,113
<u>Other Expense and Cost</u>			
SERVICES & SUPPLIES	\$80,571		\$80,571
Departmental Expenditures	\$1,859,696		\$1,859,696
Additions: 1st			
Other	\$164,350	\$164,350	
Functional Cost	\$2,024,046	\$164,350	\$1,859,696
Reallocate Admin		(\$164,350)	\$164,350
Allocable Costs	\$2,024,046		\$2,024,046
1st Allocation	\$2,024,046		\$2,024,046
Additions: 2nd			
Other	\$30,098	\$30,098	
Functional Cost	\$30,098	\$30,098	
Reallocate Admin		(\$30,098)	\$30,098
Allocable Costs	\$30,098		\$30,098
2nd Allocation	\$30,098		\$30,098
Total allocated	\$2,054,144		\$2,054,144

Carson City, Nevada - Full Cost Allocation

Dispatch
Detail allocation of
Dispatch

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Sheriff Patrol	96,735	86.879 %	\$1,758,479		\$1,758,479	\$26,149	\$1,784,628
501 Ambulance	10,332	9.279 %	\$187,818		\$187,818	\$2,793	\$190,611
All Other	3,291	2.956 %	\$59,825		\$59,825	\$890	\$60,715
Fire Operations	986	0.886 %	\$17,924		\$17,924	\$266	\$18,190
Total	111,344	100.000 %	\$2,024,046		\$2,024,046	\$30,098	\$2,054,144

(A) Alloc basis: Number Of Radio Calls By Department

Source: Dispatch - Jack Freer

Dispatch
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Dispatch</u>
Sheriff Patrol	\$1,784,628	\$1,784,628
Fire Operations	\$18,190	\$18,190
501 Ambulance	\$190,611	\$190,611
All Other	\$60,715	\$60,715
Total	<u>\$2,054,144</u>	<u>\$2,054,144</u>

SCHEDULE 17.01

PUBLIC WORKS

NATURE AND EXTENT OF SERVICE

The Public Works Department is responsible for providing all the Public Works needs related to capital projects as well as engineering functions related to plan preview, permit issuance and inspections for infrastructure projects. Costs are broken out into the following functions:

- **General Fund Support** – These costs are the time spent supporting General Fund activities. These costs are identified but not allocated.
- **Departmental Support** – Related costs are time spent on administration and engineering support. These costs are allocated based on total salary support by fund.

Carson City, Nevada - Full Cost Allocation

Public Works
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$2,669,731			\$2,669,731
Allocated additions:				
1 - Building Charge	\$2,577		\$2,577	
2 - Equipment Charge	\$4,376		\$4,376	
1010100 - Board of Supervisors	\$5,486	\$8,296	\$13,782	
1010500 - District Attorney	\$62,405	\$4,385	\$66,790	
1010600 - City Manager	\$26,292	\$2,767	\$29,059	
1010620 - Purchasing	\$1,920	\$73	\$1,993	
1010701 - Finance	\$18,478	\$960	\$19,438	
1010705 - Human Resources	\$27,480	\$1,817	\$29,297	
1010710 - Information Technology	\$174,069	\$3,282	\$177,351	
1010800 - Internal Auditor	\$2,804	\$124	\$2,928	
1013034 - Facilities Maintenance		\$33,686	\$33,686	
Total allocated additions:	<u>\$325,887</u>	<u>\$55,390</u>	<u>\$381,277</u>	<u>\$381,277</u>
Total to be allocated	<u>\$2,995,618</u>	<u>\$55,390</u>		<u>\$3,051,008</u>

Carson City, Nevada - Full Cost Allocation

Public Works
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>General Fund Support</u>	<u>Departmental Support</u>
<u>Wages & Benefits</u>				
SALARIES & WAGES	\$1,722,067		\$141,898	\$1,580,169
FRINGE BENEFITS	\$821,199		\$67,667	\$753,532
<u>Other Expense and Cost</u>				
SERVICES & SUPPLIES	\$126,465		\$10,421	\$116,044
Departmental Expenditures	\$2,669,731		\$219,986	\$2,449,745
Additions: 1st				
Other	\$325,887	\$325,887		
Functional Cost	\$2,995,618	\$325,887	\$219,986	\$2,449,745
Reallocate Admin		(\$325,887)	\$26,853	\$299,034
Allocable Costs	\$2,995,618		\$246,839	\$2,748,779
Unallocated	(\$246,839)		(\$246,839)	
1st Allocation	\$2,748,779			\$2,748,779
Additions: 2nd				
Other	\$55,390	\$55,390		
Functional Cost	\$55,390	\$55,390		
Reallocate Admin		(\$55,390)	\$4,564	\$50,826
Allocable Costs	\$55,390		\$4,564	\$50,826
Unallocated	(\$4,564)		(\$4,564)	
2nd Allocation	\$50,826			\$50,826
Total allocated	\$2,799,605			\$2,799,605

Public Works
Detail allocation of
Departmental Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
520 Water	2,186	23.823 %	\$654,842		\$654,842	\$12,108	\$666,950
256 Street Maintenance Fund	231	2.517 %	\$69,199		\$69,199	\$1,280	\$70,479
250 Regional Transportation Fund	550	5.994 %	\$164,759		\$164,759	\$3,046	\$167,805
Landfill Administration	678	7.389 %	\$203,103		\$203,103	\$3,755	\$206,858
525 Building Permits	1,103	12.020 %	\$330,417		\$330,417	\$6,110	\$336,527
560 Fleet Management	329	3.585 %	\$98,556		\$98,556	\$1,822	\$100,378
254 Quality of Life Fund	158	1.722 %	\$47,331		\$47,331	\$875	\$48,206
510 Wastewater Fund	2,906	31.670 %	\$870,527		\$870,527	\$16,096	\$886,623
505 Stormwater Drainage	1,035	11.280 %	\$310,045		\$310,045	\$5,734	\$315,779
Total	<u>9,176</u>	<u>100.000 %</u>	<u>\$2,748,779</u>		<u>\$2,748,779</u>	<u>\$50,826</u>	<u>\$2,799,605</u>

(A) Alloc basis: Salary Support by Fund

Source: Public Works Salary & Wage

Carson City, Nevada - Full Cost Allocation

Public Works
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Departmental Support</u>
Landfill Administration	\$206,858	\$206,858
250 Regional Transportation Fund	\$167,805	\$167,805
254 Quality of Life Fund	\$48,206	\$48,206
256 Street Maintenance Fund	\$70,479	\$70,479
505 Stormwater Drainage	\$315,779	\$315,779
510 Wastewater Fund	\$886,623	\$886,623
520 Water	\$666,950	\$666,950
525 Building Permits	\$336,527	\$336,527
560 Fleet Management	\$100,378	\$100,378
Total	<u>\$2,799,605</u>	<u>\$2,799,605</u>

SCHEDULE 18.01

GEOGRAPHIC INFORMATION SYSTEMS

NATURE AND EXTENT OF SERVICE

The Geographic Information Systems Division is responsible for building, updating, maintaining and quality control for the many geographic data sets available. Costs of the division are allocated based on time spent supporting other departments/funds.

Prepared by:



Carson City, Nevada - Full Cost Allocation

Geographic Information Systems
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$294,659			\$294,659
Allocated additions:				
2 - Equipment Charge	\$3,579		\$3,579	
1010100 - Board of Supervisors	\$605	\$916	\$1,521	
1010600 - City Manager	\$2,902	\$305	\$3,207	
1010620 - Purchasing	\$1,920	\$70	\$1,990	
1010701 - Finance	\$2,711	\$138	\$2,849	
1010705 - Human Resources	\$2,507	\$167	\$2,674	
1010710 - Information Technology	\$2,665	\$48	\$2,713	
1010800 - Internal Auditor	\$309	\$14	\$323	
Total allocated additions:	<u>\$17,198</u>	<u>\$1,658</u>	<u>\$18,856</u>	<u>\$18,856</u>
Total to be allocated	<u>\$311,857</u>	<u>\$1,658</u>		<u>\$313,515</u>

Carson City, Nevada - Full Cost Allocation

Geographic Information Systems
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Department Support</u>
<u>Wages & Benefits</u>			
SALARIES & WAGES	\$60,149		\$60,149
FRINGE BENEFITS	\$20,449		\$20,449
<u>Other Expense and Cost</u>			
SERVICES & SUPPLIES	\$214,061		\$214,061
Departmental Expenditures	\$294,659		\$294,659
Additions: 1st			
Other	\$17,198	\$17,198	
Functional Cost	\$311,857	\$17,198	\$294,659
Reallocate Admin		(\$17,198)	\$17,198
Allocable Costs	\$311,857		\$311,857
1st Allocation	\$311,857		\$311,857
Additions: 2nd			
Other	\$1,658	\$1,658	
Functional Cost	\$1,658	\$1,658	
Reallocate Admin		(\$1,658)	\$1,658
Allocable Costs	\$1,658		\$1,658
2nd Allocation	\$1,658		\$1,658
Total allocated	\$313,515		\$313,515

Geographic Information Systems
Detail allocation of
Department Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Assessor	12	12.000 %	\$37,423		\$37,423	\$243	\$37,666
254 Quality of Life Fund	5	5.000 %	\$15,593		\$15,593	\$101	\$15,694
520 Water	6	6.000 %	\$18,711		\$18,711	\$121	\$18,832
510 Wastewater Fund	6	6.000 %	\$18,711		\$18,711	\$121	\$18,832
505 Stormwater Drainage	2	2.000 %	\$6,237		\$6,237	\$40	\$6,277
Clerk	5	5.000 %	\$15,593		\$15,593		\$15,593
All Other	45	45.000 %	\$140,336		\$140,336	\$910	\$141,246
Health Admin	3	3.000 %	\$9,356		\$9,356	\$61	\$9,417
Information Technology	8	8.000 %	\$24,949		\$24,949		\$24,949
256 Street Maintenance Fund	3	3.000 %	\$9,356		\$9,356	\$61	\$9,417
Recorder	5	5.000 %	\$15,592		\$15,592		\$15,592
Total	100	100.000 %	\$311,857		\$311,857	\$1,658	\$313,515

(A) Alloc basis: Support By Department/Fund

Source:

Geographic Information Systems
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Department Support</u>
Clerk	\$15,593	\$15,593
Recorder	\$15,592	\$15,592
Information Technology	\$24,949	\$24,949
Assessor	\$37,666	\$37,666
Health Admin	\$9,417	\$9,417
254 Quality of Life Fund	\$15,694	\$15,694
256 Street Maintenance Fund	\$9,417	\$9,417
505 Stormwater Drainage	\$6,277	\$6,277
510 Wastewater Fund	\$18,832	\$18,832
520 Water	\$18,832	\$18,832
All Other	\$141,246	\$141,246
Total	\$313,515	\$313,515

SCHEDULE 19.01

FACILITIES MAINTENANCE

NATURE AND EXTENT OF SERVICE

The Facilities Maintenance Department is responsible for repair, construction, custodial, and preventative maintenance for City owned facilities. This also includes maintenance of mechanical and electrical systems in the parks. The costs of the department are broken out and allocated as follows:

- **City Hall** – These costs include maintenance and custodial services and are allocated to departments based on square footage occupied by departments.
- **Public Safety Complex** – These costs include maintenance and custodial services and are allocated to departments based on square footage occupied by departments.
- **Direct Maintenance Support** – These costs include repair and maintenance costs to single occupant buildings and are allocated to departments based on time records maintained.
- **Custodial Services** – These costs include custodial services to building with multiple occupants and are allocated to departments based on square footage maintained.
- **Building Repair** – These costs are associated with building repair costs. Costs were identified by building and department/fund. Costs are allocated by department/fund.

Prepared by:

Carson City, Nevada - Full Cost Allocation

Facilities Maintenance
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$1,631,696			\$1,631,696
Allocated additions:				
2 - Equipment Charge	\$28,662		\$28,662	
1010100 - Board of Supervisors	\$3,353	\$5,070	\$8,423	
1010600 - City Manager	\$16,069	\$1,691	\$17,760	
1010620 - Purchasing	\$1,009	\$38	\$1,047	
1010701 - Finance	\$11,865	\$613	\$12,478	
1010705 - Human Resources	\$11,446	\$757	\$12,203	
1010710 - Information Technology	\$50,634	\$900	\$51,534	
1010800 - Internal Auditor	\$1,714	\$76	\$1,790	
Total allocated additions:	\$124,752	\$9,145	\$133,897	\$133,897
Total to be allocated	<u>\$1,756,448</u>	<u>\$9,145</u>		<u>\$1,765,593</u>

Carson City, Nevada - Full Cost Allocation

Facilities Maintenance
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>City Hall</u>	<u>Public Safety</u>	<u>Direct Maintenance Support</u>	<u>Custodial Services</u>	<u>Building Repair</u>
<u>Wages & Benefits</u>							
SALARIES & WAGES	\$906,627		\$29,734	\$56,387	\$456,441	\$364,065	
FRINGE BENEFITS	\$394,042		\$12,923	\$24,507	\$198,380	\$158,232	
<u>Other Expense and Cost</u>							
SERVICES & SUPPLIES	\$42,093		\$1,381	\$2,618	\$21,192	\$16,902	
BUILDING REPAIR & MAINT	\$146,839		\$5,136	\$18,781			\$122,922
CUSTODIAL SUPPLIES	\$44,883					\$44,883	
CONTRACTUAL SERVICES	\$97,212		\$10,540	\$12,750			\$73,922
Departmental Expenditures	\$1,631,696		\$59,714	\$115,043	\$676,013	\$584,082	\$196,844
Additions: 1st							
Other	\$124,752	\$124,752					
Functional Cost	\$1,756,448	\$124,752	\$59,714	\$115,043	\$676,013	\$584,082	\$196,844
Reallocate Admin		(\$124,752)	\$4,565	\$8,796	\$51,685	\$44,656	\$15,050
Allocable Costs	\$1,756,448		\$64,279	\$123,839	\$727,698	\$628,738	\$211,894
1st Allocation	\$1,756,448		\$64,279	\$123,839	\$727,698	\$628,738	\$211,894
Additions: 2nd							
Other	\$9,145	\$9,145					
Functional Cost	\$9,145	\$9,145					
Reallocate Admin		(\$9,145)	\$335	\$645	\$3,789	\$3,274	\$1,102
Allocable Costs	\$9,145		\$335	\$645	\$3,789	\$3,274	\$1,102
2nd Allocation	\$9,145		\$335	\$645	\$3,789	\$3,274	\$1,102
Total allocated	\$1,765,593		\$64,614	\$124,484	\$731,487	\$632,012	\$212,996

Carson City, Nevada - Full Cost Allocation

Facilities Maintenance
Detail allocation of
City Hall

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	701	4.779 %	\$3,072		\$3,072		\$3,072
Treasurer	1,882	12.831 %	\$8,247		\$8,247		\$8,247
Assessor	1,412	9.626 %	\$6,188		\$6,188	\$217	\$6,405
City Manager	3,279	22.355 %	\$14,369		\$14,369		\$14,369
Finance	1,548	10.554 %	\$6,784		\$6,784		\$6,784
Human Resources	3,052	20.807 %	\$13,375		\$13,375		\$13,375
Information Technology	2,027	13.819 %	\$8,883		\$8,883		\$8,883
570 Group Medical Insurance	164	1.118 %	\$719		\$719	\$25	\$744
580 Workers Compensation Ins	461	3.143 %	\$2,020		\$2,020	\$71	\$2,091
Pulbic Guardian	142	0.968 %	\$622		\$622	\$22	\$644
Total	<u>14,668</u>	<u>100.000 %</u>	<u>\$64,279</u>		<u>\$64,279</u>	<u>\$335</u>	<u>\$64,614</u>

(A) Alloc basis: Total Square Footage Occupied By Department

Source: Facilities Maintenance

Carson City, Nevada - Full Cost Allocation

Facilities Maintenance
Detail allocation of
Public Safety

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Recorder	8,147	15.702 %	\$19,445		\$19,445		\$19,445
Collections	336	0.648 %	\$802		\$802	\$6	\$808
District Attorney	7,358	14.181 %	\$17,562		\$17,562		\$17,562
Detention Facility	5,590	10.774 %	\$13,342		\$13,342	\$99	\$13,441
District/Justice Court	30,454	58.695 %	\$72,688		\$72,688	\$540	\$73,228
Total	51,885	100.000 %	\$123,839		\$123,839	\$645	\$124,484

(A) Alloc basis: Total Square Footage Occupied By Department/Fund

Source: Facilities Maintenance

Carson City, Nevada - Full Cost Allocation

Facilities Maintenance
Detail allocation of
Direct Maintenance Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Fire Administration	1,147	8.188 %	\$59,581		\$59,581	\$323	\$59,904
Detention Facility	1,543	11.014 %	\$80,151		\$80,151	\$435	\$80,586
Dispatch	200	1.428 %	\$10,389		\$10,389		\$10,389
Public Works	358	2.556 %	\$18,596		\$18,596		\$18,596
Landfill Administration	276	1.970 %	\$14,337		\$14,337	\$78	\$14,415
Juvenile Court	237	1.692 %	\$12,311		\$12,311	\$67	\$12,378
Parks Administration	524	3.740 %	\$27,219		\$27,219	\$148	\$27,367
Park Maintenance	892	6.367 %	\$46,335		\$46,335	\$251	\$46,586
Multi Purp Athletic Ctr	166	1.185 %	\$8,623		\$8,623	\$47	\$8,670
Swimming Pool	855	6.103 %	\$44,413		\$44,413	\$241	\$44,654
Community Center	377	2.691 %	\$19,583		\$19,583	\$106	\$19,689
Library	345	2.463 %	\$17,921		\$17,921	\$97	\$18,018
Health Admin	721	5.147 %	\$37,452		\$37,452	\$203	\$37,655
Animal Services	95	0.678 %	\$4,935		\$4,935	\$27	\$4,962
215 Senior Citizens Fund	297	2.120 %	\$15,428		\$15,428	\$84	\$15,512
225 Carson City Transit Fund	33	0.236 %	\$1,714		\$1,714	\$9	\$1,723
256 Street Maintenance Fund	28	0.200 %	\$1,454		\$1,454	\$8	\$1,462
520 Water	14	0.100 %	\$727		\$727	\$4	\$731
530 Cemetery	40	0.286 %	\$2,078		\$2,078	\$11	\$2,089
560 Fleet Management	380	2.713 %	\$19,739		\$19,739	\$107	\$19,846
All Other	3,679	26.262 %	\$191,106		\$191,106	\$1,036	\$192,142
Sheriff Administration	1,241	8.859 %	\$64,464		\$64,464	\$350	\$64,814
Juvenile Probation	139	0.992 %	\$7,220		\$7,220	\$39	\$7,259
Juvenile Detention	183	1.306 %	\$9,506		\$9,506	\$52	\$9,558
Planning	59	0.421 %	\$3,065		\$3,065	\$17	\$3,082
Business License	30	0.214 %	\$1,558		\$1,558	\$8	\$1,566
525 Building Permits	44	0.314 %	\$2,286		\$2,286	\$12	\$2,298
510 Wastewater Fund	106	0.755 %	\$5,507		\$5,507	\$29	\$5,536
Total	14,009	100.000 %	\$727,698		\$727,698	\$3,789	\$731,487

(A) Alloc basis: Time Record Logs

Source: Facilities Maintenance

Carson City, Nevada - Full Cost Allocation

Facilities Maintenance
Detail allocation of
Custodial Services

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Board of Supervisors	701	0.242 %	\$1,520		\$1,520		\$1,520
Recorder	8,602	2.966 %	\$18,646		\$18,646		\$18,646
Treasurer	1,882	0.649 %	\$4,080		\$4,080		\$4,080
Collections	336	0.116 %	\$728		\$728	\$4	\$732
District Attorney	7,358	2.537 %	\$15,950		\$15,950		\$15,950
City Manager	3,279	1.130 %	\$7,108		\$7,108		\$7,108
Finance	1,548	0.534 %	\$3,356		\$3,356		\$3,356
Human Resources	3,052	1.052 %	\$6,616		\$6,616		\$6,616
Information Technology	2,027	0.699 %	\$4,394		\$4,394		\$4,394
Planning	3,840	1.324 %	\$8,324		\$8,324	\$49	\$8,373
Sheriff Administration	4,080	1.407 %	\$8,844		\$8,844	\$52	\$8,896
Sheriff General Services	3,500	1.207 %	\$7,587		\$7,587	\$44	\$7,631
Dispatch	3,000	1.034 %	\$6,503		\$6,503		\$6,503
Fire Administration	5,200	1.793 %	\$11,272		\$11,272	\$66	\$11,338
Fire Training	2,600	0.896 %	\$5,636		\$5,636	\$33	\$5,669
Juvenile Probation	4,050	1.396 %	\$8,779		\$8,779	\$51	\$8,830
Juvenile Detention	5,480	1.889 %	\$11,879		\$11,879	\$69	\$11,948
District/Justice Court	30,454	10.499 %	\$66,014		\$66,014	\$386	\$66,400
Parks Administration	5,247	1.809 %	\$11,374		\$11,374	\$66	\$11,440
Community Center	43,230	14.904 %	\$93,709		\$93,709	\$547	\$94,256
Recreation	1,240	0.428 %	\$2,688		\$2,688	\$16	\$2,704
Health Admin	15,375	5.301 %	\$33,328		\$33,328	\$195	\$33,523
Animal Services	2,500	0.862 %	\$5,419		\$5,419	\$32	\$5,451
202 Cooperative Extension Fund	3,840	1.324 %	\$8,324		\$8,324	\$49	\$8,373
215 Senior Citizens Fund	32,836	11.321 %	\$71,178		\$71,178	\$416	\$71,594
250 Regional Transportation Fund	120	0.041 %	\$260		\$260	\$2	\$262
256 Street Maintenance Fund	12,263	4.228 %	\$26,582		\$26,582	\$155	\$26,737
505 Stormwater Drainage	3,647	1.257 %	\$7,906		\$7,906	\$46	\$7,952
510 Wastewater Fund	8,406	2.898 %	\$18,221		\$18,221	\$106	\$18,327
520 Water	3,416	1.178 %	\$7,405		\$7,405	\$43	\$7,448
525 Building Permits	3,840	1.324 %	\$8,324		\$8,324	\$49	\$8,373
530 Cemetery	1,452	0.501 %	\$3,147		\$3,147	\$18	\$3,165
560 Fleet Management	650	0.224 %	\$1,409		\$1,409	\$8	\$1,417
570 Group Medical Insurance	164	0.057 %	\$355		\$355	\$2	\$357
580 Workers Compensation Ins	461	0.159 %	\$999		\$999	\$6	\$1,005
All Other	60,234	20.767 %	\$130,568		\$130,568	\$763	\$131,331
Pulbic Guardian	142	0.047 %	\$306		\$306	\$1	\$307
Total	290,052	100.000 %	\$628,738		\$628,738	\$3,274	\$632,012

(A) Alloc basis: Total Square Footage Occupied By Department/Fund

Carson City, Nevada - Full Cost Allocation

Facilities Maintenance
Detail allocation of
Custodial Services

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Source:	Facilities Maintenance - Square Footage Of City Bldgs						

Carson City, Nevada - Full Cost Allocation

Facilities Maintenance
Detail allocation of
Building Repair

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Sheriff Administration	20,451	10.389 %	\$22,015		\$22,015	\$125	\$22,140
Detention Facility	27,535	13.988 %	\$29,640		\$29,640	\$169	\$29,809
Dispatch	3,049	1.549 %	\$3,282		\$3,282		\$3,282
Fire Administration	12,109	6.152 %	\$13,035		\$13,035	\$74	\$13,109
Public Works	14,018	7.121 %	\$15,090		\$15,090		\$15,090
Landfill Administration	4,997	2.539 %	\$5,379		\$5,379	\$31	\$5,410
Juvenile Court	1,643	0.835 %	\$1,769		\$1,769	\$10	\$1,779
Parks Administration	4,884	2.481 %	\$5,257		\$5,257	\$30	\$5,287
Multi Purp Athletic Ctr	8,704	4.422 %	\$9,369		\$9,369	\$53	\$9,422
Swimming Pool	10,726	5.449 %	\$11,546		\$11,546	\$66	\$11,612
Community Center	6,054	3.076 %	\$6,517		\$6,517	\$37	\$6,554
Library	8,570	4.354 %	\$9,225		\$9,225	\$53	\$9,278
Health Admin	11,115	5.647 %	\$11,965		\$11,965	\$68	\$12,033
Animal Services	4,265	2.167 %	\$4,591		\$4,591	\$26	\$4,617
215 Senior Citizens Fund	5,154	2.618 %	\$5,548		\$5,548	\$32	\$5,580
560 Fleet Management	6,376	3.239 %	\$6,863		\$6,863	\$39	\$6,902
Planning	2,071	1.052 %	\$2,229		\$2,229	\$13	\$2,242
Business License	1,036	0.526 %	\$1,115		\$1,115	\$6	\$1,121
525 Building Permits	1,553	0.789 %	\$1,672		\$1,672	\$10	\$1,682
All Other	22,443	11.401 %	\$24,159		\$24,159	\$138	\$24,297
Juvenile Probation	4,299	2.184 %	\$4,628		\$4,628	\$26	\$4,654
Juvenile Detention	2,411	1.225 %	\$2,595		\$2,595	\$15	\$2,610
Park Maintenance	10,692	5.432 %	\$11,509		\$11,509	\$66	\$11,575
225 Carson City Transit Fund	104	0.053 %	\$112		\$112	\$1	\$113
256 Street Maintenance Fund	1,557	0.791 %	\$1,676		\$1,676	\$10	\$1,686
510 Wastewater Fund	756	0.384 %	\$814		\$814	\$5	\$819
530 Cemetery	272	0.137 %	\$294		\$294	(\$1)	\$293
Total	196,844	100.000 %	\$211,894		\$211,894	\$1,102	\$212,996

(A) Alloc basis: Building Repair by Department/Fund

Source:

Carson City, Nevada - Full Cost Allocation

Facilities Maintenance
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>City Hall</u>	<u>Public Safety</u>	<u>Direct Maintenance Support</u>	<u>Custodial Services</u>	<u>Building Repair</u>
Board of Supervisors	\$4,592	\$3,072			\$1,520	
Recorder	\$38,091		\$19,445		\$18,646	
Treasurer	\$12,327	\$8,247			\$4,080	
District Attorney	\$33,512		\$17,562		\$15,950	
City Manager	\$21,477	\$14,369			\$7,108	
Finance	\$10,140	\$6,784			\$3,356	
Human Resources	\$19,991	\$13,375			\$6,616	
Information Technology	\$13,277	\$8,883			\$4,394	
Dispatch	\$20,174			\$10,389	\$6,503	\$3,282
Public Works	\$33,686			\$18,596		\$15,090
Pulbic Guardian	\$951	\$644			\$307	
Collections	\$1,540		\$808		\$732	
Assessor	\$6,405	\$6,405				
Planning	\$13,697			\$3,082	\$8,373	\$2,242
Business License	\$2,687			\$1,566		\$1,121
Sheriff Administration	\$95,850			\$64,814	\$8,896	\$22,140
Sheriff General Services	\$7,631				\$7,631	
Detention Facility	\$123,836		\$13,441	\$80,586		\$29,809
Fire Administration	\$84,351			\$59,904	\$11,338	\$13,109
Fire Training	\$5,669				\$5,669	
Juvenile Probation	\$20,743			\$7,259	\$8,830	\$4,654
Juvenile Detention	\$24,116			\$9,558	\$11,948	\$2,610
Landfill Administration	\$19,825			\$14,415		\$5,410
Juvenile Court	\$14,157			\$12,378		\$1,779
District/Justice Court	\$139,628		\$73,228		\$66,400	
Parks Administration	\$44,094			\$27,367	\$11,440	\$5,287
Park Maintenance	\$58,161			\$46,586		\$11,575
Multi Purp Athletic Ctr	\$18,092			\$8,670		\$9,422
Swimming Pool	\$56,266			\$44,654		\$11,612
Community Center	\$120,499			\$19,689	\$94,256	\$6,554
Recreation	\$2,704				\$2,704	
Library	\$27,296			\$18,018		\$9,278
Health Admin	\$83,211			\$37,655	\$33,523	\$12,033
Animal Services	\$15,030			\$4,962	\$5,451	\$4,617
202 Cooperative Extension Fund	\$8,373				\$8,373	
215 Senior Citizens Fund	\$92,686			\$15,512	\$71,594	\$5,580
225 Carson City Transit Fund	\$1,836			\$1,723		\$113
250 Regional Transportation Fund	\$262				\$262	
256 Street Maintenance Fund	\$29,885			\$1,462	\$26,737	\$1,686
505 Stormwater Drainage	\$7,952				\$7,952	

Carson City, Nevada - Full Cost Allocation

Facilities Maintenance
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>City Hall</u>	<u>Public Safety</u>	<u>Direct Maintenance Support</u>	<u>Custodial Services</u>	<u>Building Repair</u>
510 Wastewater Fund	\$24,682			\$5,536	\$18,327	\$819
520 Water	\$8,179			\$731	\$7,448	
525 Building Permits	\$12,353			\$2,298	\$8,373	\$1,682
530 Cemetery	\$5,547			\$2,089	\$3,165	\$293
560 Fleet Management	\$28,165			\$19,846	\$1,417	\$6,902
570 Group Medical Insurance	\$1,101	\$744			\$357	
580 Workers Compensation Ins	\$3,096	\$2,091			\$1,005	
All Other	\$347,770			\$192,142	\$131,331	\$24,297
Total	\$1,765,593	\$64,614	\$124,484	\$731,487	\$632,012	\$212,996



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Aaron Lowe, Deputy Fire Chief

Agenda Title: For Possible Action: Discussion and possible action regarding the proposed submittal of a grant application to the Federal Emergency Management Agency (“FEMA”) for an Assistance to Firefighters Grant (“Grant”) seeking up to \$180,000, subject to a local match obligation of at least 10%, to replace up to 60 mobile data computers (“MDCs”), 30 dual band in-vehicle routers for the MDCs and two antennas for each dual band router. (Aaron Lowe, alowe@carson.org)

Staff Summary: The Carson City Fire Department (“CCFD”) relies on MDCs to receive important incident information when responding to emergencies. The current MDCs have reached the end of their useful life, and a majority of the existing in-vehicle routers do not function properly. It is anticipated that the Grant, if awarded, would allow CCFD to replace the MDCs that are at the end of their useful life and replace in-vehicle routers that are not functioning properly.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to approve submittal of the Grant application.

Board's Strategic Goal

Safety

Previous Action

N/A

Background/Issues & Analysis

The CCFD currently relies on MDCs that are beyond their end of life, and presently there is no replacement purchasing plan in place. The MDCs are critical for CCFD operations, as they transmit important incident details to CCFD personnel responding to emergencies, including real-time incident status, geographical features, locations of fire hydrants and City water systems, route directions, other pertinent information and improved communication. The MDCs currently in use are over five years old and beyond the four-year repair and software support period. As these devices have aged past the four-year vendor support life, maintenance and repairs are becoming prohibitively expensive while replacement parts are becoming very difficult to find. In conjunction with the Carson City IT Department, CCFD has formulated a plan to replace the current MDCs in use with the purchase of these new MDC modules, configure the models with the necessary software and applications to continue services currently provided and maintain a maintenance plan for the life of the new models. CCFD will need to secure additional grant funding or secure city funding to implement a four-year replacement plan for future replacements.

The in-vehicle routers provide mobile connectivity for CCFD apparatuses that are utilized for incident response. The Carson City Information Technology Department has determined that a majority of the in-vehicle routers on CCFD apparatus do not function properly.

New MDCs and in-vehicle routers would be directly connected to computer-aided dispatch ("CAD"), thus providing accurate, crucial information for fire personnel to assist them with risk management by providing more and better information, like route-in instructions, hydrant locations, building construction type and potential exposures related to the incident. Additionally, more accurate response times will be available and appropriate personnel can be more quickly dispatched or re-routed to 9-1-1 calls for service.

The dual band in-vehicle routers require two separate antennas to provide connectivity for the two different cellular carriers.

The operative statute for this Grant, 15 U.S.C. § 2229(k)(1) provides that, for jurisdictions of the City's size, applicants "shall agree to make available non-Federal funds in an amount equal to not less than 10 percent of the grant awarded...." Therefore, the local match obligation required for the Grant is not known at the time of application, but it will be at least 10%.

Regardless of how the MDC, in-vehicle router and antenna purchases are funded, the purchases must be made to meet safety and operational needs.

Though it is not anticipated that the Grant would cover expenses beyond the MDC, in-vehicle routers and antennas, replacing those items will also require CCFD to purchase programs or applications for Emergency Medical Services ("EMS") protocols and mapping.

Applicable Statute, Code, Policy, Rule or Regulation

Carson City Grant Administration Policy

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: 2752505 - 50XXXX - Grant Fund, Fire Department - Grant Number will be established if approved.

Additional Expenses -
1010279-507291 General Fund, Grant Transfer
1012512-500433 General Fund, Fire Software Maintenance

Is it currently budgeted? No

Explanation of Fiscal Impact: The overall costs are established based upon the acceptance of the Grant and utilizing current retail pricing. The Grant would fund the necessary MDCs, dual band in-vehicle routers, antennas and installation, less the 10% match. There are additional costs associated with this purchase not covered by the Grant. These costs include:

- 10% local match on up to \$180,000: \$18,000 / Grant number to be established if grant is awarded and the Board of Supervisors approves acceptance of grant. CCFD will need funding for Match of up to \$18,000.

- In-Vehicle Router/Antenna Installation: \$11,500 / 1012512-500433
- Software Service / Apple Care 2 years: \$7,740 / 1012512-500433

Total General Fund Contribution: \$37,240

Alternatives

Do not approve submittal of the Grant application and/or provide alternative direction to staff.

Attachments:

[FY2022 Assistance to Firefighters Notification of Funding Opportunity.pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

**The Department of Homeland Security
Notice of Funding Opportunity
Fiscal Year 2022 Assistance to Firefighters Grant Program**

Effective April 4, 2022, the Federal Government transitioned from using the Data Universal Numbering System or DUNS number, to a new, non-proprietary identifier known as a Unique Entity Identifier or UEI. For entities that had an active registration in the System for Award Management (SAM) prior to this date, the UEI has automatically been assigned and no action is necessary. For all entities filing a new registration in SAM.gov after April 4, 2022, the UEI will be assigned to that entity as part of the SAM.gov registration process.

UEI registration information is available on GSA.gov at [Unique Entity Identifier Update | GSA](#).

Grants.gov registration information can be found at: <https://www.grants.gov/web/grants/register.html>. Detailed information regarding UEI and SAM is also provided in [Section D](#) of this NOFO.

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A. Program Description

1. Issued By

U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Grant Programs Directorate (GPD)

2. Assistance Listings Number

97.044

3. Assistance Listings Title

Assistance to Firefighters Grant (AFG)

4. Funding Opportunity Title

Fiscal Year 2022 Assistance to Firefighters Grant (AFG)

5. Funding Opportunity Number

DHS-22-GPD-044-00-98

6. Authorizing Authority for Program

Section 33 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 U.S.C § 2229)

7. Appropriation Authority for Program

Title III, Division F of the *Department of Homeland Security Appropriations Act, 2022* (Pub. L. No. 117-103)

8. Announcement Type

Initial

9. Program Category

Preparedness: Fire and Life Safety

10. Program Overview, Objectives, and Priorities

a. Overview

The Fiscal Year (FY) 2022 Assistance to Firefighters Grant (AFG) Program is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA's) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The AFG Program provides financial assistance directly to eligible fire departments, nonaffiliated emergency medical service (EMS) organizations, and State Fire Training Academies (SFTAs) for critical training and equipment. The AFG Program has awarded approximately \$8.1 billion in grant funding to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. Since FY 2018, the AFG Program has awarded more than 600 fire apparatuses, 102,000 personal protective equipment items, and 124,000 other fire equipment to over 3,800 unique recipients. During the same period, the AFG Program awarded 588 recipients approximately \$90 million to modify department facilities or implement wellness and fitness

priorities to protect firefighter health. Information about success stories for this program can be found at [Assistance to Firefighters Grants Program | FEMA.gov](#).

The AFG Program represents part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the five basic homeland security missions noted in the [DHS Strategic Plan for Fiscal Years 2020-2024](#), the AFG Program supports the goal to Strengthen Preparedness and Resilience. In awarding grants, the FEMA Administrator is required to consider:

- The findings and recommendations of the Technical Evaluation Panel (TEP);
- The degree to which an award will reduce deaths, injuries and property damage by reducing the risks associated with fire related and other hazards;
- The extent of an applicant’s need for an AFG Program grant and the need to protect the United States as a whole; and
- The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant.

The [2022-2026 FEMA Strategic Plan](#) creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The AFG Program directly supports Goal 3 to Promote and Sustain a Ready FEMA and Prepared Nation. We invite all our stakeholders and partners to join us in building a more prepared and resilient nation.

In 2021, the National Fire Protection Association (NFPA) published a needs assessment survey, highlighting challenges that departments across the nation faced with a lack of equipment, training, and health programs. The results revealed nearly two-thirds of departments have firefighters wearing personal protective clothing that is 10 years old or older; 21% of department personnel who perform emergency medical services have no certifications; 72% of fire departments do not have programs to maintain basic firefighter fitness and health; and nearly three-quarters (73%) of all fire departments in the U.S. do not have a behavioral health program. The needs assessment underscores the widespread lack of equipment, training, and health programs required for the life and safety of emergency personnel. The AFG Program seeks to meet those needs and bring such entities into compliance with industry standards.

b. Objectives

The objectives of the AFG Program are to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience.

c. Priorities

Information on program priorities and objectives for the FY 2022 AFG Program can be found in [Appendix B – Programmatic Information and Priorities](#).

11. Performance Measures

The grant recipient is required to collect data to allow FEMA to measure performance of the

awarded grant in supporting AFG Program metrics, which are tied to the programmatic objectives and priorities. To measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient must submit sufficient information to demonstrate it has met the performance goal as stated in its award. FEMA will measure the recipient’s performance of the grant by comparing the number of items, supplies, projects and activities needed and requested in its application with the number acquired and delivered by the end of the period of performance using the following programmatic metrics:

- Percentage of AFG Program personal protective equipment (PPE) recipients who equipped 100% of on-duty active members with PPE in compliance with applicable NFPA and Occupational Safety and Health Administration (OSHA) standards.
- Percentage of AFG Program equipment recipients who reported that the grant award brought them into compliance with either state, local, NFPA or OSHA standards.
- Percentage of AFG Program grant recipients who reported having successfully replaced their fire vehicles in accordance with industry standards.
- Percentage of AFG Program training recipients who reported that the grant award allows their members to achieve firefighter training level I and firefighter training level II within one year of coming into service.
- Percentage of AFG Program wellness and fitness recipients who reported that the grant award allows their members to achieve minimum physical and/or mental operational readiness requirements through tailored health-related fitness programs.
- Percentage of AFG Program grant recipients for modifications to facilities projects who reported that the grant award brought them into compliance with either state, local, NFPA, or OSHA standards on housing and readiness posture.

B. Federal Award Information

- | | |
|------------------------------------|----------------------------------|
| 1. Available Funding for the NOFO: | \$324 million¹ |
| 2. Projected Number of Awards: | 2,000 |
| 3. Period of Performance: | 24 months |

While all recipients are expected to complete the awarded activities within the period of performance specified in the award package, extensions to the period of performance are allowed. For additional information on period of performance extensions, please refer to [Section H](#).

¹ Note that this figure differs from the total amount appropriated under the *Title III, Division F of Department of Homeland Security Appropriations Act, 2022*, Pub. L. No. 117-103. In this FY 2022 AFG Program NOFO, percentages of “available grant funds” refers to the total amount appropriated—\$360,000,000—by Pub. L. No. 117-103 to meet the statutory requirements of § 33 of the *Federal Fire Prevention and Control Act of 1974*, as amended (codified at 15 U.S.C. § 2229). A portion of these “available grant funds” will be allocated to the Fire Prevention and Safety (FP&S) Program, which will have a separate NOFO and application period. \$36,000,000 will be allocated to FP&S for FY 2022.

FEMA awards under most programs, including this program, only include one budget period, so it will be the same as the period of performance. See 2 C.F.R. § 200.1 for definitions of “budget period” and “period of performance.”

4. Projected Period of Performance Start Date(s): N/A²
5. Projected Period of Performance End Date(s): N/A
6. Funding Instrument Type: Grant

C. Eligibility Information

1. Eligible Applicants

- ***Fire Departments:*** Fire departments operating in any of the 50 states, as well as fire departments in the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico,³ or any federally recognized Indian tribe or tribal organization. A fire department is an agency or organization having a formally recognized arrangement with a state, local, tribal or territorial authority (city, county, parish, fire district, township, town or other governing body) to provide fire suppression to a population within a geographically fixed primary first due response area.
- ***Nonaffiliated EMS organizations:*** Nonaffiliated EMS organizations operating in any of the 50 states, as well as the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico,² or any federally recognized Indian tribe or tribal organization. A nonaffiliated EMS organization is an agency or organization that is a public or private nonprofit emergency medical service entity providing medical transport that is not affiliated with a hospital and does not serve a geographic area in which emergency medical services are adequately provided by a fire department. FEMA considers the following as hospitals under the AFG Program:
 - Clinics;
 - Medical centers;
 - Medical college or university;
 - Infirmary;
 - Surgery centers; and
 - Any other institution, association, or foundation providing medical, surgical or psychiatric care and/or treatment for the sick or injured.

² FEMA funds AFG Program awards on a rolling basis; as such, the date the FEMA Assistant Administrator for the Grant Programs Directorate signs the obligating document dictates the unique Period of Performance start and end dates for each award.

³ The District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of Puerto Rico are all defined as “States” in the Federal Fire Prevention and Control Act of 1974. See 15 U.S.C. § 2203(10).

- ***State Fire Training Academies:*** An SFTA operates in any of the 50 states, as well as the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of Puerto Rico.³ Applicants must be designated either by legislation or by a Governor’s declaration as the sole fire service training agency within a state, territory, or the District of Columbia. The designated SFTA shall be the only agency, bureau, division or entity within that state, territory, or the District of Columbia, to be an eligible SFTA applicant under the AFG Program.
- ***Non-federal airport and/or port authority fire or EMS organizations*** are eligible only if they have a formally recognized arrangement with the local jurisdiction to provide fire suppression or emergency medical services on a first-due basis outside the confines of the airport or port facilities. Airport or port authority fire and EMS organizations whose sole responsibility is suppression of fires or EMS response on the airport grounds or port facilities are not eligible for funding under the AFG Program.

An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: ***1) a current employee, personnel, official, staff or leadership of the non-federal entity; and 2) duly authorized to apply for an award on behalf of the non-federal entity at the time of application.***

Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff or leadership of the recipient and ***provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.***

2. Applicant Eligibility Criteria

The FY 2022 AFG Program has three activities:

- Operations and Safety;
- Vehicle Acquisition; and
- Regional Projects.

Each activity has its own eligibility requirements. These requirements are outlined in [Appendix B](#)– Programmatic Information and Priorities.

3. Other Eligibility Criteria

a. National Fire Incident Reporting System (NFIRS)

Although NFIRS reporting is not a requirement to apply for AFG Program funding, fire departments that receive funding under this program must agree to provide information to the NFIRS for the period of performance covered by the assistance. If a recipient does not currently participate in the incident reporting system and does not have the capacity to report at the time of the award, that recipient must agree to provide information to the system for a 12-month period commencing as soon as possible after they develop the capacity to report. Capacity to report to NFIRS must be established prior to the end of the 24-month

performance period. The recipient may be asked by FEMA to provide proof of compliance in reporting to NFIRS. Any recipient that stops reporting to NFIRS during their grant's period of performance may be subject to the remedies for noncompliance at 2 C.F.R. § 200.339, unless it has yet to develop the capacity to report to NFIRS, as described above. There is no NFIRS reporting requirement for nonaffiliated EMS organizations or SFTAs.

Note: Although data collection is an important tool for understanding and justifying assistance, participation in other data sources (e.g., National Fire Operations Reporting System [NFORS]) does not satisfy the requirement for reporting to NFIRS.

b. *National Incident Management System (NIMS)*

AFG Program applicants are not required to comply with NIMS to apply for AFG Program funding or to receive an AFG Program award. However, any applicant who receives an FY 2022 AFG Program award must achieve the level of [NIMS compliance](#) required by the Authority Having Jurisdiction (AHJ) over the applicant's emergency service operations (e.g., a local government) prior to the end of the grant's period of performance.

4. *Maintenance of Effort (MOE)*

Pursuant to 15 U.S.C. § 2229(k)(3), an applicant seeking an AFG Program grant shall agree to maintain, during the term of the grant, the applicant's aggregate expenditures relating to activities allowable under this NOFO, at not less than 80% of the average amount of such expenditures in the two fiscal years prior to the fiscal year an AFG Program grant is awarded. In other words, an applicant agrees that if it receives a grant award, the applicant will keep its overall expenditures during the award's period of performance is at least 80% or more of the average of what the applicant spent on such costs for those activities in fiscal years 2020 and 2021. This includes those funded with non-federal funding for activities that could be allowable costs under this NOFO at a level that at least 80% or more of the average of what the applicant spent on such costs for those activities in fiscal years 2020 and 2021.

5. *Cost Share or Match*

Recipient cost sharing is generally required as described below and pursuant to 15 U.S.C. § 2229(k)(1). In general, eligible applicants shall agree to make available non-federal funds to carry out an AFG Program award in an amount equal to not less than 15% of the federal funds awarded. Exceptions to this general requirement apply to entities serving smaller communities as follows:

- When serving a jurisdiction of 20,000 residents or fewer, the applicant shall agree to make available non-federal funds in an amount equal to not less than 5% of the grant awarded;
- When serving a jurisdiction of more than 20,000 residents but not more than 1 million residents, the applicant shall agree to make available non-federal funds in an amount equal to not less than 10% of the grant awarded;
- When serving a jurisdiction of more than 1 million residents, the applicant shall agree to make available non-federal funds in an amount equal to not less than 15% of the grant awarded.

The cost share for SFTAs will apply the requirements above based on the total population of

the state. The cost share for a Regional application will apply the requirements above based on the aggregate population of the primary first due response areas of the host and participating partner organizations that execute a Memorandum of Understanding (MOU) as described in [Appendix B: Regional Applications](#).

FEMA has developed a cost share calculator tool to assist applicants with determining their cost share. The cost share tool is available at:

<https://www.fema.gov/grants/preparedness/firefighters/assistance-grants>.

Types of Cost Share

- i. **Cash (Hard Match):** Cost share of non-federal cash is the only allowable recipient contribution for AFG Program activity (Vehicle Acquisition, Operations and Safety, and Regional).
- ii. **Trade-In Allowance/Credit:** On a case-by-case basis, FEMA may allow recipients already owning assets acquired with non-federal cash to use the trade-in allowance/credit value of those assets as cash for the purpose of meeting their cost share obligation. For FEMA to consider a trade-in allowance/credit value as cash, the allowance amount must be reasonable, and the allowance amount must be a separate entry clearly identified in the acquisition documents.
- iii. **In-kind (Soft Match):** In-kind cost share is not allowable for the AFG Program.

The award budget will not account for any voluntary committed cost sharing or overmatch. The use of an overmatch is not given additional consideration when scoring applications.

Economic Hardship Waivers

The FEMA Administrator may waive or reduce recipient cost share or Maintenance of Effort (MOE) requirements in cases of demonstrated economic hardship. Please see [Appendix C – Award Administration Information](#) for additional information.

D. Application and Submission Information

1. Key Dates and Times

- | | |
|--------------------------------------------|----------------------------|
| a. Application Start Date: | 01/09/2023 at 8:00 a.m. ET |
| b. Application Submission Deadline: | 02/10/2023 at 5:00 p.m. ET |

All applications **must** be received by the established deadline.

FEMA’s Grants Outcomes System (FEMA GO) automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the Authorized Organization Representative (AOR) role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled “Timely Receipt Requirements and Proof of Timely Submission” in [Section D.9](#) of this NOFO.

FEMA will not review applications that are received after the deadline or consider these late applications for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant’s control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for FEMA to make an award.

Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and before the application deadline. Failure to timely notify FEMA of the issue that prevented the timely filing of the application may preclude consideration of the award. “Timely notification” of FEMA means the following: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

A list of FEMA contacts can be found in [Section G](#) of this NOFO, “DHS Awarding Agency Contact Information.” For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at femago@fema.dhs.gov or (877) 611-4700, Monday through Friday, 8 a.m.– 6 p.m. Eastern Time (ET). For programmatic or grants management questions, please contact your Program Analyst or Grants Management Specialist. If applicants do not know who to contact or if there are programmatic questions or concerns, please contact the AFG Program Helpdesk at 866-274-0960 or by e-mail at FireGrants@fema.dhs.gov. The AFG Program Helpdesk is open Monday through Friday, 8 a.m. – 4:30 p.m. ET.

- c. *Anticipated Funding Selection Date:*** No later than April 30, 2023
- d. *Anticipated Award Date:*** Beginning on approximately April 30, 2023 and continuing thereafter until all FY 2022 AFG Program grant awards are issued (but no later than September 30, 2023).
- e. *Other Key Dates***

Event	Suggested Deadline for Completion
Obtaining Unique Entity Identifier (UEI) number	Four weeks before actual submission deadline
Obtaining a valid Employer Identification Number (EIN)	Four weeks before actual submission deadline
Creating an account with login.gov	Four weeks before actual submission deadline
Registering in SAM or updating SAM registration	Four weeks before actual submission deadline
Registering Organization in FEMA GO	Prior to beginning application
Submitting complete application in FEMA GO	One week before actual submission deadline

2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. Address to Request Application Package

Applications are processed through the FEMA GO system. To access the system, go to <https://go.fema.gov/>.

Note: Hard copies of the application are not available. However, the Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is (800) 462-7585.

4. Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their Unique Entity Identifier (UEI) number and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide an UEI number;
- c. Have an account with login.gov;
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Register in FEMA GO, add the organization to the system, and establish the Authorized Organizational Representative (AOR). The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see <https://www.fema.gov/media-library/assets/documents/181607>;
- f. Submit the complete application in FEMA GO; and
- g. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Per 2 C.F.R. § 25.110(c)(2)(iii), if an applicant is experiencing exigent circumstances that prevents it from obtaining an UEI number and completing SAM registration prior to

receiving a federal award, the applicant must notify FEMA as soon as possible by contacting FireGrants@fema.dhs.gov and providing the details of the circumstances that prevent completion of these requirements. If FEMA determines that there are exigent circumstances and FEMA has decided to make an award, the applicant will be required to obtain an UEI number, if applicable, and complete SAM registration within 30 days of the federal award date.

5. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity. **For this funding opportunity, FEMA requires applicants to submit applications through FEMA GO.**

6. How to Register to Apply

a. *General Instructions:*

Registering and applying for an award under this program is a multi-step process and requires time to complete. Read the instructions below about registering to apply for FEMA funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have an UEI number, an EIN, an active System for Award Management (SAM) registration and FEMA GO account to apply for grants.

b. *Obtain an UEI Number:*

All entities applying for funding, including renewal funding, must have a UEI number. Applicants must enter the UEI number in the applicable data entry field on the SF-424 form.

For more detailed instructions for obtaining a UEI number, refer to [Sam.gov](https://sam.gov).

c. *Obtain Employer Identification Number*

All entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

d. *Create a login.gov account:*

Applicants must have a login.gov account to register with SAM or update their SAM registration. Applicants can create a login.gov account here: https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd3.

Applicants only have to create a login.gov account once. For applicants that are existing SAM users, use the same email address for the login.gov account as with SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to <https://www.sam.gov/SAM/pages/public/loginFAQ.jsf>.

e. Register with SAM:

All organizations applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually and must remain active throughout the entire grant life cycle.

For more detailed instructions for registering with SAM, refer to <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>.

Note: As a new requirement per 2 C.F.R. § 25.200, applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the past three years, if applicable.

I. ADDITIONAL SAM REMINDERS

Existing SAM.gov account holders should check their account to make sure it is "ACTIVE." SAM registration should be completed at the very beginning of the application period and should be renewed annually to avoid being "INACTIVE." **Please allow plenty of time before the grant application submission deadline to obtain a UEI number and then to register in SAM. It may be four weeks or more after an applicant submits the SAM registration before the registration is active in SAM, and then it may be an additional 24 hours before FEMA's system recognizes the information.**

It is imperative that the information applicants provide is correct and current. Please ensure that your organization's name, address, and EIN are up to date in SAM and that the UEI number used in SAM is the same one used to apply for all other FEMA awards. Payment under any FEMA award is contingent on the recipient's having a current SAM registration.

II. HELP WITH SAM

The SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at <https://www.fsd.gov/fsd-gov/home.do> or call toll free (866) 606-8220 Monday through Friday, 8 AM - 8 PM ET.

f. Register in FEMA GO, Add the Organization to the System, and Establish the AOR:

Applicants must register in FEMA GO and add their organization to the system. The organization's electronic business point of contact (eBiz POC) from the SAM registration

may need to be involved in this step. For step-by-step instructions, see <https://www.fema.gov/media-library/assets/documents/181607>.

Note: FEMA GO will support only the most recent major release of the following browsers:

- Google Chrome
- Internet Explorer
- Mozilla Firefox
- Apple Safari
- Microsoft Edge

Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

7. Submitting the Final Application

Applicants will be prompted to submit the standard application information and any program-specific information required as described in [Section D.9](#) of this NOFO “Content and Form of Application Submission.” The Standard Forms (SF) may be accessed in the Forms tab under the [SF-424 family on Grants.gov](#). Applicants should review these forms before applying to ensure they have all the information required.

After submitting the final application, FEMA GO will provide either an error message or a successfully received transmission in the form of an email sent to the AOR that submitted the application. Applicants using slow internet connections, such as dial-up connections, should be aware that transmission can take some time before FEMA GO receives your application.

For additional application submission requirements, including program-specific requirements, please refer to the subsection titled “Content and Form of Application Submission” under [Section D.9](#) of this NOFO.

8. Timely Receipt Requirements and Proof of Timely Submission

All applications must be completed in FEMA GO by the application deadline. FEMA GO automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the Authorized Organization Representative (AOR) role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission on the date and time that FEMA GO received the application.

Applicants who experience system-related issues will be addressed until 3:00 PM ET on the date applications are due. No new system-related issues will be addressed after this deadline. Applications not received by the application submission deadline will not be accepted.

9. Content and Form of Application Submission

a. *Standard Required Application Forms and Information*

The following forms or information are required to be submitted via FEMA GO. The Standard Forms (SF) are also available at <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

- **SF-424, Application for Federal Assistance**
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**
- **SF-424A, Budget Information (Non-Construction)**
- **SF-424B, Standard Assurances (Non-Construction)**
- **SF-LLL, Disclosure of Lobbying Activities**
- **Indirect Cost Agreement or Proposal** if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see [Section D.10](#) of this NOFO, “Funding Restrictions and Allowable Costs,” for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, or contact the relevant FEMA staff identified in [Section G](#) of this NOFO, “DHS Awarding Agency Contact Information” for further instructions.

b. Program-Specific Required Forms and Information

For program-specific required and optional forms and information, please see the Appendices to this NOFO.

Note: FEMA evaluates each application on its merit, veracity, and accuracy to ascertain how the narrative statement(s) outlined within the application depicts the applicant’s and their community’s uniqueness, their particular risks, and how selecting them over a similarly situated applicant advances the objectives of the AFG Program to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. At any time during application review process, including the technical review stage, FEMA may request additional documentation from applicants, including but not limited to:

- Copies of official or certified documents demonstrating the claimed financial need;
- Copies of the applicant’s needs assessment report, survey, or any documented other efforts undertaken to identify the applicant’s unique project objectives;
- Copies of the risk analysis conducted to ascertain how said project will address the applicant’s unique needs in alignment with their mission and AFG grant purpose;
- Additional information or evidence detailing the applicant’s particular risks; and
- Any other information deemed necessary to adequately weigh the applicant’s assistance request for funding under this discretionary-competitive grant program. No applicant is guaranteed funding.

The narrative statement blocks do not allow for formatting. Do not type the narrative statements using only capital letters. Additionally, do not include tables, special characters, or fonts (e.g., quotation marks, bullets), or graphs. Space for the narrative statements is limited. While each element must have a minimum of 200 characters, the maximum number of characters varies based on the questions being asked.

10. Funding Restrictions and Allowable Costs

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, the terms and conditions of the award, or the Preparedness Grants Manual. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. *See* 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards under this program is the same as the period of performance).

In general, the Cost Principles establish standards for the allowability of costs, provide detailed guidance on the cost accounting treatment of costs as direct or administrative costs, and set forth allowability principles for selected items of cost. More specifically, except as otherwise stated in this NOFO, the terms and condition of an award, or other program materials, costs charged to awards covered by this NOFO must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E. To be allowable, all costs charged to a FEMA award or applied to the cost share must be reasonable in nature and amount and allocable to the particular FEMA award.

Additionally, all costs charged to awards must comply with the grant program's applicable statutes, policies, requirements in this NOFO as well as with the terms and conditions of the award. If FEMA staff identify costs that are inconsistent with any of these requirements, these costs may be disallowed, and FEMA may recover funds as appropriate, consistent with applicable laws, regulations, and policies.

As part of those requirements, grant recipients and subrecipients may only use federal funds or funds applied to a cost share for the purposes set forth in this NOFO and the terms and conditions of the award, and those costs must be consistent with the statutory authority for the award.

Grant funds may not be used for matching funds for other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

Additionally, federal employees are prohibited from serving in any capacity (paid or unpaid) on the development of any proposal submitted under this program.

a. *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services*

Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019 \(FY 2019 NDAA\)](#), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Guidance is available at [Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services, FEMA Policy #405-143-1](#) or superseding document.

Additional guidance is available at [Contract Provisions Guide: Navigating Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards . Effective August 13, 2020](#), FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

- (1) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (2) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
- (3) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

I. REPLACEMENT EQUIPMENT AND SERVICES

FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO.

II. DEFINITIONS

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of “covered telecommunications equipment or services.” See 2 C.F.R. § 200.471.

b. *Pre-Award Costs*

Generally, grant funds cannot be used to pay for products and services contracted for or obligated prior to the effective date of the award. Fees for grant writers are considered an exception and may be included as a pre-award expenditure, see Appendix C for details. Further, other costs incurred after the application deadline, but prior to an offer of award, may be eligible for reimbursement only if the following conditions are met:

- The recipient must request approval from FEMA to incur such pre-award costs. Requests must be sent via email to FireGrants@fema.dhs.gov and include the application number and justification narrative. Please note, the recipient must seek approval at the time of acquisition and before the award is announced.
- The recipient must receive written confirmation from FEMA that the expenses have been reviewed and that FEMA has determined the costs to be justified, unavoidable, and consistent with the grant's scope of work.
- The pre-award cost must meet the requirements of 2 C.F.R. § 200.458, which provides that the costs must be necessary for efficient and timely performance of the grant's scope of work.

Note: FEMA reserves the right to re-evaluate and disallow pre-award costs at time of award monitoring if it is later determined that the services were not properly procured or do not satisfy the requirements of 2 C.F.R. § 200.458.

See [Appendix C](#) for further information regarding grant writer fees and the "Additional Information" section of this NOFO for general procurement under grants requirements.

c. *Management and Administration (M&A) Costs*

M&A activities are those directly related to the management and administration of the AFG award funds, such as financial management and monitoring. M&A expenses should be based only on actual expenses or known contractual costs. Requests that are simple percentages of the award, without supporting justification or adequate documentation, will not be allowed or considered for reimbursement. No more than 3% of the federal share of AFG Program funds awarded may be expended by the recipient for M&A for purposes associated with the AFG Program award.

d. *Indirect Facilities & Administrative (F&A) Costs*

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the FireGrants@fema.dhs.gov for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to the FireGrants@fema.dhs.gov for further instructions. Post-award requests to charge indirect

costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable.

e. **Other Direct Costs**

- **Construction:** Construction costs are **not eligible** under the AFG Program. Construction includes major alterations to a building that changes the profile or footprint of the structure. Modifications to facilities activities described in Appendix A: Funding Priorities, are not considered construction costs for purposes of general award cost categorization and may be eligible. However, modifications to facilities activities might be considered “construction” for purposes of applicable procurement under grants requirements or environmental protection and historic preservation purposes.
- **Fire Departments and Nonaffiliated EMS organizations funding restrictions**
The total amount of funding a fire department or nonaffiliated EMS organization recipient may receive under an AFG Program award is limited to the maximum amounts set by § 33(c)(2) of the Federal Fire Prevention and Control Act of 1974, as amended (15 U.S.C. § 2229(c)(2)). These award limits are based on two factors: (1) population served and (2) a 1% aggregate amount of available grant funds.

The population of the jurisdiction served by the recipient will determine the maximum amount of AFG Program funding a recipient is eligible to receive but no recipient may receive an award that exceeds 1% of available grant funds in FY 2022, or \$3.2 million. FEMA may waive this aggregate cap in individual cases where FEMA determines that a recipient has an extraordinary need for a grant that exceeds the aggregate cap. FEMA may not waive the statutory funding caps based on population.

The following table explains the maximum funding that a recipient may receive in FY 2022:

Population of the jurisdiction	Maximum award in FY 2022	Statutory waiver available subject to extraordinary need?
100,000 or fewer people	No more than \$1 million	None available
100,001 – 500,000 people	No more than \$2 million	None available
500,001 – 1,000,000 people	No more than \$3 million	None available
1,000,001 – 2,500,000 people	No more than \$3.2 million	Yes, but no more than \$6 million
More than 2,500,000 people	No more than \$3.2 million	Yes, but no more than \$9 million

Regional applicants will be subject to the funding limitations based on the total population served by the host of the application and the participating partners. For example, if the host and partners serve a population of 100,000 or fewer and are the recipients of a Regional award for \$1 million, then the host has met their cap and is no longer eligible for additional funds under the AFG Program.

- **Allocations and Restrictions of Available Grant Funds by Organization Type**
 - **Fire Departments:** Not less than 25% of available grant funds shall be awarded to career, combination, or volunteer department types (total of 75 percent).
 - **Nonaffiliated EMS Organizations:** Not more than 2% of available grant funds shall be collectively awarded to all nonaffiliated EMS organization recipients.
 - **Emergency Medical Services Providers:** Not less than 3.5% of available grant funds shall fund emergency medical services provided by fire departments and nonaffiliated EMS organizations.
 - **State Fire Training Academy:** Not more than 3% of available grant funds shall be collectively awarded to all SFTA recipients. Further, not more than \$500,000 of available federal grant funds may be awarded per SFTA applicant.
 - **Vehicles:** Not more than 25% of available grant funds may be used by recipients for the purchase of vehicles. Of that amount, based on stakeholder recommendations, FEMA intends to allocate 10% of the total vehicle funds for ambulances.
 - **Micro Grants:** The selection of the voluntary Micro Grant option (cumulative federal funding of \$50,000) for eligible High Priority Operations and Safety activities does not impact an applicant's request or participation under the Vehicle Acquisition or Regional projects. Applicants who select Micro Grants under Operations and Safety as a funding opportunity choice may still apply for a Vehicle Acquisition or Regional project. Of the 25% allocated to each of the career, combination, and volunteer departments, FEMA will aim to fund no less than 25% of the allocation for Micro Grants.

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

Funding priorities and programmatic criteria for evaluating AFG Program applications are established by FEMA based on the recommendations from the Criteria Development Panel (CDP). Each year, FEMA convenes a panel of fire service professionals to develop funding priorities for the AFG Program. The panel makes recommendations about funding priorities as well as developing criteria for awarding grants.

The nine major fire service organizations represented on the panel are:

- International Association of Fire Chiefs
- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Service Institute

The CDP is charged with making recommendations to FEMA regarding the creation or modification of previously established funding priorities as well as developing criteria for

awarding grants. The FEMA Administrator reviews and approves the CDP's recommendations. The content of this NOFO reflects implementation of the CDP's recommendations with respect to the priorities, direction, and criteria for awards.

FEMA will rank all complete and submitted applications based on how well they match the program priorities for the type of jurisdiction(s) served. Answers to the application's activity specific questions provide information used to determine each application's ranking relative to the stated program priorities

b. *Financial Integrity Criteria*

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3354, as enacted by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313; and 2 C.F.R. § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of government-wide eligibility qualification or financial integrity information, including whether the applicant is suspended or debarred. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- i. Financial stability.
- ii. Quality of management systems and ability to meet management standards.
- iii. History of performance in managing federal awards.
- iv. Reports and findings from audits.
- v. Ability to effectively implement statutory, regulatory, or other requirements.

c. *Supplemental Financial Integrity Criteria and Review*

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently \$250,000:

- i. FEMA is required to review and consider any information about the applicant, including information on the applicant's immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the [Federal Awardee Performance and Integrity Information System](#) (FAPIIS).
- ii. An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
- iv. FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.206.

2. Review and Selection Process

AFG Program applications are reviewed through a multi-phase process. All applications are

electronically pre-scored and ranked based on how well they align with the funding priorities outlined in this funding notice.

Applications with the highest pre-score rankings are then scored competitively by no less than three members of a Peer Review Panel. Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, and anticipated effectiveness of the proposed project(s). Below is the process by which applications will be reviewed:

i. Pre-Scoring Process

The application undergoes an electronic pre-scoring process based on established program priorities listed in [Appendix B](#) and answers to activity-specific questions within the online application. Application Narratives are not reviewed during the pre-score process. “Request Details” and “Budget” information should comply with program guidance and statutory funding limitations. The pre-score is half of the total application score.

ii. Peer Review Panel Process

Applications with the highest rankings from the pre-scoring process will undergo a Peer Review Panel process. A panel of peer reviewers is composed of fire service representatives recommended by the national organizations from the CDP. Peer reviewers will assess each application’s merits based on the narrative statement on the requested activity. The evaluation elements listed in the “Narrative Evaluation Criteria” below will be used to calculate the narrative’s score for each activity requested. Panelists will independently score each requested activity within the application, discuss the merits and/or shortcomings of the application with his or her peers, and document the findings. A consensus is not required. The panel score is half of the total application score.

iii. Narrative Evaluation Criteria

The Narrative Statements must provide specific details about the activity for which the applicants seek funding. Applicants must explain how the proposed activity(ies) relate to the Operations and Safety Activity or the Vehicle Acquisition Activity. FEMA reviews and compares applications for **duplication including narratives and statistical data**. Therefore, all elements of the Narrative Statements must be original, and **all statistical data must be accurate**. Applications with narratives that have substantial copying of sentences or paragraphs **and/or inaccurate data** that may mislead reviewers may be disqualified. Falsification, fabrication, or plagiarism of other grant proposals will disqualify the application(s).

Peer Review Panelists will evaluate and score each activity based on the following narrative elements within each activity.

a. Financial Need (25%)

Applicants should describe their financial need and how consistent it is with the intent of the AFG Program. The financial need statement should include

details describing the applicant's financial distress, such as summarizing budget constraints, unsuccessful attempts to secure other funding, and proving the financial distress is out of their control.

b. Project Description and Budget (25%)

The Project Description and Budget statement should clearly explain the applicant's project objectives and their relationship to the applicant's budget and risk analysis. The applicant should describe various activities, including program priorities or facility modifications, ensuring consistency with project objectives, the applicant's mission, and national, state, and/or local requirements. Applicants should link the proposed expenses to operations and safety, as well as to the completion of the project's goals.

c. Cost Benefit (25%)

Applicants should describe how they plan to address the operational and personnel safety needs of the organization, including cost effectiveness and sharing assets. The Operations and Safety/Cost Benefit statement should also include details about gaining the maximum benefits from grant funding by citing reasonable or required costs, such as specific overhead and administrative costs. The applicant's request should also be consistent with their mission and identify how funding will benefit their organization and affected personnel.

d. Statement of Effect on Operations (25%)

The Statement of Effect on Operations should explain how this funding request will enhance an organization's overall effectiveness. It should address how an award will improve daily operations and reduce an organization's risk(s). Applicants should include how frequently the requested item(s) will be used and in what capacity. Applicants should also indicate how the requested item(s) will help the community and increase an organization's ability to save additional lives and property. Jurisdictions that demonstrate their commitment and proactive posture to reducing fire risk, by explaining their code enforcement (to include Wildland Urban Interface code enforcement) and mitigation strategies (including whether the jurisdiction has a FEMA-approved mitigation strategy) may receive stronger consideration under this criterion.

iv. Technical Evaluation Process (TEP)

The highest ranked applications will be considered within the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a subject-matter expert as well as a FEMA Program Office review before being recommended for award. The FEMA Program Office will assess the request with respect to costs, quantities, feasibility, eligibility and recipient responsibility prior to recommending any application for award. Requests may be recommended for partial funding based on findings made during this assessment.

Once the TEP is complete, each application's cumulative score will be determined,

and a final ranking of applications will be created. FEMA will award grants based on this final ranking and the ability to meet statutorily required funding limitations outlined in [Appendix B](#): Restrictions on Use of Award Funds.

F. Federal Award Administration Information

In addition to the language below, please see [Appendix C](#) to this NOFO for additional award administration information.

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this NOFO as well as any specific terms and conditions in the Notice of Award to receive an award under this program.**

FEMA will provide the federal award package to the applicant electronically via FEMA GO. Award packages include an Award Letter, Summary Award Memo, Agreement Articles, and Obligating Document. An email notification of the award package will be sent through FEMA's grant application system to the Authorized Organization Representative (AOR) that submitted the application.

Recipients must accept their awards no later than 30 days from the award date. The recipient shall notify FEMA of its intent to accept and proceed with work under the award through the FEMA GO system.

Funds will remain on hold until the recipient accepts the award through the FEMA GO system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds.

2. Difference between Application Request and Award

During the review process for an AFG Program award, FEMA may modify the application request(s). These modifications will be identified in the award package provided upon the offer of an award. If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the recipient shall only be responsible for completing the activities actually funded by FEMA. The recipient is under no obligation to start, modify, or complete any activities requested but not funded by the award. The award package will identify any such differences under the Approved Scope of Work section.

3. Turndown Notifications

FEMA GO will provide all applicants who do not receive an FY 2022 AFG Program award with a turndown notification.

4. Administrative and National Policy Requirements

In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

a. *DHS Standard Terms and Conditions*

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at [DHS Standard Terms and Conditions](#).

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

b. *Ensuring the Protection of Civil Rights*

As the Nation works towards achieving the [National Preparedness Goal](#), it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustainment, and delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, along with DHS and FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving [federal financial assistance](#) from FEMA.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. These terms and conditions can be found in the [DHS Standard Terms and Conditions](#). Additional information on civil rights provisions is available at <https://www.fema.gov/about/offices/equal-rights/civil-rights>.

Monitoring and oversight requirements in connection with recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R. Part 7.

In accordance with civil rights laws and regulations, recipients and subrecipients must ensure the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment.

c. *Environmental Planning and Historic Preservation (EHP) Compliance*

As a federal agency, FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by FEMA, including grant-funded projects, comply with federal EHP laws, Executive Orders, regulations, and policies, as applicable.

All non-critical new construction or substantial improvement of structures in a Special Flood Hazard Area must, at a minimum, apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach unless doing so would cause the project to be unable to meet applicable program cost-effectiveness requirements. All other types of projects may choose to apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach. See [Executive Order \(EO\) 14030, Climate-Related](#)

[Financial Risk](#) and [FEMA Policy #-206-21-0003, Partial Implementation of the Federal Flood Risk Management Standard for Hazard Mitigation Assistance Programs \(Interim\)](#).

Recipients and subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description along with any supporting documentation requested by FEMA to determine whether the proposed project has the potential to impact environmental resources or historic properties.

In some cases, FEMA is also required to consult with other regulatory agencies and the public to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations, and policies.

DHS and FEMA EHP policy is found in directives and instructions available on the [FEMA.gov EHP page](#), the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders.

The GPD EHP screening form is located at <https://www.fema.gov/media-library/assets/documents/90195>. Additionally, all recipients under this funding opportunity are required to comply with the FEMA GPD EHP Policy Guidance, FEMA Policy #108-023-1, available at <https://www.fema.gov/media-library/assets/documents/85376>.

All modifications to facility activities, and any renovation to facilities that would qualify as a modification to a facility supporting activities under Training, Equipment, PPE, or Wellness and Fitness, will require an EHP review. Some Equipment activities will require an EHP review as well. Such activities include but are not limited to the installation of:

- Air compressor/fill station/cascade system (fixed) for filling Self-Contained Breathing Apparatus (SCBA)
- Air quality systems
- Fire/smoke/carbon monoxide alarm systems for the facility (life safety)
- Generators (fixed)
- Sprinklers
- Vehicle exhaust systems (fixed)
- Washer/dryer/extractor
- Fixed communications antennas onto a building
- Building renovations such as removal of walls or installation of electrical or water lines
- Training/exercises in natural settings such as rope or swift water
- LED signs

- Any scope of work that involves ground disturbances

The following activities would not require the submission of the FEMA EHP Screening Form:

- Planning and development of policies or processes
- Management, administrative, or personnel actions
- Classroom-based training
- Acquisition of mobile and portable equipment (not involving installation) on or in a building, and does not require a storage area to be constructed
- Purchase of PPE and/or SCBA

d. *Federal Flood Risk Management Standard*

All non-critical new construction or substantial improvement of structures in a Special Flood Hazard Area must, at a minimum, apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach unless doing so would cause the project to be unable to meet applicable program cost-effectiveness requirements. All other types of projects may choose to apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach.

5. Reporting

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent. Recipients should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks or other proof of payment documentation for verification.

a. *Financial Reporting Requirements*

I. FEDERAL FINANCIAL REPORT (FFR)

Recipients must report obligations and expenditures through the FFR form (SF-425) to FEMA. Recipients may review the Federal Financial Reporting Form (FFR) (SF-425) at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1>

Recipients must file the FFR electronically using FEMA GO.

II. FFR REPORTING PERIODS AND DUE DATES

Recipients are required to submit a Federal Financial Report (FFR or SF-425) on a semi-annual basis. The FFR must be submitted through FEMA GO based on the calendar year beginning with the period after the award is made. Grant recipients are required to submit an FFR throughout the entire period of performance of the grant and for closeout. Reports are due:

- **No later than July 30** (for the period January 1 – June 30)
- **No later than January 30** (for the period July 1 – December 31)
- Within 120 days after the end of the Period of Performance

Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

b. *Programmatic Performance Reporting Requirements*

I. PROGRAMMATIC PERFORMANCE REPORT (PPR)

The recipient is responsible for completing and submitting a Programmatic Performance Report (PPR) using FEMA GO.

The PPR should include:

- A brief narrative of overall project(s) status
- A summary of project expenditures
- A description of any potential issues that may affect project completion

II. PPR PERIODS AND DUE DATES

The following reporting periods and due dates apply for the PPR:

- No later than July 30 (for the period January 1 – June 30)
- No later than January 30 (for the period July 1 – December 31)

c. *Closeout Reporting Requirements*

I. CLOSEOUT REPORTING

Within 120 days after the end of the period of performance for the prime award or after an amendment has been issued to close out an award before the original period of performance ends, recipients must liquidate all financial obligations and must submit the following:

- i. The final request for payment, if applicable;
- ii. The final FFR (SF-425);
- iii. The final progress report detailing all accomplishments, including a narrative summary of the impact of those accomplishments throughout the period of performance and
- iv. Other documents required by this NOFO, terms and conditions of the award, or other FEMA guidance.

In addition, pass-through entities are responsible for closing out their subawards as described in 2 C.F.R. § 200.344; subrecipients are still required to submit closeout materials within 90 days of the period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions for subawards in time for the recipient to submit all necessary documentation and information to FEMA during the closeout of the prime award.

After the prime award closeout reports have been reviewed and approved by FEMA, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for at least three years from the date of the final FFR. The record retention period may be longer, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.334.

The recipient is responsible for refunding to FEMA any balances of unobligated cash that FEMA paid that are not authorized to be retained per 2 C.F.R. § 200.344(d).

II. ADMINISTRATIVE CLOSEOUT

Administrative closeout is a mechanism for FEMA to unilaterally move forward with closeout of an award using available award information in lieu of final reports from the recipient per 2 C.F.R. § 200.344(h)-(i). It is a last resort available to FEMA, and if FEMA needs to administratively close an award, this may negatively impact a recipient's ability to obtain future funding. This mechanism can also require FEMA to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to FEMA by the recipient.

When a recipient is not responsive to FEMA's reasonable efforts to collect required reports needed to complete the standard closeout process, FEMA is required under 2 C.F.R. § 200.344(h) to start the administrative closeout process within the regulatory timeframe. FEMA will make at least three written attempts to collect required reports before initiating administrative closeout. If the recipient does not submit all required reports in accordance with 2 C.F.R. § 200.344, this NOFO, and the terms and conditions of the award, FEMA must proceed to administratively close the award with the information available within one year of the period of performance end date. Additionally, if the recipient does not submit all required reports within one year of the period of performance end date, per 2 C.F.R. § 200.344(i), FEMA must report in FAPIIS the recipient's material failure to comply with the terms and conditions of the award.

If FEMA administratively closes an award where no final FFR has been submitted, FEMA uses that administrative closeout date in lieu of the final FFR submission date as the start of the record retention period under 2 C.F.R. § 200.334.

In addition, if an award is administratively closed, FEMA may decide to impose remedies for noncompliance per 2 C.F.R. § 200.339, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

d. *Additional Reporting Requirements*

i. **DISCLOSING INFORMATION PER 2 C.F.R. § 180.335**

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA, the recipient must notify FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

- i. Are presently excluded or disqualified;
- ii. Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
- iii. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
- iv. Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals

falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to FEMA in accordance with 2 C.F.R. § 180.350.

II. REPORTING OF MATTERS RELATED TO RECIPIENT INTEGRITY AND PERFORMANCE

Per 2 C.F.R. Part 200, Appendix I § F.3, the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds \$10 million for any period of time during the period of performance of an award under this funding opportunity.

Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

III. SINGLE AUDIT REPORT

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report, also known as the single audit report.

The audit must be performed in accordance with the requirements of U.S. Government Accountability Office's (GAO) Government Auditing Standards, located at <https://www.gao.gov/yellowbook/overview>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f>.

6. Monitoring and Oversight

Per 2 C.F.R. § 200.337, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, FEMA will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the award.

Effective monitoring and oversight help FEMA ensure that recipients use grant funds for their intended purpose(s); verify that projects undertaken are consistent with approved plans; and ensure that recipients make adequate progress toward stated goals and objectives. Additionally, monitoring serves as the primary mechanism to ensure that recipients comply with applicable laws, rules, regulations, program guidance, and requirements. FEMA regularly monitors all grant programs both financially and programmatically in accordance with federal laws, regulations (including 2 C.F.R. Part 200), program guidance, and the terms and conditions of the award. All monitoring efforts ultimately serve to evaluate progress towards grant goals and proactively target and address issues that may threaten grant success during the period of performance.

FEMA staff will periodically monitor recipients to ensure that administrative processes, policies and procedures, budgets, and other related award criteria are meeting Federal Government-wide and FEMA regulations. Aside from reviewing quarterly financial and programmatic reports, FEMA may also conduct enhanced monitoring through either desk-based reviews, onsite monitoring visits, or both. Enhanced monitoring will involve the review and analysis of the financial compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and it will identify areas where the recipient may need technical assistance, corrective actions, or other support.

Financial and programmatic monitoring are complementary processes within FEMA's overarching monitoring strategy that function together to ensure effective grants management, accountability, and transparency; validate progress against grant and program goals; and safeguard federal funds against fraud, waste, and abuse. Financial monitoring primarily focuses on statutory and regulatory compliance with administrative grant requirements, while programmatic monitoring seeks to validate and assist in grant progress, targeting issues that may be hindering achievement of project goals and ensuring compliance with the purpose of the grant and grant program. Both monitoring processes are similar in that they feature initial reviews of all open awards, and additional, in-depth monitoring of grants requiring additional attention.

Recipients and subrecipients who are pass-through entities are responsible for monitoring their subrecipients in a manner consistent with the terms of the federal award at 2 C.F.R. Part 200, including 2 C.F.R. § 200.332. This includes the pass-through entity's responsibility to monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

In terms of overall award management, recipient and subrecipient responsibilities include, but are not limited to: accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring if acting as a pass-through entity, or other assessments and reviews, and ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of 2 C.F.R. Part 200.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

a. *AFG Program Office Contact*

The AFG Program Help Desk provides technical assistance to applicants for the online completion and submission of applications into FEMA GO, answers questions concerning applicant eligibility and recipient responsibilities, and helps in the programmatic administration of awards. The AFG Program Help Desk can be contacted at (866) 274-0960 or by email at FireGrants@fema.dhs.gov. Normal hours of operation are from 8 a.m. to 4:30 p.m. ET, Monday through Friday.

b. *Centralized Scheduling and Information Desk (CSID)*

CSID is a non-emergency comprehensive management and information resource developed by FEMA for grant stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. When necessary, recipients will be directed to a federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at askcsid@fema.dhs.gov, Monday through Friday, 9 a.m.– 5 p.m. ET.

c. *Grant Programs Directorate (GPD) Award Administration Division*

GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the AAD's Help Desk via e-mail at ASK-GMD@fema.dhs.gov.

d. *FEMA Regional Offices*

Each FEMA region has Fire Program Specialists who can assist applicants with application information, award administration, and technical assistance. FEMA Regional Office contact information is available at <https://www.fema.gov/grants/preparedness/firefighters/regional-contacts>.

e. *Equal Rights*

The FEMA Office of Equal Rights (OER) is responsible for compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA and recipients of FEMA financial assistance. All inquiries and communications about federal civil rights compliance for FEMA grants under this NOFO should be sent to FEMA-CivilRightsOffice@fema.dhs.gov.

f. *Environmental Planning and Historic Preservation*

GPD's EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects under this NOFO or the EHP review process, including the submittal of EHP review materials, should be sent to gpdehpinfo@fema.dhs.gov.

2. *Systems Information*

For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at femago@fema.dhs.gov or (877) 611-4700, Monday through Friday, 8 a.m. – 6 p.m. ET.

H. Additional Information

1. *FEMA Financial Assistance Programs for Infrastructure*

a. *Build America, Buy America Act*

Recipients and subrecipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act §§ 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also Office of Management and Budget (OMB), Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

After FEMA's General Applicability Public Interest waiver expires on Jan. 1, 2023 (or is otherwise extended), none of the funds provided under this program may be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

To see whether a particular FEMA federal financial assistance program is considered an infrastructure program and thus required to include a Buy America preference, please see [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#).

Waivers

When necessary, recipients (and subrecipients through their pass-through entity) may apply for, and FEMA may grant, a waiver from these requirements.

A waiver of the domestic content procurement preference may be granted by the agency awarding official if FEMA determines that:

- 1) Applying the domestic content procurement preference would be inconsistent with the public interest;
- 2) The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
- 3) The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25%.

For FEMA awards, the process for requesting a waiver from the Buy America preference requirements can be found on FEMA's website at: ["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure](#).

Definitions

Construction materials: an article, material, or supply—other than an item primarily of iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand or gravel; or aggregate binding agents or additives—that is or consists primarily of non-ferrous metals, plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables), glass (including optic glass), lumber, paint and drywall.

Domestic content procurement preference: Means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

Federal financial assistance: Generally defined in 2 C.F.R. § 200.1 and includes all expenditures by a federal agency to a non-federal entity for an infrastructure project, except that it does not include expenditures for assistance authorities relating to major disasters or emergencies under sections 402, 403, 404, 406, 408, or 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act relating to a major disaster or emergency declared under section 401 or 501, respectively, or pre and post disaster or emergency response expenditures.

Infrastructure: infrastructure projects which serve a public function, including at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property; and structures, facilities, and equipment that generate, transport, and distribute energy.

Produced in the United States: means the following for:

- 1) **Iron and steel:** All manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- 2) **Manufactured products:** The product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55% of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.
- 3) **Construction Materials:** All manufacturing processes for the construction material occurred in the United States.

Project: is any activity related to the construction, alteration, maintenance, or repair of infrastructure in the United States

2. Termination Provisions

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

a. *Noncompliance*

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a

Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient’s material failure to comply with the award terms and conditions. See also [Section H.8](#) “Actions to Address Noncompliance” in this NOFO.

b. *With the Consent of the Recipient*

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

c. *Notification by the Recipient*

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

3. Program Evaluation

Recipients and subrecipients are encouraged to incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) urges federal awarding agencies and federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” Evidence Act § 101 (codified at 5 U.S.C. § 311). Evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation.

4. Period of Performance Extensions

Extensions to the period of performance (POP) for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests via FEMA GO and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with the FEMA Fire Program Specialist or Program Analyst as needed when preparing an extension request.

All extension requests must address the following:

- a. The grant program, fiscal year, and award number;
- b. Reason for the delay –including details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the deadline;
- c. Current status of the activity(ies);
- d. Approved POP termination date and new project completion date;

- e. Amount of funds drawn down to date;
- f. Remaining available funds, both federal and, if applicable, non-federal;
- g. Budget outlining how remaining federal and, if applicable, non-federal funds will be expended;
- h. Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and
- i. Certification that the activity(ies) will be completed within the extended POP without any modification to the original statement of work, as described in the original statement of work and as approved by FEMA.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- Contractual commitments by the recipient or subrecipient with vendors prevent completion of the project, including delivery of equipment or services, within the existing POP;
- The project must undergo a complex environmental review that cannot be completed within the existing POP;
- Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
- Where other special or extenuating circumstances exist.

Recipients should submit all proposed extension requests to FEMA for review and approval at least 60 days prior to the end of the POP to allow sufficient processing time. Extensions are typically granted for no more than six months.

Example: Recipients may request an extension when an equipment order was placed during the POP but factors beyond the recipient's control have resulted in a delay in the expected delivery and receipt of the equipment outside of the existing POP; or where a specific statute or regulation mandates an environmental review that cannot be completed within this timeframe or where other extenuating circumstances warrant a brief extension.

5. Disability Integration

Pursuant to Section 504 of the Rehabilitation Act of 1973, recipients of FEMA financial assistance must ensure that their programs and activities do not discriminate against other qualified individuals with disabilities.

Grant recipients should engage with the whole community to advance individual and community preparedness and to work as a nation to build and sustain resilience. In doing so, recipients are encouraged to consider the needs of individuals with disabilities into the activities and projects funded by the grant.

FEMA expects that the integration of the needs of people with disabilities will occur at all levels, including planning; alerting, notification, and public outreach; training; purchasing of equipment and supplies; protective action implementation; and exercises/drills.

The following are examples that demonstrate the integration of the needs of people with disabilities in carrying out FEMA awards:

- Include representatives of organizations that work with/for people with disabilities on planning committees, work groups and other bodies engaged in development and implementation of the grant programs and activities.
- Hold all activities related to the grant in locations that are accessible to persons with physical disabilities to the extent practicable.
- Acquire language translation services, including American Sign Language, that provide public information across the community and in shelters.
- Ensure shelter-specific grant funds are in alignment with FEMA's [Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters](#).
- If making alterations to an existing building to a primary function area utilizing federal funds, complying with the most recent codes and standards and making path of travel to the primary function area accessible to the greatest extent possible.
- Implement specific procedures used by public transportation agencies that include evacuation and passenger communication plans and measures for individuals with disabilities.
- Identify, create, and deliver training to address any training gaps specifically aimed toward whole-community preparedness. Include and interact with individuals with disabilities, aligning with the designated program capability.
- Establish best practices in inclusive planning and preparedness that consider physical access, language access, and information access. Examples of effective communication access include providing auxiliary aids and services such as sign language interpreters, Computer Aided Real-time Translation (CART), and materials in Braille or alternate formats.

FEMA grant recipients can fund projects towards the resiliency of the whole community, including people with disabilities, such as training, outreach, and safety campaigns, provided that the project aligns with this NOFO and the terms and conditions of the award.

6. Conflicts of Interest in the Administration of Federal Awards or Subawards

For conflicts of interest under grant-funded procurements and contracts, refer to the section on Procurement Integrity in this NOFO and 2 C.F.R. §§ 200.317 – 200.327.

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable federal and state, local, tribal, or territorial (SLTT) statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to the respective Program Analyst or Program Manager, in writing, any real or potential conflict of interest that may arise during the administration of the federal award, as defined by the federal or SLTT statutes or regulations or their own existing policies, within five days of learning of the conflict of interest. Similarly, subrecipients, whether acting as subrecipients or as pass-through entities,

must disclose any real or potential conflict of interest to the recipient or next-level pass-through entity as required by the recipient or pass-through entity's conflict of interest policies, or any applicable federal or SLTT statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, subapplicant, recipient, subrecipient, or FEMA employees.

7. Procurement Integrity

Through audits conducted by the DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements at 2 C.F.R. §§ 200.317 – 200.327 when spending grant funds. Anything less than full compliance with federal procurement requirements jeopardizes the integrity of the grant as well as the grant program. To assist with determining whether an action is a procurement or instead a subaward, please consult 2 C.F.R. § 200.331. For detailed guidance on the federal procurement standards, recipients and subrecipients should refer to various materials issued by FEMA's Procurement Disaster Assistance Team (PDAT), such as the [PDAT Field Manual](#) and [Contract Provisions Guide](#). Additional resources, including an upcoming trainings schedule can be found on the PDAT Website: <https://www.fema.gov/grants/procurement>.

The below highlights the federal procurement requirements for FEMA recipients when procuring goods and services with federal grant funds. FEMA will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with federal procurement standards at 2 C.F.R. §§ 200.317 – 200.327.** Select requirements under these standards are listed below. The recipient and any of its subrecipients must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states (including territories) must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states must now follow 2 C.F.R. § 200.321 regarding socioeconomic steps, 200.322 regarding domestic preferences for procurements, 200.323 regarding procurement of recovered materials, and 2 C.F.R. § 200.327 regarding required contract provisions.

All other non-federal entities, such as tribes (collectively, non-state entities), must have and use their own documented procurement procedures that reflect applicable SLTT laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319 and the required procurement methods at § 200.320.

a. *Important Changes to Procurement Standards in 2 C.F.R. Part 200*

OMB recently updated various parts of Title 2 of the Code of Federal Regulations, among them, the procurement standards. States are now required to follow the socioeconomic steps in soliciting small and minority businesses, women's business enterprises, and labor surplus

area firms per 2 C.F.R. § 200.321. All non-federal entities should also, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States per 2 C.F.R. § 200.322. More information on OMB's revisions to the federal procurement standards can be found in [Purchasing Under a FEMA Award: OMB Revisions Fact Sheet](#).

The recognized procurement methods in 2 C.F.R. § 200.320 have been reorganized into informal procurement methods, which include micro-purchases and small purchases; formal procurement methods, which include sealed bidding and competitive proposals; and noncompetitive procurements. The federal micro-purchase threshold is currently \$10,000, and non-state entities may use a lower threshold when using micro-purchase procedures under a FEMA award. If a non-state entity wants to use a micro-purchase threshold higher than the federal threshold, it must follow the requirements of 2 C.F.R. § 200.320(a)(1)(iii)-(v). The federal simplified acquisition threshold is currently \$250,000, and a non-state entity may use a lower threshold but may not exceed the federal threshold when using small purchase procedures under a FEMA award. *See* 2 C.F.R. § 200.1 (citing the definition of simplified acquisition threshold from [48 C.F.R. Part 2, Subpart 2.1](#)).

See 2 C.F.R. §§ 200.216, 200.471, and Appendix II as well as [section D.10.a of the NOFO](#) regarding prohibitions on covered telecommunications equipment or services.

b. *Competition and Conflicts of Interest*

Among the requirements of 2 C.F.R. § 200.319(b) applicable to all non-federal entities other than states, to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a non-federal entity develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the non-federal entity.

Under this prohibition, unless the non-federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.327, federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;

- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Per 2 C.F.R. § 200.319(c), non-federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed SLTT geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Under 2 C.F.R. § 200.318(c)(1), non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity.

Under 2 C.F.R. 200.318(c)(2), if the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local, tribal, or territorial government, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-federal entity must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

c. *Supply Schedules and Purchasing Programs*

Generally, a non-federal entity may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

I. GENERAL SERVICES ADMINISTRATION SCHEDULES

States, tribes, and local governments, and any instrumentality thereof (such as local education agencies or institutions of higher education) may procure goods and services from a General Services Administration (GSA) schedule. GSA offers multiple efficient and

effective procurement programs for state, tribal, and local governments, and instrumentalities thereof, to purchase products and services directly from pre-vetted contractors. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term government-wide contracts with commercial firms that provide access to millions of commercial products and services at volume discount pricing.

Information about GSA programs for states, tribes, and local governments, and instrumentalities thereof, can be found at <https://www.gsa.gov/resources-for/programs-for-State-and-local-governments> and <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers/state-and-local-governments>.

For tribes, local governments, and their instrumentalities that purchase off of a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, tribes, local governments, and their instrumentalities will still need to follow the other rules under 2 C.F.R. §§ 200.317 – 200.327, such as solicitation of minority businesses, women’s business enterprises, small businesses, or labor surplus area firms (§ 200.321), domestic preferences (§ 200.322), contract cost and price (§ 200.324), and required contract provisions (§ 200.327 and Appendix II).

II. OTHER SUPPLY SCHEDULES AND PROGRAMS

For non-federal entities other than states, such as tribes, local governments, and nonprofits, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, for such procurements to be permissible under federal requirements, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the non-federal entity complies with state and local law, regulations, and written procurement procedures;
- The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the non-federal entity and other similar types of entities;
- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-federal entity falls within the scope of work under the contract as to type, amount, and geography;
- The procurement of the original contract or purchasing schedule complied with all the procurement standards applicable to a non-federal entity other than states under at 2 C.F.R. §§ 200.317 – 200.327; and
- With respect to the use of a purchasing schedule, the non-federal entity must follow ordering procedures that adhere to applicable state, tribal, and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the recipient discuss the procurement plans with its FEMA Fire Program Specialist or Program Analyst.

d. *Procurement Documentation*

Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price. States and territories are encouraged to maintain and retain this information as well and are reminded that for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.
- Additional information on required procurement records can be found on pages 24-26 of the [PDAT Field Manual](#).

8. Record Retention

a. *Record Retention Period*

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award generally must be maintained for at least three years from the date the final FFR is submitted. *See* 2 C.F.R. § 200.334. Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period **may be longer than three years or have a different start date** in certain cases. These include:

- Records for real property and equipment acquired with Federal funds must be retained for **three years after final disposition of the property**. *See* 2 C.F.R. § 200.334(c).
- If any litigation, claim, or audit is started before the expiration of the three-year period, the records **must be retained until** all litigation, claims, or audit findings involving the records **have been resolved and final action taken**. *See* 2 C.F.R. § 200.334(a).
- The **record retention period will be extended if the non-federal entity is notified in writing** of the extension by FEMA, the cognizant or oversight agency for audit, or the cognizant agency for indirect costs, or pass-through entity. *See* 2 C.F.R. § 200.334(b).
- Where FEMA requires recipients to report program income after the period of performance ends, the **program income record retention period begins at the end of the recipient's fiscal year in which program income is earned**. *See* 2 C.F.R. § 200.334(e).

- For indirect cost rate computations and proposals, cost allocation plans, or any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates), the start of the record retention period depends on whether the indirect cost rate documents were submitted for negotiation. If the **indirect cost rate documents were submitted for negotiation, the record retention period begins from the date those documents were submitted** for negotiation. If indirect cost rate documents were **not submitted for negotiation, the record retention period begins at the end of the recipient's fiscal year or other accounting period covered by that indirect cost rate.** See 2 C.F.R. § 200.334(f).

b. Types of Records to Retain

FEMA requires that non-federal entities maintain the following documentation for federally funded purchases:

- Specifications;
- Solicitations;
- Competitive quotes or proposals;
- Basis for selection decisions;
- Purchase orders;
- Contracts;
- Invoices; and
- Canceled checks.

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of any relevant documentation and records, including purchasing documentation along with copies of cancelled checks for verification. See, e.g., 2 C.F.R. §§ 200.318(i), 200.334, 200.337.

For any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g). Non-federal entities who fail to fully document all purchases may find their expenditures questioned and subsequently disallowed.

9. Actions to Address Noncompliance

Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs, and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient. This potential or actual noncompliance may be discovered through routine monitoring, audits, closeout, or reporting from various sources.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per 2 C.F.R. §§ 200.208 and 200.339, FEMA may place a hold on funds until the matter is corrected, or additional information is provided per 2 C.F.R. § 200.339, or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to 44 C.F.R. Parts 7 and 19.

In the event the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA might take other remedies allowed under 2 C.F.R. § 200.339. These remedies include actions to disallow costs, recover funds, wholly or partly suspend or terminate the award, initiate suspension and debarment proceedings, withhold further federal awards, or take other remedies that may be legally available. For further information on termination due to noncompliance, see the section on Termination Provisions in the NOFO.

FEMA may discover and take action on noncompliance even after an award has been closed. The closeout of an award does not affect FEMA's right to disallow costs and recover funds as long the action to disallow costs takes place during the record retention period. *See* 2 C.F.R. §§ 200.334, 200.345(a). Closeout also does not affect the obligation of the non-federal entity to return any funds due as a result of later refunds, corrections, or other transactions. 2 C.F.R. § 200.345(a)(2).

The types of funds FEMA might attempt to recover include, but are not limited to, improper payments, cost share reimbursements, program income, interest earned on advance payments, or equipment disposition amounts.

FEMA may seek to recover disallowed costs through a Notice of Potential Debt Letter, a Remedy Notification, or other letter. The document will describe the potential amount owed, the reason why FEMA is recovering the funds, the recipient's appeal rights, how the amount can be paid, and the consequences for not appealing or paying the amount by the deadline.

If the recipient neither appeals nor pays the amount by the deadline, the amount owed will become final. Potential consequences if the debt is not paid in full or otherwise resolved by the deadline include the assessment of interest, administrative fees, and penalty charges; administratively offsetting the debt against other payable federal funds; and transferring the debt to the U.S. Department of the Treasury for collection.

FEMA notes the following common areas of noncompliance for FEMA's grant programs:

- Insufficient documentation and lack of record retention;
- Failure to follow the procurement under grants requirements;
- Failure to submit closeout documents in a timely manner;
- Failure to follow EHP requirements and
- Failure to comply with the POP deadline.

10. Audits

FEMA grant recipients are subject to audit oversight from multiple entities including the DHS OIG, the GAO, the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award. Recipients and subrecipients must retain award documents for at least three years from the date the final FFR is submitted, and even longer in many cases subject to the requirements of 2 C.F.R. § 200.334. In the case of administrative closeout, documents must be retained for at least three years from the date of closeout, or longer subject to the requirements of 2 C.F.R. § 200.334. If documents are retained longer than the required retention period, the DHS OIG, the GAO,

and the pass-through entity, as well as FEMA in its oversight capacity, have the right to access these records as well. *See* 2 C.F.R. §§ 200.334, 200.337.

Additionally, non-federal entities must comply with the single audit requirements at 2 C.F.R. Part 200, Subpart F. Specifically, non-federal entities, other than for-profit subrecipients, that expend \$750,000 or more in federal awards during their fiscal year must have a single or program-specific audit conducted for that year in accordance with Subpart F. 2 C.F.R. § 200.501. A single audit covers all federal funds expended during a fiscal year, not just FEMA funds. The cost of audit services may be allowable per 2 C.F.R. § 200.425, but non-federal entities must select auditors in accordance with 2 C.F.R. § 200.509, including following the proper procurement procedures. For additional information on single audit reporting requirements, see [Section F.8](#) of this NOFO under the header “Single Audit Report” within the subsection “Additional Reporting Requirements”.

The objectives of single audits are to:

- Determine whether financial statements conform to generally accepted accounting principles (GAAP);
- Determine whether the schedule of expenditures of federal awards is presented fairly;
- Understand, assess, and test the adequacy of internal controls for compliance with major programs; and
- Determine whether the entity complied with applicable laws, regulations and contracts or grants.

For single audits, the auditee is required to prepare financial statements reflecting its financial position, a schedule of federal award expenditures, and a summary of the status of prior audit findings and questioned costs. The auditee also is required to follow up and take appropriate corrective actions on new and previously issued but not yet addressed audit findings. The auditee must prepare a corrective action plan to address the new audit findings. 2 C.F.R. §§ 200.508, 200.510, 200.511.

Non-federal entities must have an audit conducted, either single or program-specific, of their financial statements and federal expenditures annually or biennially pursuant to 2 C.F.R. § 200.504. Non-federal entities must also follow the information submission requirements of 2 C.F.R. § 200.512, including submitting the audit information to the [Federal Audit Clearinghouse](#) within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period. The audit information to be submitted include the data collection form described at 2 C.F.R. § 200.512(c) and Appendix X to 2 C.F.R. Part 200 as well as the reporting package described at 2 C.F.R. § 200.512(b).

The non-federal entity must retain one copy of the data collection form and one copy of the reporting package for three years from the date of submission to the Federal Audit Clearinghouse. 2 C.F.R. § 200.512; *see also* 2 C.F.R. § 200.517 (setting requirements for retention of documents by the auditor and access to audit records in the auditor’s possession).

FEMA, the DHS OIG, the GAO, and the pass-through entity (if applicable), as part of monitoring or as part of an audit, may review a non-federal entity’s compliance with the single audit requirements. In cases of continued inability or unwillingness to have an audit conducted in compliance with 2 C.F.R. Part 200, Subpart F, FEMA and the pass-through

entity, if applicable, are required to take appropriate remedial action under 2 C.F.R. § 200.339 for noncompliance, pursuant to 2 C.F.R. § 200.505.

11. Payment Information

FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients.

Payment requests are submitted through FEMA GO.

12. Whole Community Preparedness

Preparedness is a shared responsibility that calls for the involvement of everyone—not just the government—in preparedness efforts. By working together, everyone can help keep the nation safe from harm and help keep it resilient when struck by hazards, such as natural disasters, acts of terrorism, and pandemics.

Whole Community includes:

- Individuals and families, including those with access and functional needs;
- Businesses;
- Faith-based and community organizations;
- Nonprofit groups;
- Schools and academia;
- Media outlets; and
- All levels of government, including state, local, tribal, territorial and federal partners.

The phrase “Whole Community” often appears in preparedness materials, as it is one of the guiding principles. It means two things:

1. Involving people in the development of national preparedness documents and
2. Ensuring their roles and responsibilities are reflected in the content of the materials.

13. Appendix A – FY 2022 AFG Program Updates

Appendix A contains a brief list of changes between FY 2021 and FY 2022 to the AFG Program. The FY 2022 AFG Program funding notice contains some changes to definitions, descriptions, and priority categories. Changes include:

- Under Supporting Definitions:
Definition of Combination Fire Department was updated as follows: Combination Fire Department as defined in 15 U.S.C. § 2229, means a fire department that has paid firefighting personnel and volunteer firefighting personnel. FEMA considers a fire department with firefighting personnel paid a stipend, regardless of the amount, on a per event basis, or paid on- call, to be a combination fire department. This also includes non-fire emergency medical service personnel of the department.
- Under the Personal Protective Equipment Activity:
The following equipment was added as eligible under Additional Funding:
 - Air Compressor/Fill Station/Cascade Systems (Fixed or Mobile) in support of SCBA request under PPE activity.
 - PPE gear Washer/Extractor/Dryer in support of PPE gear request under PPE activity.
- Under Training Activity:
 - Various NFPA standards were updated to reflect the most current editions.
 - Props requested under the Training Activity must be essential to the training activity requested in the application.
- Under Equipment Activity:
 - P-25 compliant Portable Radios should be requested based on the number of seated riding positions or active members of the department and supported in the request narratives.
 - Repairs and upgrades to the existing simulators was added as High priority item for SFTA applicants.
 - Software and Learning Management System (LMS) for Fire Department applicants was changed to Low priority.
 - Vehicle mounted exhaust systems are High priority for Fire Department, Regional, nonaffiliated EMS, and SFTA applicants.
 - Subscriptions necessary for the operation of the awarded equipment and purchased concurrently are eligible.
 - Refurbished equipment was added under ineligible Equipment Activity.
- Under Modifications to Facilities the following ineligible items for Fire Departments and nonaffiliated EMS applicants were added:
 - Station maintenance.
 - Resurfacing of bay floors Interior remodeling not pertaining to the requested project(s).
 - Interior remodeling not pertaining to the requested project(s).
 - Food and beverages.

- Under Regional Applications:
 - Clarification that the host organization and its partners must be the intended beneficiaries of the proposed project was added.
 - Exception to the requirement for same vendor was added.
 - Clarification that the host of the Regional application is not considered a pass-through entity and may not issue any subawards.
- Under Vehicle Acquisition:
Exception to the penalty clause for vehicle contracts was added.

The following definitions were added:

- **Front Line Vehicle:** a vehicle that is fully equipped and ready to respond to emergency calls (first due, second due, ready-reserve vehicle).
 - **Ready-Reserve Vehicle:** a vehicle that is equipped and may be easily made ready to respond (i.e., emergency mobilization).
 - **Reserve Vehicle:** a vehicle that is not fully equipped and not ready to respond. Reserve apparatus is used when the front-line vehicle is out-of-service (repairs/maintenance). Equipment is removed from the front-line vehicle and moved to the reserve vehicle for emergency response.
 - **Temporarily Out of Service Vehicle:** A vehicle which has been temporarily removed from emergency response duties due to mechanical or safety conditions requiring repair. Although currently out of service this vehicle is required to meet the response needs of the agency. Temporarily out of service vehicles are included in the vehicle inventory, included in the seated position count and are eligible for replacement in the AFG Program.
 - **Decommissioned Vehicle:** A vehicle which has been permanently removed from any or all emergency response duties or functions. Examples include retired vehicles awaiting disposal, vehicles used solely for parade/public relations use, antique vehicles, display, or similar uses. Decommissioned vehicles are not listed in the vehicle inventory or included in the seated position count and are not eligible for replacement under the AFG Program.
- Under Additions to the Application:
Paid on call/stiped department question was added.

14. Appendix B – Programmatic Information and Priorities

Appendix B contains details on AFG Program information and priorities. Reviewing this information may help applicants make their application(s) more competitive.

a. Ineligible Applications and/or Organizations

FEMA considers two or more separate fire departments or nonaffiliated EMS organizations with different funding streams, personnel rosters, and EINs but sharing the same facilities as being separate organizations for the purposes of AFG Program eligibility. If two or more organizations share facilities and each submits an application in the same program area (i.e., Equipment, Modifications to Facilities, PPE, Training, or Wellness and Fitness Programs), FEMA reserves the right to review all of those program area applications for eligibility. This determination is designed to avoid the duplication of benefits.

Examples of ineligible applications and/or organizations include:

- Nonaffiliated EMS organization requests for any activity that is specific or unique to structural/proximity/wildlands firefighting gear.
- Fire departments that are a Federal Government entity, or contracted by the Federal Government, and are solely responsible under a formally recognized agreement for suppression of fires on federal installations or land.
- Fire departments or nonaffiliated EMS organizations that are not independent entities but are part of, controlled by, or under the day-to-day operational command and control of a larger department, agency or AHJ.
 - However, if a fire department is considered to be the same legal entity as a municipality or other governmental organization, and otherwise meets the eligibility criteria, that municipality or other governmental organization may apply on behalf of that fire department as long as the application clearly states that the fire department is considered part of the same legal entity.
- Fire-based EMS organization applying as a nonaffiliated EMS organization.
- Auxiliaries, hospitals, or fire service associations or interest organizations that are not the AHJ over the applicant.
- Dive teams, search and rescue squads, or similar organizations that do not provide medical transport.
- Fire departments, regional, or nonaffiliated EMS organizations that are for profit.
- State or local agencies, or subsets of any governmental entity, or any authority that do not meet the requirements as defined by 15 U.S.C. §2229(a), (c).
- If an applicant submits two or more applications for the same equipment or other eligible activity (for example, if an applicant submits two or more applications, one under the Regional activity, and one under the Operations and Safety activity for SCBA), both applications may be disqualified. If an applicant submits two separate applications for the same activity (i.e., two separate vehicle applications for the same vehicle) during the same application period, both applications may be disqualified.
 - This is different from when an entity is applying on behalf of other organizations that are agencies or instrumentalities of the applicant (e.g., multiple fire departments under the same county, city, borough, parish, or other municipality). In that situation, the applicant may request similar or the same equipment as long as the application clearly states which equipment

(including quantities) is for which agency/instrumentality. This is permissible even if that entity submits multiple applications across regional versus direct applications.

- Eligible Fire Department and nonaffiliated EMS applicants may submit only one application for each of the following application types: Individual Operations and Safety, Individual Vehicle, Regional Operations and Safety, and Regional Vehicle. Under the Operations and Safety applications, applicants may submit for multiple activities and for multiple items within each activity. Under the Vehicle application, applicants may submit one application for a vehicle activity (or activities) for their department and one separate application for a Regional vehicle (the same vehicle(s) may not be requested for both purposes). All duplicate application submissions may be disqualified.

b. Supporting Definitions for this NOFO

Authority Having Jurisdiction (AHJ) is that person or office charged with enforcing the NFPA codes (Per NFPA 101, 2015 Edition: Life Safety Code).

Automatic Aid is a plan developed between two or more fire departments for immediate joint response on first alarms (Per NFPA 1710, 2016 Edition and NFPA 1720, 2020 Edition).

Career Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters.

Combination Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has paid firefighting personnel and volunteer firefighting personnel. FEMA considers a fire department with firefighting personnel paid a stipend, regardless of the amount, on a per event basis, or paid on-call, to be a combination fire department. This includes non-fire emergency medical service personnel of the department.

Firefighting Personnel, as defined in 15 U.S.C. § 2229, means individuals, including volunteers, who are firefighters, officers of fire departments, or emergency medical service personnel of fire departments.

Mutual Aid is a written intergovernmental agreement between agencies and/or jurisdictions stating that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner (NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, 2016 and 2020 edition; and NFPA 1720 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments, 2020 Edition).

Metro Department is a metropolitan fire department that has a minimum staffing of 350 career firefighters as defined by the International Association of Fire Chiefs (IAFC). DHS/FEMA collects information on metro departments for statistical purposes only. Status as a metro department is not a factor in scoring or funding.

Primary First Due is a geographic area surrounding a fire station in which a company from that station is projected to be first to arrive on the scene of an incident.

Volunteer Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has an all-volunteer force of firefighting personnel that do not receive any compensation (does not include length of service award programs).

c. **Community Classifications**

The information the applicant organization supplies in Applicant Characteristics and Community Description of the AFG Program application determines whether the jurisdiction is identified by FEMA as urban, suburban, or rural. The community classification will determine the funding priority.

The US Census Bureau's urban/suburban/rural classifications are fundamentally a delineation of geographical areas. For more information, please visit <https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>.

FY 2022 demographics for determining urban, suburban, or rural include:

Community	Urban	Suburban	Rural
Population of primary first due response area	>3,000 sq. mi. or 50,000+ population	1,000-2,999/sq. mi. or 25,000-50,000 Population	0-999/sq. mi. or <25,000 population
Water Supply (percentage of primary first due response area covered by hydrant service)	75-100% hydrants (municipal water)	50-74% hydrants	<50% hydrants
Land Use within primary first due response area	<25% for agriculture (based on zoning) >50% industrial and commercial combined	25%-49% used for agriculture (based on zoning) 25%-49% industrial and commercial combined	>50% used for agriculture (based on zoning) <25% industrial and commercial combined
Square miles within primary first due response area per station	<3 sq. mi. per station	3-9 sq. mi. per station	>10 sq. mi. per station

d. **Application Tips**

The following information may be useful when preparing a competitive application:

- NFPA “FREE ACCESS”: As part of its commitment to enhancing public safety and supporting the emergency responder, the NFPA makes its codes and standards available online for free. Please visit: <http://www.nfpa.org/freeaccess>.
- Regional applicants are only eligible to apply for Training, Equipment, PPE, and/or Wellness and Fitness within Operations and Safety, and Vehicle Acquisition.
- SFTA applicants are only eligible to apply for Equipment and/or PPE within

Operations and Safety, and Vehicle Acquisition.

- Successful Regional applicants will be subject to the funding limitations based on the total population served by the host and participating partners. Any Regional award made will impact or be included in the host organization's funding limitations.
- Applications differ based on the applicant type. For example, the SFTA application for a vehicle will be different from the fire department application for a vehicle. Be sure to select the appropriate applicant type when applying.
- Fire Departments or nonaffiliated EMS organizations that are part of a larger organization with a broader scope should apply through the larger organization to avoid limiting eligible activities. For example, a rescue squad that periodically participates in structural firefighting and that belongs to a county fire and rescue agency should apply through the county for structural PPE; in other words, the county should apply on behalf of the rescue squad.
- FEMA recognizes the number of seated riding positions in front line apparatus as a reasonable measurement of the quantity of PPE or relevant equipment (radios, etc.) to be funded. Exceptions to the front-line seated riding position count may be considered by FEMA if compelling need to include seated riding positions in reserve apparatus can be demonstrated and justified. Applicants that seek to include reserve apparatus seated riding positions in the total seated riding position count must submit a justification narrative.
- There is evidence that exposure to Per- and polyfluoroalkyl substances (PFAS chemicals) may be associated with adverse human health effects. Some firefighting PPE may have been manufactured using PFAS chemicals. While no manufacturers currently produce PPE (i.e., pants, coats) that are fully PFAS free, most manufacturers have replaced the outer shell of the protective equipment to remove PFAS from fabrics. However, this does not impact the purchase of PFAS-free gloves, hoods, boots, etc. as these items have matured in development to include readily available PFAS-free items. FEMA encourages applicants to ask potential vendors about their current level of compliance with using PFAS-free materials

e. **Restrictions on Uses of Award Funds**

- No AFG Program funds may be used to support hiring (part-time or full-time), salaries, benefits, or fringe benefits (including but not limited to contributions for social security, insurance, workers' compensation, pension, or retirement plans) for any personnel.
- Documented back fill and/or overtime/lost wages costs to support awarded training activities are allowable personnel expenses.
- Instructor's rates/base rates should be provided as part of the application narrative, as well as the market-researched competitive rate for delivering the requested training.
- If the instruction provided for an awarded training activity is delivered by an existing member(s) of the recipient organization, only the established base rate of compensation, without benefits or overtime, may be eligible for reimbursement.
- Recipients are encouraged to allow other organizations to benefit from an awarded activity; e.g., filling another organization's SCBA cylinders using a grant funded compressor, cleaning another organization's turnout gear, or offering excess capacity training opportunities. If recipients choose to include costs associated with shared

benefit (e.g., backfill, overtime, tuition) for members outside of their department, they must apply as a Regional applicant.

- Items requested under Additional Funding may only be from that same Activity area. Furthermore, improper Additional Funding requests may be disqualified, if there is misalignment between the item requested and the Activity area. However, the following requests are allowable:
 - Rapid Intervention Team (RIT) packs supporting a SCBA request under the PPE activity. RIT packs must be requested under the Equipment activity if not supporting an SCBA request.
 - PPE gear bags under the PPE activity (gear bags are only eligible as additional funds in association with a PPE gear request).
 - Fit tester supporting an SCBA request under the PPE activity. Fit tester must be requested under the Equipment activity if not supporting an SCBA request.
 - Air Compressor/Fill Station/Cascade Systems (Fixed or Mobile) in support of a SCBA request under the PPE activity. Air Compressor/Fill Station/Cascade Systems (Fixed or Mobile) must be requested under the Equipment activity if not supporting a SCBA request.
 - PPE gear washer/extractor/dryer in support of a PPE gear request under the PPE activity. Washer/extractor/dryer must be requested under the Equipment activity if not supporting a PPE gear request.

f. **Funding Priorities**

I. **OPERATIONS AND SAFETY – TRAINING OVERVIEW**

FEMA has determined that hands-on, instructor-led training that meets a national, state, or DHS adopted standard and results in a national or state certification provides the greatest training benefit.

**All of the following are considerations in pre-scoring and peer review determinations:
High (H), Medium (M), Low (L)**

Fire Department, Regional, and SFTA Training Priorities by Purpose	
H	<ul style="list-style-type: none"> • Training evaluated using national or state standards
H	<ul style="list-style-type: none"> • Training that brings a department into compliance with recommended NFPA or other national standards
H	<ul style="list-style-type: none"> • Instructor-led training that requires student testing to demonstrate academic competence or practical proficiency
H	<ul style="list-style-type: none"> • Training that benefits the highest percentage of applicable personnel, such as the hazardous materials training within a fire department or training that will be open to other eligible organizations
M	<ul style="list-style-type: none"> • Training that does not result in certification
M	<ul style="list-style-type: none"> • Training that is self-directed/validated
L	<ul style="list-style-type: none"> • Training that will address an identified risk but not associated with compliance to any standards

Fire Department and Regional Training Priorities by Course Type				
Training	NFPA #	Urban	Suburban	Rural
Firefighter I, II	1001	H	H	H
Fire/Emergency Services Instructor	1041	H	H	H
Hazardous Materials Response-Awareness, Operations, Technician	470	H	H	H
Infection Control	1581	H	H	H
Confined Space Response-Awareness, Operations, Technician	2500	H	H	H
Wildland firefighting (basic)	1140	H	H	H
Wildland firefighting certification (red card)	1140	H	H	H
Wildland Fire Officer	1051	H	H	H
Rapid Intervention Training	1407	H	H	H
Fire Officer	1021	H	H	H
Emergency Medical Responder	1001	H	H	H
Emergency Medical Technician	1001	H	H	H
Advanced Emergency Medical Technician to Paramedic	1001	H	H	H
Paramedic	1001	H	H	H
Paramedic to Community Paramedic	1001	H	H	H
Firefighter Safety and Survival	1407	H	H	H
Safety Officer	1026,1521	H	H	H
Fire Apparatus Driver/Operator	1002	H	H	H
Fire Prevention	1037,1730	H	H	H
Fire Inspector	1031	H	H	H
Fire Investigator	921,1033	H	H	H
Fire Educator	1035	H	H	H
NIMS/Incident Management System (IMS)	1026,1561	H	H	H
Emergency Scene Rehab	1584	H	H	H
Critical Incident Debriefing/Crisis Intervention	1500	H	H	H
Any training to a National/State or NFPA standards		H	H	H
Compliance with federal/state-mandated program		H	H	H
Technical Rescue- Operations, Technician	1006, 2500	H	H	H
Vehicle Rescue	2500	H	H	H
Another officer	1021	H	H	M
Aircraft Rescue Firefighting (ARFF)	402, 403, 1003	H	H	M
Weapons of Mass Destruction (WMD)	470	H	H	H
Mass Casualty		H	H	H

Fire Department and Regional Training Priorities by Course Type				
Training	NFPA #	Urban	Suburban	Rural
Training to address a local risk not elevated to a national or state		M	M	M
Specialized Training		M	M	M
Maritime Firefighting	1005, 1405, 1925	L	L	L
Instructor-led training that does not lead to certification		L	L	L
Self-taught courses		L	L	L
Training not elevated to a national or state standard		L	L	L

Funding Priorities for Fire Departments and Nonaffiliated EMS Organizations Training

The AFG Program provides training grants to meet the educational and performance requirements of fire departments and nonaffiliated EMS personnel. Training should align with the U.S. National Highway Traffic Safety Administration, which designs and specifies a National Standard Curriculum for Emergency Medical Technician (EMT) training and the National Registry of Emergency Medical Technicians (NREMT), a private, central certifying entity whose primary purpose is to maintain a national standard (NREMT also provides certification information for paramedics who relocate to another state).

A higher priority is assigned to the following due to the time and cost of upgrading an organization's response level:

- Organizations seeking to elevate the response level from Emergency Medical Responder (EMR) to EMT.
- Organizations seeking to elevate the response level from Advanced EMT (AEMT) to Paramedic.
- Organizations seeking to train Community Paramedics: Organizations seeking to train a high percentage of the active EMRs will receive additional consideration when applying under the Training activity.

Eligible Training Activities for Fire Departments and Regional Applications include but are not limited to:

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| <ul style="list-style-type: none"> • Train-the-trainer courses • Alternative fuel firefighting • Response to natural disasters • Minor interior alterations, requested under Additional Funding and limited to \$10,000 total expenditure to support the awarded Training activities (e.g., removal/construction of a non-weight bearing wall) • Overtime expenses paid to career firefighters to attend training or to backfill positions for colleagues who are in training • Rental of facilities to conduct training • Rental of Audio/Visual equipment • Travel expenses associated with attendance at a formal training course or conference (mileage, hotel, and lodging expenses) • Compensation to volunteers (Fire and nonaffiliated EMS) for wages lost to attend training; there is no overtime or backfill for volunteers • Tuition, exam/course fees, and certifications/certification expenses | <ul style="list-style-type: none"> • Purchase of training curricula and training services (instructors) • Chemical Biological Radiological Nuclear and Explosive (CBRNE) awareness, performance, planning, and management • Travel expenses associated with Type 3 Incident Management Teams (IMT) attending position development/mentoring assignment with national Type 2 or Type 1 IMTs • Supplies or expendables or one-time use items essential for an award's scope of work, such as foam, breaching materials (e.g., wood or sheetrock) for ventilation or rescue props, or the amount of fuel required to sustain an awarded live fire training activity, or per NFPA 1403 Standard on Live Fire Training Evolutions, reasonable safety mitigations to a structure acquired for training • Props (single-use or permanent) essential for training programs requested in the application cannot exceed \$50,000 for Operation and Safety requests; this does not apply to SFTA requests |
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Ineligible Training Activities for Fire Departments and Regional Applications include but are not limited to:

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| <ul style="list-style-type: none"> • Construction of facilities (buildings, towers, sheds, etc.) • Firefighting equipment or PPE, such as SCBA, used exclusively for training • Remodeling not directly related to grant activities • Any costs associated with planning and/or participating in formal or planned special event exercises to identify user needs, evaluate an organization's performance capabilities, validate existing capabilities, or to facilitate coordination and asset sharing • Firefighting equipment and PPE rental, as well as training facility personnel costs (such as facility maintenance, cleaning, safety officer services, etc.) | <ul style="list-style-type: none"> • Site preparation to accommodate or modify any training activity, facility, or prop that is a permanent or semi-permanent improvement, including but not limited to: landscaping, cutting or grading an access road, trenching, paving a training area, exterior stairs or sidewalks, or the installation of utilities • Purchase or lease of real estate (this does not preclude departments from securing necessary training facilities such as classrooms, use of towers, training props, etc.) • Purchase of Unmanned Aerial Vehicles (UAVs) and Drones • Food and beverages |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Eligible Training Activities for Nonaffiliated EMS include but are not limited to:	
<ul style="list-style-type: none"> • EMR • EMT • AEMT • AEMT to Paramedic • Paramedic (applicant must clearly demonstrate plan to accomplish paramedic training within the period of performance) • Community Paramedics (paramedics with Primary Care certification) • Travel expenses associated with attendance at a formal training course or conference: air/rail transportation, mileage, hotel/lodging expenses, etc. (Note: Food and beverages are ineligible travel expenses) 	<ul style="list-style-type: none"> • Attendance at formal training forums or conferences providing continuing education credits • Overtime expenses paid to career nonaffiliated EMS responders to attend training or to backfill positions for colleagues who are in training • Compensation to volunteers for wages lost to attend training (there is no overtime or backfill for volunteers) • Supplies or expendables or one-time use items essential to complete the training activity of a nonaffiliated EMS award's scope of work; examples include bandages, splints, expendable respiratory supplies, etc.

II. OPERATIONS AND SAFETY – EQUIPMENT OVERVIEW

AFG Program grants fund equipment for effective response, firefighting, rescue, and emergency medical operations to enhance the public safety.

Reminder: When requesting training for any items in this section, enter the request under “Other” within “Additional Funding” in the “Grant Application Request Details” section of the application. Make sure to identify the type and scope of training, time frame, etc. in the Additional Funding explanation section. Training must be specific to the use of the equipment (i.e., vendor training) and not duplicative of courses listed under the Training activity.

Also note:

- Accountability systems are located under the Equipment activity.
- All simulators, tow vehicles, and all mobile or fixed fire/evolution props (e.g., burn trailers, forcible entry, or rescue/smoke mazes) are located under the Equipment activity.
- Request for monitors/defibrillators should be based on the number of transport and non-transport ALS response vehicles in the fleet (medic engine, medic chase vehicle, ALS ambulance, etc.).
- P-25 compliant Portable Radios should be requested based on the number of seated riding positions or active members of the department and supported in the request narratives.
- Requests for P-25 mobile radios should be based on the number of vehicles in the fleet.
- Requests to replace obsolete or damaged equipment should enable the applicant to meet applicable industry, local, state, and national standards.
- Equipment product lifecycles are assigned an age category of Short (5-7 years), Intermediate (8-14 years), or Long (15-20 years). These age categories are used to

compare like types of equipment of a similar age category. Under this system, an item that should have a useful life of 10 years is only compared to other items that have a similar useful lifespan. An application does not score higher or lower based on the product lifespan of an item. It only serves to ensure a more even scoring of equipment based on type.

All of the following are considerations in pre-scoring and peer review determinations:

Priority	Age Category	Fire and Fire Regional	SFTA
BASIC EQUIPMENT			
H	Intermediate	Air Compressor/Fill Station/Cascade System (Fixed or Mobile) for filling SCBA	Air Compressor/Fill Station/Cascade System (Fixed or Mobile) for filling SCBA
H	Long	Appliance(s)/Nozzle(s)/Foam Eductors	Appliance(s)/Nozzle(s)/Foam Eductors
H	Long	Basic Hand Tools (Structural/Wildland)	Basic Hand Tools (Structural/Wildland)
H	Intermediate	Electric/Gas Powered Saws/Tools	Electric/Gas Powered Saws/Tools
H	Short	Fit Tester	Fit Tester
H	Intermediate	Hose (Attack/Supply)	Hose (Attack/Supply)
H	Short	Immediately Dangerous to Life or Health (IDLH) Monitoring Equipment	IDLH Monitoring Equipment
H	Immediate	IDLH Protection for Investigators (This is single-use respiratory protection)	
H	Long	Ladders	Ladders
H	Short	Personal Accountability Systems	Personal Accountability Systems
H	Intermediate	PPE Washer/Extractor/Dryer (Turnout)	PPE Washer/Extractor/Dryer (Turnout)
M	Intermediate	Respirator Decontamination System (SCBA)	Respirator Decontamination System (SCBA)
H M	Intermediate	Props: For Fire Department applicants: M For Regional Applicants: H	Props - H
H	Intermediate	RIT Pack/Cylinder	RIT Pack/Cylinder
M	Intermediate	Generator – Portable	Generator – Portable
H	Intermediate	Tech Rescue (Ropes, Harnesses, Carabiners, Pulleys, etc.)	Tech Rescue (Ropes, Harnesses, Carabiners, Pulleys, etc.)
H M	Short	Simulators for Fire Departments - M Simulators for Regional (including virtual) - M	Simulators (including virtual) - H Repairs and upgrades (non-construction) to existing Simulators - H
H	Short	Thermal Imaging Camera (Must be NFPA 1801 compliant)	Thermal Imaging Camera (Must be NFPA 1801 compliant)
H M L	Short	Software and Learning Management System (LMS) to support training for Fire Departments - L Software and LMS to support training for Regional - M	Software and LMS to support training H
M	Short	Computers used in support of training	Computers used in support of training

Priority	Age Category	Fire and Fire Regional	SFTA
H	Short	Vehicle Mounted Exhaust Systems	Vehicle Mounted Exhaust Systems
M	Short	Mobile computing devices intended to be used on scene (Tablets)	Mobile computing devices intended to be used on scene (Tablets)
COMMUNICATIONS			
H	Intermediate	Base Station (must be P-25 Compliant)	Base Station (must be P-25 Compliant)
H	Intermediate	Headsets	Headsets
H	Intermediate	Mobile Radios (must be P-25 Compliant)	Mobile Radios (must be P-25 Compliant)
H	Intermediate	Mobile Repeaters (must be P-25 Compliant)	Mobile Repeaters (must be P-25 Compliant)
H Rural	Intermediate	Pagers (limited to number of active members)	Pagers (limited to number of active members)
H	Intermediate	Portable Radios (must be P-25 compliant)	Portable Radios (must be P-25 compliant)
M	Intermediate	Mobile Data Terminal (MDT)	MDT
M Urban/ Suburban	Intermediate	Pagers (limited to number of active members)	Pagers (limited to number of active members)
M	Short	Cell phones/carrier plans/software specifically to enable Radio over IP (RoIP)	Cell phones/carrier plans/software specifically to enable RoIP
EMS EQUIPMENT			
H	Short	Airway Equipment (Non-Disposable)	Airway Equipment (Non-Disposable)
H	Short	Automated External Defibrillators (AEDs) BLS Level	AEDs BLS Level
H	Short	Automatic Chest Compression Device (CPR)	Automatic CPR
H	Short	EMS Training Aids	EMS Training Aids
H	Short	Monitor/Defibrillator	Monitor/Defibrillator
H	Intermediate	Power Lift Cot	Power Lift Cot
H	Intermediate	Power Lift System	Power Lift System
H	Short	Pulse Oximeters	Pulse Oximeters
H	Short	Responder Rehab Equipment	Responder Rehab Equipment
L	Short	Portable Lift System (i.e., devices, hydraulic or electrical, used to assist with the lifting of patients that are not associated with cots)	Portable Lift System (i.e., devices, hydraulic or electrical, used to assist with the lifting of patients that are not associated with cots)
EXTRICATION			
Priority	Age Category	Fire and Fire Regional	SFTA
H	Intermediate	Cutter/Spreader	Cutter/Spreader
H	Intermediate	Vehicle Extrication Equipment	Vehicle Extrication Equipment

Priority	Age Category	Fire and Fire Regional	SFTA
HAZARDOUS MATERIALS (HazMat)			
M	Intermediate	Basic HazMat Response Equipment	Basic HazMat Response Equipment
M	Intermediate	Decon, Clean-Up, Containment and Packaging Equipment	Decon, Clean-Up, Containment and Packaging Equipment
M	Short	Sampling Devices (HazMat)	Sampling Devices (HazMat)
SPECIALIZED			
H	Intermediate	Skid Unit	Skid Unit
M	Intermediate	Air Quality Device	Air Quality Device
M	Intermediate	Boats	Boats
M	Short	Marine equipment (NFPA 1925: Standard on Marine Fire-Fighting Vessels)	Marine equipment (NFPA 1925: Standard on Marine Fire-Fighting Vessels)
M	Intermediate	Mobile Generator	Mobile Generator
M	Intermediate	Portable Pump	Portable Pump
L	Short	Specialized Equipment (Other)	Specialized Equipment (Other)
CBRNE EQUIPMENT			
L	Short	CBRNE-related Equipment	CBRNE-related Equipment
L	Short	Non-Disposable Biological Detection	Non-Disposable Biological Detection

Priority	Age Category	Tow Vehicles	Applicant Type
Note: Tow vehicles may be applied for under different application types with differing priority levels. Please reference the chart below when applying for tow vehicles.			
H	Long	Tow Vehicle	SFTA
H	Long	Tow Vehicle	Regional
L	Long	Tow Vehicle	Fire Department

Priority	Age Category	Nonaffiliated EMS	Nonaffiliated EMS Regional
COMMUNICATIONS			
H	Intermediate	Base Station (must be P-25 Compliant)	Base Station (must be P-25 Compliant)
H	Intermediate	Mobile Radios (must be P-25 Compliant)	Mobile Radios (must be P-25 Compliant)
H	Intermediate	Mobile Repeaters (must be P-25 Compliant)	Mobile Repeaters (must be P-25 Compliant)
H	Intermediate	Pagers (limited to number of active members)	Pagers (limited to number of active members)
H	Intermediate	Portable Radios (must be P-25 Compliant, limited to number of AFG Program-approved seated positions)	Portable Radios (must be P-25 Compliant, limited to number of AFG Program-approved seated positions)
M	Intermediate	Mobile Data Terminal	Mobile Data Terminal
M	Intermediate	Headsets	Headsets

Priority	Age Category	Nonaffiliated EMS	Nonaffiliated EMS Regional
COMMUNICATIONS			
M	Short	Cell phones/carrier plans/software specifically to enable RoIP	Cell phones/carrier plans/software specifically to enable RoIP

Priority	Age Category	Nonaffiliated EMS	Nonaffiliated EMS Regional
EMS EQUIPMENT			
H	Short	ALS/BLS Equipment	ALS/BLS Equipment
H	Short	Airway Equipment (Non- Disposable)	Airway Equipment (Non- Disposable)
H	Short	AEDs BLS Level	AEDs BLS Level
H	Short	Automatic CPR	Automatic CPR
H	Short	EMS Training Aids	EMS Training Aids
H	Short	Monitor/Defibrillator - 15 leads	Monitor/Defibrillator - 15 leads
H	Intermediate	Power Lift Cot	Power Lift Cot
H	Intermediate	Power Lift System	Power Lift System
H	Short	Responder Rehab Equipment	Responder Rehab Equipment
H	Short	Suction unit	Suction unit
M	Short	Computers used in support of training	Computers used in support of training
M	Short	Mobile computing devices intended to be used on scene (tablets)	Mobile computing devices intended to be used on scene (tablets)
H	Short	Vehicle Mounted Exhaust Systems	Vehicle Mounted Exhaust Systems
L	Short	Portable Lift System (i.e., devices, hydraulic or electrical, used to assist with the lifting of patients that are not associated with cots)	Portable Lift System (i.e., devices, hydraulic or electrical, used to assist with the lifting of patients that are not associated with cots)
HazMat			
M	Intermediate	Basic HazMat Response Equipment	Basic HazMat Response Equipment
M	Intermediate	Decon, Clean-Up, Containment and Packaging Equipment	Decon, Clean-Up, Containment and Packaging Equipment
M	Short	Sampling Devices (HazMat)	Sampling Devices (HazMat)

Fire Department, Nonaffiliated EMS, Regional, and SFTA Equipment Priorities		
Priority	Purpose of Request	Definition
H	Obtain equipment to achieve minimum operational and deployment standards for existing missions	Applies to requests for equipment needed, and not currently owned, to achieve minimum operational and deployment standards for a department's existing mission requirements. This includes equipment that is no longer usable because it is broken and/or damaged beyond repair.
H	Replace noncompliant equipment to current standard	Applies to equipment that is deemed obsolete and/or is out of compliance with current standards for that type of equipment. Equipment requested under this reason for purchase has not been deemed inoperable, and while it may not be compliant with current standards it is not broken, damaged, or otherwise unusable.
M	Obtain equipment for new mission	Applies to requests for equipment, supplies, or inventories that are intended to fulfill minimum service requirements associated with new missions that a department is taking on and building the capability for but has not been previously fulfilled. For example, this may include, but is not limited to, establishing a new HazMat capability or Swift Water Rescue capability.
L	Upgrade technology to current standard	Applies to requests for equipment that may or may not be owned, but newer technology is available.

Eligible Equipment Activities for Fire Department, Nonaffiliated EMS, Regional, and SFTA include but are not limited to:

<ul style="list-style-type: none"> Shipping, taxes, assembly, and installation of the requested equipment Extended warranties and service agreements if acquired concurrent with initial acquisition Minor interior alterations (requested under Additional Funding and limited to \$10,000 total expenditure) to support the awarded Equipment activities (e.g., removal/construction of a non-weight bearing wall) Equipment for response to incidents involving CBRNE/WMD 	<ul style="list-style-type: none"> Training specific to the requested equipment Requested support activities for equipment requiring supplies or expendables or "onetime" use items essential for an award's scope of work, such as foam, breaching materials (e.g., wood or sheetrock) for ventilation or rescue props, or the amount of fuel required to sustain an awarded live fire training activity, or per NFPA 1403 Standard on Live Fire Training Evolutions, reasonable safety mitigations to a structure acquired for training Subscriptions necessary for the operation of the awarded equipment and purchased concurrently within the POP
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Ineligible Equipment Activities Fire Department, Nonaffiliated EMS, Regional, and SFTA include but are not limited to:

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| <ul style="list-style-type: none"> • Construction of facilities, such as buildings, towers, or sheds to house communications • All fixed non-mobile repeaters or fixed site amplifiers • Sirens or other outdoor warning devices • Signage of any kind • Phones (telephone/satellite/cell) • Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance • Personal Safety/Rescue Bailout System (PPE) • Computer assisted dispatch (CAD) systems and software, geographic information systems (GIS), dispatch consoles, workstations and office furniture • Nonaffiliated EMS expendable supplies (including but not limited to medications) | <ul style="list-style-type: none"> • Utility Vehicles and All-Terrain Vehicles (UTV/ATV) • UAVs and Drones • Bomb disposal equipment and robots • Mobile radios for personally owned vehicles (except Chief Fire Officer's personal vehicle if justified) • Supplies or expendables or common one-time use items such as foam, soaps, disinfectant wipes, medical gowns/gloves, bandages, any drug, intravenous bags/fluids, defibrillator pads/electrodes, syringes, cervical collars, batteries, exhaust system filters and splints • Flashover or other simulators/props that do not meet NFPA 1402 or 1403 standard (homemade or aftermarket simulators) • Subscriptions, memberships, equipment rental or lease to purchase • Refurbished equipment |
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Additional Considerations for Fire Department, Nonaffiliated EMS, Regional, and SFTA Equipment Priorities

- Equipment that has a direct effect on firefighters' health and safety
- Age of equipment considered for replacement
- Equipment that operationally benefits other jurisdictions
- Equipment that brings the department into compliance with a national recommended standard, (e.g., NFPA or statutory compliance like OSHA)

IMPORTANT: The only eligible AFG Program activity for interoperable communications equipment is the acquisition of P-25 compliant equipment.

- P-25 compliant interoperable communications equipment has a digital platform that is programmable, scalable, and can communicate in analog mode with legacy radios, and in both analog and digital mode with other P-25 equipment. P-25 compliance enhances interoperability, allowing first responders to communicate with each other to coordinate their response to and mitigate all hazards.
- The procurement of interoperable communications equipment that does not meet P-25 compliance is unallowable; there are no waivers for P-25 compliance.
- All recipients awarded activities with emergency communication equipment and related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. The technical specifications for FY 2022 SAFECOM Guidance on Emergency Communications Grants are available at

https://www.cisa.gov/sites/default/files/publications/FY%202022%20SAFECOM%20Guidance_Final_508.pdf.

- It is the recipient’s responsibility to obtain documented evidence that the equipment to be acquired has been tested and has passed all the applicable P-25 compliance requirements and the recipient shall be able to produce such documentation to FEMA upon request.
- AFG Program applicants are not required to identify a specific P-25-compliant product in their application narrative, but they must affirm that the interoperable communications equipment requested or acquired will be P-25 compliant.

Note: Recipients using FY 2022 AFG Program funds to support emergency communications activities should review and comply with [SAFECOM requirements](#), including provisions on technical standards that ensure and enhance interoperable communications. Communication equipment (e.g., portable radios) would be included in this standard. Recipients investing in emergency communications must ensure their projects support the Statewide Communications Interoperability Plan (SCIP) for their state.

III. OPERATIONS AND SAFETY – PPE OVERVIEW

AFG Program funds used to acquire PPE may only be used to acquire compliant PPE for firefighting and nonaffiliated EMS personnel. Only the acquisition of PPE compliant with the most current edition of NFPA 1971, 1977, 1981 and/or 1999 are eligible activities. The acquisition of used, refurbished, or updated PPE are ineligible for reimbursement. PPE requested should have the goal of increasing firefighter safety. When requesting to replace PPE (e.g., Turnout Gear and/or SCBA) applicants will be asked to provide the age of the items being replaced. All PPE items in the current inventory must be accurately described and accounted for in the application narrative.

Based in part on NFPA 1851, Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting, in order for PPE (to include SCBA) to be considered noncompliant, the items must be a minimum of 2 NFPA cycles and 10 years of age or older from the date they were manufactured.

- Acquiring or replacing an individual SCBA face piece for each operational member of an organization is High **H** Priority. To the extent a request for additional face pieces exceeds any face pieces requested as part of an SCBA unit, that request should be entered as a separate request line item and will not be considered a request “to increase supplies” (e.g., if the applicant has the need for 35 Face Pieces, and requests 25 SCBA Units, the applicant should also separately request 10 additional Face Pieces).
- FEMA considers a complete set of Structural/Proximity PPE Turnout Gear to be comprised of these NFPA 1971 compliant components: one pair of pants, one coat, one helmet, two hoods, one pair of boots, two pairs of gloves, one pair of suspenders, and one pair of goggles. In the AHJ where additional PPE such as a Personal Safety/Rescue Bailout System is statutorily required, FEMA will consider all statutorily required items to be part of a complete PPE set.
- FEMA considers a complete set of EMS PPE Turnout Gear to be comprised of these NFPA 1999 compliant components: one pair of pants, one coat, one helmet, one pair

- of boots, one pair of gloves, one pair of suspenders, and one pair of goggles.
- FEMA considers a complete set of Wildland PPE Turnout Gear to be comprised of these NFPA 1977 compliant components: one pair of pants, one coat, one jumpsuit, one helmet, one pair of boots, one pair of gloves, one pair of suspenders, one pair of goggles, one fire shelter, web gear, backpack, and canteen/hydration system.
- Funding is limited to one set of PPE Turnout Gear per person.
- FEMA considers PPE gear bags, RIT packs, and/or Fit Tester as eligible items that can be requested under Additional Funding and available as part of excess fund for the PPE activity in support of requests for PPE or SCBA items.
- FEMA considers a complete SCBA unit to be comprised of a harness/backpack, one face piece, and two cylinders.

Training for requested PPE:

- Applicants must certify that all grant-funded PPE will only be used by sufficiently trained personnel (failure to meet this requirement will result in the request for funding deemed ineligible).
- If applicants are requesting training to support a PPE activity, it must be entered in the “Additional Funding” section within the “Grant Request Details” section of the application.

The following are considerations in pre-scoring and peer review determinations:

Fire Department, Nonaffiliated EMS, Joint/Regional, and SFTA PPE Priorities		
Priority	Purpose of Request	Definitions
H	Increase supply for new hires and/or existing firefighters that do not have one set of turnout gear (PPE) or allocated seated positions (SCBA). This includes replacing out of service PPE-Turnout Gear and SCBA.	Applies to PPE-Turnout Gear for new firefighters (i.e., new hires or volunteer recruits) and/or existing firefighters that do not currently have one set of PPE-Turnout Gear, and to add SCBA to fill seated riding positions that do not currently have SCBA.
H	Replace in-service or in-use damaged/unsafe/unrepairable PPE/SCBA to meet current standard	Applies to PPE-Turnout Gear and SCBA that is deemed damaged unsafe and unrepairable yet still in use at the time of application.
H	Replace in-service/in-use/expired/noncompliant PPE/SCBA to current standard	Applies to PPE-Turnout Gear or SCBA that is deemed obsolete and/or is out of compliance with current standards. PPE-Turnout Gear or SCBA to be replaced is not compliant with current standards; it is not broken, damaged or otherwise unusable.
L	Replace PPE/SCBA to upgrade technology to current standard	Applies to PPE-Turnout Gear or SCBA that is less than 10 years old for PPE-Turnout Gear or compliant within two NFPA cycles for SCBA.

Additional Considerations for Fire Department, Nonaffiliated EMS, Joint/Regional, and SFTA for PPE or SCBA Priorities

- Higher priority is given to the age of requested PPE, reason for purchase/replacement, priority. Applicant's call volume is a lesser factor. Applicants will be required to provide the age of the PPE being replaced.
- Applicants with the oldest PPE and/or trying to bring the department into 100% NFPA compliance or the number of active members who will have compliant gear.

PPE List

Structural/Proximity **H**

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| <ul style="list-style-type: none"> • American National Standards Institute (ANSI) Traffic Vests • Boots • Coats • Complete Set of Turnout Gear • Gloves • Goggles | <ul style="list-style-type: none"> • Helmets • Hoods • Pants • Pass Devices • Personal Safety/Rescue Bailout System • Suspenders |
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PPE List

Respiratory **H**

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| <ul style="list-style-type: none"> • Air-Line Unit • Face Pieces • Respirators | <ul style="list-style-type: none"> • SCBA Spare Cylinders • SCBA (SCBA Unit includes: Harness/Backpack, Face Piece, and 2 cylinders) |
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Wildland **H**

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| <ul style="list-style-type: none"> • Jumpsuits/Coveralls • Boots • Coats • Pants • Suspenders | <ul style="list-style-type: none"> • Goggles • Shelters • Web Gear/Backpacks • Canteens/Hydration Systems • Helmets |
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Specialized PPE **M**

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| <ul style="list-style-type: none"> • Ballistic Protective Equipment (BPE), which includes one vest, one helmet, one triage bag, one pair of goggles • Chemical/Biological Suites (must conform to NFPA 2016 edition) | <ul style="list-style-type: none"> • Extrication Clothing/Rescue Clothing • Proximity Suits • Splash Suits • Wet and Dry Suits • Encapsulated Suits |
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Eligible PPE Activities for Fire Department, Nonaffiliated EMS, Joint/Regional and SFTA include but are not limited to:

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| <ul style="list-style-type: none"> • ANSI approved retroreflective highway apparel • Training for requested PPE • Turnout gear bags | <ul style="list-style-type: none"> • Customized helmet shields • Level C suits • Personal Safety/Rescue Bailout System • Face Pieces Regulators |
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Ineligible PPE Activities for Fire Department, Nonaffiliated EMS, Joint/Regional and SFTA include but are not limited to:

<ul style="list-style-type: none"> • Three-quarter length rubberboots • Uniforms (formal/parade or station/duty) and uniform items (hats, badges, etc.) • PPE gear bags (ineligible unless requested as additional funds in association with a PPE request) • RIT packs (ineligible unless requested as additional funds in association with SCBA request) • Fit tester (ineligible unless requested as additional funds in association with SCBA request) • Air Compressor/Fill Station/Cascade Systems (ineligible unless requested additional funds in association with SCBA request). • PPE gear washer/extractor/dryer (ineligible unless requested additional funds in association with PPE gear request). • Personal Safety/Rescue Bailout System for nonaffiliated EMS organizations 	<ul style="list-style-type: none"> • Food and beverages • Integrated thermal imaging cameras (TIC) with heads-up display • Bomb disposal suits • Any communications equipment (e.g., radios and pagers) in the PPE section • Structural, proximity, wildland firefighting gear, or rescue and extrication gear for nonaffiliated EMS organizations • Any decals, embroidery, engraving, flags, graphics, logos, vehicles, and PPE Turnout lettering that customizes awarded items beyond the normal expectation (except customized helmet shields) • Funding is limited to one set of PPE- Turnout Gear per person • Equipment rental or lease to purchase • Note: Where bailout system is statutorily required, FEMA will consider all statutorily required items to be part of a complete PPE set
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IV. OPERATIONS AND SAFETY – WELLNESS AND FITNESS OVERVIEW

Wellness and Fitness activities are intended to strengthen emergency responders so that their mental, physical, and emotional capabilities are resilient enough to withstand the demands of all hazardous operations. In order to be eligible for funding, applicants must offer, or plan to offer, all five of the following Priority 1 activities as discussed in the table below.

Fire Department and Nonaffiliated EMS Wellness and Fitness Priorities

Priority 1 - Below are the five activities required for a complete Wellness and Fitness program:

- Initial medical exams
- Job-related immunization
- Annual medical and fitness evaluation
- Behavioral health
- Cancer Screening Program to meet NFPA 1582

Priority 2 - Applicants may only apply for Priority 2 Items (listed below) if the applicant offers or is requesting a combination of the five activities required under Priority 1 (listed above):

- Candidate physical ability evaluation
- Injury/illness rehab
- Formal fitness, injury prevention
- International Association of Fire Fighters (IAFF) or IAFC peer fitness trainer program, including transportation, travel, overtime/backfill, and reasonable expenses associated with member participation in Train-the-Trainer for IAFF/IAFC and implementation of a peer fitness trainer programs. Core components included in a firefighter fitness assessment include:
 - Aerobic Capacity,
 - Body Composition,
 - Muscular Strength,
 - Muscular Endurance, and
 - Flexibility.

NOTE: Applicants are encouraged to review NFPA 1583 for guidance on the minimum requirements for the development, implementation, and management of a health-related fitness program.

Departments that have some of the Priority 1 programs in place must apply for funds to implement the missing Priority 1 programs before applying for funds for any additional program or equipment within Priority 2. In addition, all grant-funded physicals (except those for explorers) must meet NFPA 1582 standards (Chapter 6, Medical Evaluations of Candidates 6.1; and Chapter 9, Essential Job Tasks — Specific Evaluation of Medical Conditions in Members). The cost of physicals should be based on local physician or health center prices. Detailed information on implementing NFPA 1582 physicals can be found at <https://www.fstaresearch.org>.

NOTE: Simultaneous requests for Priority 1 and Priority 2 activities will receive a lower funding consideration than requests that complete the bundle of the five Priority 1 activities. Applicants should review Health Related Fitness Programs as outlined in NFPA 1583, which is summarized below.

Fire Department and Nonaffiliated EMS Wellness and Fitness Priorities

NFPA 1583 Standards on Health-Related Fitness Programs for Fire Department Members

Scope

This standard establishes the minimum requirements for the development, implementation, and management of a health-related fitness program for members of the fire department involved in emergency operations.

Purpose

The purpose of this standard is to provide the minimum requirements for a health-related fitness program for fire department members that enhances the members' ability to perform occupational activities efficiently and safely and reduces the risk of injury, disease, and premature death.

This document is intended to help fire departments develop a health-related fitness program for fire department members that requires mandatory participation but is not punitive.

This document is not intended to establish physical performance criteria.

Eligible Wellness and Fitness Activities for Fire Department and Nonaffiliated EMS include but are not limited to:

<ul style="list-style-type: none"> • The five Priority 1 items: initial medical exams, job-related immunization, annual medical and fitness evaluation, behavioral health, and cancer screening • Behavioral health programs to include, but not limited to: Critical Incident Stress Management Programs, Employee Assistance Programs • Transportation expenses related to a member's participation in offered Wellness and Fitness activities 	<ul style="list-style-type: none"> • Contractual costs (non-hiring) for personnel (such as nutritional counseling), physical fitness equipment (including shipping charges and sales tax, as applicable), and supplies directly related to physical fitness activities • Minor interior alterations (requested under Additional Funding and limited to \$10,000 total expenditure) to support the awarded Wellness and Fitness activities (e.g., removal/construction of a non-weight bearing wall); note that these will require EHP review
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Ineligible Wellness and Fitness Activities for Fire Department and Nonaffiliated EMS include but are not limited to:

<ul style="list-style-type: none"> • Fitness club memberships for participants or their families • Non-cash incentives (e.g., t-shirts or hats of nominal value, vouchers to local businesses, or time-off) • Purchase of real estate • Cash incentives • Food and beverages • Subscriptions and memberships 	<ul style="list-style-type: none"> • Purchase of medical equipment that is not used as part of the Wellness and Fitness program • Contractual services with anyone other than medical professionals (e.g., health care consultants, trainers, and nutritionists) for programs such as smoking cessation • Purchase of equipment or personal protective equipment that is otherwise eligible under the Equipment activity or the PPE activity
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V. OPERATIONS AND SAFETY – MODIFICATIONS TO FACILITIES OVERVIEW

AFG Program funds may be used to modify fire stations and other facilities. New fire station construction is not eligible. Eligible activities include source capturing exhaust, sprinkler, carbon monoxide alarms or smoke/fire detection systems, only for these types of systems and not multi-purpose systems that encompass ineligible features as described below.

All changes to facilities including major or minor modifications and equipment installations require EHP review.

The benchmark for eligibility does not apply to minor interior alterations (requested under Additional Funding and limited to \$10,000 total expenditure) to support Training, or Wellness and Fitness activities (e.g., removal/construction of a non-weight bearing wall). In recognition of the risks posed by exposure to diesel fumes, Source Capture Exhaust Extraction Systems (SCES) are a High Priority item for vehicle exhaust mitigation under Modifications to Facilities.

An SCES is a system where exhaust gases from a vehicle are captured directly via a conduit that attaches to/over the end of the vehicle’s exhaust system at the tailpipe. The captured exhaust gases are expelled through the attached conduit via mechanical/pneumatic means to the exterior of the building.

No modification may change the structure’s footprint or profile. If requesting multiple items, such as a sprinkler system and exhaust system, the funding for any projects or activities cannot cumulatively exceed \$100,000 (total project cost[s]) for any individual station.

Eligible projects under this activity must have a direct effect on the health and safety of firefighters.

Note: Vehicle Mounted Exhaust Systems are now listed as a “High” priority in the equipment activity.

Facility Considerations:

Priority is given to facilities staffed full-time and facilities with sleeping quarters. Facilities without sleeping quarters or with part-time occupancy will receive subsequent consideration. Training facilities, marine fire facilities, and intermittently occupied facilities will be considered next.

All of the following are considerations in pre-scoring and peer review determinations:

Eligible Modifications to Facilities Priorities for Fire Department and Nonaffiliated EMS include but are not limited to:

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- New source capture exhaust systems, sprinkler systems, carbon monoxide, or smoke/fire detection systems – only for these types of systems and not multi- purpose systems that encompass ineligible features as described below.
- Replacement or updates to existing source capture exhaust systems, sprinkler systems, carbon monoxide, or smoke/fire detection systems are considered lower priority over requests submitted for new systems.

Eligible Modifications to Facilities Priorities for Fire Department and Nonaffiliated EMS include but are not limited to:

M	<ul style="list-style-type: none"> Emergency generators, Air Quality Systems (AQSs) <p>Note: AQSs are fixed equipment that are air purifying, scrubbing, and/or air exchange systems</p>
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Ineligible Modifications to Facilities Priorities for Fire Department and Nonaffiliated EMS include but are not limited to:

<ul style="list-style-type: none"> Station maintenance Resurfacing of bay floors Interior remodeling not pertaining to the requested project(s) Food and beverages 	<ul style="list-style-type: none"> Security systems, or other alerting systems of similar purpose designed to notify fire stations of unauthorized access or provide deployment notifications or multi-purpose systems that include any of these features even if they also include otherwise eligible features
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g. Regional Applications

A Regional application is an opportunity for a fire department or a nonaffiliated EMS organization to act as a host and apply for funding on behalf of itself and any number of other participating AFG Program eligible organizations. The host organization and its partners must be the intended beneficiaries of the proposed project. A nonaffiliated EMS organization that serves as a host regional applicant can only host other nonaffiliated EMS organizations. A fire department that serves as a host regional applicant can apply on behalf of other eligible fire departments and nonaffiliated EMS organizations within the same application. SFTAs are not eligible to apply under the Regional activity. Eligible Regional activities are Vehicle Acquisition, and Operations and Safety but only for Training, Equipment, Wellness and Fitness, and PPE activities. Regional activities should achieve cost effectiveness, support regional efficiency and resilience, and benefit more than one local jurisdiction (county, parish, town, township, city, or village) directly from the activities implemented with the grant funds. To align with the stated program objective of fostering interoperability, departments and agencies party to regional applications must use the same vendor. Any exceptions to this requirement must be pre-approved by FEMA in writing and be based on compelling operational need.

Regional applicants will be subject to the funding limitations based on the total population served by the host of the application and the participating partners. For example, if the host and partners serve a population of 100,000 or fewer and are the recipients of a Regional award for \$1 million, the host has met their cap and is no longer eligible for additional funds under the AFG Program.

The community identification characteristic (e.g., Rural, Urban, or Suburban) and the organizational status of the host applicant (e.g., Career, Combination, or Volunteer) will be entered and used for the Regional application, regardless of the composition of the participating partners.

Regional populations served are the aggregate of the geographically fixed primary first due

response areas of the host and participating partner organizations. Exceptions can be made to this requirement in situations where the host is also the parent organization and is responsible for their smaller and independent stations.

Neither the Regional host nor any participating partner is prevented from also applying on behalf of their own organization for any AFG Program activity (Vehicle Acquisition, or Operations and Safety); however, it cannot be for the same item. For example, a department cannot apply for PPE under its own organization and participate in a regional PPE application.

In the application narrative, a Regional host must include a list of all the AFG Program eligible participating organizations benefitting from a proposed Regional project, including validated points of contact, each organization's EIN, and clear and detailed information on the regional activities requested.

Host organizations should provide specific details, fully explaining the distribution of any grant-funded acquisitions or grant-funded contracted services, as well as the responsibilities between the host and the partner organizations.

In order to apply for a Regional project, the host organization must agree, if awarded, to be responsible for all aspects of the grant. This includes, but is not limited to cost share, accountability for the assets, and all reporting requirements in the Regional application. The host of the Regional application is not considered a pass-through entity and may not issue sub-awards.

The host will be required to enter information that captures the macro demographics (e.g., total square miles) and master listings of information (e.g., combined SCBA inventories) of the partners that serve the region.

All participants of a Regional applicant must be compliant with AFG Program requirements, including being current with past grants, closeouts, and other reporting requirements. Upon notification by the AFG Program Office, the host agency shall not distribute grant-funded assets or provide grant-funded contractual services to non-compliant partner organizations. The host and the delinquent partners will be notified by the AFG Program Office of their specific deficiency.

Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU) or equivalent document signed by the host and all participating organizations. The agreement should specify the individual and mutual responsibilities of the participating partners, the participant's level of involvement in the project(s), and the proposed distribution of all grant-funded assets and/or contracted services. Copies of the MOU will be requested during the technical evaluation of the application.

The MOU must specify the individual and mutual responsibilities of the host and participating partners, the host's and participants' level of involvement in the project(s), the participating partners' EINs, and the proposed distribution of all grant-funded assets or contracted services. Any entity named in the application as benefitting from the award

must be an eligible AFG Program organization and must be a party to the MOU or equivalent document.

h. Vehicle Acquisition

Vehicles purchased with AFG Program funds must be compliant with NFPA 1901 (Standard for Automotive Fire Apparatus), NFPA 1906 (Standard for Wildland Fire Apparatus), or NFPA 1917 or equivalent (Standard for Automotive Ambulances). Leases, loan payments, or installment plans to obtain a vehicle are not eligible acquisition activities under the AFG Program and will not be reimbursed.

Community Paramedic/Health vehicles are non-transport vehicles and are not intended to have a dual role (e.g., as utility or support vehicles). There is nothing inherent in the delivery of community paramedic services that requires any emergency response packages (e.g., lights, sirens) or operational equipment (e.g., rescue tools, structural/wildland firefighting equipment). Consequently, such activities are ineligible.

Applicants may apply for more than one vehicle. Requests cannot exceed the financial cap based on population listed in the application. If a department submits multiple types of applications, and more than one of those requests are approved, the department will be held to the same financial cap based on the population listed in the application.

When requesting more than one vehicle, applicants will be asked to fill out a separate line item and answer all the questions including a separate narrative for each vehicle. For example, if an applicant is requesting to replace three ambulances, the applicant must fill out the age and vehicle identification number (VIN) of each vehicle being replaced. Applicants cannot use the same VIN in each line item.

In the case(s) when an applicant is not replacing a vehicle but only changing the service status of a vehicle(s), such as from first due to reserve, a VIN is still required for the narrative and for the vehicle being reassigned.

Applicants requesting fire vehicles that do not have drivers or operators trained to NFPA 1002 or equivalent and are not planning to have a training program in place by the time the awarded vehicle(s) is delivered will not receive a vehicle award.

Applicants requesting nonaffiliated EMS vehicles that do not have drivers or operators trained to the National Standard Emergency Vehicle Operator Curriculum (EVOC) developed by the United States Department of Transportation (DOT), or equivalent, and are not planning to have a training program in place by the time the awarded vehicle(s) is delivered, will not receive a vehicle award.

All applicants may request funding for a driver training program within the “Vehicle Acquisition” section but must add the request in the “Additional Funding” area in the “Grant Request Details” section of the Vehicle Application.

All driver training program(s) must be in place prior to the delivery of the awarded vehicle(s) or the recipient will be considered in violation of the grant agreement. The pre-score

evaluation criteria consider the department's need for the vehicle based on the age/condition of current vehicles and/or the demands on the organization.

Eligible Vehicle Activities for Fire Department, and SFTA include but are not limited to:			
Priority	Urban Communities	Suburban Communities	Rural Communities
H	<ul style="list-style-type: none"> • Aerial • Ambulance • Pumper • Rescue Vehicle Light, Medium, or Heavy • Non-Transport EMS (Community Paramedic/Healthcare) • Quint • Brush Type III or larger 	<ul style="list-style-type: none"> • Aerial • Ambulance • Pumper • Tanker/Tender • Rescue Vehicle Light, Medium or Heavy • Non-Transport EMS (Community Paramedic/Healthcare) • Quint • Brush 	<ul style="list-style-type: none"> • Aerial • Ambulance • Brush/Attack • Pumper • Tanker/Tender • Non-Transport EMS (Community Paramedic/Healthcare) • Quint
M	<ul style="list-style-type: none"> • Command/Mobile Communications Vehicle • HazMat Unit • Air/Light Unit • Rehab Unit 	<ul style="list-style-type: none"> • Command/Mobile Communications Vehicle • HazMat Unit • Air/Light Unit • Rehab Unit 	<ul style="list-style-type: none"> • Command/Mobile Communications Vehicle • Hazardous Materials Unit • Air/Light Unit • Rescue Vehicle Light, Medium or Heavy
L	<ul style="list-style-type: none"> • ARFF • Foam Truck • Fire Rescue/Boat • Highway Safety Unit • Hybrid (i.e., Transport Engine) • Tanker/Tender 	<ul style="list-style-type: none"> • ARFF • Foam Truck • Highway Safety Unit • Hybrid (i.e., Transport Engine) • Fire Rescue/Boat 	<ul style="list-style-type: none"> • ARFF • Foam Truck • Highway Safety Unit • Hybrid (i.e., Transport Engine) • Fire Rescue/Boat • Rehab Unit

Eligible Regional Vehicle Activities for Fire Departments (ALL Community Types)	
H	<ul style="list-style-type: none"> • Aerial • Air/Light Unit • Bariatric Ambulance • Command/Mobile Communications Vehicle • Non-Transport EMS (Community Paramedic/Healthcare) • Rehab Unit • Rescue Vehicle Light, Medium or Heavy • Tow Vehicle (Applied for under equipment)
M	<ul style="list-style-type: none"> • Highway Safety Unit
L	<ul style="list-style-type: none"> • Hazardous Materials Unit • Foam Truck

Eligible Nonaffiliated EMS and Nonaffiliated Regional Vehicle Activities



- Ambulances
- Bariatric Ambulance
- Non-Transport EMS (Community Paramedic/Healthcare)

Compliance with Standards

- Ambulances must comply with NFPA 1917, Edition 2016, or GSA Federal Standard KKK-A-1822F
- Applicants must certify that unsafe vehicles will be permanently removed from service if awarded a grant; acceptable uses of unsafe vehicles include farm, nursery, scrap metal, salvage, construction, or donation to a foreign entity
- Applicants should consider adopting the principles of Traffic Incident Management Systems (TIMS); the USFA report on TIMS can be found at: https://www.usfa.fema.gov/downloads/pdf/publications/fa_330.pdf
- New fire apparatus must be compliant with NFPA 1901 or 1906 for the year ordered/manufactured

Additional Considerations (to include, but not limited to)

- Age and mileage of the vehicle being replaced; older equipment receives higher consideration
- Age of the newest vehicle in the department's fleet that is like the vehicle to be replaced
- Average age of the fleet; older equipment within the same class
- Call volume of primary first due response area or region
- Converted vehicles (with an emphasis on tanker/brush trucks) not designed or intended for use in the fire service departments that have automatic aid agreements, mutual aid agreements, or both; a converted vehicle is any vehicle that is not engineered to an NFPA standard, or not being used for its original design, or over its gross vehicle weight
- Vehicles on loan to the organization in the application narrative but not in the organization's inventory
- Damaged vehicles and out of service vehicles in the organization's inventory
- Replacement of open cab/jump seat configurations

IMPORTANT

Applicants requesting a vehicle(s) may be required to provide additional fleet information after the submission of the application. Vehicle inventory in the application must reflect currently owned vehicles as well as vehicles that are leased or on long-term loan and vehicles that have been ordered or otherwise currently under contract for purchase or lease by the organization but not yet in possession.

The following definitions should be followed when providing vehicle inventory in the application:

Front Line Vehicle: a vehicle that is fully equipped and ready to respond to emergency calls (first due, second due, ready-reserve vehicle).

Ready-Reserve Vehicle: a vehicle that is equipped and may be easily made ready to respond

(i.e., emergency mobilization).

Reserve Vehicle: a vehicle that is not fully equipped and not ready to respond. Reserve apparatus is used when the front-line vehicle is out-of-service (repairs/maintenance). Equipment is removed from the front-line vehicle and moved to the reserve vehicle for emergency response.

Temporarily Out of Service Vehicle: A vehicle which has been temporarily removed from emergency response duties due to mechanical or safety conditions requiring repair. Although currently out of service this vehicle is required to meet the response needs of the agency and will be returned to front line or reserve status once repaired. Temporarily out of service vehicles are included in the vehicle inventory, included in the seated position count and are eligible for replacement in the AFG Program.

Decommissioned Vehicle: A vehicle which has been permanently removed from any or all emergency response duties or functions but is still in the possession of the organization. Examples include retired vehicles waiting disposal, vehicles used solely for parade/public relations use, antique vehicles, display, or similar uses. Decommissioned vehicles are not listed in the vehicle inventory or included in the seated position count and are not eligible for replacement in the AFG Program.

Vehicle Contract: Vehicle award recipients must submit a copy of their vehicle purchase contract to the designated Regional Fire Program Specialist or Program Analyst. To locate Regional Fire Specialist, please visit <https://www.fema.gov/fire-grant-contact-information>.

Recipients will be asked to scan the document(s) into a PDF format and email it to the Regional Fire Program Specialist or Program Analyst for inclusion in the grant file. Submitting a vehicle purchase contract will assist in the programmatic monitoring of an award and help ensure programmatic compliance with the Improper Payments Eliminations and Recovery Act of 2012 (Pub. L. No. 112-248). If recipients do not submit a vehicle purchase contract, they will be unable to:

- Submit for an advance of federal funds for partial vehicle payment or chassis payment.
- Submit an amendment requesting a Period of Performance extension for the project.

Performance Bond Strongly Recommended: Performance bonds are strongly recommended but not required by the AFG Program. This is for any organization that is going to advance its own funds to their vendor prior to receipt of the vehicle. The bond may be obtained through the vendor or bank. The concept behind this is to ensure the applicant's funds are not lost in the event of a vendor's failure to perform, e.g., not finishing or delivering the vehicle, or going out of business.

Prepayment Bond Required: AFG Program vehicle recipients are required to obtain a prepayment bond if the recipient plans to advance federal funds to their vendor for a down payment. This is to safeguard the federal funds against loss if the vendor goes out of business or fails to deliver the vehicle. Prepayment bonds may be obtained through the vendor or

bank. The cost of a Prepayment Bond is a reimbursable activity under a vehicle acquisition award.

Penalty Clause Required: All contracts for any AFG Program-funded vehicle must contain a penalty clause. Non-delivery by the contract's specified date, or other vendor nonperformance, will require a penalty that is no less than \$100 per day until such time that the vehicle, compliant with the terms of the contract, has been accepted by the recipient.

Exceptions may be considered by FEMA only if an urgent and compelling need is demonstrated by the recipient. The request for exception from this requirement must be submitted in writing to the AFG Program Analyst or Regional Fire Program Specialist.

Down Payment: A down payment for the purchase of a vehicle is allowable if required in the vehicle purchase contract, but FEMA will only allow up to 25% of the federal share to be drawn for this purpose. Any costs over-and-above the 25% limit, such as the cost of a chassis or any other fees or services, must be borne by the recipient or deferred until final payment is drawn.

Federal funds may not be requested for any other payments to include but not limited to periodic or progress vehicle payments, loan payments, or the acquisition of NFPA 1901 compliant equipment for the awarded vehicle if they are being supplied under the vehicle contract. Purchases outside of the vehicle contract can be requested for payment, i.e., driver/operator training, physical exams for driver/operator, and NFPA 1901/1906 compliant equipment specific to the type of apparatus awarded.

Final Payment: To expedite the acquisition process, and prior to the vehicle being received, inspected, and accepted, the recipient may request the final vehicle payment as an advance payment request. However, the recipient shall not disburse or satisfy the vehicle obligation until after the vehicle is received, inspected, and accepted by the recipient.

Eligible Vehicle Activities for Fire Department, Nonaffiliated EMS Organizations, Joint/Regional, and SFTA include but are not limited to:

<ul style="list-style-type: none"> • Cost of vehicle • Physicals to meet current NFPA 1582/US DOT 649 F • Cost of associated equipment that is eligible under current NFPA 1901/1906 • Driver/operator training programs that meet applicable standards, current NFPA 1002 or EVOC, or equivalent 	<ul style="list-style-type: none"> • Travel expenses (air/rail transportation, mileage, hotel/lodging) to inspect a requested vehicle during production (if justified in the Vehicles narrative) <p>Note: Food and beverages are ineligible travel expenses</p>
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Ineligible Vehicle Activities for Fire Department, Nonaffiliated EMS Organizations, Joint/Regional, and SFTA include but are not limited to:

<ul style="list-style-type: none"> • Leasing, rental, or installment purchase of any grant funded vehicle • Aircraft, bulldozers, or construction-related equipment • Using the vehicle being awarded as collateral for any financial loan 	<ul style="list-style-type: none"> • UTVs and ATVs • UAVs and drones • Used or refurbished apparatus • Converted vehicles not originally designed for firefighting • Food and beverages
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Examples of vehicle types

- Pumper (an apparatus that carries a minimum of 300 gallons of water and has a pump with the capacity to pump a minimum of 750 gallons per minute [GPM])
- Urban interface vehicles (Type I) pumper (300 gallons of water and 750 GPM)
- Ambulance (vehicle used for transporting patients)
- Tanker/Tender (an apparatus that has water capacity in excess of 1,000 gallons of water)
- Quint Aerial (an aerial ladder, elevating platform, or water tower that is designed to position personnel, handle materials, provide continuous egress, or discharge water)
- Quint (fire apparatus with a permanently mounted fire pump, a water tank, a hose storage area, an aerial ladder or elevating platform with a permanently mounted waterway, and a complement of ground ladders)
- Aerial Ladder (elevating platform, or water tower that is designed to position personnel, handle materials, provide continuous egress, or discharge water)

Unsafe Vehicles

If applicants specify the vehicle(s) to be replaced are unsafe, they must certify that if awarded, the unsafe vehicle to be replaced will be permanently removed from emergency service response. Permanently removed from emergency service response means the recipient cannot use the vehicle being replaced for any emergency service response, nor can the recipient sell or otherwise transfer title to any individual or emergency service response organization that will use the unsafe vehicle for emergency service response.

A recipient who certifies it will remove an unsafe vehicle from service but then sells/transfers the unsafe vehicle to another emergency service response organization, or otherwise does not remove the unsafe vehicle from emergency service response, is considered to be in violation of the grant agreement.

Acceptable dispositions (donation or sale) of unsafe vehicles include but are not limited to a training facility (NO emergency response off the training grounds), farm use, construction or nursery use, sale to a non-emergency service response entity for refurbishment, scrap metal, salvage, or foreign donation.

15. Appendix C – Award Administration Information

Appendix C contains detailed information on AFG Program Award Administration. Reviewing this information may help recipients in the programmatic and financial administration of their award(s).

Help FEMA Prevent Fraud, Waste, and Abuse

If applicants or recipients have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, they should contact the DHS Office of Inspector General (OIG) Hotline at (800) 323-8603, by fax at (202) 254-4297, or email HOTLINE@oig.dhs.gov.

I. Economic Hardship Waivers of Cost Share and Maintenance of Effort

In cases of demonstrated economic hardship, and upon the request of the recipient, the FEMA Administrator may waive or reduce an AFG Program cost share or MOE requirement for certain recipients (15 U.S.C. § 2229(k)(4)(A)). As required by statute, the FEMA Administrator established guidelines for determining what constitutes economic hardship and published these guidelines in [Information Bulletin No. 427](#).

The applicant is required to submit documentation supporting their request for an Economic Hardship Waiver at the time of the application by attaching the supporting document to the grant application.

To receive an Economic Hardship Waiver the applicant must address the specific conditions as well as format the waiver request submission as specified in Section III – Guidance, Part D: Eligibility – Demonstrating Economic Hardship of Information Bulletin No. 427.

Failure to provide documentation at the time of application or address the conditions or following the prescribed format in Information Bulletin No. 427 may result in a denial of the waiver.

II. Grant Writer/Preparation Fees

Fees for grant writers may be included as a pre-award expenditure. For grant writer fees to be eligible as a pre-award expenditure, the services must be competitively sourced, specifically

identified, and listed within the “Grant Request Details” section of the application and must satisfy the requirements under 2 C.F.R. § 200.458. FEMA will only consider reimbursements for application preparation, not administration, up to \$1,500 per annum. The allowability of grant writer fees as a pre-award expenditure must be paid between the 90 days prior to the publication date of the NOFO and up to 30 calendar days after the application period closes. In order for Grant writer fees held either on retainer or subscription basis to be an eligible pre-award cost, the claimed retainer or subscription must have been competitively secured, and the costs are limited to the start of the appropriation period for the underlying award and meet the requirements under 2 C.F.R. § 200.458. Fees payable on a contingency basis are not an eligible expense.

Pursuant to 2 C.F.R. Part 180, recipients may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is presently suspended or debarred by

the Federal Government from receiving funding under federally funded grants or contracts. Recipients must verify that the contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions pursuant to 2 C.F.R. § 180.300.

Prior to submission of the application, please review all work produced by grant writers or other third parties for accuracy. By submitting the application, applicants are certifying all of the information contained therein is true and an accurate reflection of the organization, and that regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA. These actions include but are not limited to the submitted application not being considered for award, temporary withholding of funding under the existing award pending investigation, or referral to the DHS OIG.

The following documentation shall be provided to FEMA upon request:

- i. A copy of the grant writer's contract for services;
- ii. A copy of the invoice or purchase order;
- iii. A copy of the canceled check (front and back); and
- iv. Evidence that the services were competitively procured. If an applicant's local procurement practices/policies do not require competitive bidding under \$1,500, then the applicant may be asked to provide a copy of that policy.

Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

NOTE: FEMA requires that all applicants identify the following as "Application Participants" in the "Contact Information" section of the application:

Any individual or organization that assisted with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application.

III. Maintenance and Sustainment for AFG Programs

The use of FEMA preparedness grant funds for the costs of repairs or replacement, as well as maintenance contracts, warranties, and user fees may be allowable.

The intent of eligible Maintenance and Sustainment activities is to provide direct support to the critical capabilities developed using FEMA and other DHS grants and support activities. Routine upkeep and the supplies, expendables, or one-time use items that support routine upkeep (e.g., gasoline, tire replacement, routine oil changes, monthly inspections or grounds and facility maintenance) are the responsibility of the recipient and may not be funded with AFG Program funding.

Generally, when purchasing a maintenance agreement, service contract, or extended warranty for systems or equipment, the period of coverage provided under such a plan may not extend beyond the period of performance of the grant with which the agreement, warranty, or contract is purchased.

The duration of an extended warranty purchased incidental to the original purchase of the equipment may exceed the period of performance as long as the coverage purchased is consistent with that which is typically provided for, or available through, these types of agreements, warranties, or contracts. When purchasing a stand-alone warranty or extending an existing maintenance contract on an already-owned piece of equipment or system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty. As with warranties and maintenance agreements, this policy extends to licenses and user fees as well.

Even if purchased incidental to the original purchase of the equipment, the duration of an extended maintenance agreement or warranty must also be reasonable for the type of equipment or system being purchased. For example, if a vendor offers a 10-year extended warranty incidental to the purchase of a piece of equipment, but the useful life of that equipment being purchased is five years, the purchase of a 10-year extended warranty would not be a reasonable cost and may not be charged to the grant.

IV. Taxes, Fees, Levies, and Assessments

Taxes, fees, levies, or assessments that the recipient is legally required to pay and are directly related to any eligible AFG Program acquisition activity may be charged to an AFG Program award pursuant to 2 C.F.R. § 200.470. These charges shall be identified and enumerated in the AFG Program application narrative, as well as the “Grant Request Details” section of the acquisition activity.

Any avoidable and unreasonable costs that result from the action or inaction of a recipient (or recipient’s agent) or that prevent that recipient from enjoying any lawful exemption, waiver, or reduction of any tax, fee, levy, or assessment directly related to any eligible AFG Program acquisition activity, are not chargeable to any AFG Program award.

Example: Governmental entities and Public Safety Agencies are exempt from some Federal Communications Commission (FCC) fees*, but only if the eligible organization submits an exemption or waiver request to the FCC.

**Government entities are not required to pay FCC regulatory fees. Nonprofit entities (exempt under Section 501 of the Internal Revenue Code) may also be exempt. The FCC requires that any entity claiming exempt status submit, or have on file with the FCC, a valid Internal Revenue Service Determination Letter documenting its nonprofit status or certification from a governmental authority attesting to its exempt status. For more information, please visit <http://www.fcc.gov>.*

V. Excess Funds

After completing the initial project’s purpose in the recipient’s application, some recipients may have unexpended funds remaining in their budget. These excess funds may result from any combination of under-budget acquisition activities or competitive procurement processes.

These cost-shared excess funds may be utilized to address an organization’s local needs or to mitigate identified capability gaps. FEMA expects excess funds to be obligated concurrent with an award’s period of performance to address a known or critical need.

Excess Funds Restrictions

In general, excess funds are limited to no more than \$10,000 for any award. If you have any questions, contact the AFG Help Desk at 866-274-0960 or email FireGrants@fema.dhs.gov. The AFG Helpdesk is open Monday through Friday, 8 a.m. – 4:30 p.m. ET.

The \$10,000 maximum is cumulative for any grant, regardless of the number of activities within the award, and will require no amendment except when the use of excess funds is for any eligible activity that would normally require an EHP review.

- Excess funds cannot be used to support Fire Prevention and Safety activities.
- Consistent with the funding priorities set by the panel of fire service professionals and stakeholders, excess funds are limited to the purchase of High Priority items only.
- Excess funds cannot be used for grant writer/preparer fees.
- Excess funds may only be used for allowable activities identified in the program guidance for that fiscal year's grant cycle.
- The opportunity for excess funds is limited when the original uncompleted Scope of Work is changed via an amendment.

Example: An award for the acquisition of 10 SCBA units is reduced via Amendment to 8 SCBA units. The federal participation and the recipient cost obligation are both reduced and any remaining unliquidated federal funds resulting from the reduction in quantity of awarded items are not allowable as excess funds. FEMA may allow reduction in the quantity of awarded items but not total project cost if compelling justification of need is provided.

Exceptions to the \$10,000 use may be considered by FEMA if urgent and compelling need that can be directly related to a demonstrated event impacting the health and safety of the firefighters within the department can be identified. This request must be submitted in writing via an amendment.

VI. Payments and Amendments

FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. AFG Program payment/drawdown requests are generated using FEMA GO. AFG Program payment/drawdown requests from state or local government entities will be governed by applicable federal regulations in effect at the time a grant is awarded to the recipient and may be either advances or reimbursements. Recipients should not expend funds until all special conditions listed on the grant award document have been met, including completion of EHP review, active SAM.gov registration, and the request for payment in FEMA GO has been approved.

Recipients should draw down funds based upon immediate disbursement requirements; however, FEMA strongly encourages recipients to draw down funds as close to disbursement or expenditure as possible to avoid accruing interest.

Non-federal entities should keep detailed records of all transactions involving the grant.

FEMA may at any time request copies of any relevant documentation and records, including purchasing documentation along with copies of canceled checks for verification. See, e.g., 2 C.F.R. §§ 200.318(i), 200.334, 200.337.

ADVANCES

Recipients shall be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds and its disbursement by the recipient (not to exceed 30 days), and the financial management systems that meet the standards for fund control and accountability as established in 2 C.F.R. Part 200. The recipient shall include invoice(s) and/or purchase orders for advance AFG Program payment/drawdown requests. EHP review requirement must be met prior to advanced payments.

Although advance drawdown requests are permissible, recipients remain subject to applicable federal laws in effect at the time a grant is awarded to the recipient. Governing interest requirements include the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200 and the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 C.F.R. Part 205. Interest under CMIA will accrue from the time federal funds are credited to a recipient's account until the time the recipient pays out the funds for program purposes. For the rate to use in calculating interest, please visit Treasury Current Value rate at https://www.fiscal.treasury.gov/fsreports/rpt/cvfr/cvfr_home.htm.

REIMBURSEMENT

Payment by reimbursement is the preferred method when the requirements to be paid in advance, pursuant to 2 C.F.R. § 200.305, cannot be met. In accordance with U.S. Department of Treasury regulations at 31 C.F.R. Part 205, if applicable, the recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds. As a prerequisite of AFG Program approval for reimbursement requests, recipients shall include proof of purchase, in the form of a canceled check or credit card transaction, active SAM.gov registration, and a final invoice(s) in each reimbursement AFG Program payment/drawdown request.

REBATES

Recipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with 2 C.F.R. § 200.305. The reduction of federal financial participation via rebates/refunds may generate excess funds for the recipient if the recipient previously obligated their Cost Share match based upon the original award figures. If the recipient previously obligated their original Cost Share prior to the rebate, then the recipient may have minimum excess funds equal to the difference between the original Cost Share less the rebate adjusted Cost Share.

PAYMENT REQUESTS DURING CLOSEOUT

A recipient may only submit reimbursement payment requests up to 120 calendar days after the expiration of the period of performance, during an award's closeout reconciliation.

Reimbursement payments are the only eligible type of requests to be submitted after a grant's period of performance has expired. The expenditure must have been obligated and received during the period of performance of the award. The recipient's request should contain clear and specific information certifying that the liquidation of federal funds is reimbursement for an obligation properly incurred during the active period of performance; FEMA may request documentation supporting the reimbursement for review at any time.

AMENDMENTS

FEMA may approve AFG Program award amendments on a case-by-case basis, for the following reasons:

- Extension of the period of performance in order to complete the scope of work;
- Changes to the activity, mission, retroactive approval (pre-award), closeout issues, and some excess funds requests; or
- Budget changes (adding funds to award/non-closeout deobligation of funds).

FEMA will only consider amendments submitted via FEMA GO. These requests must contain specific and compelling justifications for the requested change. Amendments or changes to the scope of work may require additional EHP review. FEMA strongly encourages recipients to expend grant funds in a timely manner, to be consistent with AFG Program goals and objectives. All amendments require recipients to maintain an active SAM.gov registration.

NOTE: A recipient may deobligate (i.e., return) unused funds (i.e., those remaining funds previously drawn down via payment request and/or remaining award funding that was never requested) to DHS/FEMA prior to the end of an award's period of performance. To exercise this option, a recipient must submit an amendment via FEMA GO and state in the amendment that the unliquidated funds (i.e., the funds to be returned) are not necessary for the fulfillment or success of the grant's obligations or mission. The recipient must also indicate in the amendment that it understands that the returned funds will be deobligated and unavailable for any future award expenses. Deobligation of funds will decrease the federal portion of the grant and the amount of the recipient's Cost Share obligation. FEMA will confirm deobligation amendments with all points of contact; after confirmation of the recipient's intent to deobligate, FEMA will hold the approved deobligation request for 14 calendar days as a period for recipient reconsideration before FEMA processes the deobligation request. The deobligation of funds cannot be reversed.

VII. Disposition of Grant Funded Equipment

A recipient must use, manage, and dispose of AFG Program-funded equipment in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. § 200.313. With the exception of state governments, when original or replacement equipment acquired under an AFG Program award is no longer needed for the original project, program, or other activities currently or previously supported by a federal awarding agency, the recipient must request disposition instructions from FEMA. FEMA strongly recommends contacting a Regional FPS or the AFG Program Help Desk prior to the disposition of AFG Program-funded equipment, to include vehicles.



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 16, 2023

Staff Contact: Carol Akers, Purchasing and Contracts Administrator and Sheriff Ken Furlong

Agenda Title: For Possible Action: Discussion and possible action regarding authorization for the Carson City Coroner to purchase one new Chevrolet Tahoe for a not to exceed amount of \$51,155.01 utilizing joinder contract 99SWC-NV21-8888 between the State of Nevada and Michael Hohl Motor Company ("Michael Hohl"). (Carol Akers, cakers@carson.org and Sheriff Ken Furlong, kfurlong@carson.org)

Staff Summary: Carson City Sheriff's Office is seeking to add a vehicle for the Coroner. This purchase will be paid with County Coroner funds following NRS 259.025.

Agenda Action: Formal Action / Motion

Time Requested: Consent

Proposed Motion

I move to approve the purchase as presented.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

The Coroner's Office currently uses one vehicle, a sedan, which limits the Coroner's capacity to respond to off-road scenes and limits the ability to dispatch more than one Deputy Coroner at a time. A four-wheel-drive vehicle will meet these needs by providing sufficient ground clearance and storage for necessary equipment and providing an additional vehicle to respond to more than one scene at a time.

This purchase meets the definition of "specialized equipment" under NRS 259.025(5)(d) as the vehicle will be upfitted with lights and sirens in order to reach a scene that may already have police presence or traffic that may impede the coroner's access to the scene and to accommodate the storage of all required equipment such as body bags, camera equipment, evidence bags, collection equipment, personal protective equipment, lighting and any other items as needed.

State of Nevada:

Michael Hohl (Contract #: 99SWC-NV21-8888, Expires 6/30/2023)

https://purchasing.nv.gov/Contracts/Documents/Vehicle_Purchases/

Applicable Statute, Code, Policy, Rule or Regulation

NRS 259.025 and 332.195

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: General Fund: County Coroner Account / 1012011-500526

Is it currently budgeted? Yes

Explanation of Fiscal Impact: 1012011-500526 will be decreased by a not to exceed amount of \$51,155.01; the available budget roll-forward available from FY 2022 is \$67,074. If needed, the City can augment or add \$16,524 to revenue and expenses to the FY 2023 budget as the County Coroner Revenue has earned \$16,524 during FY 2023 that is not included in the current roll-forward.

*Vehicle up fit costs are not included in the current vehicle cost as these will be obtained separately.

Alternatives

Do not approve the purchases and/or provide alternative direction to staff.

Attachments:

[Coroner Car Quote.pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)



Vehicle Locator

Dealer Information

MICHAEL HOHL MOTOR COMPANY
3700 S CARSON ST
CARSON CITY, NV 89701
Phone: 775-883-5777
Fax: 775-885-0122

1GNSKLED1PR153614

Model Year: 2023	Event Code: 5000-Delivered to Dealer
Make: Chevrolet	Order #: BQNDSV
Model: Tahoe	MSRP: \$53,806.00
CK10706-4WD	
PEG: 1FL-Commercial / Fleet Preferred Equipment Group	Order Type: FNR-Fleet Commercial
Primary Color: GBA-Black	Stock #: CC23045
Trim: H1T-1WT/1FL-Cloth, Jet Black, Interior Trim	Inventory Status: N/A
Engine: L84-Engine: 5.3L, EcoTec3 V-8, DI, Dynamic Fuel Mgt, V V T	Total Cash Allowance: N/A
Transmission: MHU-Transmission, 10sp, 10L80 Gen 2	
	Total Cash Allowance: N/A

Additional Vehicle Information POLICE N/A TERRY

GM Marketing Information

Vehicle Options

Chargeable Options	MSRP
6C7-(SEO) Lighting, Red/White front, aux dome	\$170.00
6E2-(SEO) Fleet Common Keys System	\$25.00
6J3-(SEO) Wiring - Grille Lamp and Speakers	\$92.00
6J4-(SEO) Wiring - Horn/Siren Circuit	\$55.00
6N5-(SEO) Rear Window Switches, Inoperative	\$57.00
6N6-(SEO) Rear Door Locks, Inoperative	\$62.00
7X2-(SEO) Spotlamp, Left & Right Handed LED	\$1,340.00
AMF-Remote Keyless Entry Package	\$75.00
BCV-(SEO) Calibration, Rear Door Auto Lock Disable	\$50.00
BTV-Remote Engine Starting Pkg	\$300.00
DRZ-Rear Camera Mirror, Inside Rear View, Auto Dimming	\$475.00
T53-(SEO) Lamps, Alternate flashing red/blue rear lid	\$565.00
UN9-(SEO) Radio Suppression Package	\$95.00
UTQ-(SEO) Content Theft Alarm Disable	\$50.00
V76-Recovery Hooks	\$50.00

No Cost Options

5J0-Calibration, Front Park Assist Disable
L84-Engine: 5.3L, EcoTec3 V-8, DI, Dynamic Fuel Mgt, V V T
MHU-Transmission, 10sp, 10L80 Gen 2
VQ2-Holdback N/A, Dealer Fleet Assistance
YF5-California Emissions

Other Options

- 1FL-Commercial / Fleet Preferred Equipment Group
- 5J3-Calibration, Surveillance Mode Int. Lighting (SEO)
- 5LO-(SEO) Calibration, taillamp flasher, Red/Red
- 5Y1-Seats, Driver/Pass Front Individual, No Console (SEO)
- A2X-Power Seat Adjuster (Driver's Side)
- ATD-Seat Delete: Third Row
- AU7-Key common, fleet

- AZ3-Seats: Front 40/20/40 Split-Bench, Full Feature
- BVE-Assist Steps, Black
- CJ2-Climate Control, Electronic - Multi-zone
- DLF-Mirrors, O/S: Power, Heated
- GU5-Rear Axle: 3.23 Ratio
- IOR-Chevrolet Infotainment, 7" Color Screen
- KC4-Cooler, Engine Oil
- KNP-Transmission Cooling System
- N37-Steering Column, Manual Tilt & Telescoping
- PZX-Wheels: 18" Aluminum with high-polish finish
- R6J-Ship Thru Code Acknowledgement
- T8Z-Buckle-To-Drive
- U2J-SiriusXM Satellite Radio, Delete
- UDD-Driver Info Display
- UK3-Radio Controls -Steering Wheel
- UT7-(SEO) Ground studs, aux, cargo area inside liftgate
- V53-Luggage rack side rails - none
- VPV-Ship thru charge: Kerr Industr., Arlington, TX
- YK6-SEO Processing Option
- ZW7-Suspension Package, Premium Smooth Ride

- 5J1-Calibration, remote ext. lights/horn disable (SEO)
- 5J9-Calibration, Taillamp Flasher, Red/White (SEO)
- 5W4-Vehicle Special Service, Municipal (SEO)

- 6J7-(SEO) Flasher System, Headlamp and taillamp
- AT6-Seat, 2nd row 60/40 Bench, manual
- ATH-Keyless Open & Keyless Start
- AY0-Airbags-frontal,front seat side-impact and roof-rail
- BG9-Floor Covering: Rubberized Vinyl, Black

- C6H-GVW Rating 7500 Lbs
- CWA-Rear Camera, Mirror Washer
- GBA-Black
- H1T-1WT/1FL-Cloth, Jet Black, Interior Trim
- K34-Cruise Control
- KI4-120 Volt Electrical Receptacle, In Cab
- KX4-Alternator, 250 AMP
- NC7-Emissions Override, Federal

- QDF-Tires: 265/65 R18 All Season, Blackwall

- RC1-Skid Plate
- TB4-Liftgate, Rear, manual
- UD5-Parking Assist, Front & Rear Sensors
- UE1-OnStar Communication System
- USR-USB Data ports, 2 within center console
- UVB-Rear Vision Camera, HD

- VK3-Front License Plate Mounting Provisions
- WUA-Fascia, Front, custom

- Z82-Trailer Package

"~" indicates vehicle belongs to Trading Partner's inventory

Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Carol Akers, Purchasing and Contracts Administrator and Darren Schulz, Public Works Director

Agenda Title: For Possible Action: Discussion and possible regarding a proposed emergency amendment ("Amendment") to Contract No. 23300049 ("Contract") with Carson Pump, LLC ("Carson Pump") for on-call water well maintenance and repair services to increase the Contract's not to exceed amount by \$150,000, for a new total not to exceed amount of \$250,000 for fiscal year ("FY") 2023, for emergency water well repairs needed due to two water well failures and an unexpected rehabilitation for a third water well. (Carol Akers, cakers@carson.org and Eddy Quaglieri, equaglieri@carson.org)

Staff Summary: The Board of Supervisors ("Board") approved the Contract for Carson Pump to provide on-call water well maintenance and repair services during FY 2023 for a not to exceed amount of \$100,000. However, repair and maintenance needs during FY 2023, to date, have been greater than expected due to two unexpected well failures and one well rehabilitation that required more work than anticipated. The well rehabilitations for the unexpected well failures must be completed before water demand increases in the summer. Due to these unexpected failures and costs, the City must expend more than the \$100,000 authorized by the Contract.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to approve the amendment, as presented.

Board's Strategic Goal

Efficient Government

Previous Action

July 7, 2022 (Item 9E): The Board approved the Contract for a not to exceed amount of \$100,000.

Background/Issues & Analysis

On a yearly basis, the Public Works Department performs planned and unplanned maintenance on the City's 30 water wells. The goal is to perform routine scheduled maintenance on those wells that are in the worst condition to prevent an unanticipated operational failure. The Water Division of Carson City Public Works ("Division") has created a Well Maintenance and Rehabilitation program that aligns with this Contract as well as the Division's Capital Improvement Plan.

However, Well 48 and Well 53 experienced unexpected failures early in FY 2023. It was ultimately determined those wells would require significant rehabilitation work and that those rehabilitations must be completed before water demand increases in the summer. The combined estimated repair cost for these wells is \$117,321. Additionally, Well 24B exhibited issues during the past spring of 2022 and was scheduled for maintenance and repair. After Carson Pump began work to repair and maintain this well under the Contract, it was determined

that a full rehabilitation and pump replacement was required. That work was recently completed for a total of \$115,315.

The total anticipated cost for work on these three wells is \$232,636; therefore, the Division seeks approval of the Amendment with a not to exceed amount of \$250,000 for the remainder of FY 2023.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 332.112, 332.115(1)(c) and 338.011

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Water Fund Pumps/Motor Replacement Account 5203505-507395
Well Rehabilitation Program 5203505-507010 (P350508002)

Is it currently budgeted? Yes

Explanation of Fiscal Impact: If approved, account 5203505-507395 (Replace Pumps/Motor) and 5203505-507010 (P350508002) Well Rehabilitation will be reduced by a not to exceed amount of \$150,000 for FY 2023. The available budget for account 5203505-507395 is \$112,203 and 5203505-507010 (P350508002) is \$200,000, for a total of \$312,203.

Alternatives

Do not approve the Amendment and/or provide alternative direction to staff.

Attachments:

[23300049 Amendment 1.pdf](#)

[23300049 Executed Contract.pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

AMENDMENT FOR CONTRACT

Contract No.: 23300049
Title: Carson Pump On-Call Services
Amendment No.: 1

If Consideration will be amended, please indicate amount: Increase by \$150,000.

Reason for amendment: To increase the Contract Sum by \$150,000 for a new total not to exceed amount of \$250,000 for Contract No. 23300049.

It is also agreed, that all unaffected conditions, requirements, and restrictions of Contract No. 23300049 remain in full force and effect for the duration of the Contract term.

Amendment will become effective when approved by the Carson City Board of Supervisors and executed by the Carson City Mayor.

CONSULTANT

Approved by:

Carson Pump, LLC:

Name/Title: Dan Trampe, Owner

Signature: _____ Date: _____

CITY

Approved by:

City Department: Public Works

Name/Title: Darren Schulz, Director

Signature: _____ Date: _____

Carson City Purchasing and Contracts:

Name/Title: Carol Akers, Purchasing and Contracts Administrator

Signature: _____ Date: _____

Approved as to form by:

District Attorney's Office:

Name/Title: Adam Tully, Deputy District Attorney

Signature: _____ Date: _____

**5203505-507395
P350508002/5203505-507010**

AMENDMENT FOR CONTRACT

Contract No.: 23300049
Title: Carson Pump On-Call Services
Amendment No.: 1

CONTRACT ACCEPTANCE AND EXECUTION:

The Board of Supervisors for Carson City, Nevada at their publicly noticed meeting of February 16, 2023, approved the acceptance of the attached Amendment for Contract hereinbefore identified as Amendment No. 1 to CONTRACT No. 23300049. Further, the Board of Supervisors authorizes the Mayor of Carson City, Nevada to sign this document and record the signature for the execution of this Amendment for Contract in accordance with the action taken.

CARSON CITY, NEVADA

LORI BAGWELL, MAYOR

DATED this 16th day of February 2023.

ATTEST:

WILLIAM SCOTT HOEN, CLERK-RECORDER

DATED this 16th day of February 2023.

**5203505-507395
P350508002/5203505-507010**

Explanation of Fiscal Impact: If approved, accounts will be reduced by a not to exceed amount of \$100,000.00 for FY 2023. The available budget for account 5203505-507395 is \$150,000.00 and 5203505-507010 (P350508002) is \$122,864.00, for a total of \$272,864.00.

Alternatives

Do not approve the contract and/or provide alternative direction to staff.

Attachments:

23300049 Draft Contract.pdf

Board Action Taken:

Motion: approve

- 1) SG
- 2) LS

Aye/Nay

5/0

alt

(Vote Recorded By)

INDEPENDENT CONTRACTOR AGREEMENT

Contract No. 23300049

Title: Carson Pump On-Call Services

THIS CONTRACT is made and entered into this 8th day of August, 2022, by and between Carson City, a consolidated municipality, a political subdivision of the State of Nevada, hereinafter referred to as "CITY", and Carson Pump, LLC, hereinafter referred to as "CONTRACTOR".

WITNESSETH:

WHEREAS, the Purchasing and Contracts Administrator for **CITY** is authorized pursuant to Nevada Revised Statutes (hereinafter referred to as "NRS") 332 and Carson City Purchasing Resolution #1990-R71, to approve and accept this Contract as set forth in and by the following provisions; and

WHEREAS, CONTRACTOR'S compensation under this agreement (does) (does not X) utilize in whole or in part money derived from one or more federal grant funding source(s); and

WHEREAS, it is deemed necessary that the services of **CONTRACTOR** for **CONTRACT No. 23300049** (hereinafter referred to as "Contract") are both necessary and in the best interest of **CITY**; and

NOW, THEREFORE, in consideration of the aforesaid premises, and the following terms, conditions and other valuable consideration, the parties mutually agree as follows:

1. REQUIRED APPROVAL:

T This Contract shall not become effective until and unless approved by the Carson City Board of Supervisors and all required documents are received and signed by all parties.

2. SCOPE OF WORK (Incorporated Contract Documents):

2.1 **CONTRACTOR** shall provide and perform the following services set forth in **Exhibit A**, which shall all be attached hereto and incorporated herein by reference for and on behalf of **CITY** and hereinafter referred to as the "SERVICES".

2.2 **CONTRACTOR** represents that it is duly licensed by **CITY** for the purposes of performing the SERVICES.

2.3 **CONTRACTOR** represents that it is duly qualified and licensed in the State of Nevada for the purposes of performing the SERVICES.

2.4 **CONTRACTOR** represents that it and/or the persons it may employ possess all skills and training necessary to perform the SERVICES described herein and required hereunder. **CONTRACTOR** shall perform the SERVICES faithfully, diligently, in a timely and professional manner, to the best of its ability, and in such a manner as is customarily performed by a person who is in the business of providing such services in similar circumstances. **CONTRACTOR** shall be responsible for the professional quality and technical accuracy of all SERVICES furnished by **CONTRACTOR** to **CITY**.

For P&C Use Only	
CCBL expires	12/31/22
NVCL expires	7/31/24
GL expires	5/7/23
AL expires	5/7/23
WC expires	5/7/23

INDEPENDENT CONTRACTOR AGREEMENT

Contract No. 23300049

Title: Carson Pump On-Call Services

2.5 **CONTRACTOR** represents that neither the execution of this Contract nor the rendering of services by **CONTRACTOR** hereunder will violate the provisions of or constitute a default under any other contract or agreement to which **CONTRACTOR** is a party or by which **CONTRACTOR** is bound, or which would preclude **CONTRACTOR** from performing the SERVICES required of **CONTRACTOR** hereunder, or which would impose any liability or obligation upon **CITY** for accepting such SERVICES.

2.6 Before commencing with the performance of any SERVICES under this Contract, **CONTRACTOR** shall obtain all necessary permits and licenses as may be necessary. Before and during the progress of work under this Contract, **CONTRACTOR** shall give all notice and comply with all the laws, ordinances, rules and regulations of every kind and nature now or hereafter in effect promulgated by any Federal, State, County, or other Governmental Authority, relating to the performance of work under this Contract. If **CONTRACTOR** performs any work that is contrary to any such law, ordinance, rule or regulation, it shall bear all the costs arising therefrom.

2.7 It is expressly understood and agreed that all SERVICES done by **CONTRACTOR** shall be subject to inspection and acceptance by **CITY** and approval of SERVICES shall not forfeit the right of **CITY** to require correction, and nothing contained herein shall relieve **CONTRACTOR** of the responsibility of the SERVICES required under the terms of this Contract until all SERVICES have been completed and accepted by **CITY**.

3. **CONTRACT TERM:**

3.1 The term of this Contract begins on July 7, 2022, subject to Carson City Board of Supervisors' approval (anticipated to be July 7, 2022) and ends June 30, 2023, unless sooner terminated by either party as specified in **Section 7** (CONTRACT TERMINATION).

4. **NOTICE:**

4.1 Except any applicable bid and award process where notices may be limited to postings by **CITY** on its Bid Opportunities website (www.carson.org), all notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by e-mail, by regular mail, by telephonic facsimile with simultaneous regular mail, or by certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address specified below.

4.2 Notice to **CONTRACTOR** shall be addressed to:

Dan Tramp, Owner
Carson Pump, LLC
PO Box 20159
Carson City, NV 89721
775-888-9926
dan@carsonpump.com

INDEPENDENT CONTRACTOR AGREEMENT

Contract No. 23300049

Title: Carson Pump On-Call Services

4.3 Notice to **CITY** shall be addressed to:

Carson City Purchasing and Contracts Department
Carol Akers, Purchasing & Contracts Administrator
201 North Carson Street, Suite 2
Carson City, NV 89701
775-283-7362 / FAX 775-887-2286
CAkers@carson.org

5. COMPENSATION:

5.1 The parties agree that **CONTRACTOR** will provide the SERVICES specified in **Section 2** (SCOPE OF WORK) and **CITY** agrees to pay **CONTRACTOR** the Contract's compensation based upon the Rate Fee Schedule for a not to exceed maximum amount One Hundred Thousand Dollars and 00/100 (\$100,000.00), and hereinafter referred to as "Contract Sum".

5.2 Contract Sum represents full and adequate compensation for the completed SERVICES, and includes the furnishing of all materials; all labor, equipment, tools, and appliances; and all expenses, direct or indirect, connected with the proper execution of the SERVICES.

5.3 **CONTRACTOR** shall provide **CITY** with a scope of work for each task to be completed and if approved, **CONTRACTOR** will be provided a "Task Order" authorizing the work.

5.4 **CITY** does not agree to reimburse **CONTRACTOR** for expenses unless otherwise specified.

6. TIMELINESS OF BILLING SUBMISSION:

6.1 The parties agree that timeliness of billing is of the essence to this Contract and recognize that **CITY** is on a fiscal year which is defined as the period beginning July 1 and ending June 30 of the following year. All billings for dates of service prior to July 1 must be submitted to **CITY** no later than the first Friday in August of the same year. A billing submitted after the first Friday in August will subject **CONTRACTOR** to an administrative fee not to exceed \$100.00. The parties hereby agree this is a reasonable estimate of the additional costs to **CITY** of processing the billing as a stale claim and that this amount will be deducted from the stale claim payment due to **CONTRACTOR**.

7. CONTRACT TERMINATION:

7.1 Termination Without Cause:

7.1.1 Any discretionary or vested right of renewal notwithstanding, this Contract may be terminated upon written notice by mutual consent of both parties or unilaterally by either party without cause.

7.1.2 **CITY** reserves the right to terminate this Contract for convenience whenever it considers termination, in its sole and unfettered discretion, to be in the public interest. In the event that the Contract is terminated in this manner, payment will be made for SERVICES actually completed. If termination occurs under this provision, in no event shall **CONTRACTOR** be entitled to anticipated profits on items of SERVICES not performed as of the effective date of the termination or compensation for any other item, including but not limited to, unabsorbed overhead.

INDEPENDENT CONTRACTOR AGREEMENT

Contract No. 23300049

Title: Carson Pump On-Call Services

CONTRACTOR shall require that all subcontracts which it enters related to this Contract likewise contain a termination for convenience clause which precludes the ability of any subcontractor to make claims against **CONTRACTOR** for damages due to breach of contract, lost profit on items of SERVICES not performed, or unabsorbed overhead, in the event of a convenience termination.

7.2 Termination for Nonappropriation:

7.2.1 All payments and SERVICES provided under this Contract are contingent upon the availability of the necessary public funding, which may include various internal and external sources. In the event that Carson City does not acquire and appropriate the funding necessary to perform in accordance with the terms of the Contract, the Contract shall automatically terminate upon **CITY'S** notice to **CONTRACTOR** of such nonappropriation, and no claim or cause of action may be based upon any such nonappropriation.

7.3 Cause Termination for Default or Breach:

7.3.1 A default or breach may be declared with or without termination.

7.3.2 This Contract may be terminated by either party upon written notice of default or breach to the other party as follows:

7.3.2.1 If **CONTRACTOR** fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or any SERVICES called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or

7.3.2.2 If any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONTRACTOR** to provide the goods or SERVICES or any services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or

7.3.2.3 If **CONTRACTOR** becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or

7.3.2.4 If **CITY** materially breaches any material duty under this Contract and any such breach impairs **CONTRACTOR'S** ability to perform; or

7.3.2.5 If it is found by **CITY** that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by **CONTRACTOR**, or any agent or representative of **CONTRACTOR**, to any officer or employee of **CITY** with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or

7.3.2.6 If it is found by **CITY** that **CONTRACTOR** has failed to disclose any material conflict of interest relative to the performance of this Contract.

7.4 Time to Correct (Declared Default or Breach):

7.4.1 Termination upon a declared default or breach may be exercised only after providing seven (7) calendar days written notice of default or breach, and the subsequent failure of the defaulting or breaching party, within five (5) calendar days of providing that default or breach

INDEPENDENT CONTRACTOR AGREEMENT

Contract No. 23300049

Title: Carson Pump On-Call Services

notice, to provide evidence satisfactory to the aggrieved party demonstrating that the declared default or breach has been corrected. Time to correct shall run concurrently with any notice of default or breach and such time to correct is not subject to any stay with respect to the nonexistence of any Notice of Termination. Untimely correction shall not void the right to termination otherwise properly noticed unless waiver of the noticed default or breach is expressly provided in writing by the aggrieved party. There shall be no time to correct with respect to any notice of termination without cause or termination for nonappropriation.

7.5 Winding Up Affairs Upon Termination:

7.5.1 In the event of termination of this Contract for any reason, the parties agree that the provisions of this **Subsection 7.5** survive termination:

7.5.1.1 The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination; and

7.5.1.2 **CONTRACTOR** shall satisfactorily complete SERVICES in progress at the agreed rate (or a pro rata basis if necessary) if so requested by **CITY**; and

7.5.1.3 **CONTRACTOR** shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by **CITY**; and

7.5.1.4 **CONTRACTOR** shall preserve, protect, and promptly deliver into **CITY** possession all proprietary information in accordance with "**Section 19**".

7.6 Notice of Termination:

7.6.1 Unless otherwise specified in this Contract, termination shall not be effective until seven (7) calendar days after a party has provided written notice of default or breach, or notice of without cause termination. Notice of Termination may be given at the time of notice of default or breach, or notice of without cause termination. Notice of Termination may be provided separately at any time after the running of the 7-day notice period, and such termination shall be effective on the date the Notice of Termination is provided to the party unless a specific effective date is otherwise set forth therein. Any delay in providing a Notice of Termination after the 7-day notice period has run without a timely correction by the defaulting or breaching party shall not constitute any waiver of the right to terminate under the existing notice(s).

8. **REMEDIES:**

Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorney's fees and costs. The parties agree that, in the event a lawsuit is filed and a party is awarded attorney's fees by the court, for any reason, the amount of recoverable attorney's fees shall not exceed the rate of \$125 per hour. **CITY** may set off consideration against any unpaid obligation of **CONTRACTOR** to **CITY**.

9. **LIMITED LIABILITY:**

CITY will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Liquidated damages shall not apply unless otherwise expressly provided for elsewhere in this Contract. Damages for any **CITY** breach shall never exceed

INDEPENDENT CONTRACTOR AGREEMENT

Contract No. 23300049

Title: Carson Pump On-Call Services

the amount of funds appropriated for payment under this Contract, but not yet paid to **CONTRACTOR**, for the fiscal year budget in existence at the time of the breach. **CONTRACTOR'S** tort liability shall not be limited.

10. FORCE MAJEURE:

Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of this Contract after the intervening cause ceases.

11. INDEMNIFICATION:

11.1 To the extent permitted by law, including, but not limited to, the provisions of NRS Chapter 41, each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other party from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of the indemnifying party, its officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of the indemnity which would otherwise exist as to any party or person described in this Section.

11.2 Except as otherwise provided in **Subsection 11.4** below, the indemnifying party shall not be obligated to provide a legal defense to the indemnified party, nor reimburse the indemnified party for the same, for any period occurring before the indemnified party provides written notice of the pending claim(s) or cause(s) of action to the indemnifying party, along with:

11.2.1 a written request for a legal defense for such pending claim(s) or cause(s) of action; and

11.2.2 a detailed explanation of the basis upon which the indemnified party believes that the claim or cause of action asserted against the indemnified party implicates the culpable conduct of the indemnifying party, its officers, employees, and/or agents.

11.3 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall not be obligated to fund or reimburse any fees or costs provided by any additional counsel for the indemnified party, including counsel through which the indemnified party might voluntarily choose to participate in its defense of the same matter.

11.4 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall be obligated to reimburse the reasonable attorney's fees and costs incurred by the indemnified party during the initial thirty (30) day period of the claim or cause of action, if any, incurred by separate counsel.

12. INDEPENDENT CONTRACTOR:

12.1 **CONTRACTOR**, as an independent contractor, is a natural person, firm or corporation who agrees to perform SERVICES for a fixed price according to his or its own methods and without subjection to the supervision or control of the **CITY**, except as to the results of the SERVICES, and not as to the means by which the SERVICES are accomplished.

12.2 It is mutually agreed that **CONTRACTOR** is associated with **CITY** only for the purposes and to the extent specified in this Contract, and in respect to performance of the contracted SERVICES pursuant to this Contract. **CONTRACTOR** is and shall be an independent contractor and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract.

12.3 Nothing contained in this Contract shall be deemed or construed to create a partnership or joint

INDEPENDENT CONTRACTOR AGREEMENT

Contract No. 23300049

Title: Carson Pump On-Call Services

venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for **CITY** whatsoever with respect to the indebtedness, liabilities, and obligations of **CONTRACTOR** or any other party.

12.4 **CONTRACTOR**, in addition to **Section 11** (INDEMNIFICATION), shall indemnify and hold **CITY** harmless from, and defend **CITY** against, any and all losses, damages, claims, costs, penalties, liabilities, expenses arising out of or incurred in any way because of, but not limited to, **CONTRACTOR'S** obligations or legal duties regarding any taxes, fees, assessments, benefits, entitlements, notice of benefits, employee's eligibility to work, to any third party, subcontractor, employee, state, local or federal governmental entity.

12.5 Neither **CONTRACTOR** nor its employees, agents, or representatives shall be considered employees, agents, or representatives of **CITY**.

13. **INSURANCE REQUIREMENTS (GENERAL):**

13.1 **NOTICE: The following general insurance requirements shall apply unless these general requirements are altered by any specific requirements set forth in CITY'S solicitation for bid document, the adopted bid or other document incorporated into this Contract by the parties.**

13.2 **CONTRACTOR**, as an independent contractor and not an employee of **CITY**, must carry policies of insurance in amounts specified and pay all taxes and fees incident hereunto. **CITY** shall have no liability except as specifically provided in this Contract.

13.3 **CONTRACTOR** shall not commence work before: (1) **CONTRACTOR** has provided the required evidence of insurance to **CITY** Purchasing and Contracts, and (2) **CITY** has approved the insurance policies provided by **CONTRACTOR**.

13.4 Prior approval of the insurance policies by **CITY** shall be a condition precedent to any payment of consideration under this Contract and **CITY'S** approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent this Contract. Any failure of **CITY** to timely approve shall not constitute a waiver of the condition.

13.5 *Insurance Coverage (13.6 through 13.23):*

13.6 **CONTRACTOR** shall, at **CONTRACTOR'S** sole expense, procure, maintain and keep in force for the duration of this Contract the following insurance conforming to the minimum requirements specified below. Unless specifically specified herein or otherwise agreed to by **CITY**, the required insurance shall be in effect prior to the commencement of work by **CONTRACTOR** and shall continue in force as appropriate until the later of:

13.6.1 Final acceptance by **CITY** of the completion of this Contract; or

13.6.2 Such time as the insurance is no longer required by **CITY** under the terms of this Contract.

13.6.3 Any insurance or self-insurance available to **CITY** under its coverage(s) shall be in excess of and non-contributing with any insurance required from **CONTRACTOR**. **CONTRACTOR'S** insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by **CITY**, **CONTRACTOR** shall provide **CITY** with renewal or replacement evidence of insurance no less than thirty (30) calendar days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by this Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as soon as **CONTRACTOR** has knowledge of any such failure, **CONTRACTOR** shall immediately notify **CITY** and immediately replace such insurance or bond with an insurer meeting the requirements.

13.7 *General Insurance Requirements (13.8 through 13.23):*

13.8 **Certificate Holder:** Each certificate shall list Carson City c/o Carson City Purchasing and

INDEPENDENT CONTRACTOR AGREEMENT

Contract No. 23300049

Title: Carson Pump On-Call Services

Contracts, 201 N. Carson Street, Suite 2, Carson City, NV 89701 as a certificate holder.

13.9 **Additional Insured:** By endorsement to the general liability insurance policy evidenced by **CONTRACTOR**, The City and County of Carson City, Nevada, its officers, employees and immune contractors shall be named as additional insureds for all liability arising from this Contract.

13.10 **Waiver of Subrogation:** Each liability insurance policy, except for professional liability, shall provide for a waiver of subrogation in favor of City.

13.11 **Cross-Liability:** All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.

13.12 **Deductibles and Self-Insured Retentions:** Insurance maintained by **CONTRACTOR** shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by **CITY**. Such approval shall not relieve **CONTRACTOR** from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed \$5,000.00 per occurrence, unless otherwise approved by **CITY**.

13.13 **Policy Cancellation:** Except for ten (10) calendar days' notice for non-payment of premium, **CONTRACTOR** or its insurers must provide thirty (30) calendar days prior written notice to Carson City Purchasing and Contracts if any policy will be canceled, non-renewed or if required coverage and /or limits reduced or materially altered, and shall provide that notices required by this paragraph shall be sent by mail to Carson City Purchasing and Contracts, 201 N. Carson Street, Suite 2, Carson City, NV 89701. When available, each insurance policy shall be endorsed to provide thirty (30) days' notice of cancellation, except for ten (10) days' notice for non-payment of premium, to City.

13.14 **Approved Insurer:** Each insurance policy shall be issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers under federal and Nevada law and having agents in Nevada upon whom service of process may be made, and currently rated by A.M. Best as "A-VII" or better.

13.15 **Evidence of Insurance:** Prior to commencement of work, **CONTRACTOR** must provide the following documents to Carson City Purchasing and Contracts, 201 North Carson Street, Suite 3, Carson City, NV 89701:

13.16 **Certificate of Insurance:** **CONTRACTOR** shall furnish City with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth herein. The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to Carson City Purchasing and Contracts to evidence the insurance policies and coverages required of **CONTRACTOR**.

13.17 **Additional Insured Endorsement:** An Additional Insured Endorsement (CG20 10 or C20 26), signed by an authorized insurance company representative, must be submitted to Carson City Purchasing and Contracts to evidence the endorsement of **CITY** as an additional insured per **Subsection 13.9** (Additional Insured).

13.18 **Schedule of Underlying Insurance Policies:** If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the Underlying Schedule from the Umbrella or Excess insurance policy may be required.

13.19 **Review and Approval:** Documents specified above must be submitted for review and approval by **CITY** Purchasing and Contracts prior to the commencement of work by **CONTRACTOR**. Neither approval by **CITY** nor failure to disapprove the insurance furnished by **CONTRACTOR** shall relieve **CONTRACTOR** of **CONTRACTOR'S** full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of **CONTRACTOR** or its sub-contractors, employees or agents to **CITY** or others, and shall be in addition to and not in lieu of any other remedy available to **CITY** under this Contract or otherwise. **CITY** reserves the right to request

INDEPENDENT CONTRACTOR AGREEMENT

Contract No. 23300049

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and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.

13.20 COMMERCIAL GENERAL LIABILITY INSURANCE:

CONTRACTOR shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence.

13.20.1 *Minimum Limits required:*

13.20.2 Two Million Dollars (\$2,000,000.00) - General Aggregate.

13.20.3 Two Million Dollars (\$2,000,000.00) - Products & Completed Operations Aggregate.

13.20.4 One Million Dollars (\$1,000,000.00) - Each Occurrence.

13.20.5 CGL insurance shall be written on ISO occurrence form CG 00 01 04 13 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, products-completed operations, personal and advertising injury, and liability assumed under an insured contract [(including the tort liability of another assumed in a business contract)].

13.20.6 City and County of Carson City, Nevada, its officers, employees and immune contractors shall be included as an additional insured under the CGL, using ISO additional insured endorsement CG 20 10 or CG 20 26, or a substitute providing equivalent coverage, and under the commercial umbrella, if any.

13.20.7 This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to City There shall be no endorsement or modification of the CGL to make it excess over other available insurance; alternatively, if the CGL states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insured.

13.20.8 There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability assumed under a contract.

13.20.9 Contractor waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained pursuant to this Contract. Insurer shall endorse CGL policy as required to waive subrogation against City with respect to any loss paid under the policy.

13.21 BUSINESS AUTOMOBILE LIABILITY INSURANCE:

13.21.1 *Minimum Limit required:*

13.21.2 Contractor shall maintain automobile liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident for bodily injury and property damage.

13.21.3 Such insurance shall cover liability arising out of owned, hired, and non-owned autos (as applicable). Coverage as required above shall be written on ISO form CA 00 01, CA 00 05, CA 00 25, or a substitute form providing equivalent liability coverage.

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Title: Carson Pump On-Call Services

13.21.4 Contractor waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the automobile liability or other liability insurance obtained by **CONTRACTOR** pursuant this Contract.

13.22 PROFESSIONAL LIABILITY INSURANCE (Architects, Engineers and Land Surveyors)

13.22.1 *Minimum Limit required:*

13.22.2 **CONTRACTOR** shall maintain professional liability insurance applying to all activities performed under this Contract with limits not less than One Million Dollars (\$1,000,000.00) and Two Million Dollars (\$2,000,000) in the aggregate.

13.22.3 Retroactive date: Prior to commencement of the performance of this Contract.

13.22.4 **CONTRACTOR** will maintain professional liability insurance during the term of this Contract and for a period of three (3) years after termination of this Contract unless waived by the City. In the event of non-renewal or other lapse in coverage during the term of this Contract or the three (3) year period described above, **CONTRACTOR** shall purchase Extended Reporting Period coverage for claims arising out of **CONTRACTOR's** negligence acts, errors and omissions committed during the term of the Professional Liability Policy. The Extended Reporting Period shall continue through a minimum of three (3) years after termination date of this Contract.

13.22.5 A certified copy of this policy may be required.

13.23 WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:

13.23.1 **CONTRACTOR** shall provide workers' compensation insurance as required by NRS Chapters 616A through 616D inclusive and Employer's Liability insurance with a minimum limit not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

13.23.2 **CONTRACTOR** may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that **CONTRACTOR** is a sole proprietor; that **CONTRACTOR** will not use the services of any employees in the performance of this Contract; that **CONTRACTOR** has elected to not be included in the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive; and that **CONTRACTOR** is otherwise in compliance with the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive.

13.23.3 **CONTRACTOR** waives all rights against City and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by the workers' compensation and employer's liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract. Contractor shall obtain an endorsement equivalent to WC 00 03 13 to affect this waiver.

14. BUSINESS LICENSE:

14.1 **CONTRACTOR** shall not commence work before **CONTRACTOR** has provided a copy of his Carson City business license to Carson City Purchasing and Contracts.

14.2 The Carson City business license shall continue in force until the later of: (1) final acceptance by **CITY** of the completion of this Contract; or (2) such time as the Carson City business license is no longer

INDEPENDENT CONTRACTOR AGREEMENT

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required by CITY under the terms of this Contract.

15. COMPLIANCE WITH LEGAL OBLIGATIONS:

CONTRACTOR shall procure and maintain for the duration of this Contract any state, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONTRACTOR** to provide the goods or SERVICES or any services of this Contract.

CONTRACTOR will be responsible to pay all government obligations, including, but not limited to, all taxes, assessments, fees, fines, judgments, premiums, permits, and licenses required or imposed by law or a court. Real property and personal property taxes are the responsibility of **CONTRACTOR** in accordance with NRS Chapter 361 generally and NRS 361.157 and 361.159, specifically regarding for profit activity. **CONTRACTOR** agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract. **CITY** may set-off against consideration due any delinquent government obligation.

If the CITY was required by NRS 332.039(1) to advertise or request a proposal for this Agreement, by signing this Agreement, the **CONTRACTOR** provides a written certification that the **CONTRACTOR** is not currently engaged in, and during the Term shall not engage in, a Boycott of Israel. The term "Boycott of Israel" has the meaning ascribed to that term in Section 3 of Nevada Senate Bill 26 (2017). The **CONTRACTOR** shall be responsible for fines, penalties, and payment of any State of Nevada or federal funds that may arise (including those that the CITY pays, becomes liable to pay, or becomes liable to repay) as a direct result of the **CONTRACTOR's** non-compliance with this Section.

16. WAIVER OF BREACH:

Failure to declare a breach or the actual waiver of any particular breach of this Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

17. SEVERABILITY:

If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

18. ASSIGNMENT / DELEGATION:

To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by **CITY**, such offending portion of the assignment shall be void, and shall be a breach of this Contract. **CONTRACTOR** shall neither assign, transfer nor delegate any rights, obligations or duties under this Contract without the prior written approval of **CITY**. The parties do not intend to benefit any third party beneficiary regarding their respective performance under this Contract.

19. CITY OWNERSHIP OF PROPRIETARY INFORMATION:

Any files, reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer programs, computer codes, and computer records (which are intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by **CONTRACTOR** (or its subcontractors) in performance of its obligations under this Contract shall be the exclusive property of **CITY** and all such materials shall be delivered into **CITY** possession by **CONTRACTOR** upon completion, termination, or cancellation of this Contract. **CONTRACTOR** shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of **CONTRACTOR'S** obligations under this Contract without the prior written consent of **CITY**. Notwithstanding the foregoing, **CITY** shall have no proprietary interest in any materials licensed for use by **CITY** that are subject to patent, trademark or copyright protection.

INDEPENDENT CONTRACTOR AGREEMENT

Contract No. 23300049

Title: Carson Pump On-Call Services

20. PUBLIC RECORDS:

Pursuant to NRS 239.010, information or documents received from **CONTRACTOR** may be open to public inspection and copying. **CITY** will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests. **CONTRACTOR** may clearly label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 332.061, provided that **CONTRACTOR** thereby agrees to indemnify and defend **CITY** for honoring such a designation. The failure to so label any document that is released by **CITY** shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

21. CONFIDENTIALITY:

CONTRACTOR shall keep confidential all information, in whatever form, produced, prepared, observed or received by **CONTRACTOR** to the extent that such information is confidential by law or otherwise required by this Contract.

22. FEDERAL FUNDING:

22.1 In the event federal grant funds are used for payment of all or part of this Contract:

22.1.1 **CONTRACTOR** certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67, § 67.510, as published as pt. VII of the May 26, 1988, Federal Register (pp. 19160-19211), and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.

22.1.2 **CONTRACTOR** and its subcontractors must be registered in the US Government System for Award Management (SAM) for verification on projects with federal funding.

22.1.3 **CONTRACTOR** and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999, inclusive, and any relevant program-specific regulations.

22.1.4 **CONTRACTOR** and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and Executive Order 11478 (July 21, 2014) and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, sexual orientation, gender identity, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).

22.1.5 If and when applicable to the particular federal funding and the Scope of Work under this Contract, **CONTRACTOR** and its subcontractors shall comply with: American Iron and Steel (AIS) provisions of P.L. 113- 76, Consolidated Appropriations Act, 2014, Section 1605 – Buy American (100% Domestic Content of iron, steel and manufactured goods); Federal Highway Administration (FHWA) 23 U.S.C. § 313 – Buy America, 23 C.F.R. §635.410 (100% Domestic Content of steel, iron and manufactured products); Federal Transit Administration (FTA) 49 U.S.C. § 5323(j), 49 C.F.R. Part 661 – Buy America Requirements (See 60% Domestic Content for buses and other Rolling Stock).

INDEPENDENT CONTRACTOR AGREEMENT

Contract No. 23300049

Title: Carson Pump On-Call Services

23. LOBBYING:

23.1 The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this Contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:

23.1.1 Any federal, state, county or local agency, legislature, commission, council or board;

23.1.2 Any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or

23.1.3 Any officer or employee of any federal, state, county or local agency; legislature, commission, council or board.

24. GENERAL WARRANTY:

CONTRACTOR warrants that it will perform all SERVICES required hereunder in accordance with the prevailing standard of care by exercising the skill and care normally required of individuals performing the same or similar SERVICES, under the same or similar circumstances, in the State of Nevada.

25. PROPER AUTHORITY:

The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. **CONTRACTOR** acknowledges that this Contract is effective only after approval by the Carson City Board of Supervisors and only for the period of time specified in this Contract. Any SERVICES performed by **CONTRACTOR** before this Contract is effective or after it ceases to be effective is performed at the sole risk of **CONTRACTOR**.

26. GOVERNING LAW / JURISDICTION:

This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. **CONTRACTOR** consents and agrees to the jurisdiction of the courts of the State of Nevada located in Carson City, Nevada for enforcement of this Contract.

27. ENTIRE CONTRACT AND MODIFICATION:

This Contract and its integrated attachment(s) constitute the entire Contract of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other Contracts that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Carson City Board of Supervisors. Conflicts in language between this Contract and any other agreement between **CITY** and **CONTRACTOR** on this same matter shall be construed consistent with the terms of this Contract. The parties agree that each has had their respective counsel review this Contract which shall be construed as if it was jointly drafted.

INDEPENDENT CONTRACTOR AGREEMENT

Contract No. 23300049

Title: Carson Pump On-Call Services

28. ACKNOWLEDGMENT AND EXECUTION:

This Contract may be executed in counterparts. The parties hereto have caused this Contract to be signed and intend to be legally bound thereby as follows:

CITY

Executive Office
Purchasing and Contracts Department
201 North Carson Street, Suite 2
Carson City, Nevada 89701
Telephone: 775-283-7362
Fax: 775-887-2286
CAkers@carson.org

By: 
Sheri Russell, Chief Financial Officer

Dated 8/4/2022

CITY'S LEGAL COUNSEL

Carson City District Attorney

I have reviewed this Contract and approve as to its legal form.

By: 
Deputy District Attorney

Dated 7/8/22

CONTRACTOR will not be given authorization to begin work until this Contract has been signed by Purchasing and Contracts

BY: Carol Akers
Purchasing & Contracts Administrator

Acct# 5203505-507395 &
Project# P350508002
5203505-507010

By: 

Dated 8/8/2022

INDEPENDENT CONTRACTOR AGREEMENT

Contract No. 23300049

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Undersigned deposes and says under penalty of perjury: That he/she is **CONTRACTOR** or authorized agent of **CONTRACTOR**; that he/she has read the foregoing Contract; and that he/she understands the terms, conditions and requirements thereof.

CONTRACTOR

BY: Dan Tramp

TITLE: Owner

FIRM: Carson Pump, LLC

CARSON CITY BUSINESS LICENSE #: BL-001922

Address: PO Box 20159

City: Carson City **State:** NV **Zip Code:** 89721

Telephone: 775-888-9926

E-mail Address: dan@carsonpump.com



(Signature of Contractor)

DATED 7/8/2022

INDEPENDENT CONTRACTOR AGREEMENT

Contract No. 23300049

Title: Carson Pump On-Call Services

CONTRACT ACCEPTANCE AND EXECUTION:

The Board of Supervisors for Carson City, Nevada at their publicly noticed meeting of July 7, 2022 approved the acceptance of the attached Contract hereinbefore identified as **CONTRACT No. 23300049**. Further, the Board of Supervisors authorizes the Mayor of Carson City, Nevada to sign this document and record the signature for the execution of this Contract in accordance with the action taken.

CARSON CITY, NEVADA

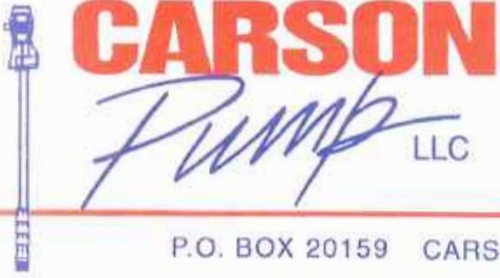

LORI BAGWELL, MAYOR

DATED this 7th day of July, 2022.

ATTEST:


AUBREY ROWLATT, CLERK-RECORDER

DATED this 7th day of July, 2022.



- Turbine and Submersible Sales & Service
- Complete Well Rehabilitations
- Aquifer Testing – Turbine or Submersible

P.O. BOX 20159 CARSON CITY, NV 89721 (775) 888-9926 FAX (775) 888-9928

2022 Labor Rates for Service Work

10 ton Boom truck	\$275/hr.
15 ton pump rig & 2 men	\$300/hr.
25 ton pump rig & 2 men	\$350/hr.
35 ton crane & 3 men	\$390/hr.
Service call (1 man & pickup)	\$160/hr.

Costs do not include any parts if required



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 16, 2023

Staff Contact: Carol Akers, Purchasing & Contracts Administrator and Darren Schulz, Public Works Director

Agenda Title: For Possible Action: Discussion and possible action regarding a determination that Overhead Fire Protection Inc., (“Overhead”), is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes (“NRS”) Chapter 338 and whether to award Contract No. 23300257 to remove and replace the fire sprinkler system at the Eagle Valley Golf Course Clubhouse (“Project”) to Overhead for a total amount not to exceed \$146,756.50. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: This Project includes the replacement of the existing fire sprinkler system in the Eagle Valley Golf Course Clubhouse. The not to exceed amount of \$146,756.50 comprises the base bid amount of \$133,415, plus a 10% contingency of \$13,341.50. The engineer’s estimate was \$176,000. This Project was approved as part of the Fiscal Year (“FY”) 2023 Capital Improvement Program (“CIP”).

Agenda Action: Formal Action / Motion

Time Requested: Consent

Proposed Motion

I move to approve the contract as presented, and authorize the Public Works Director to approve expenditure of the 10 percent contingency if necessary.

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

May 19, 2022 (Item 17A): The Board of Supervisors approved the final budget for FY 2023, including the CIP.

Background/Issues & Analysis

This Project includes removing the piping and sprinklers making up the existing sprinkler system at the Eagle Valley Golf Course Clubhouse and installing new pipe and sprinkler coverage throughout the building. The proposed sprinkler system will be compliant with current building and fire codes.

A notice to contractors regarding the opportunity to bid on this Project was published in the Reno Gazette Journal and posted on NGEM on January 3, 2023. One bid was opened at approximately 11:30 a.m. on January 24, 2023, via online Cisco Webex bid opening. Present during the bid opening were: Rich Haffke, Overhead; Brianna Greenlaw, Carson City Public Works; and Carol Akers, Carson City Purchasing and Contracts Administrator.

The City received the following bid:

Bidder	Base Bid
Overhead	\$133,415

Staff recommends award to Overhead, as the lowest responsive and responsible bidder.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 338

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Project # P303423236

Facilities Maintenance Capital Projects Fund CIP Improvements Account / 2101005-507010

Is it currently budgeted? Yes

Explanation of Fiscal Impact: Project # P303423236, Account 2101005-507010 will be reduced by a not to exceed amount of \$146,756.50. The total project budget (Project Number P303423236) for design and construction is \$222,193. The project funding available is \$221,929.85.

Alternatives

Do not approve the contract and/or provide alternative direction to staff.

Attachments:

[23300257 Bid Tabulation_ROA.pdf](#)

[23300257 DRAFT Contract.pdf](#)

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

BID# 23300257 Eagle Valley Golf Course Fire Sprinkler Replacement Project

Date and Time of Bid Opening: 1/24/2023 @ 11:30am

				Overhead Fire Protection, Inc.	
Line #	Description	QTY	UOM	Unit	Extended
1.1	Design, Permitting, Removal and Replacement of Existing Fire Sprinkler System in Eagle Valley Golf Course Clubhouse	1	LS	\$133,415.00	\$133,415.00
Schedule A: Base Bid Items				\$133,415.00	

Carson City is recommending award to Overhead Fire Protection, Inc. and is tentatively scheduled for approval and award at the February 16, 2023 Board of Supervisors meeting.

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 23300257

Title: Eagle Valley Golf Course Fire Sprinkler Replacement Project

THIS CONTRACT is made and entered into this 16th day of February, 2023, by and between Carson City, a consolidated municipality, a political subdivision of the State of Nevada, hereinafter referred to as "CITY", and Overhead Fire Protection, Inc., hereinafter referred to as "CONTRACTOR".

WITNESSETH:

WHEREAS, the Purchasing and Contracts Manager for **CITY** is authorized pursuant to Nevada Revised Statutes (hereinafter referred to as "NRS") 338 and Carson City Purchasing Resolution #1990-R71, to approve and accept this Contract as set forth in and by the following provisions; and

WHEREAS, this Contract involves a "public work," which pursuant to NRS 338.010(18) means any project for the new construction, repair or reconstruction of an applicable project financed in whole or in part from public money; and

WHEREAS, **CONTRACTOR'S** compensation under this agreement (does ___) (does not X) utilize in whole or in part money derived from one or more federal grant funding source(s); and

WHEREAS, it is deemed necessary that the services of **CONTRACTOR** for **CONTRACT No. 23300257**, titled **Eagle Valley Golf Course Fire Sprinkler Replacement Project** (hereinafter referred to as "Contract") are both necessary and in the best interest of **CITY**; and

NOW, THEREFORE, in consideration of the aforesaid premises, and the following terms, conditions and other valuable consideration, the parties mutually agree as follows:

1. REQUIRED APPROVAL:

This Contract shall not become effective until and unless approved by the Carson City Board of Supervisors and all required documents are received and signed by all parties.

2. SCOPE OF WORK (Incorporated Contract Documents):

2.1 The parties agree that the Scope of Work will be specifically described and hereinafter referred to as the "WORK." This Contract incorporates the following attachments, and a **CONTRACTOR'S** attachment shall not contradict or supersede any **CITY** specifications and/or terms or conditions without written evidence of mutual assent to such change appearing in this Contract:

2.1.1 **CONTRACTOR** agrees that the Contract Documents for Bid No. 23300257 including, but not limited to, the Notice to Contractors, Table of Contents, Project Coordination, Instructions to Bidders, Contract Award Information, General Conditions, Special Conditions, Technical Specification, Prevailing Wages, Contract Drawings, and Addenda, if any, are intended to be complete and complementary and are intended to describe a complete WORK. These documents are incorporated herein by reference and made a part of this Contract. All of these documents can be viewed through the Carson City Website <https://carson.org/bids>.

2.1.2 **CONTRACTOR** additionally agrees **CONTRACTOR'S** Bid Bond, Bid Proposal, Proposal Summary, Executed Contract, Performance Bond, Labor and Material Bond, Certificate of Eligibility, Insurance Certificates, Permits, Notice of Award, Notice to Proceed and Executed Change Orders, hereinafter all referred to as Exhibit A, are incorporated herein and made a part of this Contract.

For P&C Use Only

CCBL expires	_____
NVCL expires	_____
GL expires	_____
AL expires	_____
WC expires	_____

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 23300257

Title: Eagle Valley Golf Course Fire Sprinkler Replacement Project

3. CONTRACT TERM AND LIQUIDATED DAMAGES:

3.1 **CONTRACTOR** agrees to complete the WORK on or before the date specified in the Notice to Proceed or any executed Change Orders to the entire satisfaction of **CITY** before final payment is made, unless sooner termination by either party as specified in **Section 6** (CONTRACT TERMINATION) and the General Conditions, Section GC 3.18.

3.2 Pursuant to the provisions under Time for Completion and Liquidated Damages in the Contract Documents of said Specifications, **CONTRACTOR** will complete the WORK within the Contract time. Since **CITY** and **CONTRACTOR** agree it is difficult to ascertain the actual amount of damages incurred due to delay of the Project, it is agreed that **CITY** will be paid the liquidated damages as specified in the Contract Special Conditions for each and every calendar day of delay in the completion of the WORK, in addition to any direct charges incurred by **CITY** as a result of delay of the Project, including engineering fees and additional damages due to late construction. **CITY** also reserves the right to deduct any amounts due **CITY** from any monies earned by **CONTRACTOR** under this Contract.

3.3 That in the performance of this Contract, **CONTRACTOR** and any subcontractors, as employers, shall pay 1 ½ times an employee's regular wage rate whenever an employee who received compensation for employment at a rate less than 1 ½ time the minimum wage who works more than forty (40) hours in any scheduled work week, more than eight (8) hours in a day, unless by mutual agreement the employee works a scheduled ten (10) hours per day for four (4) calendar days within a work week. Employers should refer to NRS 608.018, NRS 338.020 and A.O. 2013-04 for further details on overtime requirements.

4. NOTICE:

4.1 Except the bid and award process where notices may be limited to postings by **CITY** on its Bid Opportunities website (www.carson.org), all notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by e-mail, by regular mail, by telephonic facsimile with simultaneous regular mail, or by certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address specified below.

4.2 Notice to **CONTRACTOR** shall be addressed to:

Brook Richards, Owner
Overhead Fire Protection, Inc.
PO Box 5863
Sparks, NV 89432
775-856-3444
brook@overheadfire.com

4.3 Notice to **CITY** shall be addressed to:

Carson City Purchasing and Contracts Department
Carol Akers, Purchasing and Contracts Administrator
201 North Carson Street, Suite 2
Carson City, NV 89701
775-283-7362 / FAX 775-887-2286
CAkers@carson.org

5. COMPENSATION:

5.1 The parties agree that **CONTRACTOR** will provide the WORK specified in the Contract for the Contract Amount of One Hundred Thirty Three Thousand Four Hundred Fifteen Dollars and 00/100 (\$133,415.00).

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5.2 CITY will pay CONTRACTOR progress payments and the final payment computed from the actual quantities of WORK performed and accepted and the materials furnished at the Unit and Lump Sum prices shown on CONTRACTOR'S Bid Proposal and any executed Change Orders.

5.3 Contract Amount represents full and adequate compensation for the complete WORK, and includes the furnishing of all materials, all labor, equipment, tools, transportation, services, appliances, and all expenses, direct or indirect connected with the proper execution of the WORK.

5.4 CITY does not agree to reimburse CONTRACTOR for expenses unless otherwise specified.

6. CONTRACT TERMINATION:

6.1 Termination Without Cause:

6.1.1 Any discretionary or vested right of renewal notwithstanding, this Contract may be terminated upon written notice by mutual consent of both parties or unilaterally by either party without cause.

6.1.2 CITY reserves the right to terminate this Contract for convenience whenever it considers termination, in its sole and unfettered discretion, to be in the public interest. In the event that the Contract is terminated in this manner, payment will be made for WORK actually completed. If termination occurs under this provision, in no event shall CONTRACTOR be entitled to anticipated profits on items of WORK not performed as of the effective date of the termination or compensation for any other item, including but not limited to, unabsorbed overhead. CONTRACTOR shall require that all subcontracts which it enters related to this Contract likewise contain a termination for convenience clause which precludes the ability of any subcontractor to make claims against CONTRACTOR for damages due to breach of contract, lost profit on items of WORK not performed, or unabsorbed overhead, in the event of a convenience termination.

6.2 Termination for Nonappropriation:

6.2.1 All payments and WORK provided under this Contract are contingent upon the availability of the necessary public funding, which may include various internal and external sources. In the event that Carson City does not acquire and appropriate the funding necessary to perform in accordance with the terms of the Contract, the Contract shall automatically terminate upon CITY'S notice to CONTRACTOR of such nonappropriation, and no claim or cause of action may be based upon any such nonappropriation.

6.3 Cause Termination for Default or Breach:

6.3.1 A default or breach may be declared with or without termination.

6.3.2 This Contract may be terminated by either party upon written notice of default or breach to the other party as follows:

6.3.2.1 If CONTRACTOR fails to provide or satisfactorily perform any of the conditions, WORK, deliverables, goods, or any services called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or

6.3.2.2 If any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by CONTRACTOR to provide the goods or WORK or any services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or

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6.3.2.3 If **CONTRACTOR** becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or

6.3.2.4 If **CITY** materially breaches any material duty under this Contract and any such breach impairs **CONTRACTOR'S** ability to perform; or

6.3.2.5 If it is found by **CITY** that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by **CONTRACTOR**, or any agent or representative of **CONTRACTOR**, to any officer or employee of **CITY** with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or

6.3.2.6 If it is found by **CITY** that **CONTRACTOR** has failed to disclose any material conflict of interest relative to the performance of this Contract.

6.3.2.7 **CITY** may terminate this Contract if **CONTRACTOR**:

6.3.2.7.1 Fails to maintain bonding, Nevada State Contractors' Board License, State Industrial Insurance requirements or insurance policies for limits as defined in this Contract; or

6.3.2.7.2 Persistently or materially refuses or fails to supply properly skilled workers or proper materials; or

6.3.2.7.3 Fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between **CONTRACTOR** and the subcontractors; or

6.3.2.7.4 Disregards laws, ordinances, or rules, regulations or order of a public authority having jurisdiction; or

6.3.2.7.5 Otherwise makes a material breach of a provision of this Contract; or

6.3.2.7.6 **CONTRACTOR** fails to maintain safe working conditions.

6.3.3 When any of the **Subsection 6.3.2.7.1 through 6.3.2.7.6, inclusive**, cause reasons exist, and without prejudice to any other rights or remedies of **CITY**, **CITY** may terminate this Contract at any time after giving **CONTRACTOR** and **CONTRACTOR'S** Surety seven (7) calendar days written notice of default or breach and intent to terminate and **CONTRACTOR'S** subsequent failure to timely correct as provided below, and subject to any prior rights of the Surety, **CITY** may:

6.3.3.1 Take possession of the site and of all materials, equipment, tools and construction equipment and machinery thereon owned by **CONTRACTOR**;

6.3.3.2 Accept assignment of subcontractors pursuant to this Contract (Contingent Assignment of Subcontracts to Carson City if this Contract is terminated); and

6.3.3.3 Finish the WORK by whatever reasonable method **CITY** may deem expedient.

6.3.4 If **CITY** terminates this Contract for any of the cause reasons stated in **Section 6.3**:

6.3.4.1 **CONTRACTOR** shall not be entitled to receive further payment until the WORK is finished.

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6.3.4.2 If the unpaid balance of the Contract Amount exceeds the cost of finishing the WORK including expenses made necessary thereby, such excess shall be paid to **CONTRACTOR**. If the costs of finishing the WORK exceed the unpaid balance, **CONTRACTOR** shall pay the difference to **CITY**. The amount to be paid to **CONTRACTOR** or **CITY**, as the case may be, shall survive termination of this Contract.

6.3.4.3 In the event of such cause termination, all monies due **CONTRACTOR** or retained under the terms of this Contract shall be held by **CITY**, however, such holdings will not release **CONTRACTOR** or its Sureties from liability for failure to fulfill this Contract. Any excess cost over and above the Contract Amount incurred by **CITY** arising from the termination of the operations of this Contract and the completion of the WORK by **CITY** as provided above shall be paid for by any available funds held by **CITY**. **CONTRACTOR** will be so credited with any surplus remaining after all just claims for such completion have been paid.

6.4 If at any time before completion of the WORK under this Contract, the WORK shall be stopped by an injunction of a court of competent jurisdiction or by order of any competent government authority, **CITY** may give immediate notice to **CONTRACTOR** to discontinue the WORK and terminate this Contract. **CONTRACTOR** shall discontinue the WORK in such manner, sequence, and at such times as **CITY** may direct. **CONTRACTOR** shall have no claim for damages for such discontinuance or termination, nor any claim for anticipated profits on the WORK thus dispensed with, nor for any claim for penalty, nor for any other claim such as unabsorbed overhead, except for the WORK actually performed up to the time of discontinuance, including any extra WORK ordered by **CITY** to be done.

6.5 Time to Correct (Declared Default or Breach):

6.5.1 Termination upon a declared default or breach may be exercised only after providing 7 (seven) calendar days written notice of default or breach, and the subsequent failure of the defaulting or breaching party, within five (5) calendar days of providing that default or breach notice, to provide evidence satisfactory to the aggrieved party demonstrating that the declared default or breach has been corrected. Time to correct shall run concurrently with any notice of default or breach and such time to correct is not subject to any stay with respect to the nonexistence of any Notice of Termination. Untimely correction shall not void the right to termination otherwise properly noticed unless waiver of the noticed default or breach is expressly provided in writing by the aggrieved party. There shall be no time to correct with respect to any notice of termination without cause, termination for nonappropriation or termination due to court injunction or order of a competent government authority.

6.6 Winding Up Affairs Upon Termination:

6.6.1 In the event of termination of this Contract for any reason, the parties agree that the provisions of this **Subsection 6.6** survive termination:

6.6.1.1 The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination; and

6.6.1.2 **CONTRACTOR** shall satisfactorily complete WORK in progress at the agreed rate (or a pro rata basis if necessary) if so requested by **CITY**; and

6.6.1.3 **CONTRACTOR** shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by **CITY**; and

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6.6.1.4 **CONTRACTOR** shall preserve, protect, and promptly deliver into **CITY** possession all proprietary information in accordance with **Section 21**.

6.7 Notice of Termination:

6.7.1 Unless otherwise specified in this Contract, termination shall not be effective until seven (7) calendar days after a party has provided written notice of default or breach, or notice of without cause termination. Notice of Termination may be given at the time of notice of default or breach, or notice of without cause termination. Notice of Termination may be provided separately at any time after the running of the 7-day notice period, and such termination shall be effective on the date the Notice of Termination is provided to the party unless a specific effective date is otherwise set forth therein. Any delay in providing a Notice of Termination after the 7-day notice period has run without a timely correction by the defaulting or breaching party shall not constitute any waiver of the right to terminate under the existing notice(s).

7. DAVIS-BACON & RELATED ACTS 29 CFR PARTS 1,3,5,6,&7 AND NRS 338.070(5):

In the event federal grant funds are used for payment of all or part of this Contract

7.1 **CONTRACTOR** shall comply with Davis-Bacon Act and NRS 338.070(5). **CONTRACTOR** and each covered contractor or subcontractor must provide a weekly statement of wages paid to each of its employees engaged in covered WORK. The statement shall be executed by **CONTRACTOR** or subcontractor or by an authorized officer or employee of **CONTRACTOR** or subcontractor who supervised the payment of wages and shall be on the "Statement of Compliance" form. **CONTRACTOR** shall submit a Statement of Compliance that is prescribed by the Nevada Labor Commissioner or contains identical wording. Per NRS 338.070(6) the records maintained pursuant to subsection 5 must be open at all reasonable hours to the inspection of the public body (the **CITY'S** representative) awarding the contract. The **CONTRACTOR** engaged on the public work or subcontractor engaged on the public work shall ensure that a copy of each record for each calendar month is received by the public body awarding the contract (the **City**) **no later than 15 days after the end of the month**.

7.2 In the event federal funds are used for payment of all or part of this Contract, **CONTRACTOR** shall submit a Statement of Compliance form WH347 or a form with identical wording and a Statement of Compliance prescribed by the Nevada Labor Commissioner **within 7 days after the regular pay date for the pay period**. The original Statements shall be delivered to Carson City Public Works, 3505 Butti Way, Carson City, Nevada 89703, attention Davis-Bacon/Federal Funding Compliance.

7.3 CERTIFIED PAYROLLS FOR DAVIS-BACON AND PREVAILING WAGE PROJECTS:

7.3.1 The higher of the Federal or local prevailing wage rates for **CITY**, as established by the Nevada Labor Commission and the Davis-Bacon Act, shall be paid for all classifications of labor on this project WORK. Should a classification be missing from the Davis-Bacon rates the **CONTRACTOR** shall complete a request of authorization for additional classification or rate form SF1444 in its entirety and submit it to the **CITY** for approval and submission to the U.S. Department of Labor. Also, in accordance with NRS 338, the hourly and daily wage rates for the State and Davis-Bacon must be posted at the work site by **CONTRACTOR**. **CONTRACTOR** shall ensure that a copy of **CONTRACTOR'S** and subcontractor's certified payrolls for each calendar week are received by **CITY**.

7.3.2 Per NRS 338.070(5) a **CONTRACTOR** engaged on a public work and each subcontractor engaged on the public work shall keep or cause to be kept:

(a) An accurate record showing, for each worker employed by the contractor or subcontractor in connection with the public work:

(1) The name of the worker;

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(2) The occupation of the worker;

(3) The gender of the worker, if the worker voluntarily agreed to specify that information pursuant to subsection 4, or an entry indicating that the worker declined to specify such information;

(4) The ethnicity of the worker, if the worker voluntarily agreed to specify that information pursuant to subsection 4, or an entry indicating that the worker declined to specify such information;

(5) If the worker has a driver's license or identification card, an indication of the state or other jurisdiction that issued the license or card; and

(6) The actual per diem, wages and benefits paid to the worker; and

(b) An additional accurate record showing, for each worker employed by the contractor or subcontractor in connection with the public work who has a driver's license or identification card:

(1) The name of the worker;

(2) The driver's license number or identification card number of the worker; and

(3) The state or other jurisdiction that issued the license or card.

7.3.3 The original payroll records shall be certified and shall be submitted weekly to Carson City Public Works, 3505 Butti Way, Carson City, Nevada 89703, attention Davis-Bacon/Federal Funding Compliance. Submission of such certified payrolls shall be a condition precedent for processing the monthly progress payment. **CONTRACTOR**, as General Contractor, shall collect the wage reports from the subcontractors and ensure the receipt of a certified copy of each weekly payroll for submission to **CITY** as one complete package.

7.3.4 Pursuant to NRS 338.060 and 338.070, **CONTRACTOR** hereby agrees to forfeit, as a penalty to **CITY**, not less than Twenty Dollars (\$20) nor more than Fifty Dollars (\$50) for each calendar day or portion thereof that each worker employed on the Contract is paid less than the designated rate for any WORK done under the Contract, by **CONTRACTOR** or any subcontractor under him/her, or is not reported to **CITY** as required by NRS 338.070.

8. FAIR EMPLOYMENT PRACTICES:

8.1 Pursuant to NRS 338.125, Fair Employment Practices, the following provisions must be included in any contract between **CONTRACTOR** and a public body such as **CITY**:

8.1.1 *In connection with the performance of work under this Contract, **CONTRACTOR** agrees not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation, gender identity, or age, including, without limitation, with regard to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including without limitation, apprenticeship.*

8.1.2 **CONTRACTOR** further agrees to insert this provision in all subcontracts hereunder, except subcontracts for standard commercial supplies or raw materials.

8.2 If the CITY was required by NRS 332.065(4) to advertise or request a proposal for this Agreement, by signing this Agreement, the **CONTRACTOR** provides a written certification that the **CONTRACTOR** is not currently engaged in, and during the Term shall not engage in, a Boycott of Israel. The term "Boycott of Israel" has the meaning ascribed to that term in Section 3 of Nevada Senate Bill 26

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(2017). The CONTRACTOR shall be responsible for fines, penalties, and payment of any State of Nevada or federal funds that may arise (including those that the CITY pays, becomes liable to pay, or becomes liable to repay) as a direct result of the CONTRACTOR's non-compliance with this Section.

9. PREFERENTIAL EMPLOYMENT:

9.1 Unless, and except if, this Contract is funded in whole or in part by federal grant funding (see 40 C.F.R. § 31.36(c) *Competition*), pursuant to NRS 338.130, in all cases where persons are employed in the construction of public works, preference must be given, the qualifications of the applicants being equal: (1) First: To persons who have been honorably discharged from the Army, Navy, Air Force, Marine Corps or Coast Guard of the United States, a reserve component thereof or the National Guard; and are citizens of the State of Nevada. (2) Second: To other citizens of the State of Nevada.

9.2 Unless, and except if, this Contract is funded in whole or in part by federal grant funding (see 40 CFR § 31.36(c) *Competition*), in connection with the performance of WORK under this Contract, **CONTRACTOR** agrees to comply with the provisions of NRS 338.130 requiring certain preferences to be given to which persons are employed in the construction of a public work. If **CONTRACTOR** fails to comply with the provisions of NRS 338.130, pursuant to the terms of NRS 338.130(3), this Contract is void, and any failure or refusal to comply with any of the provisions of this section renders this Contract void.

10. REMEDIES:

Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorney's fees and costs. The parties agree that, in the event a lawsuit is filed and a party is awarded attorney's fees by the court, for any reason, the amount of recoverable attorney's fees shall not exceed the rate of \$125 per hour. **CITY** may set off consideration against any unpaid obligation of **CONTRACTOR** to **CITY**.

11. LIMITED LIABILITY:

CITY will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Liquidated damages shall not apply unless otherwise expressly provided for elsewhere in this Contract. Damages for any **CITY** breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to **CONTRACTOR**, for the fiscal year budget in existence at the time of the breach. **CONTRACTOR'S** tort liability shall not be limited.

12. FORCE MAJEURE:

Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of this Contract after the intervening cause ceases.

13. INDEMNIFICATION:

13.1 To the extent permitted by law, including, but not limited to, the provisions of NRS Chapter 41, each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other party from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of the indemnifying party, its officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of the indemnity which would otherwise exist as to any party or person described in this Section.

13.2 Except as otherwise provided in **Subsection 13.4** below, the indemnifying party shall not be obligated to provide a legal defense to the indemnified party, nor reimburse the indemnified party for the

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same, for any period occurring before the indemnified party provides written notice of the pending claim(s) or cause(s) of action to the indemnifying party, along with:

13.2.1 a written request for a legal defense for such pending claim(s) or cause(s) of action; and

13.2.2 a detailed explanation of the basis upon which the indemnified party believes that the claim or cause of action asserted against the indemnified party implicates the culpable conduct of the indemnifying party, its officers, employees, and/or agents.

13.3 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall not be obligated to fund or reimburse any fees or costs provided by any additional counsel for the indemnified party, including counsel through which the indemnified party might voluntarily choose to participate in its defense of the same matter.

13.4 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall be obligated to reimburse the reasonable attorney's fees and costs incurred by the indemnified party during the initial thirty (30) day period of the claim or cause of action, if any, incurred by separate counsel.

14. **INDEPENDENT CONTRACTOR:**

14.1 **CONTRACTOR**, as an independent contractor, is a natural person, firm or corporation who agrees to perform WORK for a fixed price according to his or its own methods and without subjection to the supervision or control of the **CITY**, except as to the results of the WORK, and not as to the means by which the WORK are accomplished.

14.2 It is mutually agreed that **CONTRACTOR** is associated with **CITY** only for the purposes and to the extent specified in this Contract, and in respect to performance of the contracted WORK pursuant to this Contract. **CONTRACTOR** is and shall be an independent contractor and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract.

14.3 Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for **CITY** whatsoever with respect to the indebtedness, liabilities, and obligations of **CONTRACTOR** or any other party.

14.4 **CONTRACTOR**, in addition to **Section 13** (INDEMNIFICATION), shall indemnify and hold **CITY** harmless from, and defend **CITY** against, any and all losses, damages, claims, costs, penalties, liabilities, expenses arising out of or incurred in any way because of, but not limited to, **CONTRACTOR'S** obligations or legal duties regarding any taxes, fees, assessments, benefits, entitlements, notice of benefits, employee's eligibility to work, to any third party, subcontractor, employee, state, local or federal governmental entity.

14.5 Neither **CONTRACTOR** nor its employees, agents, or representatives shall be considered employees, agents, or representatives of **CITY**.

15. **INSURANCE REQUIREMENTS (GENERAL):**

15.1 NOTICE: The following general insurance requirements shall apply unless these general requirements are altered by the specific requirements set forth in CITY'S solicitation for bid document, the adopted bid or other document incorporated into this Contract by the parties. These general insurance requirements do not include terms related to bond(s) required for this Contract, which are set forth in the CITY'S solicitation and below in this Contract following the execution pages.

15.2 **CONTRACTOR**, as an independent contractor and not an employee of **CITY**, must carry policies of insurance in amounts specified and pay all taxes and fees incident hereunto. **CITY** shall have no liability except as specifically provided in this Contract.

15.3 **CONTRACTOR** shall not commence work before: (1) **CONTRACTOR** has provided the required evidence of insurance to **CITY** Purchasing and Contracts, and (2) **CITY** has approved the insurance policies provided by **CONTRACTOR**.

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15.4 Prior approval of the insurance policies by **CITY** shall be a condition precedent to any payment of consideration under this Contract and **CITY'S** approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent this Contract. Any failure of **CITY** to timely approve shall not constitute a waiver of the condition.

15.5 *Insurance Coverage (15.6 through 15.23):*

15.6 **CONTRACTOR** shall, at **CONTRACTOR'S** sole expense, procure, maintain and keep in force for the duration of this Contract the following insurance conforming to the minimum requirements specified below. Unless specifically specified herein or otherwise agreed to by **CITY**, the required insurance shall be in effect prior to the commencement of work by **CONTRACTOR** and shall continue in force as appropriate until the later of:

15.6.1 Final acceptance by **CITY** of the completion of this Contract; or

15.6.2 Such time as the insurance is no longer required by **CITY** under the terms of this Contract.

15.6.3 Any insurance or self-insurance available to **CITY** under its coverage(s) shall be in excess of and non-contributing with any insurance required from **CONTRACTOR**. **CONTRACTOR'S** insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by **CITY**, **CONTRACTOR** shall provide **CITY** with renewal or replacement evidence of insurance no less than thirty (30) calendar days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by this Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as soon as **CONTRACTOR** has knowledge of any such failure, **CONTRACTOR** shall immediately notify **CITY** and immediately replace such insurance or bond with an insurer meeting the requirements.

15.7 *General Insurance Requirements (15.8 through 15.23):*

15.8 **Certificate Holder:** Each certificate shall list Carson City c/o Carson City Purchasing and Contracts, 201 N. Carson Street, Suite 2, Carson City, NV 89701 as a certificate holder.

15.9 **Additional Insured:** By endorsement to the general liability insurance policy evidenced by **CONTRACTOR**, The City and County of Carson City, Nevada, its officers, employees and immune contractors shall be named as additional insureds for all liability arising from this Contract.

15.10 **Waiver of Subrogation:** Each liability insurance policy, except for professional liability, shall provide for a waiver of subrogation in favor of the City.

15.11 **Cross-Liability:** All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.

15.12 **Deductibles and Self-Insured Retentions:** Insurance maintained by **CONTRACTOR** shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by **CITY**. Such approval shall not relieve **CONTRACTOR** from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed \$5,000.00 per occurrence, unless otherwise approved by **CITY**.

15.13 **Policy Cancellation:** Except for ten (10) calendar days notice for non-payment of premium, **CONTRACTOR** or its insurers must provide thirty (30) calendar days prior written notice to Carson City Purchasing and Contracts if any policy will be canceled, non-renewed or if required coverage and /or limits reduced or materially altered, and shall provide that notices required by this paragraph shall be sent by mail to Carson City Purchasing and Contracts, 201 N. Carson Street, Suite 2, Carson City, NV 89701. When available, each insurance policy shall be endorsed to provide thirty (30) days' notice of cancellation, except for ten (10) days' notice for non-payment of premium, to City.

15.14 **Approved Insurer:** Each insurance policy shall be issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers under federal and Nevada law and having agents in Nevada upon whom service of process may be made, and currently rated by A.M. Best as "A-VII" or better.

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15.15 **Evidence of Insurance:** Prior to commencement of work, **CONTRACTOR** must provide the following documents to Carson City Purchasing and Contracts, 201 North Carson Street, Suite 2, Carson City, NV 89701:

15.16 **Certificate of Insurance:** Contractor shall furnish City with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth herein. The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to Carson City Purchasing and Contracts to evidence the insurance policies and coverages required of **CONTRACTOR**.

15.17 **Additional Insured Endorsement:** An Additional Insured Endorsement (CG20 10 or C20 26), signed by an authorized insurance company representative, must be submitted to Carson City Purchasing and Contracts to evidence the endorsement of **CITY** as an additional insured per **Subsection 15.9** (Additional Insured).

15.18 **Schedule of Underlying Insurance Policies:** If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the Underlying Schedule from the Umbrella or Excess insurance policy may be required.

15.19 **Review and Approval:** Documents specified above must be submitted for review and approval by **CITY** Purchasing and Contracts prior to the commencement of work by **CONTRACTOR**. Neither approval by **CITY** nor failure to disapprove the insurance furnished by **CONTRACTOR** shall relieve **CONTRACTOR** of **CONTRACTOR'S** full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of **CONTRACTOR** or its sub-contractors, employees or agents to **CITY** or others, and shall be in addition to and not in lieu of any other remedy available to **CITY** under this Contract or otherwise. **CITY** reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.

15.20 **COMMERCIAL GENERAL LIABILITY INSURANCE:**

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence.

15.20.1 *Minimum Limits required:*

15.20.2 Two Million Dollars (\$2,000,000.00) - General Aggregate.

15.20.3 Two Million Dollars (\$2,000,000.00) - Products & Completed Operations. Aggregate

15.20.4 One Million Dollars (\$1,000,000.00) - Each Occurrence.

15.20.5 CGL insurance shall be written on ISO occurrence form CG 00 01 04 13 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, products-completed operations, personal and advertising injury, and liability assumed under an insured contract [(including the tort liability of another assumed in a business contract)].

15.20.6 City and County of Carson City, Nevada, its officers, employees and immune contractors shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or CG 20 26, or a substitute providing equivalent coverage, and under the commercial umbrella, if any.

15.20.7 This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to City. There shall be no endorsement or modification of the CGL to make it excess over other available insurance; alternatively, if the CGL states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insured.

15.20.8 There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability assumed under a contract.

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- 15.20.9 Contractor waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained pursuant to this Contract. Insurer shall endorse CGL policy as required to waive subrogation against City with respect to any loss paid under the policy
- 15.21 **BUSINESS AUTOMOBILE LIABILITY INSURANCE:**
- 15.21.1 *Minimum Limit required:*
- 15.21.2 Contractor shall maintain automobile liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident for bodily injury and property damage.
- 15.21.3 Such insurance shall cover liability arising out of owned, hired, and non-owned autos (as applicable). Coverage as required above shall be written on ISO form CA 00 01, CA 00 05, CA 00 25, or a substitute form providing equivalent liability coverage.
- 15.21.4 Contractor waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the automobile liability or other liability insurance obtained by Contractor pursuant this Contract.
- 15.22 **PROFESSIONAL LIABILITY INSURANCE (Architects, Engineers and Land Surveyors)**
- 15.22.1 *Minimum Limit required:*
- 15.22.2 CONTRACTOR shall maintain professional liability insurance applying to all activities performed under this Contract with limits not less than One Million Dollars (\$1,000,000.00) and Two Million Dollars (\$2,000,000) in the aggregate.
- 15.22.3 Retroactive date: Prior to commencement of the performance of this Contract.
- 15.22.4 CONTRACTOR will maintain professional liability insurance during the term of this Contract and for a period of three (3) years after termination of this Contract unless waived by the City. In the event of non-renewal or other lapse in coverage during the term of this Contract or the three (3) year period described above, CONTRACTOR shall purchase Extended Reporting Period coverage for claims arising out of CONTRACTOR's negligence acts, errors and omissions committed during the term of the Professional Liability Policy. The Extended Reporting Period shall continue through a minimum of three (3) years after termination date of this Contract.
- 15.22.5 A certified copy of this policy may be required.
- 15.23 **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:**
- 15.23.1 **CONTRACTOR** shall provide workers' compensation insurance as required by NRS Chapters 616A through 616D inclusive and Employer's Liability insurance with a minimum limit not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease
- 15.23.2 **CONTRACTOR** may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that **CONTRACTOR** is a sole proprietor; that **CONTRACTOR** will not use the services of any employees in the performance of this Contract; that **CONTRACTOR** has elected to not be included in the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive; and that **CONTRACTOR** is otherwise in compliance with the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive.
- 15.23.3 **CONTRACTOR** waives all rights against City and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by the workers'

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compensation and employer's liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract. Contractor shall obtain an endorsement equivalent to WC 00 03 13 to affect this waiver.

16. **BUSINESS LICENSE:**

16.1 **CONTRACTOR** shall not commence work before **CONTRACTOR** has provided a copy of his Carson City business license to Carson City Purchasing and Contracts.

16.2 The Carson City business license shall continue in force until the later of: (1) final acceptance by **CITY** of the completion of this Contract; or (2) such time as the Carson City business license is no longer required by **CITY** under the terms of this Contract.

17. **COMPLIANCE WITH LEGAL OBLIGATIONS:**

CONTRACTOR shall procure and maintain for the duration of this Contract any state, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONTRACTOR** to provide the goods or WORK or any services of this Contract. **CONTRACTOR** will be responsible to pay all government obligations, including, but not limited to, all taxes, assessments, fees, fines, judgments, premiums, permits, and licenses required or imposed by law or a court. Real property and personal property taxes are the responsibility of **CONTRACTOR** in accordance with NRS Chapter 361 generally and NRS 361.157 and 361.159, specifically regarding for profit activity. **CONTRACTOR** agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract. **CITY** may set-off against consideration due any delinquent government obligation.

18. **WAIVER OF BREACH:**

Failure to declare a breach or the actual waiver of any particular breach of this Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

19. **SEVERABILITY:**

If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

20. **ASSIGNMENT / DELEGATION:**

To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by **CITY**, such offending portion of the assignment shall be void, and shall be a breach of this Contract. **CONTRACTOR** shall neither assign, transfer nor delegate any rights, obligations or duties under this Contract without the prior written approval of **CITY**. The parties do not intend to benefit any third party beneficiary regarding their respective performance under this Contract.

21. **CITY OWNERSHIP OF PROPRIETARY INFORMATION:**

21.1 Any files, reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer programs, computer codes, and computer records (which are intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by **CONTRACTOR** (or its subcontractors) in performance of its obligations under this Contract shall be the exclusive property of **CITY** and all such materials shall be delivered into **CITY** possession by **CONTRACTOR** upon completion, termination, or cancellation of this Contract. **CONTRACTOR** shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of **CONTRACTOR'S** obligations under this Contract without the prior written consent of **CITY**. Notwithstanding the foregoing, **CITY** shall have no proprietary interest in any materials licensed for use by **CITY** that are subject to patent, trademark or copyright protection.

21.2 **CITY** shall be permitted to retain copies, including reproducible copies, of **CONTRACTOR'S**

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drawings, specifications, and other documents for information and reference in connection with this Contract.

21.3 **CONTRACTOR'S** drawings, specifications and other documents shall not be used by **CITY** or others without expressed permission of **CONTRACTOR**.

22. PUBLIC RECORDS:

Pursuant to NRS 239.010, information or documents received from **CONTRACTOR** may be open to public inspection and copying. **CITY** will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests. **CONTRACTOR** may clearly label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 332.061, provided that **CONTRACTOR** thereby agrees to indemnify and defend **CITY** for honoring such a designation. The failure to so label any document that is released by **CITY** shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

23. CONFIDENTIALITY:

CONTRACTOR shall keep confidential all information, in whatever form, produced, prepared, observed or received by **CONTRACTOR** to the extent that such information is confidential by law or otherwise required by this Contract.

24. FEDERAL FUNDING:

24.1 *In the event federal grant funds are used for payment of all or part of this Contract:*

24.1.1 **CONTRACTOR** certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67, § 67.510, as published as pt. VII of the May 26, 1988, Federal Register (pp. 19160-19211), and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.

24.1.2 **CONTRACTOR** and its subcontractors must be registered in the US Government System for Award Management (SAM) for verification on projects with federal funding.

24.1.3 **CONTRACTOR** and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999, inclusive, and any relevant program-specific regulations.

24.1.4 **CONTRACTOR** and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and Executive Order 11478 (July 21, 2014) and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, sexual orientation, gender identity, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).

24.14.1 If and when applicable to the particular federal funding and the Scope of Work under this Contract, **CONTRACTOR** and its subcontractors shall comply with: American Iron and Steel (AIS) provisions of P.L. 113-76, Consolidated Appropriations Act, 2014, Section 1605 – Buy American (100% Domestic Content of iron, steel and manufactured goods); Federal Highway Administration (FHWA) 23 U.S.C. § 313 – Buy America, 23 C.F.R. §635.410 (100% Domestic Content of steel, iron and manufactured products); Federal Transit Administration (FTA) 49 U.S.C. § 5323(j), 49 C.F.R. Part 661 – Buy America Requirements (See 60% Domestic Content for buses and other Rolling Stock).

25. LOBBYING:

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25.1 The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this Contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:

25.1.1 Any federal, state, county or local agency, legislature, commission, council or board;

25.1.2 Any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or

25.1.3 Any officer or employee of any federal, state, county or local agency; legislature, commission, council or board.

26. GENERAL WARRANTY:

CONTRACTOR warrants that it will perform all WORK required hereunder in accordance with the prevailing standard of care by exercising the skill and care normally required of individuals performing the same or similar WORK, under the same or similar circumstances, in the State of Nevada.

27. PROPER AUTHORITY:

The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. **CONTRACTOR** acknowledges that this Contract is effective only after approval by the Carson City Board of Supervisors and only for the period of time specified in this Contract. Any WORK performed by **CONTRACTOR** before this Contract is effective or after it ceases to be effective is performed at the sole risk of **CONTRACTOR**.

28. ALTERNATIVE DISPUTE RESOLUTION (Public Work):

If the WORK under this Contract involves a "public work" as defined under NRS 338.010(18), then pursuant to NRS 338.150, a public body charged with the drafting of specifications for a public work shall include in the specifications a clause requiring the use of a method of alternative dispute resolution ("ADR") before initiation of a judicial action if a dispute arising between the public body and the **CONTRACTOR** engaged on the public work cannot otherwise be settled. Therefore, unless ADR is otherwise provided for by the parties in any other incorporated attachment to this Contract, in the event that a dispute arising between **CITY** and **CONTRACTOR** regarding that public work cannot otherwise be settled, **CITY** and **CONTRACTOR** agree that, before judicial action may be initiated, **CITY** and **CONTRACTOR** will submit the dispute to non-binding mediation. **CITY** shall present **CONTRACTOR** with a list of three potential mediators. **CONTRACTOR** shall select one person to serve as the mediator from the list of potential mediators presented by **CITY**. The person selected as mediator shall determine the rules governing the mediation.

29. GOVERNING LAW / JURISDICTION:

This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. **CONTRACTOR** consents and agrees to the jurisdiction of the courts of the State of Nevada located in Carson City, Nevada for enforcement of this Contract.

30. ENTIRE CONTRACT AND MODIFICATION:

This Contract and its integrated attachment(s) constitute the entire Contract of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other Contracts that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Carson City Board of Supervisors. Conflicts in language between this Contract and any other agreement between **CITY** and **CONTRACTOR** on this same matter shall be construed consistent with the terms of this Contract. The parties agree that each has had their respective counsel review this Contract which shall be construed as if it was jointly drafted.

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 23300257

Title: Eagle Valley Golf Course Fire Sprinkler Replacement Project

31. ACKNOWLEDGMENT AND EXECUTION:

This Contract may be executed in counterparts. The parties hereto have caused this Contract to be signed and intend to be legally bound thereby as follows:

AND ALL SUPPLEMENTAL AGREEMENTS AMENDING OR EXTENDING THE WORK CONTEMPLATED.

ACKNOWLEDGMENT AND EXECUTION:

In witness whereof, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

CITY

Executive Office
Purchasing and Contracts Department
201 North Carson Street, Suite 2
Carson City, Nevada 89701
Telephone: 775-283-7362
Fax: 775-887-2286
CAkers@carson.org

CITY'S LEGAL COUNSEL

Carson City District Attorney
I have reviewed this Contract and approve
as to its legal form.

By: _____
Sheri Russell-Benabou, Chief Financial Officer

By: _____
Deputy District Attorney

Dated _____

Dated _____

**CONTRACTOR will not be given authorization
to begin work until this Contract has been
signed by Purchasing and Contracts**

BY: Carol Akers
Purchasing & Contracts Administrator

Project# P303423236
Account # 2101005-507010

By: _____

Dated _____

PROJECT CONTACT PERSON:

Brianna Greenlaw, Project Manager
Telephone: 775-283-7083

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

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Undersigned deposes and says under penalty of perjury: That he/she is **CONTRACTOR** or authorized agent of **CONTRACTOR**; that he/she has read the foregoing Contract; and that he/she understands the terms, conditions and requirements thereof.

CONTRACTOR

BY: Brook Richards

TITLE: Owner

FIRM: Overhead Fire Protection, Inc.

CARSON CITY BUSINESS LICENSE #: BL-000709

NEVADA CONTRACTORS LICENSE #: 0016599

Address: PO Box 5863

City: Sparks **State:** NV **Zip Code:** 89432

Telephone: 775-856-3444

E-mail Address: brooks@overheadfire.com

(Signature of Contractor)

DATED _____

STATE OF _____)

)ss

County of _____)

Signed and sworn (or affirmed before me on this _____ day of _____, 20____.

(Signature of Notary)

(Notary Stamp)

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 23300257

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CONTRACT ACCEPTANCE AND EXECUTION:

The Board of Supervisors for Carson City, Nevada at their publicly noticed meeting of February 16, 2023, approved the acceptance of the attached Contract hereinbefore identified as **CONTRACT No. 23300257** and titled **Eagle Valley Golf Course Fire Sprinkler Replacement Project**. Further, the Board of Supervisors authorizes the Mayor of Carson City, Nevada to sign this document and record the signature for the execution of this Contract in accordance with the action taken.

CARSON CITY, NEVADA

LORI BAGWELL, MAYOR

DATED this 16th day of February 2023.

ATTEST:

WILLIAM SCOTT HOEN, CLERK-RECORDER

DATED this 16th day of February 2023.

PERFORMANCE BOND

Doc. No. 2151
(Rev. 11-17-99)

Bond #: _____

KNOW ALL PERSONS BY THESE PRESENTS, that I/we _____
_____ as Principal, hereinafter called CONTRACTOR,
and

_____ a corporation duly organized under the laws of _____, as Surety, hereinafter called the Surety, are held and firmly bound unto Carson City, Nevada a consolidated municipality of the State of Nevada, hereinafter called CITY, for the sum of \$ _____ (state sum in Words) _____ for the payment whereof CONTRACTOR and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, CONTRACTOR has by written agreement dated _____, entered into a contract with CITY for **BID# 23300257** and titled **Eagle Valley Golf Course Fire Sprinkler Replacement Project** in accordance with drawings and specifications prepared by CITY and which contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if CONTRACTOR shall promptly and faithfully perform said Contract then this obligation shall be null and void; otherwise it shall remain in full force and effect. The Surety hereby waives notice of any alteration or extension of time made by CITY and its obligation is not affected by any such alteration or extension provided the same is within the scope of the Contract. Whenever CONTRACTOR shall be, and is declared by CITY to be in default under the Contract, CITY having performed CITY'S obligations thereunder, the Surety may promptly remedy the default or shall promptly:

- 1) Complete the Contract in accordance with its terms and conditions; or
- 2) Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by CITY and the Surety jointly of the lowest responsive, responsible bidder, arrange for a contract between such bidder and CITY, and make available as work progresses (even though there should be a default or a succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract price, but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the Contract price", as used in this paragraph, shall mean the total amount payable by CITY to CONTRACTOR under the Contract and any amendments thereto, less the amount properly paid by CITY to CONTRACTOR. No right of action shall accrue on this bond to or for the use of any person or corporation other than CITY or successors of CITY.

LABOR AND MATERIAL PAYMENT BOND

Bond #: _____

Doc. No. 2152
(Rev. 11-17-99)

KNOW ALL PERSONS BY THESE PRESENTS, that I/we _____
_____ as Principal, hereinafter called

CONTRACTOR, and

_____ a
corporation duly organized under the laws of the State of Nevada, as Surety, hereinafter called the Surety, are held and firmly bound unto Carson City, Nevada a consolidated municipality of the State of Nevada, hereinafter called CITY, for the \$ _____ Dollars (state sum in words) _____

_____ for
the payment whereof CONTRACTOR and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, CONTRACTOR has by written agreement dated _____ entered into a contract with CITY for **BID# 23300257** and titled **Eagle Valley Golf Course Fire Sprinkler Replacement Project** in accordance with drawings and specifications prepared by CITY and which contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if CONTRACTOR shall promptly make payment to all claimants as hereinafter defined, for all labor and material used or reasonably required for use in the performance of the Contract, then this obligation shall be void; otherwise it shall remain in full force and effect, subject, however, to the following conditions:

- 1) A claimant is defined as one having a direct contract with CONTRACTOR or with a Subcontractor of the Principal for labor, material, or both, used or reasonably required for use in the performance of the Contract, labor and material being construed to include that part of water, gas, power, light, heat, oil, gasoline, telephone service, or rental of equipment directly applicable to the Contract.
- 2) The above-named Principal and Surety hereby jointly and severally agree with CITY that every claimant as herein defined, who has not been paid in full before the expiration of a period of ninety (90) days after the date on which the last of such claimant's work or labor was done or performed, or materials were furnished by such claimant, may sue on this bond for the use of such claimant, prosecute the suit to final judgment for such sum or sums as may be justly due claimant, and have execution thereon. CITY shall not be liable for the payment of any costs or expenses of any such suit.
- 3) No suit or action shall be commenced hereunder by any claimant:
 - a) Unless claimant, other than one having a direct contract with CONTRACTOR, shall have given written notice to any two of the following: CONTRACTOR, CITY, or the Surety above named, within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be personally served or served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the Principal at any place the Principal maintains an office or conducts its business.
 - b) After the expiration of one (1) year following the date on which the last of the labor was performed or material was supplied by the party bringing suit.
 - c) Other than in a court of competent jurisdiction for the county or district in which the construction Contract was to be performed.

CITY OF CARSON CITY, NEVADA – BID BOND

KNOW ALL MEN BY THESE PRESENTS: That we the undersigned Overhead Fire Protection, Inc., as "Principal," and Lexon Insurance Company, as "Surety," are hereby held and firmly bound unto the City of Carson City, Nevada, as "Obligee," in the penal sum of Five Percent of Total Amount Bid dollars (5% of Total Amount Bid) for the payment of which, well and truly to be made, the Principal and Surety bind themselves, their heirs, executors, and administrators, successors and assigns, jointly and severally, by this instrument. The condition of the obligation of this bid bond is as follows:

WHEREAS, NRS 332.105 authorizes local governments to require bid bonds to insure execution and proper performance of the Contract and the Bonding Company has an "A" or better rating with Moody's or A.M. Best and T-Listed with the U.S. Treasury Department;

AND, WHEREAS, the Principal has submitted a bid for Bid # 23300257, PWP # CC-2023-158, for the Project Title: Eagle Valley Golf Course Fire Sprinkler Replacement Project.

NOW, THEREFORE,

- (a) If said Bid shall be rejected; or
- (b) If said Bid shall be accepted and the Principal shall execute and deliver the contract in the bid documents ("Contract") to Obligee in accordance with the terms of the bid documents, and give such bond or bonds as may be specified in the bid or contract documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or
- (c) If the Principal shall pay to the Obligee the full amount of the bid bond as a penalty irrespective of the Obligee's actual damages in the event of the failure of the Principal to enter into such Contract and give such bond or bonds,

then, this obligation shall be null and void. Otherwise it shall remain in full force and effect, it being expressly understood and agreed that the liability of the Surety (but not of the Principal) for any and all claims hereunder shall, in no event, exceed the penal amount of the obligation as herein stated.

The Surety, for the consideration for which this bond was executed, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Obligee may accept such bid, and hereby waives notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and the Surety has caused their seal to be hereto affixed and these present to be signed by their proper officers.

Signed, Sealed and dated: January 23, 2023

Overhead Fire Protection, Inc.
Principal
By: [Signature]

Lexon Insurance Company
Surety
By: [Signature]
Andrea Cantlon, Attorney-In-Fact



POWER OF ATTORNEY

6664

KNOW ALL BY THESE PRESENTS, that **Endurance Assurance Corporation**, a Delaware corporation, **Endurance American Insurance Company**, a Delaware corporation, **Lexon Insurance Company**, a Texas corporation, and/or **Bond Safeguard Insurance Company**, a South Dakota corporation, each, a "Company" and collectively, "**Sompo International**," do hereby constitute and appoint: **Andrea Cantlon, Pat Owens, Teri L. Wood, Carey Morgan, Shelly Demaray** as true and lawful Attorney(s)-in-Fact to make, execute, seal, and deliver for, and on its behalf as surety or co-surety; bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking so made, executed and delivered shall obligate the Company for any portion of the penal sum thereof in excess of the sum of **ONE HUNDRED MILLION Dollars (\$100,000,000.00)**.

Such bonds and undertakings for said purposes, when duly executed by said attorney(s)-in-fact, shall be binding upon the Company as fully and to the same extent as if signed by the President of the Company under its corporate seal attested by its Corporate Secretary.

This appointment is made under and by authority of certain resolutions adopted by the sole shareholder of each Company by unanimous written consent effective the 15th day of June, 2019, a copy of which appears below under the heading entitled "Certificate".

This Power of Attorney is signed and sealed by facsimile under and by authority of the following resolution adopted by the sole shareholder of each Company by unanimous written consent effective the 15th day of June, 2019 and said resolution has not since been revoked, amended or repealed:

RESOLVED, that the signature of an individual named above and the seal of the Company may be affixed to any such power of attorney or any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signature or seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, each Company has caused this instrument to be signed by the following officers, and its corporate seal to be affixed this 15th day of June, 2019.

<p>Endurance Assurance Corporation By: <i>Richard M Appel</i> Richard Appel; SVP & Senior Counsel</p> 	<p>Endurance American Insurance Company By: <i>Richard M Appel</i> Richard Appel; SVP & Senior Counsel</p> 	<p>Lexon Insurance Company By: <i>Richard M Appel</i> Richard Appel; SVP & Senior Counsel</p> 	<p>Bond Safeguard Insurance Company By: <i>Richard M Appel</i> Richard Appel; SVP & Senior Counsel</p> 
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ACKNOWLEDGEMENT

On this 15th day of June, 2019, before me, personally came the above signatories known to me, who being duly sworn, did depose and say that he/she is an officer of each of the Companies; and that he executed said instrument on behalf of each Company by authority of his office under the by-laws of each Company.

By: *Amy Taylor*
Amy Taylor, Notary Public - My Commission Expires 5/9/23



CERTIFICATE

I, the undersigned Officer of each Company, DO HEREBY CERTIFY that:

1. That the original power of attorney of which the foregoing is a copy was duly executed on behalf of each Company and has not since been revoked, amended or modified; that the undersigned has compared the foregoing copy thereof with the original power of attorney, and that the same is a true and correct copy of the original power of attorney and of the whole thereof;
2. The following are resolutions which were adopted by the sole shareholder of each Company by unanimous written consent effective June 15, 2019 and said resolutions have not since been revoked, amended or modified:

"RESOLVED, that each of the individuals named below is authorized to make, execute, seal and deliver for and on behalf of the Company any and all bonds, undertakings or obligations in surety or co-surety with others: **RICHARD M. APPEL, BRIAN J. BEGGS, CHRISTOPHER DONELAN, SHARON L. SIMS, CHRISTOPHER L. SPARRO, MARIANNE L. WILBERT**; and be it further

RESOLVED, that each of the individuals named above is authorized to appoint attorneys-in-fact for the purpose of making, executing, sealing and delivering bonds, undertakings or obligations in surety or co-surety for and on behalf of the Company."

3. The undersigned further certifies that the above resolutions are true and correct copies of the resolutions as so recorded and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal this 23rd day of January, 2023

By: *Daniel S. Lurie*
Daniel S. Lurie, Secretary

NOTICE: U. S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC)

No coverage is provided by this Notice nor can it be construed to replace any provisions of any surety bond or other surety coverage provided. This Notice provides information concerning possible impact on your surety coverage due to directives issued by OFAC. Please read this Notice carefully.

The Office of Foreign Assets Control (OFAC) administers and enforces sanctions policy, based on Presidential declarations of "national emergency". OFAC has identified and listed numerous foreign agents, front organizations, terrorists, terrorist organizations, and narcotics traffickers as "Specially Designated Nationals and Blocked Persons". This list can be located on the United States Treasury's website - <https://www.treasury.gov/resource-center/sanctions/SDN-List>.

In accordance with OFAC regulations, if it is determined that you or any other person or entity claiming the benefits of any coverage has violated U.S. sanctions law or is a Specially Designated National and Blocked Person, as identified by OFAC, any coverage will be considered a blocked or frozen contract and all provisions of any coverage provided are immediately subject to OFAC. When a surety bond or other form of surety coverage is considered to be such a blocked or frozen contract, no payments nor premium refunds may be made without authorization from OFAC. Other limitations on the premiums and payments may also apply.

Any reproductions are void.

Surety Claims Submission: LexonClaimAdministration@sompo-int.com

Telephone: 615-553-9500 Mailing Address: Sompo International; 12890 Lebanon Road; Mount Juliet, TN 37122-2870

Vendor Information

Vendor Information:	
Company Name: Overhead Fire Protection Inc.	Federal ID No: 88-0157359
Mailing Address: PO Box 5863	City, State, Zip Code: Sparks, NV 89432
Telephone Number: 775-856-3444	Email: brook@overheadfire.com

Contact Person/Title:	
Name: Brook Richards	Title: Owner
Mailing Address: PO Box 5863	City, State, Zip Code: Sparks, NV 89432
Telephone Number: 775-856-3444	Email: brook@overheadfire.com

Licensing Information:	
Nevada State Contractor's License Number: 16599	
License Classification(s): C-1B	Date Issued: 8-30-1979
Limitation(s) of License: Unlimited	Date of Expiration: 8-31-2023
Name of Licensee: Overhead Fire Protection, Inc.	
Carson City Business License Number:	
Name of Licensee: BL-000709-2020	

Disclosures of Principals:		
Individual and/or Partnership:		
(1) Owner Name: Brook Richards		
Address: PO Box 5863		
City: Sparks	State: NV	Zip Code: 89432
Telephone: 775-856-3444	Email: brook@overheadfire.com	
(2) Owner Name: Patrick Riles		
Address: PO Box 5863		
City: Sparks	State: NV	Zip Code: 89432
Telephone: 775-856-3444	Email: kikbac@overheadfire.com	
(1) Other Title:		
Name:		
(2) Other Title:		
Name:		



January 23, 2023

City of Carson, Nevada

Re: References

Bid # 23300257
Project# P303423236
PWP # CC-2023-158

Below you find 3 contracts of similar nature performed by our firm in the last (3) years:

Company Name: Clark/Sullivan Construction
Mailing Address: 905 Industrial Way Sparks, NV 89431
Telephone #: 775-355-8500
E-Mail: cmaynard@clarksullivan.com
Project Title: UNR Chemistry & Leifson Physics Remodel
Amount of Contract: \$1,073,900.00
Scope of Work: Complete retrofit of fire sprinkler system for entire building

Company Name: Squaw Valley Holdings
Mailing Address: PO Box 2007 Olympic Valley, CA
Telephone #: 530-581-7231
E-mail: mgrosss@squaw.com
Project Title: Alpine Meadows Retrofit
Amount of Contract: \$73,960.00
Scope of Work: Retrofit existing lodge facility

Company Name: Plenium Builders
Mailing Address: 825 Steneri Way Sparks, NV 89431
Telephone #: 775-302-6357
E-mail: jvandellen@pleniumbuilders.com
Project Title: Liberty Utilities South Lake Tahoe
Amount of Contract: \$64,000.00
Scope of Work: Extensive Remodel of Existing Facility



23300257 (PWP# CC-2023-158) Addendum 1 Overhead Fire Protection, Inc. Supplier Response

Event Information

Number: 23300257 (PWP# CC-2023-158) Addendum 1
Title: Eagle Valley Golf Course Fire Sprinkler Replacement Project
Type: Invitation for Bid
Issue Date: 1/3/2023
Deadline: 1/24/2023 11:00 AM (PT)
Notes: **Summary:** Carson City is accepting sealed bids for all labor, materials, equipment, and incidentals necessary for the Eagle Valley Golf Course Fire Sprinkler Replacement Project. This project includes the replacement of the existing fire sprinkler system in the Eagle Valley Golf Course Clubhouse building, including but not limited to removal of the existing fire sprinkler piping and sprinklers and installing new pipe and sprinkler coverage throughout the building. New pendent sprinklers shall be semi-recessed where possible. The bid prices shall include costs for design plans and specifications, local permitting, removal and replacement of fire sprinkler system, and all tools, equipment, materials, and labor for the complete installation of the new fire sprinkler system.

Note that there are no as-built plans available for the existing system.

The project includes all common phases of construction customarily associated with this type of project. Sealed bids must be submitted in accordance with the bid documents and special conditions related hereto.

Project# P303423236

Engineers Estimate: \$176,000
Project Days: 45 Working Days

This Project is deemed a **Vertical** Construction Project.

Mandatory Pre Bid Meeting: 1/11/23, 9:00am at 3999 Centennial Drive

Contact Information

Contact: Carol Akers, Purchasing & Contracts Administrator

Address: Suite 2

City Hall - Executive Office

201 North Carson Street, Suite 2

Carson City, NV 89701

Phone: 1 (775) 283-7362

Fax: 1 (775) 887-2286

Email: cakers@carson.org

Overhead Fire Protection, Inc. Information

Contact: Brook Richards
 Address: 850 E. Greg Street
 Sparks, NV 89431
 Phone: (775) 856-3444
 Fax: (775) 856-3555
 Email: brook@overheadfire.com
 Web Address: www.overheadfire.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Brook Richards

Signature

Submitted at 1/24/2023 05:16:47 AM (PT)

brook@overheadfire.com

Email

Requested Attachments

Bid Bond Form

Bid Bond.pdf

This document is required at time of bid submission. You can download this document from the "Attachments" Tab.

Vendor Information Form

Vendor Information.pdf

This document is required at time of bid submission. You can download this document from the "Attachments" Tab.

References

References.pdf

This is required at time of bid submission. Refer to Attributes for information needed.

5% Bidders Form

5% Bidder List.pdf

This document is required at time of bid submission. You can download this document from the "Attachments" Tab.
 Contractor MUST Self-List.

1% Subcontractor Information

1% Bidder List.pdf

Required 2 hours after bid opening. You can download this document from the "Attachments" Tab. Contractor MUST Self-List. Email to CAkers@carson.org

Certification of Auth & Understanding

Certificate of Authorization and Understanding.pdf

This document is required at time of bid submission from the General Contractor. You can download this document from the "Attachments" Tab.

Conflict of Interest

Conflict of Interest Disclosure Form.pdf

This document is required at time of bid submission from the General Contractor. You can download this document from the "Attachments" Tab.

Local Preference Affidavit

No response

This document is only required with bid submission if the Contractor has a Nevada State Contractors Board Certificate of Eligibility. You can download this document from the "Attachments" Tab. (If Applicable)

Certificate of Eligibility (NRS 338.147 & 338.1389)

No response

Required Certificate from General at time of bid (If Applicable)

Project Workforce Checklist

Project Workforce Checklist.pdf

Required from General 24 hours after bid opening. You can download this document from the "Attachments" Tab.
 Email to CAkers@carson.org

EAGLE VALLEY GOLF_3999 CENTENNIAL PKWY_PROPOSAL_1-2023.pdf

Proposal

Bid Attributes

1	<p>Contractor's License</p> <p>Carson City has determined that the responsive bidder must possess a minimum of a Class C with appropriate sub-classifications or subcontractors. All Contractors license shall be in good standing and issued by the Nevada State Contractor's Board at the time of the bid.</p> <p>Nevada 0016599 C-1B</p>
2	<p>A Copy of Contractor's Certificate of Eligibility</p> <p>A copy of Contractor's Certificate of eligibility issued by the State of Nevada Contractors' Board as proof of Bidder's compliance with the provisions of N.R.S. 338.147 must be submitted with his/her bid for the preference to be considered. This Statute does not apply to projects expected to cost less than \$250,000.</p> <p>N/A</p>
3	<p>Substitutions</p> <p>No substitution or revision to this Bid Proposal form will be accepted. Carson City will reject any Bid that is received that has changes or alterations to this document.</p> <p>Acknowledged</p>
4	<p>Acknowledgement of Addendums</p> <p>Bidder acknowledges receipt of _____ Addendums.</p> <p>1</p>
5	<p>References:</p> <p>Submit (In Response Attachments) at least (3) contracts of a similar nature performed by your firm in the last (3) years. If NONE, use your Company's letterhead (and submit with your bid proposal) to list what your qualifications are for this contract. Carson City reserves the right to contact and verify, with any and all references listed, the quality of and the degree of satisfaction for such performance.</p> <p>Information to be included:</p> <ol style="list-style-type: none"> 1. Company Name 2. Mailing Address 2. Telephone Number 4. E-Mail 5. Project Title 6. Amount of Contract 7. Scope of Work <p>Acknowledged</p>
6	<p>Prevailing Wages</p> <p>The successful bidder will be required to provide the current Prevailing Wages used in preparation of their bid within 24 hours of bid submission. The bidder is responsible to verify with the Labor Commissioner if any addendums have been issued. (Email to Cakers@carson.org)</p> <p>Acknowledged</p>

7 Required Documents

Exhibit A

Acknowledgement of Required Documents:

Bid Bond-Due at Bid Submission

Vendor Information-Due at Bid Submission

References-Due at Bid Submission

5%-Sub-Contractor Information-Due at Bid Submission. **General Contractor must self list**

1%-Sub-Contractor Information-Due by the (3) three lowest bidders (2) two hours after bid opening **General Contractor must self list**

(Email to Cakers@carson.org)

Cert of Authorization & Understanding-Due from General at Bid Submission/Sub-Contractors first week of work

Conflict of Interest-Due from General at Bid Submission/Sub-Contractors first week of work

Local Preference Affidavit-Due at time of Bid Submission (If applicable)

Certificate of Eligibility-(NRS 338.14 & 338.1389-Due from General at Bid Submission (If applicable)

Project Workforce Checklist-Due from Lowest Bid-General Contractor 24 hours from bid opening **(Email to Cakers@carson.org)**

Prevailing Wage Determination(State)-Due from General Contractor 24 hours after bid opening **(Email to Cakers@carson.org)**

Sub Contractor Monthly Payment Form-Due with each pay application submitted

Acknowledged

8 Apprentices-NRS 338.01165 (SB 207)

Apprentices-NRS 338.01165; SB 207 (2019)

As of January 1, 2020, NRS 338.01165 requires all contractors employing workers on certain public works projects to utilize apprentices for portions of the work. One or more apprentices must be used for at least 10% of the total hours on vertical construction and 3% of the total hours for horizontal construction. These percentages apply to the total hours of labor worked for each apprenticed craft or type of work to be performed on the public work for which more than three workers are employed. Under NRS Chapter 338, this project is a public work that requires the use of apprentices. All contractors must comply with NRS 338.01165 for this project, unless a modification, waiver, or exemption applies.

The Nevada Labor Commissioner has prepared forms for use in complying with the apprenticeship requirements. The following forms are available on the Labor Commissioner's website at: http://labor.nv.gov/Apprenticeship_Utilization_Act/Apprenticeship_Utilization_Act/

- **Apprenticeship Utilization Request Form**
Titled "Request For Apprentice Availability On A Public Work"
- **Apprenticeship Utilization Waiver Request Form**
Titled: "Apprenticeship Utilization Act Waiver Request"
- **Apprenticeship Agreement Form**

***Sample* Project Workforce Checklist**

Titled: "Project Workforce Checklist"

NO APPRENTICESHIP DOCUMENTS ARE REQUIRED TO BE SUBMITTED WITH A CONTRACTOR'S BID SUBMISSION.

After the bids are opened, the apparent successful bidder must provide the Project Workforce Checklist to the City within 24 hours after bid opening along with the subcontractor list, that indicates expected classification of workers on the project and the determination as to whether or not apprentices may be required. A PROJECT WORKFORCE CHECKLIST MUST BE COMPLETED BY THE CONTRACTOR. **(Emailed to Cakers@carson.org.)**

Sub-Contractors Project Workforce Checklist will be required prior to beginning work.

After the bid is awarded a pre-construction meeting will be held to set up the construction schedule. When working dates are known and if apprentices are required by NRS 338.01165, the Apprenticeship Utilization Request Form should be submitted to the necessary Registered Apprenticeship Programs to request apprentices for the project.

Waiver requests may be submitted to the City at any time, due to NRS 338.01165(10)(d) (1) (no apprentices available from apprenticeship programs within Carson City's jurisdiction) (2) (required to perform uniquely complex or hazardous tasks on the public work that require the skill and expertise of a greater percentage of the journeymen) or (3) (apprentices requested from an apprenticeship program have been denied or not approved within 5 business days). The waiver requests should be submitted to the City as soon as the need for a waiver is known. Along with the waiver request, the contractor and any subcontractors must provide to the City all required documentation to support the waiver request.

Upon receipt of any waiver requests, the City will forward the materials to the Nevada Labor Commissioner for consideration and possible approval. Upon receipt of that determination, the City will communicate the results back to the Contractor as soon as possible.

IF NO WAIVER OR MODIFICATION IS OBTAINED, THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH THE APPRENTICESHIP REQUIREMENTS OF NRS 338.01165.

Acknowledged

9 Acknowledgement & Execution of Bid Proposal

I the Bidder, do depose and say: That I am the Bidder or authorized agent of the Bidder; and that I have read and agree to abide by this Bid which includes, but is not limited to the following documents: Instructions to Bidders, Bid Bond, Proposal Summary, Contract Award Instructions and Information, Sample Contract, Sample Performance Bond, Sample Labor and Material Payment Bond, General Conditions, Special Conditions, Standard Specifications, Technical Specifications, Geotechnical Report (if any), Contract Drawings, Permits (if any), and any addenda issued and understands the terms, conditions, and requirements thereof; that if his/her bid is accepted that he/she agrees to furnish and deliver all materials except those specified to be furnished by the City (Owner) and to do and perform all work for said project, together with incidental items necessary to complete the work to be constructed in accordance with the Contract Documents, Contract Drawings, and Specifications annexed hereto.

Acknowledged (Acknowledged)

Bid Lines

1 Package Header

Schedule A: Base Bid Items

Quantity: 1 UOM: EA Total: \$133,415.00 [Exhibit A](#)

Package Items

1.1 Design, Permitting, Removal and Replacement of Existing Fire Sprinkler System in Eagle Valley Golf Course Clubhouse

Quantity: 1 UOM: LS Unit Price: \$133,415.00 Total: \$133,415.00

Response Total: \$133,415.00

BIDDER SUBCONTRACTOR INFORMATION
(For subcontractors exceeding five percent (5%) of the bid amount)

Contract No.: 23300257

Contractor: Overhead Fire Protection, Inc.

Project No(s): P303423236 PWP # CC-20

Address: PO Box 5863 Sparks, NV 89432

Total Bid Amount \$ 133,415.00

This information must be submitted with your bid proposal. The bidder shall enter "NONE" under "SUBCONTRACTOR NAME" if not using subcontractors exceeding 5% of the bid amount. Per NRS 338.141 Prime Contractor to list itself on Subcontractor's list if to perform any of the work.

SUBCONTRACTOR NAME AND ADDRESS AND UEI NUMBER (If Federal Funds Apply)	PHONE NO.	PROPOSAL ITEM NO(S)* (7 DIGIT #)	NEVADA CONTRACTOR LICENSE # (IF APPLICABLE)	LICENSE LIMIT (IF APPLICABLE)	DESCRIPTION OF WORK OR SERVICES TO BE SUBCONTRACTED
Overhead Fire Protection, Inc. PO Box 5863 Sparks, NV 89432	775-856-3444		16599	unlimited	installation of fire sprinkler system

The undersigned affirms all work, other than that being performed by the subcontractors listed in the subcontractor reports submitted for this contract, will be performed by the Prime Contractor listed above.

* Please list all items (attach a separate sheet if necessary). Do not enter "multiple" or "various."


Contractor's Signature

01-26-2026
Date

Telephone No. 775-856-3444

BIDDER SUBCONTRACTOR INFORMATION

(For subcontractors exceeding one percent (1%) of bid amount or \$50,000, whichever is greater)

Contract No.: 2330257

Contractor: Overhead Fire Protection, Inc.

Project No(s): P303423236 PWP # CC-2023-158

Address: PO Box 5863 Sparks, NV 89432

Bid Amount \$ 133,415.00

This information must be submitted by the three (3) lowest bidders no later than 2 hours after the bid opening time. The bidder shall enter "NONE" under "SUBCONTRACTOR NAME" if not using subcontractors exceeding 1% of the bid amount. Per NRS 338.141 Prime Contractor to list itself on Subcontractor's list if to perform any of the work.

SUBCONTRACTOR NAME AND ADDRESS AND UEI NUMBER (If Federal Funds Apply)	SUBCONTRACTOR PHONE NO.	PROPOSAL ITEM NO(S)* (7 DIGIT #)	NEVADA CONTRACTOR LICENSE # (IF APPLICABLE)	LICENSE LIMIT (IF APPLICABLE)	DESCRIPTION OF WORK OR SERVICES TO BE SUBCONTRACTED
Overhead Fire Protection Inc. PO Box 5863 Sparks, NV 89432	775-856-3444		16599	unlimited	installation of fire sprinkler system

* Please list all items (attach a separate sheet if necessary). Do not enter "multiple" or "various."

B. R. ...
Contractor's Signature

01-24-2023
Date

Telephone No. 775-856-3444

Certification of Authorization and Understanding

Project Name: Eagle Valley Golf Course Fire Sprinkler Replacement Project

Project Number: P303423236

This is to certify that the principals, and the authorized payroll officer certify the following person(s) is designated as the payroll officer for the undersigned and is authorized to sign the Statement of Compliance which will accompany each weekly certified payroll report for this project.

Lesley Maddux

Payroll Officer (Name)

Lesley Maddux

Payroll Officer (Signature)

Overhead Fire Protection Inc.

(Name of Contractor/Subcontractor)

By *B. Richards*

(Owner's Signature)

Owner

(Title)

16599

(Contractor/Subcontractor License Number)

01-24-2023

(Date)

Required Form

Conflict of Interest Disclosure Form

Date: 01-24-2024

Project: Eagle Valley Golf Course Fire Sprinkler Replacement Project

Title: Owner

Name: Brook Richards

Position: Operations Manager - Owner

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: 

Date: 01-24-2023

OFFICE OF THE LABOR COMMISSIONER
1818 COLLEGE PARKWAY, SUITE 102
CARSON CITY, NEVADA 89706
PHONE (775) 684-1890
FAX (775) 687-6409
E-Mail: mail1@labor.nv.gov

STATE OF NEVADA
Office of the Labor Commissioner

OFFICE OF THE LABOR COMMISSIONER
3300 W. SAHARA AVE. SUITE 225
LAS VEGAS, NEVADA 89102
PHONE (702) 486-2650
FAX (702) 486-2660
E-Mail: publicworks@labor.nv.gov

Project Workforce Checklist

Contract No.: CC-2023-1 Project Name: Eagle Valley Golf Course Fire Sprinkler Replacement Pro

Contractor/Subcontractor: Overhead Fire Protection Inc.


Craft/Trade	More than 3 Employees Anticipated?			Anticipate Needing Waiver?	
	Yes	No	N/A	Yes	No
Air Balance Technician	Yes	No	N/A	Yes	No
Alarm Installer	Yes	No	N/A	Yes	No
Bricklayer, can also include tile setter, terrazzo workers and marble masons.	Yes	No	N/A	Yes	No
Carpenter, (can also include floor coverer, millwright and piledriver (non-equipment) and terrazzo workers.)	Yes	No	N/A	Yes	No
Cement Mason (Can also include Laborers)	Yes	No	N/A	Yes	No
Electrician, includes communication technician, line, neon sign and wireman. Can also include alarm installer.	Yes	No	N/A	Yes	No
Elevator Constructor	Yes	No	N/A	Yes	No
Floor Coverer	Yes	No	N/A	Yes	No
Glazier (see also Painters and Allied Trades)	Yes	No	N/A	Yes	No
Hod Carrier (See Laborers), includes brick-mason tender and plaster tender.	Yes	No	N/A	Yes	No
Iron Worker, can also include fence erectors (steel/iron)	Yes	No	N/A	Yes	No
Laborer, can also include brick mason tender, cement mason, fence erector (non-steel/iron), flag person, highway striper, landscaper, plastic tender, and traffic barrier erector	Yes	No	N/A	Yes	No
Lubrication and Service Engineer	Yes	No	N/A	Yes	No
Mechanical Insulator	Yes	No	N/A	Yes	No
Millwright	Yes	No	N/A	Yes	No
Operating Engineer, can also include equipment greaser, piledriver, soils and material tester, steel fabricator/erector (equipment) and surveyor (non-licensed) and well driller.	Yes	No	N/A	Yes	No
Painters and Allied Trades, can also include glaziers, floor coverers, and tapers.	Yes	No	N/A	Yes	No
Pile Driver (non-equipment)	Yes	No	N/A	Yes	No
Plasterer	Yes	No	N/A	Yes	No
Plumber/Pipefitter	Yes	No	N/A	Yes	No

*This is intended as a "Sample Form" only and is not an official or approved form of the Office of the Labor Commissioner. *

Clear Page

Refrigeration	Yes	No	N/A	Yes	No
Roofer (not sheet metal)	Yes	No	N/A	Yes	No
Sheet Metal Worker, can also include air balance technician.	Yes	No	N/A	Yes	No
Soils and Materials Tester, includes certified soil tester	Yes	No	N/A	Yes	No
Sprinkler Fitter	Yes	No ✓	N/A	Yes	No ✓
Surveyor (non-licensed)	Yes	No	N/A	Yes	No
Taper	Yes	No	N/A	Yes	No
Tile/Terrazzo Worker/Marble Mason	Yes	No	N/A	Yes	No
Traffic Barrier Erector (See Laborers)	Yes	No	N/A	Yes	No
Truck Driver	Yes	No	N/A	Yes	No
Well Driller (see also Operating Engineer)	Yes	No	N/A	Yes	No
Other*:	Yes	No	N/A	Yes	No
	Yes	No	N/A	Yes	No
	Yes	No	N/A	Yes	No
	Yes	No	N/A	Yes	No

I affirm I am fully authorized to acknowledge, on behalf of the Contractor listed above, the anticipated workforce, and acknowledge that changes to the anticipated workforce which may have an impact on compliance with the Nevada Apprenticeship Utilization Act, 2019 will require the submittal of a revised form within ten (10) working days of such change.

Signed: 
 Name and Title: Brook Richards Owner
 Date: 01-24-2023
 Contractor Name: Overhead Fire Protection, Inc.

environmental assessments, hydrologic, hydraulic and cost/benefit analyses and engineering design to ensure that the foundational design decisions have been made. If the scoping process determines that the project will meet grant eligibility requirements, approval to seek future funding will be requested to pursue the second design phase, which is anticipated to include final design, environmental clearance, permitting and construction support. Splitting the design process into two phases will improve scoping of the final design process while reducing future risk to both the City and the consultant.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 338

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Project# P301222003
Wastewater Infrastructure Capital Improvements/ 5103205-507010

Is it currently budgeted? Yes

Explanation of Fiscal Impact: Project# P301222003, Account# 5103205-507010 will be reduced by a not to exceed amount of \$147,026. The available grant for consultant services is \$147,035. Funding for the Sutro Basin Scoping Project is reimbursable at a rate of 75% through FEMA Grants Outcomes ("FEMA GO") Application number: EMF-2020-090-0005. This grant is a Federal Fiscal Year 2020 BRIC Subrecipient Grant Award through the NDEM. Current available budget is \$36,757, for the 25% match, and Grant Revenues and Expenses will be added during the second round of budget augmentations.

The total grant award is \$164,616.75; at this time it is not clear if Carson City will use the entire award.

Alternatives

Do not approve the contract and/or provide alternative direction to staff.

Attachments:

[23300250 DRAFT Contract.pdf](#)

[SUTROScoping_FFY20BRICGrantAward.pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 23300250

Title: Carson City Sutro Basin Scoping Project

THIS CONTRACT is made and entered into this 16th day of February 2023, by and between Carson City, a consolidated municipality, a political subdivision of the State of Nevada, hereinafter referred to as "CITY", and Terraphase Engineering, Inc., hereinafter referred to as "CONSULTANT".

WITNESSETH:

WHEREAS, the Purchasing and Contracts Manager for **CITY** is authorized pursuant to Nevada Revised Statutes (hereinafter referred to as "NRS") 332 and 338 and Carson City Purchasing Resolution #1990-R71, to approve and accept this Contract as set forth in and by the following provisions; and

WHEREAS, this Contract is for consulting services from one or more licensed architects, engineers and/or land surveyors; and

WHEREAS, this Contract (does involve X) (does not involve) a "public work" construction project, which pursuant to NRS 338.010(18) means any project for the new construction, repair or reconstruction of an applicable project financed in whole or in part from public money; and

WHEREAS, CONSULTANT'S compensation under this agreement (does X) (does not) utilize in whole or in part money derived from one or more federal grant funding source(s) federal grant funding source(s) as set forth in **Exhibit B**; and

WHEREAS, it is deemed necessary that the services of **CONSULTANT** for **CONTRACT No. 23300250** (hereinafter referred to as "Contract") are both necessary and in the best interest of **CITY**; and

NOW, THEREFORE, in consideration of the aforesaid premises, and the following terms, conditions and other valuable consideration, the parties mutually agree as follows:

1. REQUIRED APPROVAL:

This Contract shall not become effective until and unless approved by the Carson City Board of Supervisors, all required documents are received and signed by all parties.

2. SCOPE OF WORK (Incorporated Contract Documents):

2.1 **CONSULTANT** shall provide and perform the following services set forth in **Exhibit A**, which shall all be attached hereto and incorporated herein by reference for and on behalf of **CITY** and hereinafter referred to as the "SERVICES".

2.2 **CONSULTANT** represents that it is duly licensed by **CITY** for the purposes of performing the SERVICES.

2.3 **CONSULTANT** represents that it is duly qualified and licensed in the State of Nevada for the purposes of performing the SERVICES.

For P&C Use Only
CCBL expires _____
GL expires _____
AL expires _____
PL expires _____
WC expires _____

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2.4 **CONSULTANT** represents that it and/or the persons it may employ possess all skills and training necessary to perform the SERVICES described herein and required hereunder. **CONSULTANT** shall perform the SERVICES faithfully, diligently, in a timely and professional manner, to the best of its ability, and in such a manner as is customarily performed by a person who is in the business of providing such services in similar circumstances. **CONSULTANT** shall be responsible for the professional quality and technical accuracy of all SERVICES furnished by **CONSULTANT** to **CITY**.

2.5 **CONSULTANT** represents that neither the execution of this Contract nor the rendering of services by **CONSULTANT** hereunder will violate the provisions of or constitute a default under any other contract or agreement to which **CONSULTANT** is a party or by which **CONSULTANT** is bound, or which would preclude **CONSULTANT** from performing the SERVICES required of **CONSULTANT** hereunder, or which would impose any liability or obligation upon **CITY** for accepting such SERVICES.

2.6 Before commencing with the performance of any work under this Contract, **CONSULTANT** shall obtain all necessary permits and licenses as may be necessary. Before and during the progress of work under this Contract, **CONSULTANT** shall give all notice and comply with all the laws, ordinances, rules and regulations of every kind and nature now or hereafter in effect promulgated by any Federal, State, County, or other Governmental Authority, relating to the performance of work under this Contract. If **CONSULTANT** performs any work that is contrary to any such law, ordinance, rule or regulation, it shall bear all the costs arising therefrom.

2.7 Special Terms and Conditions for Engineers, Architects, and Land Surveying/Testing:

2.7.1 *Use of **CONSULTANT'S** Drawings, Specifications and Other Documents:*

2.7.1.1 The drawings, specifications and other documents prepared by **CONSULTANT** for this Contract are instruments of **CONSULTANT'S** service for use solely with respect to this Contract and, unless otherwise provided, **CONSULTANT** shall be deemed the author of these documents and shall retain all common law statutory and other reserved rights, including the copyright.

2.7.2 *Cost Accounting and Audits:*

2.7.2.1 If required by **CITY**, **CONSULTANT** agrees to make available to **CITY** for three (3) years after the completion of the SERVICES under this Contract, such books, records, receipts, vouchers, or other data as may be deemed necessary by **CITY** to enable it to arrive at appropriate cost figures for the purpose of establishing depreciation rates for the various materials and other elements which may have been incorporated into the SERVICES performed under this Contract.

2.7.3 *If Land Surveying or Testing SERVICES are provided to a Public Work Project involving actual Construction (not solely design work):*

2.7.3.1 DAVIS-BACON & RELATED ACTS 29 CFR PARTS 1,3,5,6,&7 AND NRS 338.070(5): **CONSULTANT** shall comply with Davis-Bacon Act and NRS 338.070(5). **CONSULTANT** and each covered contractor or subcontractor must provide a weekly statement of wages paid to each of its employees engaged in covered SERVICES. The statement shall be executed by **CONSULTANT** or subcontractor or by an authorized

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officer or employee of **CONSULTANT** or subcontractor who supervised the payment of wages and shall be on the "Statement of Compliance" form. **CONSULTANT** shall submit a Statement of Compliance that is prescribed by the Nevada Labor Commissioner or contains identical wording. Per NRS 338.070(6) the records maintained pursuant to subsection 5 of this statute must be open at all reasonable hours to the inspection of the public body (the **CITY'S** representative) awarding the contract. The **CONSULTANT** engaged on the public work or subcontractor engaged on the public work shall ensure that a copy of each record for each calendar month is received by the public body awarding the contract (the **City**) **no later than 15 days after the end of the month.**

2.7.3.2 FEDERAL FUNDING: In the event federal funds are used for payment of all or part of this Contract, **CONSULTANT** shall submit a Statement of Compliance form WH347 or a form with identical wording and a Statement of Compliance prescribed by the Nevada Labor Commissioner **within 7 days after the regular pay date for the pay period.** The original Statements shall be delivered to Carson City Public Works, 3505 Butti Way, Carson City, Nevada 89703, attention Davis-Bacon/Federal Funding Compliance.

2.7.3.3 CERTIFIED PAYROLLS FOR DAVIS-BACON AND PREVAILING WAGE PROJECTS: The higher of the Federal or local prevailing wage rates for **CITY**, as established by the Nevada Labor Commission and the Davis-Bacon Act, shall be paid for all classifications of labor on this project **SERVICES**. Should a classification be missing from the Davis-Bacon rates the **CONSULTANT** shall complete a request of authorization for additional classification or rate form SF1444 in its entirety and submit it to the **CITY** for approval and submission to the U.S. Department of Labor. Also, in accordance with NRS 338, the hourly and daily wage rates for the State and Davis-Bacon must be posted at the work site by **CONSULTANT**. **CONSULTANT** shall ensure that a copy of **CONSULTANT'S** and subcontractor's certified payrolls for each calendar week are received by **CITY**.

2.7.3.3.1 Per NRS 338.070(5) a **CONSULTANT** engaged on a public work and each subcontractor engaged on the public work shall keep or cause to be kept:

(a) An accurate record showing, for each worker employed by the consultant or subcontractor in connection with the public work:

- (1) The name of the worker;
- (2) The occupation of the worker;
- (3) The gender of the worker, if the worker voluntarily agreed to specify that information pursuant to subsection 4, or an entry indicating that the worker declined to specify such information;
- (4) The ethnicity of the worker, if the worker voluntarily agreed to specify that information pursuant to subsection 4, or an entry indicating that the worker declined to specify such information;
- (5) If the worker has a driver's license or identification card, an indication of the state or other jurisdiction that issued the license or card; and

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(6) The actual per diem, wages and benefits paid to the worker;
and

(b) An additional accurate record showing, for each worker employed by the consultant or subcontractor in connection with the public work who has a driver's license or identification card:

(1) The name of the worker;

(2) The driver's license number or identification card number of the worker; and

(3) The state or other jurisdiction that issued the license or card.

2.7.3.3.2 The original payroll records shall be certified and shall be submitted weekly to Carson City Public Works, 3505 Butti Way, Carson City, Nevada 89703, attention Davis-Bacon/Federal Funding Compliance. Submission of such certified payrolls shall be a condition precedent for processing the monthly progress payment. **CONSULTANT**, as General Contractor, shall collect the wage reports from the subcontractors and ensure the receipt of a certified copy of each weekly payroll for submission to **CITY** as one complete package.

2.7.3.3.3 Pursuant to NRS 338.060 and 338.070, **CONSULTANT** hereby agrees to forfeit, as a penalty to **CITY**, not less than Twenty Dollars (\$20) nor more than Fifty Dollars (\$50) for each calendar day or portion thereof that each worker employed on the Contract is paid less than the designated rate for any WORK done under the Contract, by **CONSULTANT** or any subcontractor under him/her, or is not reported to **CITY** as required by NRS 338.070.

2.7.3.4 FAIR EMPLOYMENT PRACTICES: Pursuant to NRS 338.125, Fair Employment Practices, the following provisions must be included in any contract between **CONSULTANT** and a public body such as **CITY**:

2.7.3.4.1 In connection with the performance of work or SERVICES under this Contract, CONSULTANT agrees not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation, gender identity, or age, including, without limitation, with regard to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including without limitation, apprenticeship.

2.7.3.4.2 **CONSULTANT** further agrees to insert this provision in all subcontracts hereunder, except subcontracts for standard commercial supplies or raw materials.

2.7.3.5 PREFERENTIAL EMPLOYMENT: Unless, and except if, this Contract is funded in whole or in part by federal grant funding (see 40 C.F.R. § 31.36(c) *Competition*), pursuant to NRS 338.130, in all cases where persons are employed in the construction of public works, preference must be given, the qualifications of the applicants being equal: (1) First: To persons who have been honorably discharged from the Army, Navy, Air Force, Marine Corps or Coast Guard of the United States, a reserve component thereof or the National Guard; and are citizens of the State of Nevada. (2) Second: To other

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citizens of the State of Nevada.

2.7.3.5.1 In connection with the performance of SERVICES under this Contract, **CONSULTANT** agrees to comply with the provisions of NRS 338.130 requiring certain preferences to be given to which persons are employed in the construction of a public work. If **CONSULTANT** fails to comply with the provisions of NRS 338.130, pursuant to the terms of NRS 338.130(3), this Contract is void, and any failure or refusal to comply with any of the provisions of this section renders this Contract void.

2.7.4 If the CITY was required by NRS 332.039(1) to advertise or request a proposal for this Agreement, by signing this Agreement, the **CONSULTANT** provides a written certification that the **CONSULTANT** is not currently engaged in, and during the Term shall not engage in, a Boycott of Israel. The term "Boycott of Israel" has the meaning ascribed to that term in Section 3 of Nevada Senate Bill 26 (2017). The **CONSULTANT** shall be responsible for fines, penalties, and payment of any State of Nevada or federal funds that may arise (including those that the CITY pays, becomes liable to pay, or becomes liable to repay) as a direct result of the **CONSULTANT's** non-compliance with this Section.

2.8 CITY Responsibilities:

2.8.1 **CITY** shall make available to **CONSULTANT** all technical data that is in **CITY'S** possession, reasonably required by **CONSULTANT** relating to the SERVICES.

2.8.2 **CITY** shall provide access to and make all provisions for **CONSULTANT** to enter upon public and private lands, to the fullest extent permitted by law, as reasonably required for **CONSULTANT** to perform the SERVICES.

2.8.3 **CITY** shall examine all reports, correspondence, and other documents presented by **CONSULTANT** upon request of **CITY**, and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the work of **CONSULTANT**.

2.8.4 It is expressly understood and agreed that all work done by **CONSULTANT** shall be subject to inspection and acceptance by **CITY** and approval of SERVICES shall not forfeit the right of **CITY** to require correction, and nothing contained herein shall relieve **CONSULTANT** of the responsibility of the SERVICES required under the terms of this Contract until all SERVICES have been completed and accepted by **CITY**.

3. CONTRACT TERM:

3.1 The term of this Contract begins on February 16, 2023, subject to Carson City Board of Supervisors' approval (anticipated to be February 16, 2023) and ends on March 23, 2024, unless sooner terminated by either party as specified in Section 7 (CONTRACT TERMINATION).

4. NOTICE:

4.1 Except any applicable bid and award process where notices may be limited to postings by **CITY** on its Bid Opportunities website (www.carson.org), all notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by e-mail, by regular mail, by telephonic facsimile with simultaneous regular mail, or by certified mail, return receipt requested, postage prepaid on the date posted, and

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addressed to the other party at the address specified below.

4.2 Notice to **CONSULTANT** shall be addressed to:

Mark Gookin, P.E., Branch Manager
Terraphase Engineering, Inc.
300 S. Wells Avenue, Suite 13
Reno, NV 89502
775-771-7349
Mark.gookin@terraphase.com

4.3 Notice to **CITY** shall be addressed to:

Carson City Purchasing and Contracts Department
Carol Akers, Purchasing and Contracts Administrator
201 North Carson Street, Suite 2
Carson City, NV 89701
775-283-7362 / FAX 775-887-2286
CAkers@carson.org

5. COMPENSATION:

5.1 The parties agree that **CONSULTANT** will provide the SERVICES specified in **Section 2** (SCOPE OF WORK) and **CITY** agrees to pay **CONSULTANT** the Contract's compensation based upon the Scope of Work Fee Schedule for a not to exceed maximum amount of One Hundred Forty Seven Thousand Twenty Six Dollars and 00/100 (\$147,026.00), and hereinafter referred to as "Contract Sum".

5.2 Contract Sum represents full and adequate compensation for the completed SERVICES, and includes the furnishing of all materials; all labor, equipment, tools, and appliances; and all expenses, direct or indirect, connected with the proper execution of the SERVICES.

5.3 **CITY** has provided a sample invoice and **CONSULTANT** shall submit its request for payment using said sample invoice.

5.4 Payment by **CITY** for the SERVICES rendered by **CONSULTANT** shall be due within thirty (30) calendar days from the date **CITY** acknowledges that the performance meets the requirements of this Contract or from the date the correct, complete, and descriptive invoice is received by **CITY** employee designated on the sample invoice, whichever is the later date.

5.5 **CITY** does not agree to reimburse **CONSULTANT** for expenses unless otherwise specified.

6. TIMELINESS OF BILLING SUBMISSION:

6.1 The parties agree that timeliness of billing is of the essence to this Contract and recognize that **CITY** is on a fiscal year which is defined as the period beginning July 1 and ending June 30 of the following year. All billings for dates of service prior to July 1 must be submitted to **CITY** no later than the first Friday in August of the same year. A billing submitted after the first Friday in August will subject **CONSULTANT** to an administrative fee not to exceed \$100.00. The parties hereby agree this is a reasonable estimate of the additional costs to **CITY** of processing the billing as a stale claim and that this amount will be deducted from the stale claim payment due to **CONSULTANT**.

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7. CONTRACT TERMINATION:

7.1 Termination Without Cause:

7.1.1 Any discretionary or vested right of renewal notwithstanding, this Contract may be terminated upon written notice by mutual consent of both parties or unilaterally by either party without cause.

7.1.2 **CITY** reserves the right to terminate this Contract for convenience whenever it considers termination, in its sole and unfettered discretion, to be in the public interest. In the event that the Contract is terminated in this manner, payment will be made for SERVICES actually completed. If termination occurs under this provision, in no event shall **CONSULTANT** be entitled to anticipated profits on items of SERVICES not performed as of the effective date of the termination or compensation for any other item, including but not limited to, unabsorbed overhead. **CONSULTANT** shall require that all subcontracts which it enters related to this Contract likewise contain a termination for convenience clause which precludes the ability of any subconsultant to make claims against **CONSULTANT** for damages due to breach of contract, of lost profit on items of SERVICES not performed or of unabsorbed overhead, in the event of a convenience termination.

7.2 Termination for Nonappropriation:

7.2.1 All payments and SERVICES provided under this Contract are contingent upon the availability of the necessary public funding, which may include various internal and external sources. In the event that Carson City does not acquire and appropriate the funding necessary to perform in accordance with the terms of the Contract, the Contract shall automatically terminate upon **CITY'S** notice to **CONSULTANT** of such nonappropriation, and no claim or cause of action may be based upon any such nonappropriation.

7.3 Cause Termination for Default or Breach:

7.3.1 A default or breach may be declared with or without termination.

7.3.2 This Contract may be terminated by either party upon written notice of default or breach to the other party as follows:

7.3.2.1 If **CONSULTANT** fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or any SERVICES called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or

7.3.2.2 If any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONSULTANT** to provide the goods or SERVICES or any services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or

7.3.2.3 If **CONSULTANT** becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or

7.3.2.4 If **CITY** materially breaches any material duty under this Contract and any such breach impairs **CONSULTANT'S** ability to perform; or

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7.3.2.5 If it is found by **CITY** that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by **CONSULTANT**, or any agent or representative of **CONSULTANT**, to any officer or employee of **CITY** with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or

7.3.2.6 If it is found by **CITY** that **CONSULTANT** has failed to disclose any material conflict of interest relative to the performance of this Contract.

7.4 Time to Correct (Declared Default or Breach):

7.4.1 Termination upon a declared default or breach may be exercised only after providing 7 (seven) calendar days written notice of default or breach, and the subsequent failure of the defaulting or breaching party, within five (5) calendar days of providing that default or breach notice, to provide evidence satisfactory to the aggrieved party demonstrating that the declared default or breach has been corrected. Time to correct shall run concurrently with any notice of default or breach and such time to correct is not subject to any stay with respect to the nonexistence of any Notice of Termination. Untimely correction shall not void the right to termination otherwise properly noticed unless waiver of the noticed default or breach is expressly provided in writing by the aggrieved party. There shall be no time to correct with respect to any notice of termination without cause or termination for nonappropriation.

7.5 Winding Up Affairs Upon Termination:

7.5.1 In the event of termination of this Contract for any reason, the parties agree that the provisions of this **Subsection 7.5** (Winding Up Affairs Upon Termination) survive termination:

7.5.1.1 The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination; and

7.5.1.2 **CONSULTANT** shall satisfactorily complete SERVICES in progress at the agreed rate (or a pro rata basis if necessary) if so requested by **CITY**; and

7.5.1.3 **CONSULTANT** shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by **CITY**; and

7.5.1.4 **CONSULTANT** shall preserve, protect, and promptly deliver into **CITY** possession all proprietary information in accordance **Section 19** (CITY OWNERSHIP OF PROPRIETARY INFORMATION).

7.6 Notice of Termination:

7.6.1 Unless otherwise specified in this Contract, termination shall not be effective until seven (7) calendar days after a party has provided written notice of default or breach, or notice of without cause termination. Notice of Termination may be given at the time of notice of default or breach, or notice of without cause termination. Notice of Termination may be provided separately at any time after the running of the 7-day notice period, and such termination shall be effective on the date the Notice of Termination is provided to the party unless a specific effective date is otherwise set forth therein. Any delay in providing a Notice of Termination after the 7-day notice

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period has run without a timely correction by the defaulting or breaching party shall not constitute any waiver of the right to terminate under the existing notice(s).

8. REMEDIES:

Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorney's fees and costs. The parties agree that, in the event a lawsuit is filed and a party is awarded attorney's fees by the court, for any reason, the amount of recoverable attorney's fees shall not exceed the rate of \$125 per hour. **CITY** may set off consideration against any unpaid obligation of **CONSULTANT** to **CITY**.

9. LIMITED LIABILITY:

CITY will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Liquidated damages shall not apply unless otherwise expressly provided for elsewhere in this Contract. Damages for any **CITY** breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to **CONSULTANT**, for the fiscal year budget in existence at the time of the breach. **CONSULTANT'S** tort liability shall not be limited.

10. FORCE MAJEURE:

Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of this Contract after the intervening cause ceases.

11. INDEMNIFICATION:

11.1 To the extent permitted by law, including, but not limited to, the provisions of NRS Chapter 41, each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other party from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of the indemnifying party, its officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of the indemnity which would otherwise exist as to any party or person described in this Section.

11.2 As required by NRS 338.155, if this Contract involves a "public work" construction project as defined above, **CONSULTANT** shall defend, indemnify and hold harmless the **CITY**, and the employees, officers and agents of the public body from any liabilities, damages, losses, claims, actions or proceedings, including without limitation, reasonable attorney's fees, to the extent that such liabilities, damages, losses, claims, actions or proceedings are caused by the negligence, errors, omissions, recklessness or intentional misconduct of the **CONSULTANT** or the employees or agents of the **CONSULTANT** in the performance of the Contract. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of the indemnity which would otherwise exist as to any party or person described in this section. However, with respect to any anticipated benefits to **CITY** resulting from the Scope of Work, **CONSULTANT** shall not be responsible or liable to **CITY** for any warranties, guarantees, fitness for a particular purpose or loss of anticipated profits resulting from any termination of this Contract. Additionally, **CONSULTANT** shall not be responsible for acts and decisions of third parties, including governmental agencies, other than **CONSULTANT'S** subcontractors, that impact project completion and/or success.

11.3 Except as otherwise provided in **Subsection 11.5** below, the indemnifying party shall not be obligated to provide a legal defense to the indemnified party, nor reimburse the indemnified party for the same, for any period occurring before the indemnified party provides written notice of the pending

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claim(s) or cause(s) of action to the indemnifying party, along with:

11.3.1 a written request for a legal defense for such pending claim(s) or cause(s) of action; and

11.3.2 a detailed explanation of the basis upon which the indemnified party believes that the claim or cause of action asserted against the indemnified party implicates the culpable conduct of the indemnifying party, its officers, employees, and/or agents.

11.4 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall not be obligated to fund or reimburse any fees or costs provided by any additional counsel for the indemnified party, including counsel through which the indemnified party might voluntarily choose to participate in its defense of the same matter.

11.5 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall be obligated to reimburse the reasonable attorney's fees and costs incurred by the indemnified party during the initial thirty (30) day period of the claim or cause of action, if any, incurred by separate counsel.

12. **INDEPENDENT CONTRACTOR:**

12.1 **CONSULTANT**, as an independent contractor, is a natural person, firm or corporation who agrees to perform SERVICES for a fixed price according to his or its own methods and without subjection to the supervision or control of the **CITY**, except as to the results of the SERVICES, and not as to the means by which the SERVICES are accomplished.

12.2 It is mutually agreed that **CONSULTANT** is associated with **CITY** only for the purposes and to the extent specified in this Contract, and in respect to performance of the contracted SERVICES pursuant to this Contract. **CONSULTANT** is and shall be an independent contractor and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract.

12.3 Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for **CITY** whatsoever with respect to the indebtedness, liabilities, and obligations of **CONSULTANT** or any other party.

12.4 **CONSULTANT**, in addition to **Section 11** (INDEMNIFICATION), shall indemnify and hold **CITY** harmless from, and defend **CITY** against, any and all losses, damages, claims, costs, penalties, liabilities, expenses arising out of or incurred in any way because of, but not limited to, **CONSULTANT'S** obligations or legal duties regarding any taxes, fees, assessments, benefits, entitlements, notice of benefits, employee's eligibility to work, to any third party, subcontractor, employee, state, local or federal governmental entity.

12.5 Neither **CONSULTANT** nor its employees, agents, or representatives shall be considered employees, agents, or representatives of **CITY**.

13. **INSURANCE REQUIREMENTS (GENERAL):**

13.1 **NOTICE: The following general insurance requirements shall apply unless these general requirements are altered by any specific requirements set forth in CITY'S solicitation for bid document, the adopted bid or other document incorporated into this Contract by the parties.**

13.2 **CONSULTANT**, as an independent contractor and not an employee of **CITY**, must carry policies of insurance in amounts specified and pay all taxes and fees incident hereunto. **CITY** shall have no liability except as specifically provided in this Contract.

13.3 **CONSULTANT** shall not commence work before: (1) **CONSULTANT** has provided the required evidence of insurance to **CITY** Purchasing and Contracts, and (2) **CITY** has approved the insurance policies provided by **CONSULTANT**.

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13.4 Prior approval of the insurance policies by **CITY** shall be a condition precedent to any payment of consideration under this Contract and **CITY'S** approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent this Contract. Any failure of **CITY** to timely approve shall not constitute a waiver of the condition.

13.5 *Insurance Coverage (13.6 through 13.23):*

13.6 **CONSULTANT** shall, at **CONSULTANT'S** sole expense, procure, maintain and keep in force for the duration of this Contract the following insurance conforming to the minimum requirements specified below. Unless specifically specified herein or otherwise agreed to by **CITY**, the required insurance shall be in effect prior to the commencement of work by **CONSULTANT** and shall continue in force as appropriate until the later of:

13.6.1 Final acceptance by **CITY** of the completion of this Contract; or

13.6.2 Such time as the insurance is no longer required by **CITY** under the terms of this Contract.

13.6.3 Any insurance or self-insurance available to **CITY** under its coverage(s) shall be in excess of and non-contributing with any insurance required from **CONSULTANT**. **CONSULTANT'S** insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by **CITY**, **CONSULTANT** shall provide **CITY** with renewal or replacement evidence of insurance no less than thirty (30) calendar days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by this Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as soon as **CONSULTANT** has knowledge of any such failure, **CONSULTANT** shall immediately notify **CITY** and immediately replace such insurance or bond with an insurer meeting the requirements.

13.7 *General Insurance Requirements (13.8 through 13.23):*

13.8 **Certificate Holder:** Each certificate shall list Carson City c/o Carson City Purchasing and Contracts, 201 N. Carson Street, Suite 2, Carson City, NV 89701 as a certificate holder.

13.9 **Additional Insured:** By endorsement to the general liability insurance policy evidenced by **CONSULTANT**, The City and County of Carson City, Nevada, its officers, employees and immune contractors shall be named as additional insureds for all liability arising from this Contract.

13.10 **Waiver of Subrogation:** Each liability insurance policy, except for professional liability, shall provide for a waiver of subrogation in favor of City.

13.11 **Cross-Liability:** All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.

13.12 **Deductibles and Self-Insured Retentions:** Insurance maintained by **CONSULTANT** shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by **CITY**. Such approval shall not relieve **CONSULTANT** from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed \$5,000.00 per occurrence, unless otherwise approved by **CITY**.

13.13 **Policy Cancellation:** Except for ten (10) calendar days' notice for non-payment of premium, **CONSULTANT** or its insurers must provide thirty (30) calendar days prior written notice to Carson City Purchasing and Contracts if any policy will be canceled, non-renewed or if required coverage and /or limits reduced or materially altered, and shall provide that notices required by this paragraph shall be sent by mail to Carson City Purchasing and Contracts, 201 N. Carson Street, Suite 2, Carson City, NV 89701. When available, each insurance policy shall be endorsed to provide thirty (30) days' notice of cancellation, except for ten (10) days' notice for non-payment of premium, to City.

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Title: Carson City Sutro Basin Scoping Project

13.14 **Approved Insurer:** Each insurance policy shall be issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers under federal and Nevada law and having agents in Nevada upon whom service of process may be made, and currently rated by A.M. Best as "A-VII" or better.

13.15 **Evidence of Insurance:** Prior to commencement of work, **CONSULTANT** must provide the following documents to Carson City Purchasing and Contracts, 201 North Carson Street, Suite 2, Carson City, NV 89701:

13.16 **Certificate of Insurance:** **CONSULTANT** shall furnish City with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth herein. The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to Carson City Purchasing and Contracts to evidence the insurance policies and coverages required of **CONSULTANT**.

13.17 **Additional Insured Endorsement:** An Additional Insured Endorsement (CG20 10 or C20 26), signed by an authorized insurance company representative, must be submitted to Carson City Purchasing and Contracts to evidence the endorsement of **CITY** as an additional insured per **Subsection 13.9** (Additional Insured).

13.18 **Schedule of Underlying Insurance Policies:** If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the Underlying Schedule from the Umbrella or Excess insurance policy may be required.

13.19 **Review and Approval:** Documents specified above must be submitted for review and approval by **CITY** Purchasing and Contracts prior to the commencement of work by **CONSULTANT**. Neither approval by **CITY** nor failure to disapprove the insurance furnished by **CONSULTANT** shall relieve **CONSULTANT** of **CONSULTANT'S** full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of **CONSULTANT** or its subcontractors, employees or agents to **CITY** or others, and shall be in addition to and not in lieu of any other remedy available to **CITY** under this Contract or otherwise. **CITY** reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.

13.20 **COMMERCIAL GENERAL LIABILITY INSURANCE:**

CONSULTANT shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence.

13.20.1 *Minimum Limits required:*

13.20.2 Two Million Dollars (\$2,000,000.00) - General Aggregate.

13.20.3 Two Million Dollars (\$2,000,000.00) - Products & Completed Operations Aggregate.

13.20.4 One Million Dollars (\$1,000,000.00) - Each Occurrence.

13.20.5 CGL insurance shall be written on ISO occurrence form CG 00 01 04 13 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, products-completed operations, personal and advertising injury, and liability assumed under an insured contract [(including the tort liability of another assumed in a business contract)].

13.20.6 City and County of Carson City, Nevada, its officers, employees and immune contractors shall be included as an additional insured under the CGL, using ISO additional insured endorsement CG 20 10 or CG 20 26, or a substitute providing equivalent coverage, and under the commercial umbrella, if any.

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- 13.20.7 This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to City. There shall be no endorsement or modification of the CGL to make it excess over other available insurance; alternatively, if the CGL states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insured.
- 13.20.8 There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability assumed under a contract.
- 13.20.9 Consultant waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained pursuant to this Contract. Insurer shall endorse CGL policy as required to waive subrogation against City with respect to any loss paid under the policy.
- 13.21 **BUSINESS AUTOMOBILE LIABILITY INSURANCE:**
- 13.21.1 *Minimum Limit required:*
- 13.21.2 Consultant shall maintain automobile liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident for bodily injury and property damage.
- 13.21.3 Such insurance shall cover liability arising out of owned, hired, and non-owned autos (as applicable). Coverage as required above shall be written on ISO form CA 00 01, CA 00 05, CA 00 25, or a substitute form providing equivalent liability coverage.
- 13.21.4 Consultant waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the automobile liability or other liability insurance obtained by **CONSULTANT** pursuant this Contract.
- 13.22 **PROFESSIONAL LIABILITY INSURANCE**
- 13.22.1 *Minimum Limit required:*
- 13.22.2 **CONSULTANT** shall maintain professional liability insurance applying to all activities performed under this Contract with limits not less than One Million Dollars (\$1,000,000.00) and Two Million Dollars (\$2,000,000) in the aggregate.
- 13.22.3 Retroactive date: Prior to commencement of the performance of this Contract.
- 13.22.4 **CONSULTANT** will maintain professional liability insurance during the term of this Contract and for a period of three (3) years after termination of this Contract unless waived by the City. In the event of non-renewal or other lapse in coverage during the term of this Contract or the three (3) year period described above, **CONSULTANT** shall purchase Extended Reporting Period coverage for claims arising out of **CONSULTANT's** negligence acts, errors and omissions committed during the term of the Professional Liability Policy. The Extended Reporting Period shall continue through a minimum of three (3) years after termination date of this Contract.
- 13.22.5 A certified copy of this policy may be required.
- 13.23 **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:**
- 13.23.1 **CONSULTANT** shall provide workers' compensation insurance as required by NRS Chapters 616A through 616D inclusive and Employer's Liability insurance

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with a minimum limit not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

13.23.2 **CONSULTANT** may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that **CONSULTANT** is a sole proprietor; that **CONSULTANT** will not use the services of any employees in the performance of this Contract; that **CONSULTANT** has elected to not be included in the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive; and that **CONSULTANT** is otherwise in compliance with the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive.

13.23.3 **CONSULTANT** waives all rights against City and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by the workers' compensation and employer's liability or commercial umbrella liability insurance obtained by Consultant pursuant to this Contract. Consultant shall obtain an endorsement equivalent to WC 00 03 13 to affect this waiver.

14. BUSINESS LICENSE:

14.1 **CONSULTANT** shall not commence work before **CONSULTANT** has provided a copy of his Carson City business license to Carson City Purchasing and Contracts.

14.2 The Carson City business license shall continue in force until the later of: (1) final acceptance by **CITY** of the completion of this Contract; or (2) such time as the Carson City business license is no longer required by **CITY** under the terms of this Contract.

15. COMPLIANCE WITH LEGAL OBLIGATIONS:

CONSULTANT shall procure and maintain for the duration of this Contract any state, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONSULTANT** to provide the goods or SERVICES or any services of this Contract. **CONSULTANT** will be responsible to pay all government obligations, including, but not limited to, all taxes, assessments, fees, fines, judgments, premiums, permits, and licenses required or imposed by law or a court. Real property and personal property taxes are the responsibility of **CONSULTANT** in accordance with NRS Chapter 361 generally and NRS 361.157 and 361.159, specifically regarding for profit activity. **CONSULTANT** agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract. **CITY** may set-off against consideration due any delinquent government obligation.

16. WAIVER OF BREACH:

Failure to declare a breach or the actual waiver of any particular breach of this Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

17. SEVERABILITY:

If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

18. ASSIGNMENT / DELEGATION:

To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by **CITY**, such offending portion of the assignment shall be void, and shall be a breach of this Contract. **CONSULTANT** shall neither assign, transfer nor delegate any rights, obligations or duties under this Contract without the prior written approval of **CITY**. The parties do not intend to benefit any third party beneficiary regarding their respective performance under this

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

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Contract.

19. CITY OWNERSHIP OF PROPRIETARY INFORMATION:

Any files, reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer programs, computer codes, and computer records (which are intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by **CONSULTANT** (or its subcontractors) in performance of its obligations under this Contract shall be the exclusive property of **CITY** and all such materials shall be delivered into **CITY** possession by **CONSULTANT** upon completion, termination, or cancellation of this Contract. **CONSULTANT** shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of **CONSULTANT'S** obligations under this Contract without the prior written consent of **CITY**. Notwithstanding the foregoing, **CITY** shall have no proprietary interest in any materials licensed for use by **CITY** that are subject to patent, trademark or copyright protection.

20. PUBLIC RECORDS:

Pursuant to NRS 239.010, information or documents received from **CONSULTANT** may be open to public inspection and copying. **CITY** will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests. **CONSULTANT** may clearly label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 332.061, provided that **CONSULTANT** thereby agrees to indemnify and defend **CITY** for honoring such a designation. The failure to so label any document that is released by **CITY** shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

21. CONFIDENTIALITY:

CONSULTANT shall keep confidential all information, in whatever form, produced, prepared, observed or received by **CONSULTANT** to the extent that such information is confidential by law or otherwise required by this Contract.

22. FEDERAL FUNDING:

22.1 *In the event federal grant funds are used for payment of all or part of this Contract:*

22.1.1 **CONSULTANT** certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67, § 67.510, as published as pt. VII of the May 26, 1988, Federal Register (pp. 19160-19211), and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.

22.1.2 **CONSULTANT** and its subcontractors must be registered in the US Government System for Award Management (SAM) for verification on projects with federal funding.

22.1.3 **CONSULTANT** and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999, inclusive, and any relevant program-specific regulations.

22.1.4 **CONSULTANT** and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and Executive Order 11478 (July 21, 2014) and shall not discriminate against any employee or offeror for employment because of race, national origin,

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creed, color, sex, sexual orientation, gender identity, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).

22.1.5 If and when applicable to the particular federal funding and the Scope of Work under this Contract, **CONSULTANT** and its subcontractors shall comply with: American Iron and Steel (AIS) provisions of P.L. 113- 76, Consolidated Appropriations Act, 2014, Section 1605 – Buy American (100% Domestic Content of iron, steel and manufactured goods); Federal Highway Administration (FHWA) 23 U.S.C. § 313 – Buy America, 23 C.F.R. §635.410 (100% Domestic Content of steel, iron and manufactured products); Federal Transit Administration (FTA) 49 U.S.C. § 5323(j), 49 C.F.R. Part 661 – Buy America Requirements (See 60% Domestic Content for buses and other Rolling Stock).

23. LOBBYING:

23.1 The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this Contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:

23.1.1 Any federal, state, county or local agency, legislature, commission, council or board;

23.1.2 Any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or

23.1.3 Any officer or employee of any federal, state, county or local agency; legislature, commission, council or board.

24. GENERAL WARRANTY:

CONSULTANT warrants that it will perform all SERVICES required hereunder in accordance with the prevailing standard of care by exercising the skill and care normally required of individuals performing the same or similar SERVICES, under the same or similar circumstances, in the State of Nevada.

25. PROPER AUTHORITY:

The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. **CONSULTANT** acknowledges that this Contract is effective only after approval by the Carson City Board of Supervisors and only for the period of time specified in this Contract. Any SERVICES performed by **CONSULTANT** before this Contract is effective or after it ceases to be effective is performed at the sole risk of **CONSULTANT**.

26. ALTERNATIVE DISPUTE RESOLUTION (Public Work):

If the SERVICES under this Contract involve a “public work” as defined under NRS 338.010(18), then pursuant to NRS 338.150, a public body charged with the drafting of specifications for a public work shall include in the specifications a clause requiring the use of a method of alternative dispute resolution (“ADR”) before initiation of a judicial action if a dispute arising between the public body and the **CONSULTANT** engaged on the public work cannot otherwise be settled. Therefore, unless ADR is otherwise provided for by the parties in any other incorporated attachment to this Contract, in the event that a dispute arising between **CITY** and **CONSULTANT** regarding that public work cannot otherwise be settled, **CITY** and **CONSULTANT** agree that, before judicial action may be initiated, **CITY** and **CONSULTANT** will submit the dispute to non-binding mediation. **CITY** shall present **CONSULTANT** with a list of three potential mediators. **CONSULTANT** shall select one person to serve as the mediator from the list of potential mediators presented by **CITY**. The person selected as mediator shall determine the rules governing the mediation.

27. GOVERNING LAW / JURISDICTION:

This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

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to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. **CONSULTANT** consents and agrees to the jurisdiction of the courts of the State of Nevada located in Carson City, Nevada for enforcement of this Contract.

28. ENTIRE CONTRACT AND MODIFICATION:

This Contract and its integrated attachment(s) constitute the entire Contract of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other Contracts that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Carson City Board of Supervisors. Conflicts in language between this Contract and any other agreement between CITY and CONSULTANT on this same matter shall be construed consistent with the terms of this Contract. The parties agree that each has had their respective counsel review this Contract which shall be construed as if it was jointly drafted.

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

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29. ACKNOWLEDGMENT AND EXECUTION:

This Contract may be executed in counterparts. The parties hereto have caused this Contract to be signed and intend to be legally bound thereby as follows:

CITY

Attn: Carol Akers, Purchasing & Contracts Administrator
Purchasing and Contracts Department
201 North Carson Street, Suite 2
Carson City, Nevada 89701
Telephone: 775-283-7362
Fax: 775-887-2286
CAkers@carson.org

CITY'S LEGAL COUNSEL

Carson City District Attorney
I have reviewed this Contract and approve
as to its legal form.

By: _____
Sheri Russell-Benabou, Chief Financial Officer

By: _____
Deputy District Attorney

Dated _____

Dated _____

CITY'S ORIGINATING DEPARTMENT
**CONSULTANT will not be given authorization
to begin work until this Contract has been
signed by Purchasing and Contracts**

BY: Carol Akers
Purchasing & Contracts Administrator

Project # P301222003
Account: 5103205-507010

By: _____

Dated _____

PROJECT CONTACT PERSON:

Brianna Greenlaw, Project Manager
Telephone: 775-283-7083

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

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Undersigned deposes and says under penalty of perjury: That he/she is **CONSULTANT** or authorized agent of **CONSULTANT**; that he/she has read the foregoing Contract; and that he/she understands the terms, conditions and requirements thereof.

CONSULTANT

BY: Mark Gookin, P.E.

TITLE: Branch Manager

FIRM: Terraphase Engineering, Inc.

CARSON CITY BUSINESS LICENSE #: BL-006665

Address: 300 S. Wells Avenue, Suite 13

City: Reno **State:** NV **Zip Code:** 89502

Telephone: 775-771-7349

E-mail Address: mark.gookin@terraphase.com

(Signature of Consultant)

DATED _____

STATE OF _____)

)ss

County of _____)

Signed and sworn (or affirmed before me on this _____ day of _____, 20__.

(Signature of Notary)

(Notary Stamp)

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 23300250

Title: Carson City Sutro Basin Scoping Project

CONTRACT ACCEPTANCE AND EXECUTION:

The Board of Supervisors for Carson City, Nevada at their publicly noticed meeting of February 16, 2023 approved the acceptance of the attached Contract hereinbefore identified as **CONTRACT No. 23300250**. Further, the Board of Supervisors authorizes the Mayor of Carson City, Nevada to sign this document and record the signature for the execution of this Contract in accordance with the action taken.

CARSON CITY, NEVADA

LORI BAGWELL, MAYOR

DATED this 16th day of February 2023.

ATTEST:

WILLIAM SCOTT HOEN, CLERK-RECORDER

DATED this 16th day of February 2023.



February 6, 2023

Brianna Greenlaw, PE, CFM
Stormwater Program Manager
Carson City Public Works
3505 Butti Way
Carson City, NV 89701

sent via email to BGreenlaw@carson.org

Subject: Proposal for Carson City Sutro Basin Scoping Project

Dear Ms. Greenlaw:

We are very appreciative of the opportunity to provide professional services for the Sutro Basin Scoping Project and the City’s confidence in Terraphase! Please find the following scope of work and cost estimate for your review.

Scope of Work

Task 1: Hydrology and Hydraulic Analyses

Terraphase will review and refine the previous hydrology and hydraulic analyses conducted for the Sugarloaf domain and the Sutro Terrace Storm Drain and Basin in the North Carson Area Drainage Plan (NCADP). The refined analysis will include fire and debris flow conditions and the proposed mitigation solutions. Terraphase anticipates employing the FLO-2D hydraulic model for the refined analysis to remain consistent with the modeling completed in the NCADP.

Task 1 Cost Estimate: \$25,201

Task 2: Preliminary Environmental / Cultural Review and Agency Scoping

The Terraphase Team will review available background data and request a pre-application meeting with the BLM and FEMA to identify any potential fatal flaws within the site Task 2 activities as described below:

A. Preliminary Review of Environmental Resources

RCI will complete site reconnaissance to assess existing site conditions and query the appropriate databases to identify potential issues of concern for the project area. Database searches will include at a minimum:

- a. U.S. Fish and Wildlife Service (USFWS) database for Planning and Consultation,
- b. National Wetland Inventory Mapper,
- c. Nevada Department of Environmental Protection Source Water and Watershed Protection Web Map,

- d. Environmental Protection Agency (EPA) Environmental Mapper,
- e. Nevada Department of Wildlife (NDOW), and
- f. Nevada Natural Heritage Program.

B. Preliminary Review of Cultural Resources

The project will require compliance with Section 106 of the National Historic Preservation Act (NHPA) of 1966, as amended. To identify potential cultural resources of concern, we will:

- a. Request a record search of the Nevada Cultural Resources Information System (NVCRIS) for all sites and inventories within a 1-mile buffer of the project area. The request will include obtaining geographic information system (GIS) datasets for the cultural resource components and site records for all sites within the project area buffer.
- b. Review historic documents, including General Land Office (GLO) plats and historic maps available online and at various repositories, in order to identify historic features, including roads and trails that may be present on the landscape.
- c. Results of the NVCRIS search and map revisions will be compiled into site and inventory tables for use in future consultation with the State Historic Preservation Office (SHPO).

C. Agency Scoping

Prior to any initiation of agency meetings, RCI will work with the City and Terraphase to develop a detailed project description to facilitate scoping with both federal agencies. RCI will consult with the BLM and Carson City on the appropriate venue for acquisition and use of the parcel for long-term maintenance and operation of the detention basin. RCI will then coordinate with both FEMA and BLM to determine the appropriate combined NEPA document required for the project. This scope includes one in person interdisciplinary team meeting with each agency (or combined) that will introduce the project, describe existing conditions, develop a list of supplemental authorities/resource issues to be analyzed in the NEPA environmental review, and identify required baseline surveys. This scope of work does not include completion of surveys, but will outline survey needs, timeframes, potential costs, and any associated permits that might be required.

Specific to the BLM, several approaches may be available for this project. The City may elect to apply for a right-of-way for use of BLM land, or apply for a Recreation and Public Purpose Lease or Patent. Ultimately, either approach will warrant a NEPA analysis, but the best long-term fit for the City should be explored with BLM as part of this phase of the project. RCI will work with the City to assess the appropriate authorization and outline the NEPA survey requirements and level of review.

Additional informal coordination may be initiated with the US Fish & Wildlife Service, NV Department of Wildlife, NV Department of Environmental Protection, and the Sagebrush Ecosystem Technical Team as warranted depending on initial desktop analysis and field review.

Assumptions: Prior to coordinating meetings with BLM and FEMA, RCI assumes that a conceptual design for the Sutro Basin will be provided by Terraphase. It should be noted that

this scope of work does not include the development of an Environmental Assessment pursuant to NEPA, but the deliverable will provide direction as to the options for moving forward with the appropriate NEPA document and supporting studies in the next phases of work.

Deliverables: Based on database searches, agency coordination and information review, RCI will prepare a draft/final letter report that outlines the resources of concerns, necessary field surveys, estimated cost of field work, and required state and local permits and permitting time frames. A table summarizing potential permitting needs will be included in the draft report. This scope of work assumes one round of comments and revisions of the draft report prior to finalization.

Task 2 Cost Estimate: \$21,220

Task 3: Benefit/Cost Analysis

Terraphase will complete a FEMA BCA Toolkit benefit/cost analysis for the proposed mitigation project and refer to the Decision Matrix prepared in the NCADP.

Task 3 Cost Estimate: \$10,252

Task 4: Preliminary Plans and Cost Estimate

Terraphase will further refine construction documents and the cost estimate to be developed to an approximate 60% level. The refined plans will include the design of basin lining, inlet protection, and outlet protection or outlet structure as necessary. Storm Drain plan and profile sheets will be refined to a 1:20 horizontal scale. The refined cost estimate will consider plan refinements and current construction costs.

Task 4 Cost Estimate: \$48,658

Task 5: Public Outreach

The Terraphase Team understands the value of early engagement of the public and throughout the project. Public engagement provides two primary values: 1) real feedback on problem issues and locations; and 2) public perception of the project as a valuable contribution to the community. As a subconsultant, RCI will coordinate with Carson City to identify the target audience, message, and method to provide information and collect comments:

- A. **Purpose of the outreach effort** – Educate the public about the project and identify public concerns that would need to be addressed in the final design and environmental scoping documents for the project.

- B. **Determine the target audience** – We anticipate this focus on:
 - a. The “Sutro” neighborhood and property owners downstream on Emerson Street who would benefit from attenuated flooding.

- b. The “Sutro” and “Garnet” neighborhoods where construction activities could have a temporary effect on residents (for example: construction noise and equipment traffic).
- C. **Develop a message** – The message should clearly and effectively provide all potentially affected property owners with:
- a. Understanding of the project purpose, need, and options for implementation.
 - b. A means to ask questions and express their concerns about the project, such as:
 - i. Benefits for flood control to local residents’ properties,
 - ii. Disturbance that would occur during construction, and
 - iii. Continued long-term access to BLM land for recreation and off-highway vehicles (OHVs).
- D. **Provide the following outreach activities:**
- a. Mailed information to the target audience (standalone mailing or utility bill flyer),
 - b. Website to post outreach messages and provide a contact for additional information,
 - c. Hold one in-person meeting with a poster presentation about the project, where written comments can be submitted, and
 - d. Coordination with Carson City to present the outreach messages at one properly noticed Public Meeting (for example: the Planning Commission or City Council).

Deliverables: The deliverable would be documentation of the outreach activities conducted, compilation of the comments received by the public, a summary of the comments received, and recommendation for public outreach needs to implement the project.

Task 5 Cost Estimate: \$17,939

Task 6: Scoping Design Report

Terraphase will compile all calculations, assessments, analyses, and plan development into a Scoping Design Report (SDR). The SDR can be presented in a public meeting in a draft format and in its final version.

Task 6 Cost Estimate: \$13,788

Task 7: Mitigation Project Development

Terraphase will compile a scope of work, schedule, and budget to seek future funding for the mitigation project if all eligibility requirements are met in the SDR.

Task 7 Cost Estimate: \$9,968

Assumptions

This proposal assumes the following:

1. Terraphase will receive available background information from Carson City:

- a. CAD and PDF versions of the Kimley Horn Plans referenced in the NCDAP,
- b. FLO-2D models utilized in the NCDAP,
- c. Topographic survey of the project site, and
- d. Existing utility maps of the project area.

Schedule

A schedule summary of expected completion dates associated with the Project is provided below.

- May 19, 2023 – Hydrology and Hydraulic Analyses
- October 27, 2023 – Preliminary Environmental Review and Scoping
- July 14, 2023 – Benefit/Cost Analysis
- September 29, 2023 – Preliminary 60% Plans and Cost Estimate
- Ongoing – Public Outreach
- December 1, 2023 – Scoping Design Report
- December 29, 2023 – Mitigation Project Development

Cost Estimate

Our efforts to provide the identified services are estimated to be \$147,026.

Task No.	Description	Cost
1	Hydrologic and Hydraulic Analyses	\$25,201
2	Preliminary Environmental Review and Scoping	\$21,220
3	Benefit/Cost Analysis	\$10,252
4	Preliminary Plans and Cost Estimate	\$48,658
5	Outreach	\$17,939
6	Scoping Design Report	\$13,788
7	Mitigation Project Development	\$9,968
TOTAL		\$147,026

Closing

Terraphase is grateful for the opportunity to offer our services on this important project. Should you have any questions regarding our proposal, we encourage you to contact Mark Gookin at (775) 771-7349 or Cindy Steele at (775) 443-2136. If acceptable, we anticipate starting work upon execution of a mutually acceptable City-generated contract.

Sincerely,

for Terraphase Engineering Inc.



Mark Gookin, PE, CFM, QSD
Principal In Charge/Principal Engineer

FEMA Public Assistance Program Requirements

Below are additional guidelines/requirements under the FEMA Public Assistance Program.

This document is considered Exhibit B to the contract. All language contained within supersedes any language within the bid or contract document.

2 CFR Part 200.318, formerly 7 CFR Part 3016.36(b) (3), State Procurement Code and Regulations, and Carson City Purchasing.

The City of Carson City seeks to conduct all procurement procedures:

- In compliance with state and federal regulations; and
- to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No member of the Board of Supervisors or any of its employees shall accept any commission, expense-paid trip, or anything of material value from any individual, company partnership, corporation, or any organization supplying or seeking to supply equipment, supplies or services to the City for any purpose except those minor items of nominal value that are widely distributed by the individual company, etc., as part of a public relations or advertising program.

Violations of such standards by officers, employees, or agents of the non-Federal entity will be subject to legal action under Nev. Rev. Statute 332.810.2

The City procedures seek to avoid acquisition of unnecessary duplicative items. Consideration is given to consolidating or breaking out procurements, provided proper bid thresholds are upheld as per State and Federal Regulations to obtain a more economical purchase. Where appropriate, an analysis will be made to determine the most economical approach.

REMEDIES

Contracts for more than the simplified acquisition threshold, currently set at \$250,000, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. See 2 C.F.R. Part 200, Appendix II(A).

Suspension and Debarment Clause

This contract is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

The contractor must comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by Carson City. If it is later determined that the contractor did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to Carson City, the federal government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.”

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Equal Opportunity Clause

The regulation at 41 C.F.R. § 60-1.4(b) requires, except as otherwise provided or exempted in 41 C.F.R. Part 60, the insertion of the following contract clause: "During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

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Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, that if the applicant so participating is a state or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings."

Affirmative Socioeconomic Steps 2 C.F.R. 200.321

For procurements under FEMA declarations and awards issued on or after November 12, 2020, all NFEs are required to take the six affirmative steps to ensure use of small and minority businesses, women's business enterprises, and labor surplus area firms when possible. One of the six steps is to require the prime contractor, if subcontracts are to be let, to take the five other affirmative steps.⁷⁴ For procurements under FEMA declarations and awards issued between December 26, 2014, and November 12, 2020, this requirement *only* applies to non-state entities.

If subcontracts are to be let, the prime contractor is required to take all necessary steps identified in 2 C.F.R. § 200.321(b)(1)-(5) to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Required Steps to be Followed by Prime Contractor if Sub Contract is to be let (Documentation showing this must be provided to Carson City):

1. Place qualified target firms on solicitation lists
2. Assure that target firms are solicited whenever they are potential sources
3. Divide total requirements, when feasible into smaller tasks or quantities to permit maximum participation by target firms
4. Establish delivery schedules when feasible which encourage participation by target firms
5. Use the services and assistance of Small Business Administration and the Minority Business Development Agency of the Department of Commerce

Prohibition on Contracting for Covered Telecommunications Equipment or Services (IF APPLICABLE)

(a) *Definitions.* As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause

(b) *Prohibitions.*

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- (1) Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug. 13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.
- (2) Unless an exception in paragraph (c) of this clause applies, the contractor and its subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:
 - i. Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
 - ii. Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
 - iii. Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or
 - iv. Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

(c) *Exceptions.*

- (1) This clause does not prohibit contractors from providing—
 1. A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
 - (ii) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) By necessary implication and regulation, the prohibitions also do not apply to:

- i. Covered telecommunications equipment or services that:
 - i. Are *not used* as a substantial or essential component of any system; *and*
 - ii. Are *not used* as critical technology of any system.
 - iii. Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.

(d) *Reporting requirement.*

1. In the event the contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the contractor is notified of such by a subcontractor at any tier or by any other source, the contractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.
2. The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:
 - i. Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model

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number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

- ii. Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments.”

DAVIS BACON ACT (29 C.F.R. 5.5(a)(1)-(10) (IF APPLICABLE-CONSTRUCTION WORK ONLY)

(a) The Agency head shall cause or require the contracting officer to insert in full in any contract in excess of \$2,000 which is entered into for the actual construction, alteration and/or repair, including painting and decorating, of a public building or public work, or building or work financed in whole or in part from Federal funds or in accordance with guarantees of a Federal agency or financed from funds obtained by pledge of any contract of a Federal agency to make a loan, grant or annual contribution (except where a different meaning is expressly indicated), and which is subject to the labor standards provisions of any of the acts listed in [§ 5.1](#), the following clauses (or any modifications thereof to meet the particular needs of the agency, *Provided*, That such modifications are first approved by the Department of Labor):

(1) *Minimum wages*.

(i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act ([29 CFR part 3](#))), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of [paragraph \(a\)\(1\)\(iv\)](#) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in [§ 5.5\(a\)\(4\)](#). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: *Provided*, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under [paragraph \(a\)\(1\)\(ii\)](#) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(ii)

(A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their

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representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to [paragraphs \(a\)\(1\)\(ii\) \(B\) or \(C\)](#) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, *Provided*, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(2) **Withholding.** The (write in name of Federal Agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, the (Agency) may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(3) **Payrolls and basic records.**

(i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under [29 CFR 5.5\(a\)\(1\)\(iv\)](#) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii)

(A) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the (write in name of appropriate federal agency) if the agency is a party to the contract, but if the

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agency is not such a party, the contractor will submit the payrolls to the applicant, sponsor, or owner, as the case may be, for transmission to the (write in name of agency). The payrolls submitted shall set out accurately and completely all of the information required to be maintained under [29 CFR 5.5\(a\)\(3\)\(i\)](#), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the (write in name of appropriate federal agency) if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit them to the applicant, sponsor, or owner, as the case may be, for transmission to the (write in name of agency), the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the sponsoring government agency (or the applicant, sponsor, or owner).

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under § 5.5

(a)(3)(ii) of Regulations, [29 CFR part 5](#), the appropriate information is being maintained under § 5.5 (a)(3)(i) of Regulations, [29 CFR part 5](#), and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, [29 CFR part 3](#);

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by [paragraph \(a\)\(3\)\(ii\)\(B\)](#) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under [paragraph \(a\)\(3\)\(i\)](#) of this section available for inspection, copying, or transcription by authorized representatives of the (write the name of the agency) or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to [29 CFR 5.12](#).

(4) **Apprentices and trainees** -

(i) **Apprentices.** Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing

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construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) **Trainees.** Except as provided in [29 CFR 5.16](#), trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) **Equal employment opportunity.** The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and [29 CFR part 30](#).

(5) **Compliance with Copeland Act requirements.** The contractor shall comply with the requirements of [29 CFR part 3](#), which are incorporated by reference in this contract.

(6) **Subcontracts.** The contractor or subcontractor shall insert in any subcontracts the clauses contained in [29 CFR 5.5\(a\)\(1\)](#) through [\(10\)](#) and such other clauses as the (write in the name of the Federal agency) may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in [29 CFR 5.5](#).

(7) **Contract termination: debarment.** A breach of the contract clauses in [29 CFR 5.5](#) may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in [29 CFR 5.12](#).

(8) **Compliance with Davis-Bacon and Related Act requirements.** All rulings and interpretations of the Davis-Bacon and Related Acts contained in [29 CFR parts 1, 3, and 5](#) are herein incorporated by reference in this contract.

(9) **Disputes concerning labor standards.** Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in [29 CFR parts 5, 6, and 7](#). Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

(10) **Certification of eligibility.**

(i) By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or [29 CFR 5.12\(a\)\(1\)](#).

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government

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contract by virtue of section 3(a) of the Davis-Bacon Act or [29 CFR 5.12\(a\)\(1\)](#).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, [18 U.S.C. 1001](#).

(b) **Contract Work Hours and Safety Standards Act.** The Agency Head shall cause or require the contracting officer to insert the following clauses set forth in [paragraphs \(b\)\(1\), \(2\), \(3\), and \(4\)](#) of this section in full in any contract in an amount in excess of \$100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by § 5.5(a) or § 4.6 of [part 4 of this title](#). As used in this paragraph, the terms *laborers* and *mechanics* include watchmen and guards.

(1) **Overtime requirements.** No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in [paragraph \(b\)\(1\)](#) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in [paragraph \(b\)\(1\)](#) of this section, in the sum of \$29 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in [paragraph \(b\)\(1\)](#) of this section.

(3) **Withholding for unpaid wages and liquidated damages.** The (write in the name of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in [paragraph \(b\)\(2\)](#) of this section.

(4) **Subcontracts.** The contractor or subcontractor shall insert in any subcontracts the clauses set forth in [paragraph \(b\)\(1\)](#) through [\(4\)](#) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in [paragraphs \(b\)\(1\)](#) through [\(4\)](#) of this section.

(c) In addition to the clauses contained in paragraph (b), in any contract subject only to the Contract Work Hours and Safety Standards Act and not to any of the other statutes cited in [§ 5.1](#), the Agency Head shall cause or require the contracting officer to insert a clause requiring that the contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Further, the Agency Head shall cause or require the contracting officer to insert in any such contract a clause providing that the records to be maintained under this paragraph shall be made available by the contractor or subcontractor for inspection, copying, or transcription by authorized representatives of the (write the name of agency) and the Department of Labor, and the contractor or subcontractor will permit such representatives to interview employees during working hours on the job.

COPELAND ANTI-KICKBACK LAW (IF APPLICABLE-CONSTRUCTION CONTRACTS ONLY)

Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. Part 3 as may be applicable, which are incorporated by reference into this contract.

Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

FEMA Public Assistance Program Requirements

Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.”

Domestic Preference for Procurements

As appropriate, and to the extent consistent with law, the contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products.

For purposes of this clause:

Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. *Manufactured products* mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.”

If the Contract exceeds \$10,000:

Termination for Cause and Convenience

City reserves the right to terminate this Contract for convenience whenever it considers termination, in its sole and unfettered discretion, to be in the public interest. In the event that the Contract is terminated in this manner, payment will be made for SERVICES actually completed. If termination occurs under this provision, in no event shall contractor be entitled to anticipated profits on items of SERVICES not performed as of the effective date of the termination or compensation for any other item, including but not limited to, unabsorbed overhead. Contractor shall require that all subcontracts which it enters related to this Contract likewise contain a termination for convenience clause which precludes the ability of any subcontractor to make claims against Contractor for damages due to breach of contract, lost profit on items of SERVICES not performed, or unabsorbed overhead, in the event of a convenience termination

Procurement of Recovered Materials

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

If the Contract exceeds \$100,000:

Contract Work Hours and Safety Standard Act (29 C.F.R.5.(b)(1)-(4))

- (1) *Overtime requirements.* No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- (2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of

FEMA Public Assistance Program Requirements

the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

- (3) *Withholding for unpaid wages and liquidated damages.* The (insert name of grant recipient or subrecipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.
- (4) *Subcontracts.* The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.”

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

If the Contract exceeds \$150,000:

Clean Air Act and the Federal Water Pollution Control Act

Contractor agrees to comply with all applicable standards, order or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387),

The contractor agrees to report each violation to Carson City and understands and agrees that the Carson City will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency (FEMA), and the appropriate [Environmental Protection Agency Regional Office](#).

The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by FEMA.

Federal Water Pollution Control Act

The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 *et seq.*

The contractor agrees to report each violation to Carson City and understands and agrees that Carson City will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency (FEMA), and the appropriate [Environmental Protection Agency Regional Office](#).

The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by FEMA.

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity.

Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141–3148).

When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act

provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708).

Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement.

If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—

Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—

A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as

parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—

Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See § 200.323 Procurement of recovered materials.

(K) See §200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

(L) See §200.322 Domestic preferences for procurements.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13, 2020]

CERTIFICATION REQUIRED BY SECTION 1352 OF TITLE 31, UNITED STATES CODE RESTRICTIONS OF LOBBYING USING APPROPRIATED FEDERAL FUNDS

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Mark Gookin, PE, CFM, QSD/P

Name (please type or print)



Signature

Principal Engineer / Terraphase Reno Branch Manager

Title

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity in and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub-awardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP- DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, first Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

**AFFIDAVIT REQUIRED UNDER 23 USC SECTION 112(c)
AND 2 CFR PARTS 180 AND 1200 - SUSPENSION OR DEBARMENT**

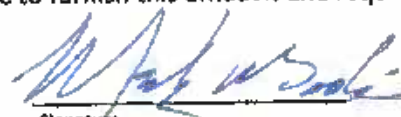
STATE OF Nevada }
COUNTY OF Washoe } SS

I, Mark Gookin, PE, CFM, QSD/P (Name of party signing this affidavit and the Proposal Form) Principal Engineer / Terraphase Reno Branch Manager (title), being duly sworn do depose and say: That Terraphase Engineering Inc. (name of person, firm, association, or corporation) has not, either directly or indirectly, entered into agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this contract; and further that, except as noted below to the best of knowledge, the above named and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

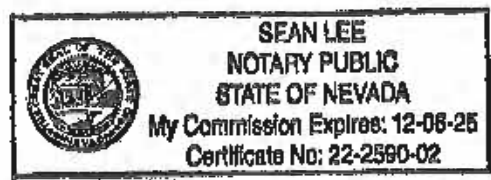
(Insert Exceptions, attach additional sheets) (Terraphase has no exceptions, and therefore, no additional sheets.)

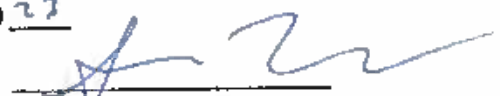
The above exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility and whether or not the Department will enter into contract with the party. For any exception noted, indicate on an attached sheet to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions. The failure to furnish this affidavit and required exceptions if any shall disqualify the party.


Signature
Mark Gookin, PE, CFM, QSD/P
Principal Engineer / Terraphase Reno Branch Manager
Title

Sworn to before me this 17 day of January, 2023

(SEAL)




Notary Public, Judge or other Official

Certification of Authorization and Understanding

Project Name: Carson City Sutro Basin Scoping Project

Project Number: RFQ 23300250

This is to certify that the principals, and the authorized payroll officer certify the following person(s) is designated as the payroll officer for the undersigned and is authorized to sign the Statement of Compliance which will accompany each weekly certified payroll report for this project.

Nancy Law

Payroll Officer (Name)

Nancy Law  Digitally signed by Nancy Law
Date: 2023.01.16 20:27:16 -08'00'

Payroll Officer (Signature)

Christopher Voci, PG

(Name of Contractor/Subcontractor)

By **Christopher Voci, PG**  Digitally signed by Christopher Voci,
PG
Date: 2023.01.16 20:27:51 -08'00'

(Owner's Signature)

Vice President / Principal Geologist

(Title)

CSLB 960398

(Contractor/Subcontractor License Number)

January 16, 2023

(Date)

Conflict of Interest Disclosure Form

Date: January 16, 2023

Project: RFQ 23300250

Title: Carson City Sutro Basin Scoping Project

Name: Mark Gookin, PE, CFM, QSD/P

Position: Principal Engineer / Reno Branch Manager

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: **Mark Gookin, PE, CFM, QSD/P** Digitally signed by Mark Gookin, PE, CFM, QSD/P
Date: 2023.01.16 02:58:57 -08'00'

Date: January 16, 2023

Unique Entity ID

Contractors and sub-contractors need to have a Unique ID (12-character alphanumeric ID assigned to an entity by [SAM.gov](https://sam.gov)) for ease of verification they are not debarred from working on projects with federal funding. SAM registration must be completed and valid to execute the Contract. This is in addition to assuring they are properly licensed by the Nevada State Contractor's Board.

The unique entity identifier used in SAM.gov has changed.

On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps here.
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

Terraphase Engineering Inc. - SAM number: [MFB8MBN4FX54](https://sam.gov)



Exhibit B

TERRAPHASE ENGINEERING INC.

Unique Entity ID MFB8MBN4FX54	CAGE / NCAGE 65XN1	Purpose of Registration All Awards
Registration Status Inactive Registration	Expiration Date Jan 8, 2023	
Physical Address 1300 Clay ST STE 1000 Oakland, California 94612-1429 United States	Mailing Address 1300 Clay ST STE 1000 Oakland, California 94612-1429 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District California 13	State / Country of Incorporation California / United States	URL http://www.terrphase.com

Registration Dates

Activation Date Dec 16, 2021	Submission Date Dec 9, 2021	Initial Registration Date Oct 18, 2010
----------------------------------------	---------------------------------------	--------------------------------------------------

Entity Dates

Entity Start Date Sep 30, 2010	Fiscal Year End Close Date Dec 31
------------------------------------------	---------------------------------------------

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure Corporate Entity (Not Tax Exempt)	Entity Type Business or Organization	Organization Factors Subchapter S Corporation
Profit Structure For Profit Organization		

Socio-Economic Types

Exhibit B

Check the registrant's Repts & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments No	Debt Subject To Offset No
EFT Indicator 0000	CAGE Code 65XN1

Points of Contact

Electronic Business

♂ JEFF RAINES, Vice President	1300 Clay Street Suite 1000 Oakland, California 94612 United States
WILLIAM CARSON	1300 Clay Street Suite 1000 Oakland, California 94612 United States

Government Business

♂ JEFF RAINES	1300 Clay Street Suite 1000 Oakland, California 94612 United States
WILLIAM CARSON	1300 Clay Street Suite 1000 Oakland, California 94612 United States

Past Performance

♂ William Carson, President	1300 Clay Street Suite 1000 Oakland, California 94612 United States
Jeffery Raines, Secretary	1300 Clay Street Suite 1000 Oakland, California 94612 United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	541620	Environmental Consulting Services
	541330	Engineering Services
	541370	Surveying And Mapping (Except Geophysical) Services
	562910	Remediation Services

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States California	Counties (blank)	Metropolitan Statistical Areas (blank)
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New Jersey
Pennsylvania

Exhibit B



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**Carson City Public Works
BRIC FFY 2020 Carson City Sutro Scoping Project
USD\$ 164,716.75**

Subrecipient Grant Award

STATE OF NEVADA
DIVISION OF EMERGENCY MANAGEMENT (DEM)
2478 Fairview Drive, Carson City, NV 89701
Telephone (775) 687-0300, Fax (775) 687-0322

Subrecipient Grant Award

STATE OF NEVADA
DIVISION OF EMERGENCY MANAGEMENT (DEM)
2478 Fairview Drive, Carson City, NV 89701
Telephone (775) 687-0300, Fax (775) 687-0322

Subrecipient: Carson City Public Works

Program Name: Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) FFY 2020

FEIN Number: 886000189

UEI (formally known as DEM DUNS): DTBPJMA2QFC8

Subrecipient DUNS:073787152

Subrecipient Federal Grant Funds: \$125,300.50

Subrecipient Required Match: \$39,316.25

ALN (formally CFDA) # 97.047

Function Code # 3300

EHP Approval Required: No

FEMA GO Application Number: EMF-2020-BR-090-0005

Subrecipient Award Period: 03/24/2022 - 03/23/2024

Federal Award Period to DEM: 03/24/2022 - 03/23/2025

Incorporated (1) Federal & State Assurances (2) Financial and Program Assurances (3) Federal Certifications (4) Scope and Timeline of Work (5) Line Item Detail Budget, Zoom Grants Listed Resource Documents attached to this application.

As the duly authorized representative of the Carson City Public Works, hereby certify that the Subrecipient has the legal authority to apply for federal grant assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management, and completion of the described project ("Project") within the period of performance. I further acknowledge that the Subrecipient is responsible for reviewing and adhering to all of the following requirements:

Applicable Federal Laws, Regulations, and Guidelines (government cost principles, uniform administrative requirements, and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.). Updates are issued by the Office of Management and Budget (OMB) and can be found at <http://www.whitehouse.gov/omb/>;

- Notice of Funding Opportunity (NOFO);
- FEMA Preparedness Manual & FEMA Environmental Planning and Historical Preservation Policy Guide
- Applicable Nevada Statutes, Regulations, and Policies;
- Nevada Department of Public Safety, Division of Emergency Management Grant Assurances;
- Nevada Department of Public Safety, Division of Emergency Management, Grant Management Guide.

In addition to the above-listed requirements, the Carson City Public Works hereby agrees to comply with the following Federal and State Articles of this Agreement:

Federal Articles

Article 1 Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non-Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002. By accepting this agreement, the recipient, and its executives, as defined in 2 C.F.R. § 170.315, certify that the recipient policies are in accordance with OMB guidance located at 2 C.F.R. Part 200, all applicable

federal laws, and relevant Executive guidance.

Article 2 DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. 1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS. 2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance. 3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. 4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance. 5. Recipients of federal financial assistance from DHS must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award or, for State Administrative Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. After the initial submission for the first award under which this term applies, recipients are required to provide this information once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhscivil-rights-evaluation-tool>. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

Article 3 Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article 4 Activities Conducted Abroad

Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article 5 Age Discrimination Act of 1975

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article 6 Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101–12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

Article 7 Best Practices for Collection and Use of Personally Identifiable Information

Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance at http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_guidance_june2010.pdf and Privacy Template at

https://www.dhs.gov/sites/default/files/publications/privacy_pia_template_2017.pdf as useful resources respectively.

Article 8 Civil Rights Act of 1964 – Title VI

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article 9 Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. § 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

Article 10 Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article 11 Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article 12 Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).

Article 13 Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article 14 Education Amendments of 1972 (Equal Opportunity in Education Act) –Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

Article 15 Energy Policy and Conservation Act

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article 16 False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§ 3729-3733, which prohibit the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)

Article 17 Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article 18 Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article 19 Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article 20 Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a, recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, (codified as amended at 15 U.S.C. § 2225.)

Article 21 Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. § 2000d et seq.) prohibition against

discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-helpdepartment-supported-organizations-provide-meaningful-access-people-limited-and-additional-resources> on <http://www.lep.gov>.

Article 22 Lobbying Prohibitions

Recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

Article 23 National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act of 1969 (NEPA), Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article 24 Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article 25 Non-Supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through nonfederal sources.

Article 26 Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

Article 27 Patents and Intellectual Property Rights

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

Article 28 Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article 29 Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973) (codified as amended at 29 U.S.C. § 794) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article 30 Reporting of Matters Related to Recipient Integrity and Performance

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article 31 Reporting Subawards and Executive Compensation

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference

in the award terms and conditions.

Article 32 SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article 33 Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article 34 Trafficking Victims Protection Act of 2000 (TVPA)

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference.

Article 35 Universal Identifier and System of Award Management

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

Article 36 USA PATRIOT Act of 2001

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. §§ 175-175c.

Article 37 Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article 38 Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

Article 39 Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ASKGMD@fema.dhs.gov if you have any questions.

Article 40 Prior Approval for Modification of Approved Budget

Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. § 200.308. FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. § 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved. You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article 41 Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its subrecipients is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313.

Article 42 Environmental Planning and Historic Preservation (EHP) Review

DHS/FEMA funded activities that may require an EHP review are subject to the FEMA Environmental Planning and Historic

Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state, and local laws. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA EHP screening form and instructions, go to the DHS/FEMA website at: <https://www.fema.gov/media-library/assets/documents/90195>. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered, applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

Article 43 Award Performance Goals

FEMA will measure the recipient's performance of the grant by comparing the number of supplies needed and requested in its application, the number of supplies acquired and delivered by the end of the period of performance, and the performance metric as stated in the NOFO to equip 100 percent of on-duty active members with Personal Protective Equipment. In order to measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient is required to report on the number of PPE purchased and the percentage of on duty active members provided with PPE in compliance with the standards described in the NOFO.

Article 44 Performance Measures

BRIC aims to implement projects that reduce risks posed by natural hazards, and reduce future losses, by funding priority projects and activities. To achieve these goals, for FY20 BRIC is prioritizing the following types of projects: infrastructure projects, those that mitigate risk to lifelines, those that incorporate nature-based solutions, and projects proposed by applicants who adopt and enforce mandatory tribal-, territory-, or state-wide building codes based on the latest published editions of building codes. FEMA will measure the percent of dollars invested in these priorities, which will indicate that BRIC projects expect to meet the goal of reducing both risk posed by natural hazards and future losses. Based on the review of your application, FEMA has verified that the claimed costs are consistent with the stated program objective. By accepting this award, you certify that the total Federal award will measure the percent of dollars invested in these priorities and costs incurred by the recipient during FY 2020, in keeping with the program objective. BRIC is a new program, and as a result, FEMA will further assess the recipient's performance against the program objective during the award closeout process as outlined in Section F.3 of the FY 2020 BRIC Grant Notice of Funding Opportunity.

Article 45 Changes to Title 2, Code of Federal Regulations

The references in the FY 2020 BRIC NOFO to regulations in 2 C.F.R. Parts 25, 170, and 200 have been superseded by recent revisions by the Office of Management and Budget (OMB). Most of the changes are effective November 12, 2020, with a couple effective August 13, 2020. See OMB, Guidance for Grants and Agreements, Final Guidance, 85 Fed. Reg. 49,506 (Aug. 13, 2020), <https://www.govinfo.gov/content/pkg/FR-2020-08-13/pdf/2020-17468.pdf>. The FY 2020 BRIC NOFO was published before these rules were revised, but since this award is being made after all revisions went into effect, the revised rules apply to this award. To the extent the requirements or regulatory citations are the same, the FY 2020 BRIC NOFO will continue to apply to this award. Conversely, to the extent there is a conflict between the FY 2020 BRIC NOFO and the revised 2 C.F.R. regulations, the language and citations of the revised 2 C.F.R. regulations will apply. Additional information on the changes to these regulations, including specific revisions regarding closeout and procurement under grants, can be found at <https://www.fema.gov/grants/guidance-tools/2-cfr-2020>.

Article 46 Construction Project Requirements

Acceptance of Federal funding requires the Recipient and any Subrecipients to comply with all Federal, state and local laws prior to the start of any construction activity. Failure to obtain all appropriate Federal, state and local environmental permits and clearances may jeopardize Federal funding. 2. Any change to the approved scope of work will require re-evaluation by FEMA for Recipient and Subrecipient compliance with the National Environmental Policy Act and other laws and Executive Orders. 3. If ground disturbing activities occur during construction, the Recipient and any Subrecipients must ensure monitoring of ground disturbance and, if any potential archaeological resources are discovered, the Subrecipient will immediately cease construction in that area and notify the Recipient and FEMA.

Article 47 Copyright and Data Rights

The recipient is free to copyright any original work developed in the course of or under this Grant Agreement. The recipient acknowledges that DHS/FEMA reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal Government purposes: 1) the copyright in any work developed under an award or subaward; and 2) any rights of copyright to which a recipient or subrecipient purchases ownership with Federal support in a manner consistent with 2 C.F.R. § 200.315. The recipient acknowledges that DHS/FEMA has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award and authorize others to do so for Federal Government purposes in a manner consistent with 2 C.F.R. § 200.315.

Article 48 Remedies for Noncompliance and Enforcement

FEMA remedies for noncompliance will be processed as specified in 2 C.F.R. §§ 200.339-200.343 , and for acquisitions under this award for open space, FEMA enforcement remedies shall be processed as specified in 44 C.F.R. § 80.19(e), when the Terms and Conditions of this Grant Agreement are not met.

Article 49 Insurance

In compliance with 42 U.S.C. § 4012a(a), when financial assistance is approved for acquisition or construction purposes within the Special Flood Hazard Area (SFHA), flood insurance shall be maintained for the life of the property regardless of transfer of ownership for any properties.

Article 50 HMA Duplication of Benefits

Hazard Mitigation Assistance (HMA) funds cannot duplicate or be duplicated by funds received by or available to Applicants, Subapplicants, or project or planning participants from other sources for the same cost or activity already paid for by another source of funding, such as benefits received from insurance claims, other assistance programs (including previous project or planning grants and subawards from HMA programs), legal awards, or other benefits associated with properties or damage that

are or could be subject of litigation. Because the availability of other sources of mitigation grant or loan assistance is subject to available information and the means of each individual Applicant, HMA does not require proof that other assistance (not including insurance) has been sought. However, it is the responsibility of the property owner to report other benefits received, any applications for other assistance, the availability of insurance proceeds, or the potential for other compensation, such as from pending legal claims for damages, relating to the property. Amounts of other grants, loans or other assistance designated for the same purpose as HMA funds, if received, may be used to reduce the non-Federal cost-share. Where the property owner has an insurance policy covering any loss to the property which relates to the proposed HMA project, the means are available for receiving compensation for a loss or, in the case of increased cost of compliance (ICC), assistance toward certain mitigation projects. FEMA will generally require that the property owner file a claim prior to the receipt of HMA funds.

Article 51 Additional Non-Discrimination Requirements

Applicants/Recipients and Subapplicants/Subrecipients will ensure that no discrimination is practiced. Applicants must consider fairness, equity, and equal access when prioritizing and selecting project subapplications to submit with their application. Subapplicants and Subrecipients must ensure fairness, equity, and equal access when consulting and making offers of mitigation to property owners that benefit from mitigation activities.

Article 52 Changes in Scope of Work

Requests for changes to the scope of work (SOW) after award are permissible as long as they do not change the nature or total project cost of the activity, properties identified in the subapplication, the feasibility and effectiveness of the project, or the benefit cost ratio. Requests must be supported by adequate justification from the applicant in order to be processed. The justification is a description of the proposed change, a written explanation of the reason or reasons for the change; an outline of remaining funds available to support the change; and a full description of the work necessary to complete the activity. All approvals will be at FEMA's discretion, and there is no guarantee that SOW changes will be approved.

Article 53 Recoupment of Funds

FEMA will recoup mitigation planning grant funds for grants that do not meet the deliverable criteria of an adopted, FEMA-approved mitigation plan by the end of the performance period.

Article 54 Recovery of Funds

The Recipient will process the recovery of assistance paid to Subrecipients processed through error, misrepresentation, or fraud or if funds are spent inappropriately. Recovered funds shall be submitted to FEMA as soon as the funds are collected, but no later than 90 days from the expiration date of the appropriate grant award agreement.

Article 55 Reporting of Fraud

All fraud identifications will be reported to the Department of Homeland Security Office of Inspector General (OIG). The Recipient agrees to cooperate with investigation conducted by the DHS OIG.

Article 56 Closeout and Final Reports

Because of recent changes to 2 C.F.R. Part 200 that went into effect for awards issued on or after November 12, 2020, the Recipient shall submit a final Federal Financial Report (FFR or SF-425) for project completion, as certified by the Recipient, final Program Performance Report (SF-PPR), and all other closeout documents 120 days after the end date of the performance period per the new 2 C.F.R. § 200.344.

Article 57 Record Retention

Records shall be retained for at least 3 years (except in certain rare circumstances) from the date the final Federal Financial Report for project completion as certified by the Recipient is submitted to FEMA in compliance with 2 C.F.R. Part 200 (specifically the new 2 C.F.R. § 200.334 effective Nov. 12, 2020) and Section 705 of the Stafford Act (42 U.S.C. § 5205).

Article 58 Termination

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, passthrough entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards. Noncompliance: If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient's material failure to comply with the award terms and conditions. With the Consent of the Recipient: FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon

the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

Notification by the Recipient: The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

Article 59 Standard Condition #1

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive

Orders.

Article 60 Standard Condition #2

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

Article 61 Standard Condition #3

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

Article 62 Standard Condition #1

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

Article 63 Standard Condition #2

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

Article 64 Standard Condition #3

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

State Articles

Article I - Written Authorization

The Carson City Public Works shall obtain a written authorization from its governing body in support of the Project, which specifies that the Subrecipient agrees:

1. To designate the authorized representative with the authority to bind the governing body;
 - b. To provide all matching funds required for the Project;
 - c. That any liability arising out of the performance of the Project and assurances will be the responsibility of the Subrecipient; and
 - d. Grant funds shall not be used to supplant expenditures controlled by the Subrecipient or its governing body.

Article II – Disposition of Equipment Acquired Under the Federal Award When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DEM to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

Article III - Access to records

The Carson City Public Works will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

Article IV - Period of Performance

The period of performance for each grant award will be determined by the Division of Emergency Management ("DEM") based upon the deadlines imposed on DEM by the terms of the federal grant. All work on the Project must be completed within the period of performance specified in the grant. DEM will periodically review the expenditures of the grant to ensure sufficient progress is made on the Project. If DEM determines that the Project will not be completed within the period of performance, DEM will terminate the grant and re-obligate the funding to other projects.

Article V - Funding Restrictions

Federal funds made available through an award may be used only for the purpose outlined in the award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal award, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal Government or any other government entity.

Article VI - Conflicts of Interest

The Carson City Public Works will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

Article VII - Construction Projects

For construction projects, the Subrecipient will:

1. Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project;
 - b. Comply with the requirements of the awarding agency with regard to the drafting, review, and approval of construction plans and specifications; and
 - c. Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

Article VIII - Worker Compensation

The Carson City Public Works will comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this Project, as per the worker's compensation laws set forth in NRS 616A, NRS 616B, NRS 616C, NRS 616D, and NRS 617.

Article IX - Nevada Public Records Act and the Freedom of Information Act

The Carson City Public Works Subrecipient acknowledges that all information submitted in the course of applying for funding under this program or provided in the course of an entity's grant management activities that are under Federal control is subject to the Freedom of Information Act (FOIA) contained in 5 U.S.C. § 552, and the Nevada Public Records Law, contained in Chapter 239 of the Nevada Revised Statutes.

Article X - Reporting Subawards and Executive Compensation

The Carson City Public Works understands and acknowledges that in order to sub-subaward grant funding, written permission must be granted by DEM in advance of the sub-subaward. The Subrecipient will comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the terms and conditions of your award.

Article XI – Subrecipient Monitoring

The Subrecipient agrees to participate in DEM's annual monitoring visits and to follow up and take corrective action on all identified non-conformances and observations with action, which includes, but is not limited to, the submission and implementation of corrective action plans to the DEM.

Article XII – Assignment and Delegation

The Carson City Public Works shall neither assign, transfer, nor delegate any rights, obligations, or duties under the Notice of Grant Award without prior approval of the DEM, which includes sub-sub granting funds without prior knowledge or written approval of DEM.

Article XIII – Indemnification and Defense

To the fullest extent permitted by law, the Subrecipient shall indemnify, hold harmless and defend, not excluding the State's right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any breach of the obligations of Subrecipient under this Agreement, or any alleged negligent or willful acts or omissions of the Subrecipient, its officers, employees, and agents. The Subrecipient's obligation to indemnify the State shall apply in all cases except for claims arising solely from the State's own negligence or willful misconduct. The Subrecipient waives any rights of subrogation against the State. The Subrecipient's duty to defend begins when the State requests defense of any claim arising from this Agreement.

Article XIV – Termination

The DEM retains the right to terminate a sub-grant, for cause, at any time before completion of the grant period when it has determined that the Subrecipient has failed to comply with the conditions of these assurances.

1. The DEM reserves the right to terminate the grant in whole or in part due to the failure of the Subrecipient to comply with any term or condition of the signed and agreed upon assurances, failure to implement audit/monitoring recommendations within the prescribed period of time, failure to communicate with or respond to any State Administrative Agency (SAA) request or communication, to acquire and maintain all required insurance policies, bonds, licenses, permits, and certifications or to make satisfactory progress in performing the program, financial and administrative requirements of the grant.
 - b. The DEM staff shall provide written notice of the termination and the reasons for such actions to the Subrecipient.
 - c. The DEM may, upon the termination of the award, procure, on terms and in the manner that it deems appropriate, materials or services to replace those described in the project description of the grant award. The Subrecipient shall be liable to the DEM for any excess costs incurred by the DEM in procuring equivalent materials or services in substitution for materials or services described in the project description of the grant award.

As the duly authorized representative from, Carson City Public Works, hereby certifies that the Carson City Public Works will comply with the above grant award, assurances, and certifications.

Signatures


Carson City Public Works

Not signed yet. - see below

Nevada Office of the Military, Division
of Emergency Management

David Wm. Fogerson
10/17/2022 12:20:18 PM
dfogerson@dps.state.nv.us 166.137.175.28

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Applicants Agency Name:	Carson City
Applicants Signing Authority Name Printed:	Lori Bagwell
Applicant Signing Authority Signature:	
Date:	10/20/22
Project Worksheet Number (PW#)	P30122203
Contact Phone Number:	Rebecca Bustos
Contact Email:	Rbustos@carson.org



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Carol Akers, Purchasing & Contracts Administrator and Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding Amendment No. 5 to Contract No. 1718-127 for Federal Lobbying Services with Porter Group, LLC, to extend the contract term for an additional year through February 20, 2024 and for a not to exceed additional amount of \$49,800. (Carol Akers, cakers@carson.org and Nancy Paulson, npaulson@carson.org)

Staff Summary: The original contract term was effective February 20, 2018 to February 20, 2019 with two one-year options. The contract was subsequently extended by Amendments No. 1, 2, 3 and 4 through February 20, 2023. The Porter Group has submitted a proposal to the City to extend the contract term for an additional year with all other terms of the contract remaining the same.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to approve the Amendment.

Board's Strategic Goal

Efficient Government

Previous Action

February 17, 2022 (Item 11A): The Board of Supervisors ("Board") approved Amendment No. 4 to Contract No. 1718-127.

February 18, 2021 (Item 11A): The Board approved Amendment No. 3 to Contract No. 1718-127.

February 20, 2020 (Item 12A): The Board approved Amendment No. 2 to Contract No. 1718-127.

February 7, 2019 (Item 10D): The Board approved Amendment No. 1 to Contract No. 1718-127.

Background/Issues & Analysis

The Porter Group is currently working with the City on federal appropriations requests, potential grant opportunities and Lands Bill updates.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 332

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: General Fund, City Manager Department, Professional Services Account
-1010600 - 500309

Is it currently budgeted? Yes

Explanation of Fiscal Impact: No increase to the contract noted. A total of \$49,800 is historically budgeted each fiscal year for federal lobbying services. The Contract term is February 20, 2023 through February 20, 2024, at a cost of \$4,150 per month. Current budget available is \$48,817, but only \$16,600 will be charged to FY 2023; the FY 2024 budget will be \$82,069.

Alternatives

Do not approve the contract amendment and/or provide alternative direction to staff.

Attachments:

[1718-127 Amendment 5.pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

AMENDMENT FOR CONTRACT

Contract No.: 1718-127
Title: Contract Federal Lobbying Services
Amendment No.: 5

If Consideration will be amended, please indicate amount: Increase \$49,800.00.

Reason for amendment: To extend the term of the contract for an additional year, February 20, 2023 through February 20, 2024 for a not to exceed amount \$49,800.00.

It is also agreed, that all unaffected conditions, requirements, and restrictions of Contract No. 1718-127, and Amendments No. 1, 2, 3, and 4 thereto, remain in full force and effect for the duration of the Contract term.

Amendment will become effective when approved by the Carson City Board of Supervisors and executed by the Carson City Mayor.

CONSULTANT

Approved by:

Porter Group, LLC:

Name/Title: Jon C. Porter, President/CEO

Signature: _____ Date: _____

CITY

Approved by:

City Department: City Manager's Office

Name/Title: Nancy Paulson, City Manager

Signature: _____ Date: _____

Carson City Purchasing and Contracts:

Name/Title: Carol Akers, Purchasing and Contracts Administrator

Signature: _____ Date: _____

Approved as to form by:

District Attorney's Office:

Name/Title: Dan Yu, Assistant District Attorney

Signature: _____ Date: _____

AMENDMENT FOR CONTRACT

Contract No.: 1718-127
Title: Contract Federal Lobbying Services
Amendment No.: 5

CONTRACT ACCEPTANCE AND EXECUTION:

The Board of Supervisors for Carson City, Nevada at their publicly noticed meeting of February 16, 2023, approved the acceptance of the attached Amendment for Contract hereinbefore identified as Amendment No. 5 to CONTRACT No. 1718-127. Further, the Board of Supervisors authorizes the Mayor of Carson City, Nevada to sign this document and record the signature for the execution of this Amendment for Contract in accordance with the action taken.

CARSON CITY, NEVADA

LORI BAGWELL, MAYOR

DATED this 16th day of February 2023.

ATTEST:

WILLIAM SCOTT HOEN
Clerk-Recorder

DATED this 16th day of February 2023.



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Darren Schulz, Public Works Director

Agenda Title: For Possible Action: Discussion and possible action regarding a proposed 18,000 square foot non-exclusive utility and access easement ("Easement") from Carson City to Great Basin Transmission Company at no cost for natural gas pipeline and appurtenances located within the portion of Carson City's right-of-way on N. Edmonds Drive ("ROW") abutting Assessor's Parcel Number ("APN") 008-307-17 ("Property"). (Darren Schulz, dschulz@carson.org and Robert Nellis, rnellis@carson.org).

Staff Summary: Great Basin Transmission Company was formerly known as Paiute Pipeline Company, and is a wholly owned subsidiary of Southwest Gas Corporation ("Gas Company"). There are existing natural gas utilities within the ROW delivering natural gas to City residents. The owner of the Property has requested that the City and Gas Company enter into the Easement, as the Property's owner believes the Easement will satisfy a Housing and Urban Development ("HUD") condition to secure refinancing for the 55 unit apartment complex on the Property.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to approve, and authorize the Mayor to sign, the Easement as presented.

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

None

Background/Issues & Analysis

The Gas Company installed gas utilities within the ROW in the 1960's. The Property houses a 55-unit apartment complex, and the owner reports applying for refinancing on the Property through a loan requiring that certain HUD-imposed conditions are met. The Property owner reports that the Easement will assist in satisfying those conditions.

The Gas Company has approved the Easement. A legal description for the Easement area within the existing ROW has been attached to the Easement as Exhibit "A" and is shown on Exhibit "A-1."

Applicable Statute, Code, Policy, Rule or Regulation

NRS 244.270

Financial Information

Is there a fiscal impact? No

If yes, account name/number: N/A

Is it currently budgeted? No

Explanation of Fiscal Impact: This easement is being granted to the Gas Company at no cost.

Alternatives

Do not approve the grant of easement and/or provide alternate direction to staff.

Attachments:

[N Edmonds Gas Easement \(Final\).pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

APN: 008-307-17

When recorded return to:
Dwight and Sandra Millard
1885 E. Long Street
Carson City, Nevada 89706

GRANT OF EASEMENT

To accommodate rights for high pressure pipeline and appurtenances.

CARSON CITY, NEVADA, a consolidated municipality and political subdivision of the State of Nevada, for and in consideration of the sum of the mutual covenants contained herein and other good and valuable consideration, receipt of which is hereby acknowledged, the undersigned, hereinafter referred to as Grantor(s), does hereby grant, convey, quitclaim and release unto **Great Basin Gas Transmission Company** ("Great Basin"), formerly known as Paiute Pipeline Company, a wholly owned subsidiary of Southwest Gas Corporation whose principal place of business is 8360 South Durango Drive, Las Vegas, Nevada 89113, its successors, assigns, licensees, and invitees as reasonably necessary to effect the purpose of the easement, hereinafter referred to as Grantee, a perpetual non-exclusive easement for the installation and maintenance and operation of a natural gas pipeline or pipelines and appurtenances, across, over, under and through the following described property, to wit:

SEE ATTACHED EXHIBIT A

Together with the right of ingress and egress to and from the said easement and right to use existing roads for the purpose of constructing, inspecting, repairing, and maintaining said pipeline or pipelines and appurtenances and the removal, replacement or abandonment in place of same, in whole or in part, at will.

Grantor agrees that no buildings, structures, fences or trees shall be placed upon, over or under said parcel of land, except for utility infrastructure or for street, road or driveway purposes, which Grantor agrees shall not interfere with Grantee's exercise of the rights herein granted. Grantee agrees to work with due care in the exercise of its rights on the property and to restore it to reasonably the same condition which existed before the work was performed.

Except as provided above, Grantee agrees to pay all direct damages which are caused by the Grantee's exercise of the rights herein granted.

All provisions of this Easement, including the benefits and burdens, run with the land, and are binding upon and inure to the heirs, assigns, successors, tenants and personal representatives of the parties hereto.

Only Grantor or Grantee may enforce this Easement, by appropriate action. The prevailing party in such proceeding shall be entitled to recover as part of its costs a reasonable attorney's fee.

This Easement shall be construed as if prepared by both Grantor and Grantee, and will be construed, interpreted, and governed by the laws of the State of Nevada. Any legal action or proceeding to interpret or enforce this Easement shall be brought in the First Judicial District Court in and for Carson City, Nevada.

This Easement is intended by the parties to be the final expression of their agreement with respect to the subject matter hereof, and any amendments to this Easement shall be in writing and signed by both parties hereto. Grantor and Grantee have entered into this Easement at the request of Gordon Park Apartments, LLC (“Gordon Park”). Gordon Park acknowledges that neither Grantor nor Grantee has represented or warranted to Gordon Park or any of its employees, officers, or agents that the Easement will be suitable for Gordon Park’s intended purposes.

The undersigned hereby affirms that there is no Social Security Number contained in this document submitted for recording.

TO HAVE AND TO HOLD said easement unto Grantee, its successors, assigns, licensees, and invitees, together with all rights granted hereby.

IN WITNESS WHEREOF, the duly authorized representative of the undersigned has executed this Grant of Easement this _____ day of _____, 20____.

Carson City, Nevada

Grantor _____
Signature and Title

ACKNOWLEDGEMENT

STATE of NEVADA
County of _____

On _____ day of _____, 20____, before me, _____, a notary
(here insert name of the notary)

Public, personally appeared _____, who proved to me on the
(here insert name of Grantor officer)

basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under penalty of perjury under the laws of the State of Nevada that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Signature _____ (Seal)

Signature for Great Basin:

Signature

Print Name

Mark Litwin, Vice President/General Manager

ACKNOWLEDGEMENT

STATE of NEVADA

County of _____

On _____ day of _____, 20____, before me, _____, a notary
(here insert name of the notary)

Public, personally appeared _____, who proved to me on the
(here insert name of Grantor officer)

basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under penalty of perjury under the laws of the State of Nevada that the foregoing paragraph is true and correct.

WITNESS my hand and official seal. Notary Signature _____ (Seal)

Signature for Gordon Park:

Signature

Print Name

Dwight Millard, Owner

ACKNOWLEDGEMENT

STATE of NEVADA

County of _____

On _____ day of _____, 20____, before me, _____, a notary
(here insert name of the notary)

Public, personally appeared _____, who proved to me on the
(here insert name of Grantor officer)

basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under penalty of perjury under the laws of the State of Nevada that the foregoing paragraph is true and correct.

WITNESS my hand and official seal. Notary Signature _____ (Seal)

EXHIBIT "A"
LEGAL DESCRIPTION
GAS PIPELINE EASEMENT

The following describes an easement for a gas pipeline easement, situate in the North Half (N ½) of the Southwest Quarter (SW ¼) of Section 10, Township 15 North, Range 20 East, M.D.M., Carson City, State of Nevada, being a portion of N. Edmonds Drive; being more fully described as follows:

Commencing at the Southeast corner of Parcel 8-307-15, as shown on that Record of Survey Map No. 2503, Parcel now known as 008-307-17, said point also being on the West Right-of-Way line of N. Edmonds Drive;

Thence perpendicular to said West Right-of-Way line, N89°49'51"E, a distance of 5.00 feet, to the Point of Beginning;

Thence parallel to the East line of said Parcel 008-307-17 and the West line of said Right-of-Way, N00°10'09"W, a distance of 360.00 feet;

Thence N89°49'51"E, a distance of 50.00 feet, to the East Right-of-Way line of N. Edmonds Drive;

Thence along said East Right-of-Way line, S00°10'09"E, a distance of 360.00 feet;

Thence leaving said East Right-of-Way line, S89°49'51"W, a distance of 50.00 feet, to The Point Of Beginning.

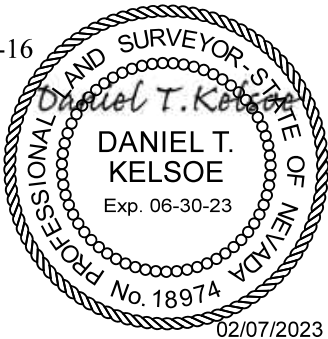
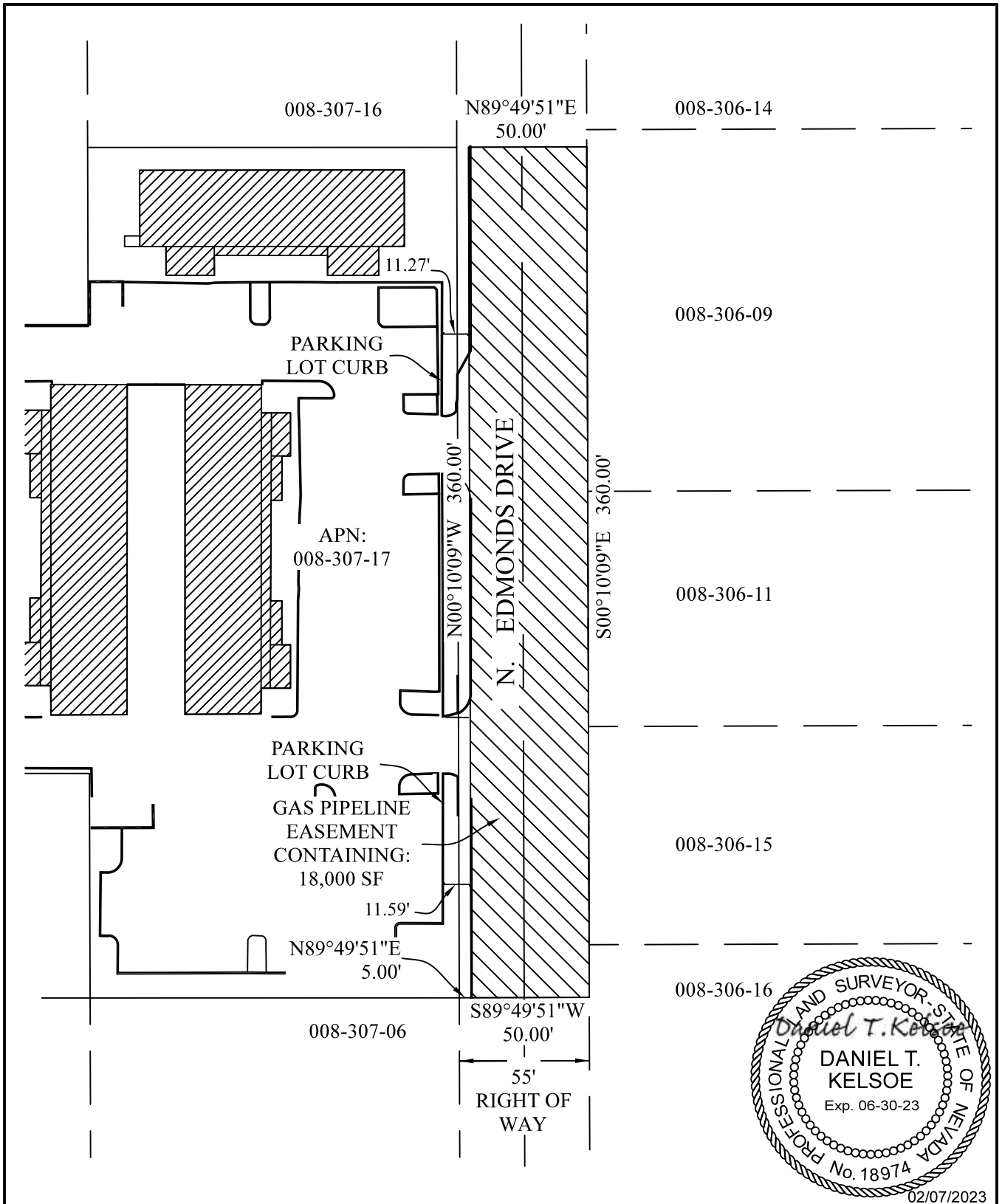
Containing: 18,000 Square Feet, more or less

Basis of Bearing: The Basis of Bearings for this description is the same as is shown on Record of Survey Map No. 2503, Official Records of Carson City, Nevada.

Prepared by:
Daniel T. Kelsoe,
Nevada License No. 18974
DK Survey, Inc.
2035 Woodhaven Lane
Sparks, Nevada 89434



12-08-2022




DK SURVEY, Inc.

 2035 WOODHAVEN LANE
 SPARKS, NEVADA 89434
 775-750-0584
 DAN@DKSURVEYINC.COM
 DRAWN: DTK
 DATE: 2023-02-07



EXHIBIT A-1
 EXHIBIT IN SUPPORT OF A LEGAL
 DESCRIPTION FOR A GAS PIPELINE EASEMENT
 N. EDMONDS DRIVE
 CARSON CITY, NEVADA

CARSON COUNTY NEVADA
 PROJECT NO. 161-21-037.2



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Andrew Rasor, Carson City Treasurer

Agenda Title: For Possible Action: Discussion and possible action regarding the Treasurer's monthly statement of all money on deposit, outstanding checks and cash on hand for January 2023 submitted per Nevada Revised Statutes ("NRS") 354.280. (Andrew Rasor, arasor@carson.org)

Staff Summary: NRS 354.280 requires the Treasurer to keep a record of the source and amount of all receipts, apportionments to, payments from and balances in all funds and to submit to the Board of Supervisors each month a statement containing that information for the previous month. The Treasurer must report the balance in each county, state and special fund, together with a statement of all money on deposit, outstanding checks against that money and cash on hand.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to accept the report.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

The monthly statement of the Treasurer is attached, containing a summary of all receipts, apportionments to, payments from and balances in all funds and separate accounts for the month of January 2023, as required by NRS 354.280. Detailed information is available at the Treasurer's Office or the Carson City Finance Department. It is important to note that there will always be timing differences with these balances. For example, while all departments submit deposits to the bank on a daily basis, there is usually a delay between when the reports are prepared and when they are entered into the system.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 354.280

Financial Information

Is there a fiscal impact? No

If yes, account name/number: N/A

Is it currently budgeted?

Explanation of Fiscal Impact: N/A

Alternatives

N/A

Attachments:

[BOS Monthly Report January 2023.pdf](#)

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)



February 3, 2023

Carson City Board of Supervisors
201 N. Carson Street, Suite 2
Carson City, Nevada 89701

Re: Nevada Revised Statute 354.280
Monthly Statement of Carson City Treasurer: month ending January 31, 2023

Dear Mayor Bagwell, Supervisor Giomi, Supervisor White, Supervisor Horton, and Supervisor Schutte,

Pursuant to Nevada Revised Statutes 354.280, I hereby submit this summary record to you of the source and amount of all receipts, apportionments to, payments from, and balances in all funds and separate accounts for the Consolidated Municipality of Carson City:

BANKING		
CASH ON DEPOSIT (account balance at month's end/ ending account balance)	OUTSTANDING CHECKS (outstanding general account + outstanding payroll account = outstanding checks balance)	BOOK BALANCE (ending account balance - outstanding checks = book balance)
\$ 10,750,884.44	\$1,294,445.82	\$9,456,438.62

INVESTMENTS (reported at market value)	
LOCAL GOVERNMENT INVESTMENT POOL	\$ 32,354,854.34
GPA/ ZION'S BANK	\$ 76,237,056.07
FIIN/ ZION'S BANK	\$ 70,645,556.06
COMBINED TOTAL OF INVESTMENT PORTFOLIO	\$179,237,466.47

PROPERTY TAX COLLECTION (property taxes collected and posted to the general ledger for this reported period)		
SECURED PROPERTY TAX APPORTIONMENT	UNSECURED PROPERTY TAX APPORTIONMENT	TOTAL
\$3,474,383.00	\$646,701.29	\$4,121,084.29

Please note that this report does not reflect timing differences which are comprised of cash deposits in transit, unsettled credit card transactions, and direct deposits such as amounts due from the State of Nevada which have not posted yet to our general ledger. Should you need more detailed information about these funds, please contact the Office of the Treasurer or the Carson City Finance Department, and we will make this information available to you.

Sincerely,

Andrew Rasor, Treasurer
Consolidated Municipality of Carson City

OFFICE OF THE TREASURER
Consolidated Municipality of Carson City, Nevada
201 North Carson Street, Suite 5 • Carson City, NV 89701
Office: (775) 887-2092 • Fax: (775) 887-2102
Email: treasurer@carson.org



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Darren Schulz, Public Works Director

Agenda Title: For Possible Action: Discussion and possible action regarding a presentation of the Carson City Roads Funding: Local Funding Options Technical Report ("Report") and potential mechanisms to increase funding for the construction and maintenance of Carson City's roads and road-related transportation infrastructure projects. (Chris Martinovich, cmartinovich@carson.org and Dan Stucky, dstucky@carson.org)

Staff Summary: The condition of Carson City's roadway pavement and transportation infrastructure is declining, particularly on local, neighborhood streets which represent 71% of the City's roadway network. Without additional funding sources, the condition of the City's roadway pavement and roads-related transportation infrastructure will continue to decline. Staff, with consultant support, will present the Report. The Report describes road-related functions that are the City's responsibility, quantifies the gap between current funding and the funding needed to maintain existing roads in their current condition and provides a detailed evaluation of four potential funding mechanisms. The Report also summarizes each mechanism's ability to shrink the identified funding gap for roadway construction and maintenance.

Agenda Action: Formal Action / Motion **Time Requested:** 45 minutes

Proposed Motion

I move to direct staff to proceed with further analysis of the preferred transportation funding options as discussed on the record.

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

November 9, 2022 (Item 5A): The Report was presented to the Carson City Regional Transportation Commission ("RTC"). Discussion focused on concerns that Local Improvements Special Districts ("SIDs") may be too administratively burdensome and explored the relative benefits of the General Improvement District ("GID") and Transportation Sales Tax options.

August 5, 2021 (Item 17A): The Carson City Board of Supervisors ("Board") discussed eight potential roadway funding mechanisms and narrowed down the list of potential funding mechanisms to four items for staff to further research and explore: GID, SIDs, Special Purposes (Transportation) Sales Tax and Infrastructure Sales Tax.

June 9, 2021 (Item 5A): A presentation was made to the RTC on the City's current pavement conditions, transportation funding needs, and potential options to generate additional long-term funding to fill the transportation funding gap. Commissioners' discussion followed, though no formal action was taken. Generally,

the commissioners were interested in pursuing and researching potential roadway funding mechanisms further and generally agreed that additional roadway funding is necessary to adequately maintain the roadway infrastructure to an acceptable level of service. Discussion of potential options largely focused on the Program of Local Improvements, GID and Transportation Sales Tax options. Discussion also focused on the importance of engaging and communicating with the public, providing a clear and transparent implementation plan and ensuring that a substantial portion of funding would address the needs of local, neighborhood streets.

Background/Issues & Analysis

Carson City maintains approximately 284 centerline miles of paved roadways. Regional roads, such as those classified as “arterials” and “collectors”, make up about 29% of the City’s roadway network. The remaining roads, classified as “local”, represent the majority, or 71%, of the network and mainly consist of residential and neighborhood streets. While the condition of the regional roads has improved slightly over the past few years, the condition of Carson City’s local/neighborhood roads is declining at a rapid rate. Carson City’s neighborhood streets are currently in fair condition, with a Pavement Condition Index (“PCI”) score of 56 out of a possible 100. If additional funding is not allocated towards Carson City’s paved roadway assets, pavement conditions of neighborhood streets are projected to be in very poor condition, with a network average PCI score of 36, by 2030.

Current annual funding for roadway construction and maintenance projects is approximately \$4.5 million. As noted in the Carson City Pavement Condition Analysis Final Report dated August 2022, annual funding in the amount of \$25.5 million is estimated to be needed to maintain the overall roadway network in its current condition.

As directed by the Board at the 2020 Annual Board Retreat, City staff partnered with a consultant to research and evaluate eight potential roadway funding mechanisms. These options were presented to both the RTC in June 2021 and the Board in August 2021. At the August 2021 meeting, the Board narrowed down the list of potential funding mechanisms and directed staff to explore and further research four potential funding mechanisms. The four mechanisms are listed below.

1. GID - NRS Chapter 318
2. SIDs - NRS Chapter 271
3. Special Purposes (Transportation) Sales Tax - NRS Chapter 377A
4. Infrastructure Sales Tax - NRS Chapter 377B

Working with the City’s consultant, additional research and analysis on the four mechanisms has been completed and documented in the Report. Specifically, the Report:

- Describes the roads and road-related functions that are the responsibility of Carson City Public Works,
- Discusses the funding gap to maintain existing roads in their current condition,
- Presents the benefits and limitations of each of the four potential financing mechanisms,
- Presents the broad steps and timeline for implementation of each of the funding mechanisms, and
- Provides observations and findings of the research presented, and outlines steps in the path forward to fund roadway construction, preventative maintenance and preservation.

The Report was presented at the November 9, 2022 RTC meeting. The commissioners expressed interest in proceeding with further analysis of a citywide GID and further exploring both Transportation Sales Tax options, namely extending and reallocating V&T Infrastructure Sales Tax (NRS Chapter 377B) to be used for roadway funding and considering a new Special Purposes (Transportation) Sales Tax option under NRS Chapter 277A. Discussion also included the importance of public outreach and transparency as this process moves forward.

The Report, the associated supporting material and input received by RTC, will be presented to the Board for their consideration.

Additional funding would allow Carson City to be proactive in addressing roadway construction and maintenance needs utilizing the established pavement management process. Being proactive would extend the

lifecycle of roadway assets and reduce long-term costs associated with neglected infrastructure. Similar to a 1970's oil-filter slogan - pay now or pay more later - pavement management aims to reduce long-term taxpayer costs for having a safe, reliable and efficient transportation network available for public use 24 hours a day, 365 days a year.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? No

If yes, account name/number: N/A

Is it currently budgeted? No

Explanation of Fiscal Impact: N/A

Alternatives

N/A

Attachments:

[1_HEC Presentation CC Roads Funding.pdf](#)

[2_HEC Technical Report CC Roads Oct2022.pdf](#)

[3_Funding Options Summary Matrix.pdf](#)

[4_LocalFunding_2022 Carson City PAVER Scenarios Final Report V3.pdf](#)

[5_Initial Public Survey Results.pdf](#)

[6_11092022 Minutes RTC.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

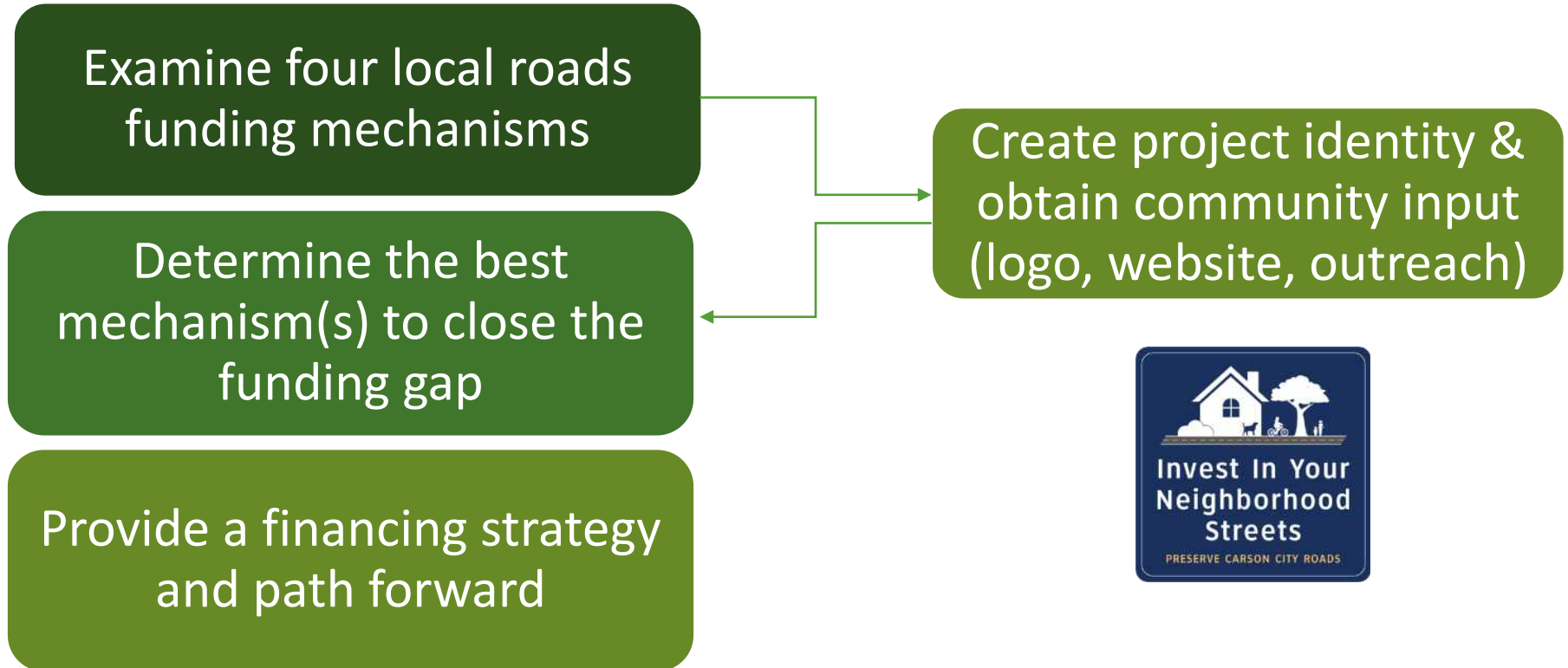
(Vote Recorded By)



Local Roads Funding Options

Board of Supervisors Meeting – February 16, 2023

Purpose



Data Sources

City and RTC
Data, Maps
&
Information

Carson City
Financial
Documents

Nevada
Revised
Statutes
(NRS)

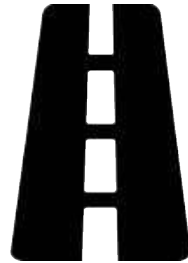
Nevada
Department
of Taxation

Road and Road-Related Functions

Pavement Maintenance

Actions to preserve and prolong pavement life through routine maintenance and preservation

- Pothole sealing, crack filling, slurry sealing



Road Reconstruction

Design and construction of failed roadways



Right-of-Way

Sweeping, sanding, snow removal



Access, Mobility and Safety

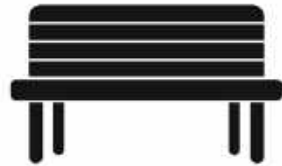
Pedestrian crossings, bike lanes, ADA sidewalks and ramps



Road and Road-Related Functions

Landscape and Public Spaces

Weed control, right-of-way maintenance, maintenance of landscaping and public spaces adjacent to roads



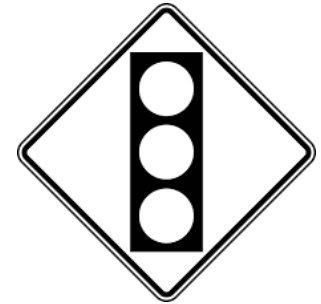
Sidewalk Management

Inspections and repairs



Traffic Operations

Signage, pavement markings, street lights, traffic lights



Transit

Buses, shelters, operations



Pavement Condition Index (PCI)

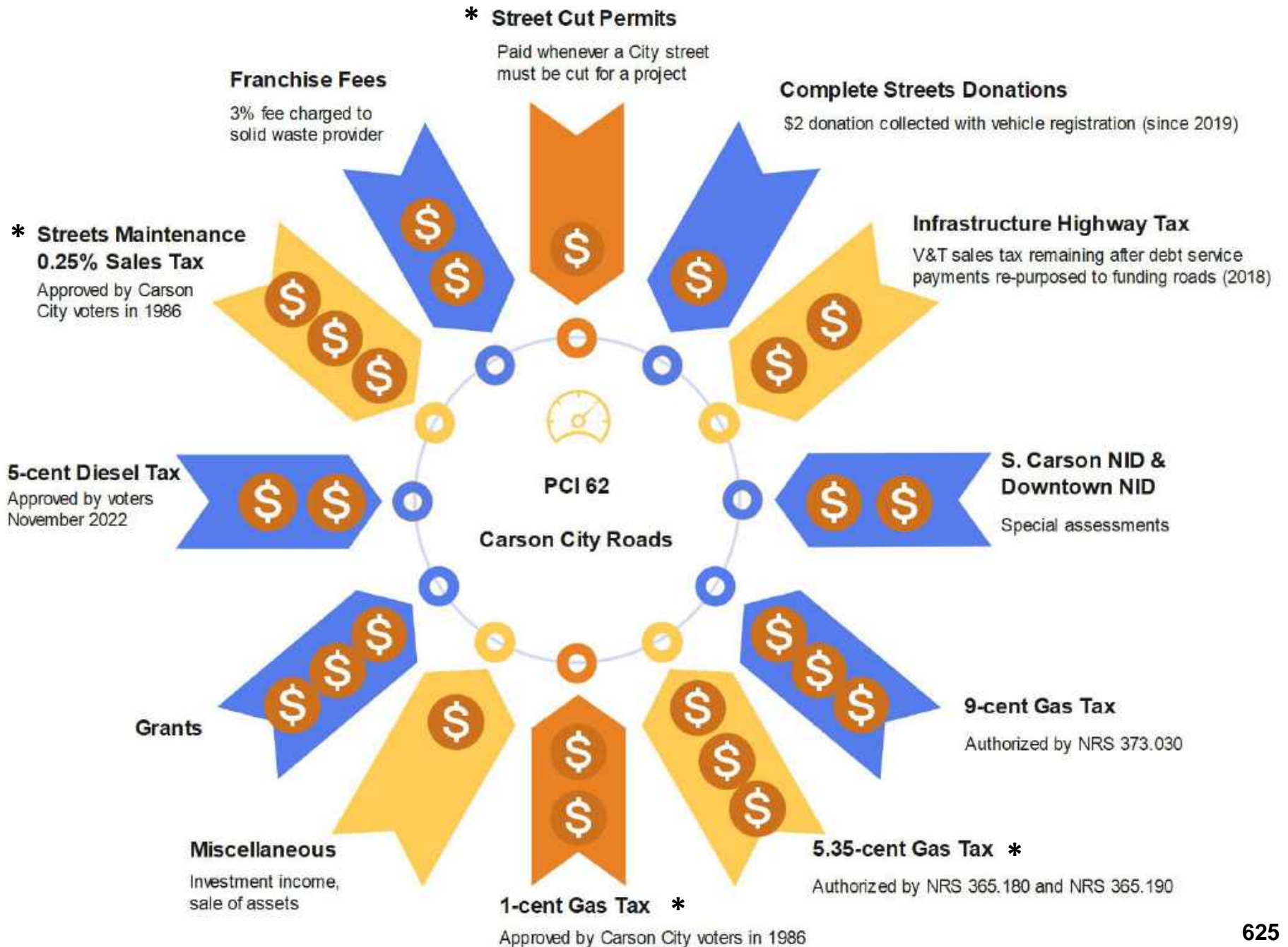
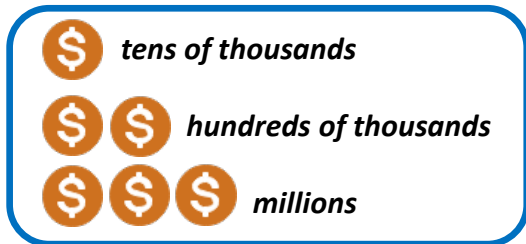
Condition Category	
Good	PCI: 86 - 100
Satisfactory	PCI: 71 - 85
Fair	PCI: 56 - 70
Poor	PCI: 41 - 55
Very Poor	PCI: 26 - 40
Serious	PCI: 11 - 25
Failed	PCI: 0 - 10



* In 2021, the Local Roads PCI was assessed Poor. In 2022, the Local Roads PCI was assessed Fair approaching Poor.

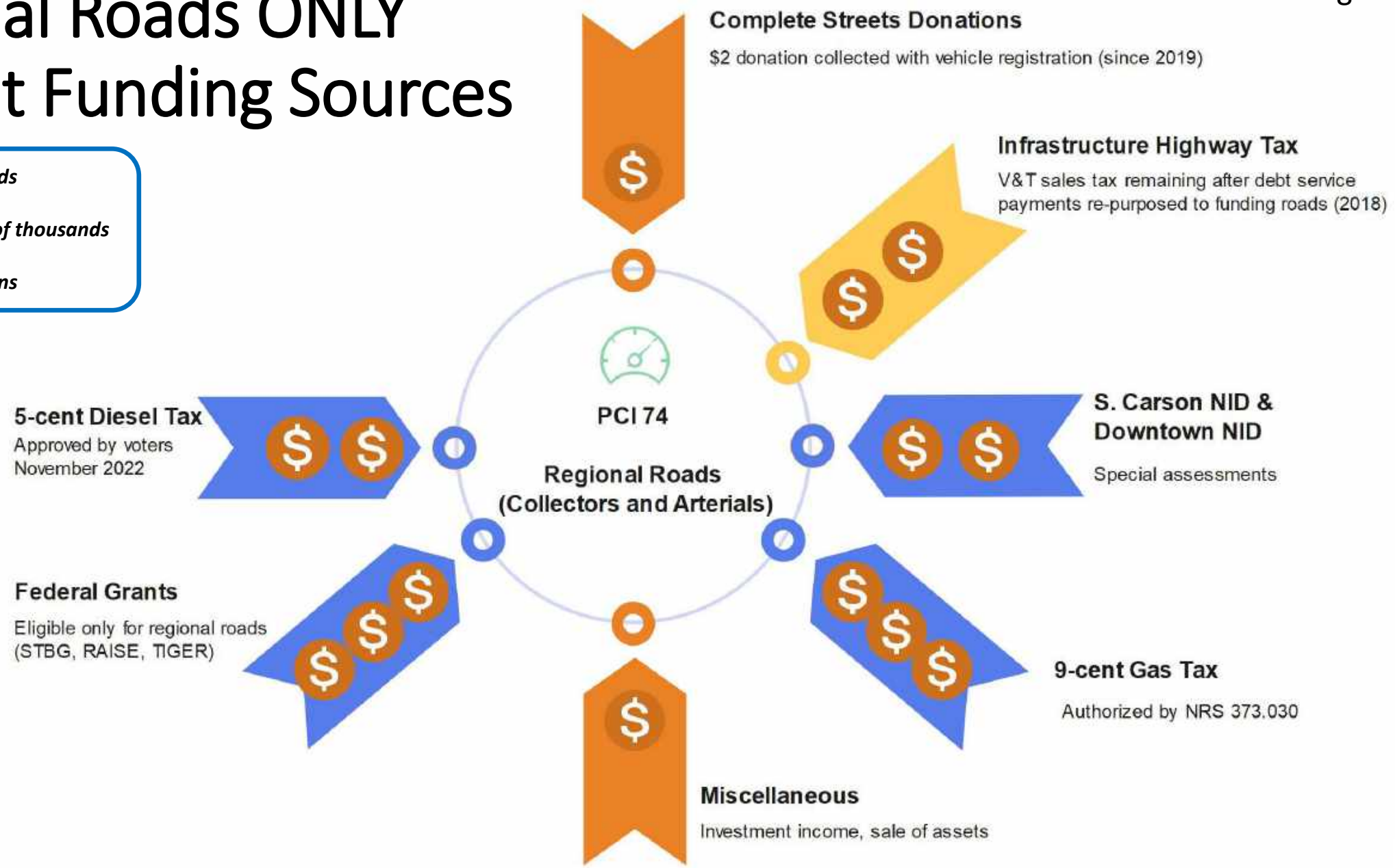
All Roads Current Funding Sources

* Revenues spent on both regional and local roads



Regional Roads ONLY Current Funding Sources

\$ tens of thousands
 \$ \$ hundreds of thousands
 \$ \$ \$ millions



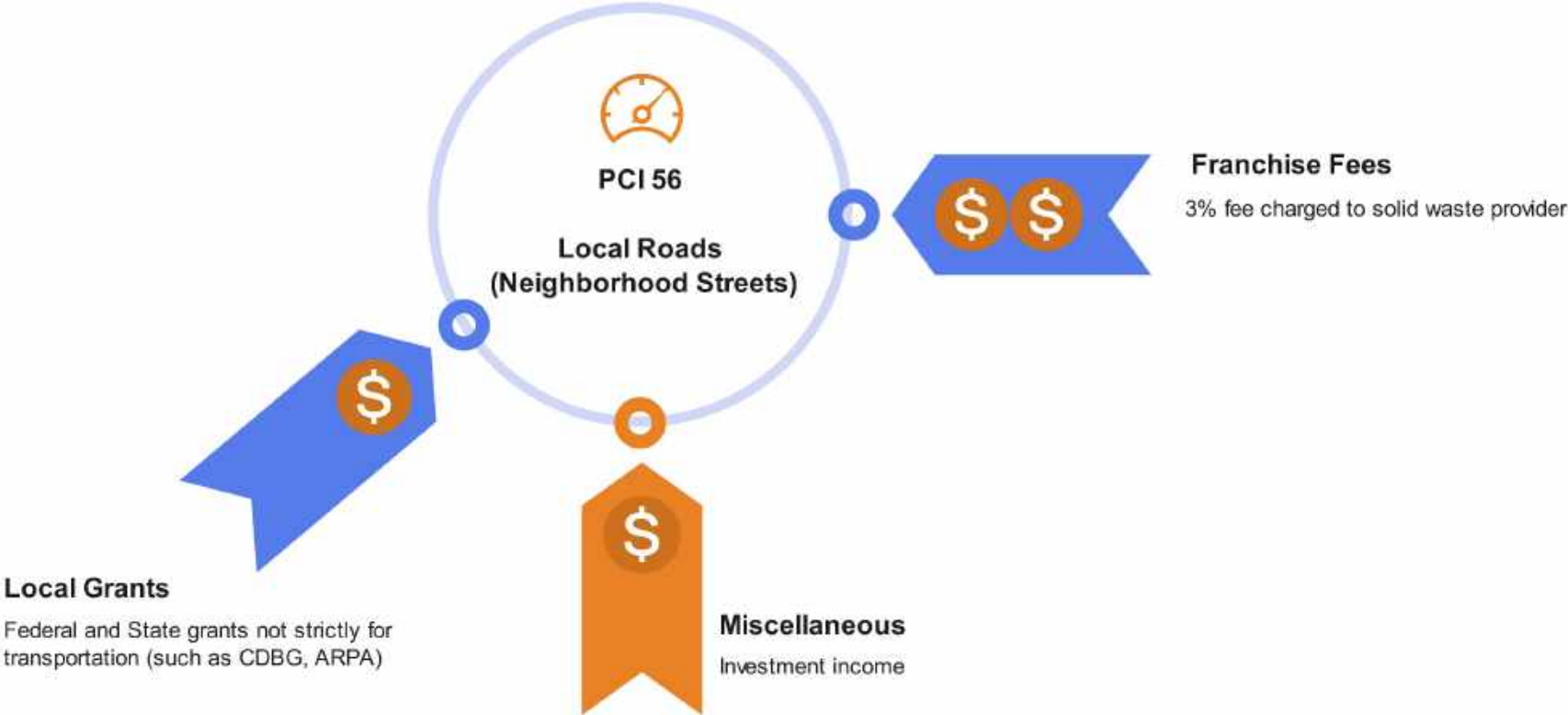
Local Roads ONLY

Current Funding Sources

1 \$ *tens of thousands*

2 \$ *hundreds of thousands*

3 \$ *millions*



The Funding Gap

	Annual Funding	
Revenue	\$10.0 Million	Excludes grants for regional roads and revenue for debt service
Operating Expenses	\$5.5 Million	Staffing, fleet, services and supplies
Capital Projects	\$4.5 Million	Remaining revenue for roads preservation projects
Pavement Upkeep	\$25.5 Million	Estimated annual cost to keep Local Roads in Fair (approaching Poor) Condition and Regional Roads in Satisfactory Condition
Funding Gap	\$21.0 Million	

Funding Options

Local Improvements Special Districts (SID)s	General Improvement District (GID)	Special Purposes (Transportation) Sales Tax	Infrastructure Sales Tax
NRS 271 NEW	NRS 318 NEW	NRS 377A NEW	NRS 377B EXISTING
Improvement Districts formed for discrete projects in defined geographies. Two types: (1) Infrastructure SID (2) Maintenance NID	Roads GID responsible for streets and alleys; could include curbs, gutter, and sidewalks, street lighting and snow removal in authorized powers	Up to an additional 0.25% sales tax applicable to all taxable transactions within the City specifically dedicated to roads funding	Continued collection of 0.125% sales tax applicable to all taxable transactions within the City that is currently used for V&T bond repayment

October 2022 Technical Report

- Describes the 4 Funding Options by Key Comparison Attributes
- Presents Potential Revenue Generation from each Funding Source
- Illustrates for each Road and Road-Related Function if the Revenue Sources can legally fund that Function
- Provides Overarching Observations / Findings for RTC and BOS deliberation

Comparison Attributes

Authority to
Issue Debt
Securities

Flexibility of
Service
Provision

Revenue
Sources &
Collection

Formation Steps

Method of
Apportionment

Legal Autonomy
& Accountability

Boundaries

Dissolution /
Removal

Boundaries

Local Improvements Special Districts (SID)s

NRS 271

Can be noncontiguous;
Infrastructure SID no provision
for annexation; Maintenance NID
can be expanded

General Improvement District (GID)

NRS 318

Can be Citywide or not, can be
noncontiguous; procedure for
annexation described in NRS

Special Purpose (Transportation) Sales Tax

NRS 377A

City boundaries; annexation not
applicable

Infrastructure Sales Tax

NRS 377B

City boundaries; annexation not
applicable

Formation Steps

Local Improvements Special Districts (SID)s

NRS 271

Provisional Order Method initiated by BOS; if >50% of est. cost is borne by customers and a majority of customers object in writing, an SID cannot be formed; administratively burdensome

General Improvement District (GID)

NRS 318

BOS resolution adopted by ordinance; can be stopped by voter protest. More administratively burdensome than the sales tax options initially

Special Purpose (Transportation) Sales Tax

NRS 377A

City resolution upon voter approval. Requires a public information campaign

Infrastructure Sales Tax

NRS 377B

Hold at least one public hearing and adopt by two-thirds majority of the BOS. Adopt a new plan for expenditure of tax proceeds once V&T railroad bonds are repaid. Low administrative effort

Legal Autonomy and Accountability

Local Improvements Special Districts (SID)s
NRS 271

City Board of Supervisors.

General Improvement District (GID)

NRS 318

Separate Legal Entity - BOS is the ex officio Board of Trustees; local district managing board can be appointed by the BOS. Has eminent domain power. Annual filings with Dep't of Taxation

Special Purpose (Transportation) Sales Tax
NRS 377A

City Board of Supervisors.
Requires voter approval

Infrastructure Sales Tax

NRS 377B

City Board of Supervisors

Flexibility of Service Provision

Local Improvements Special Districts (SID)s
NRS 271

Rigid; districts are formed for specific expenditures; however, an SID can include other infrastructure improvements (e.g. sewer, water)

General Improvement District (GID)
NRS 318

Flexible provided the service is included in the GID powers at formation; a GID can also form SIDs/NIDs as needed

Special Purpose (Transportation) Sales Tax
NRS 377A

Activities authorized by voters (can include roads and public transit systems)

Infrastructure Sales Tax
NRS 377B

Activities authorized by BOS

Revenues Sources & Collection

Local Improvements Special Districts (SID)s
NRS 377A

Special assessments placed on the property tax roll. Annual administration costs for each SID (could outsource annual billings); annual report and public hearing required for NIDs

General Improvement District (GID)
NRS 318

Special assessments and parcel charges. Customers could be billed with City utility bills or with property taxes

Special Purpose (Transportation) Sales Tax
NRS 377A

Can be included in agreement between Carson and the State for revenue collection and distribution. State takes 1.75% of the revenue.

Infrastructure Sales Tax
NRS 377B

Can be included in agreement between Carson and the State for revenue collection and distribution. State takes 1.75% of the revenue.

Method of Apportionment

Local Improvements Special Districts (SID)s *NRS 271*

Special assessment by any equitable basis. Federal properties are exempt. School district properties must consent; Carson City may only be levied up to 15% of total assessments

General Improvement District (GID) *NRS 318*

Parcel charges - no prescribed methodology. Special assessments paid by land and premises benefited by the improvements apportioned on an equitable basis. School district properties must consent

Special Purpose (Transportation) Sales Tax *NRS 377A*

Sales tax up to 0.25% on all taxable transactions as included in the City's ordinance

Infrastructure Sales Tax *NRS 377B*

Continuation of the 0.125% Infrastructure Tax originally levied for V&T Railroad bonds on all taxable transactions as included in the City's ordinance

Authority to Issue Debt Securities

Local Improvements Special Districts (SID)s
NRS 377A

Yes - special assessment bonds are not a debt of the municipality, but of the district; can issue for SIDs and NIDs

General Improvement District (GID)
NRS 318

Yes - can issue revenue bonds and special assessment bonds (special obligations, not debts)

Special Purpose (Transportation) Sales Tax
NRS 377A

Yes (general or special obligation of the City)

Infrastructure Sales Tax
NRS 377B

Yes (general or special obligation of the City)

Dissolution / Removal

Local Improvements Special Districts (SID)s

NRS 377A

SID is in place until project cost is paid; a NID can be dissolved upon petition of property owners holding >50% of assessed value

General Improvement District (GID)

NRS 318

Resolution of the BOS, by majority of the BOS

Special Purpose (Transportation) Sales Tax

NRS 377A

Per voter-approved term; can be in perpetuity

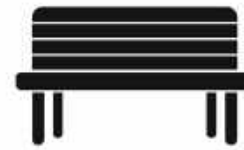
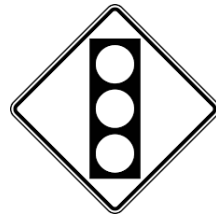
Infrastructure Sales Tax

NRS 377B

Can be removed by BOS action; must be repealed if no longer needed for uses in the Plan of Expenditure

Road Functions --- Maintenance

Revenue Source	Pavement Maintenance	Traffic Operations	Access, Mobility & Safety	Landscape & Public Spaces	Sidewalks	Transit	Right of Way
Special Purposes Sales Tax (NRS 377A)	YES	YES	YES	YES	YES	YES	YES
Infrastructure Sales Tax (NRS 377B)	YES	YES	YES	YES	YES	LIMITED	YES
General Improvement District (NRS 318)	YES	YES	LIMITED	LIMITED	YES	NO	YES
Local Improvements Special District (NRS 271)	LIMITED (SID)	LIMITED (NID)	LIMITED (SID)	YES (NID)	YES (NID)	YES (SID)	NO



Road Functions --- Construction

Revenue Source	Road Reconstruction	Traffic Operations	Access, Mobility & Safety	Landscape & Public Spaces	Sidewalks	Transit
Special Purposes Sales Tax (NRS 377A)	YES	YES	YES	YES	YES	YES
Infrastructure Sales Tax (NRS 377B)	YES	YES	YES	YES	YES	LIMITED
General Improvement District (NRS 318)	YES	YES	LIMITED	LIMITED	YES	NO
Local Improvements Special District (NRS 271)	YES	YES	LIMITED	NO	YES	YES



Residents, Businesses, and Visitors can provide the sources of money for roads preventative maintenance and repair AND other roads-related functions.

- Combination of new funding sources for roads is needed to fill the funding gap, **particularly for local roads which are not eligible for Federal transportation grants.**

Potential Revenue Generation

*Illustrative example
not a proposal*

	Est. Annual Funding
Total Funding Gap	\$21,000,000
Less – Special Purposes Sales Tax (New) @ 0.25%	-\$4,000,000
Less – Infrastructure Sales Tax Continuation	-\$1,000,000
Less – GID Special Assessments for Local Roads	-\$12,200,000
Less – GID Parcel Charges for Local & Regional Roads	-\$800,000
Remaining Funding Gap *	\$3,000,000

* Could be filled with Federal grants and SIDs for regional roads.

Typical Homeowner Monthly Cost

Funding Option	Monthly	
Special Purpose Sales Tax @ 0.25% [1]	\$11.50	pavement maintenance regional & local roads
Infrastructure Sales Tax Continuation	\$0.00	\$3.00 per month currently paid – NOT A NEW TAX
GID Special Assessment [2]	\$35.00	pavement maintenance local roads only
GID Parcel Charge	\$3.50	snow removal & street lighting - regional & local roads
Total	\$50.00	

[1] Calculation divides estimated tax revenue by number of Carson City households; assumes 20% of sales tax is generated by visitors (actual percentage could be higher, in which case homeowner cost could be lower).

[2] Amount of assessment depends on the method of apportionment.

- \$35 per month is estimated to generate about \$12.2 M per year per previous slide.
- A monthly assessment of about \$15 per month could raise @ \$5M.
- A monthly assessment of about \$30 per month could raise @ \$10M.

Findings

The City has a lot of flexibility under existing legal authority

- Can change policy to re-allocate funds among road functions as part of overall financing strategy
- No restriction on application of new funding sources between local and regional roads

A Roads GID holds potential for flexibility, accountability, and creativity

- Process allows for public input and City creativity
- Several roads-related functions can be included in basic powers, can phase in provided functions

Findings

A new Special Purposes sales tax could help fund the gap, but it decreases potential funding for other City infrastructure

- City also needs to evaluate other infrastructure funding needs
- This source needs voter approval, timing is critical

One funding source does not require formation of a new entity or mechanism

- The V&T Infrastructure and Highways Tax is already in place

Findings

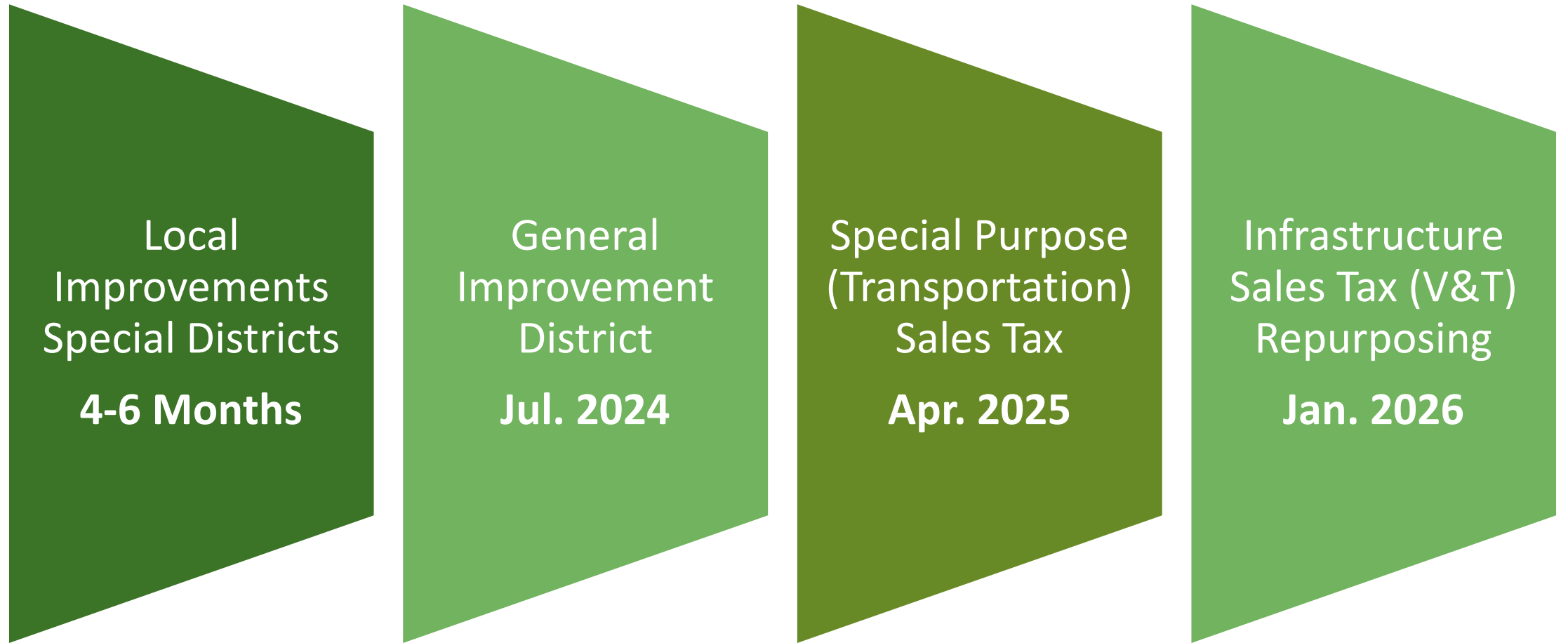
SIDs and NIDs are excellent for funding specific projects

- An administratively burdensome program, but can work very well for specific projects with public support

Some funding mechanisms are well-suited to fund transit

- Special Purposes sales taxes can be applied to transit
- SIDs are excellent for transit because they can fund the systems in perpetuity (they cannot for roads)

Earliest Implementation Timeline by Funding Source





TECHNICAL REPORT



Carson City Roads Funding

Local Funding Options

October 2022

Acknowledgements and Limitations

This technical report was prepared for Carson City, Nevada by Hansford Economic Consulting LLC.

The analyses and findings contained within this report are based on primary and secondary data available as of the date of this report. Updates to information used in this report could change or invalidate the findings contained herein. While it is believed that the primary and secondary sources of information are accurate, this is not guaranteed.

Every reasonable effort has been made in order that the data presented herein reflects the most accurate and timely information possible. No responsibility is assumed for inaccuracies in reporting by Carson City, its consultants and representatives, or any other data source used in the preparation of this study. No warranty or representation is made that any projected values or results contained herein would actually be achieved. Changes in economic and social conditions that may impact the findings of this report include, but are not limited to, national and local economic recessions, climate change, major environmental problems and natural disasters.

The reported analyses, opinions, and conclusions are HEC's own unbiased professional analyses, opinions and conclusions. This technical report was prepared for a specific use and no other use is authorized,



Catherine Hansford
Hansford Economic Consulting LLC

HANSFORD
ECONOMIC CONSULTING

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	Local Improvements Special Districts (SID)s – NRS 271	12
	Special Purposes (Transportation) Sales Tax – NRS 377A	15
	Infrastructure Sales Tax Continuation – NRS 377B	17
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01. Background

Carson City (City), the capital of Nevada, is a consolidated municipality that, among its many services, provides transportation, transit operations, and associated maintenance activities to its residents, businesses, and visitors. The City plans for, constructs, maintains, and replaces roads and road-related improvements, plans and provides local transit services, and coordinates in the provision of regional transit services. Carson City, like many governments in Nevada, has seen a decline in revenues for the preservation of roads. In 2021, the Nevada Department of Transportation (NDOT) convened an Advisory Working Group to study transportation needs of the state as the demands on Nevada's transportation system have outpaced the resources available.ⁱ

There are three functional road classifications in Nevada: local, collector and arterial roads. Local roads are interchangeably termed 'neighborhood streets' in this technical report. Collector and arterial roads are collectively termed 'regional roads'. All road capital monetary resources currently are spent on collector and arterial roads. Since 2018, the City has not budgeted any local funding for neighborhood street preservation based on direction received from the Carson City Regional Transportation Commission (RTC), limitations regarding fund expenditures, and the results of project prioritization tools used to select annual projects through the City's Pavement Management Plan. The City has made some recent efforts to direct some additional funding towards local roads, including recently allocating \$2.5M in one-time, federal American Rescue Plan Act (ARPA) funds to be used to preserve and rehabilitate a collection of neighborhood streets. Unfortunately, despite these efforts, the need still far outweighs the available funding.

In 2022, the City examined the state of all local and regional roads and projected the needed funding to halt the deterioration of the Pavement Condition Index (PCI)ⁱⁱ on roadways. In particular, neighborhood streets are of great concern, as the PCI on these streets has declined by 9% over the last five years. The Carson City Board of Supervisors (BOS) directed staff to explore four local roads funding options to halt deterioration of the PCI. All of the described funding mechanisms are currently authorized by Nevada Legislature. The funding options are:

1. General Improvement District (GID) - NRS 318
2. Local Improvements Special Districts (SID)s - NRS 271
3. Special Purposes (Transportation) Sales Tax - NRS 377A
4. Infrastructure Sales Tax - NRS 377B

Specifically, this technical report:

- Describes the roads and road-related functions that are the responsibility of Carson City Public Works,
- Discusses the funding gap to maintain existing roads in their current condition,
- Presents the attributes of each of the four potential financing options to fill the roads preservation funding gap,
- Estimates the potential revenue generation from the four revenue sources, and
- Provides findings of the research presented, and

- Outlines steps in the path forward to fund roads preventative maintenance and preservation.

While this technical report focuses primarily on funding of roads, the ability of each of the funding options to support transit programs and services is also included.

Roads and Road-Related Functions

The following roads and road-related functions are performed by Carson City Public Works.



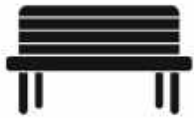
Pavement Maintenance

Actions to preserve and prolong pavement life through routine maintenance and preservation



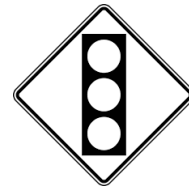
Access, Mobility and Safety

Pedestrian crossings, bike lanes, ADA sidewalks and ramps



Landscape and Public Spaces

Weed control, right-of-way maintenance, maintenance of landscaping and public spaces adjacent to roads



Traffic Operations

Signage, striping, street lights, traffic lights



Right-of-Way

Sweeping, sanding, snow removal



Road Reconstruction

Design and construction of failed roadways



Sidewalk Management

Inspections and repairs



Transit

Buses, shelters, operations

Road and road-related functions performed by Carson City Public works are further described below.

Pavement Maintenance: Proper management of the largest City roads asset, the pavement, by maintaining or improving the PCI on the City's existing roads. Carson City owns 34,620,300 square feet of local road pavement, and 17,645,500 square feet of regional road pavement.

Road Reconstruction: Reconstructing failed roads or reconstructing roads with new layouts, for example, for traffic calming projects or changing the functionality of an existing road (such as changing the number of lanes or creating Complete Streets).

Traffic Operations: The City maintains and replaces traffic measures such as striping, signage, traffic lights, signal controllers, and street lights; all of the ancillary assets that provide for a safe, functioning road system.

Right-of-Way: Maintenance of right-of-way includes street sweeping, sanding, and removal of snow, ensuring safe passage of travel.

Access, Mobility and Safety: The City is working to improve pedestrian and bicycle accessibility and safety; projects may include striping and marking on existing roadways, creating separated spaces for non-vehicular traffic, upgrading pedestrian crossings, and similar.

Sidewalk Management: Most public sidewalks are the responsibility of the adjacent property owners to maintain and repair. The City inspects sidewalks, advises property owners of necessary corrections, and may complete repairs and/or replacement when the City is performing roadway maintenance activities.

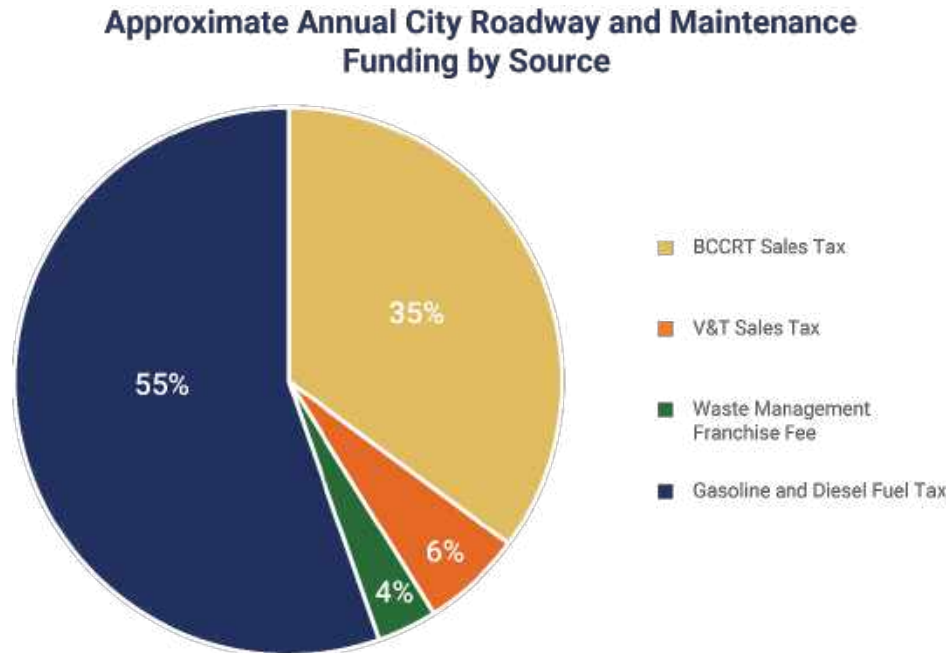
Landscape and Public Spaces: Aside from hardscaping and landscaping with shrubs, grasses, and trees, some roadways (and parking areas) provide access to community gathering areas such as plazas. Facilities in public spaces may be funded with roads funds, depending on the source; therefore, items such as benches, fountains, signage, and other public space facilities are included as a road-related function.

Transit: Transit can include many types of transportation such as train, light-rail, bus, ride-share, and on-demand door-to-door services and programs that encourage and provide opportunity for people to move without vehicle ownership.

The Road Funding Gap

Today, the City has annual revenue of approximately \$10.0 million for roads and road-related functions, excluding Federal and local grants for regional road projects and transfers out for road-related projects debt service. Figure 1 shows 55% of revenues for roads is from gasoline and diesel taxes, about 40% is from sales taxes, and the remaining revenues are from the City solid waste disposal franchise fees.

Figure 1



Typical annual operations and maintenance costs include staffing, services and supplies, which total about \$5.5 million per year, leaving approximately \$4.5 million per year for maintenance projects. In 2022, City consultants reported that the funding requirement for Carson City to maintain the PCIs of existing local and regional roads until 2050 is at least \$25.5 million per yearⁱⁱⁱ. At this level of funding, local roads would average a PCI of 56, which is considered a Fair-to-Poor Condition (described by moderate- and high-severity cracking, notable low- and moderate-severity fatigue cracking, patching, and rutting), and regional roads would average a PCI of 74, which is considered a Satisfactory Condition (described as mostly low-severity distress, little to no fatigue cracking, and minor rutting).

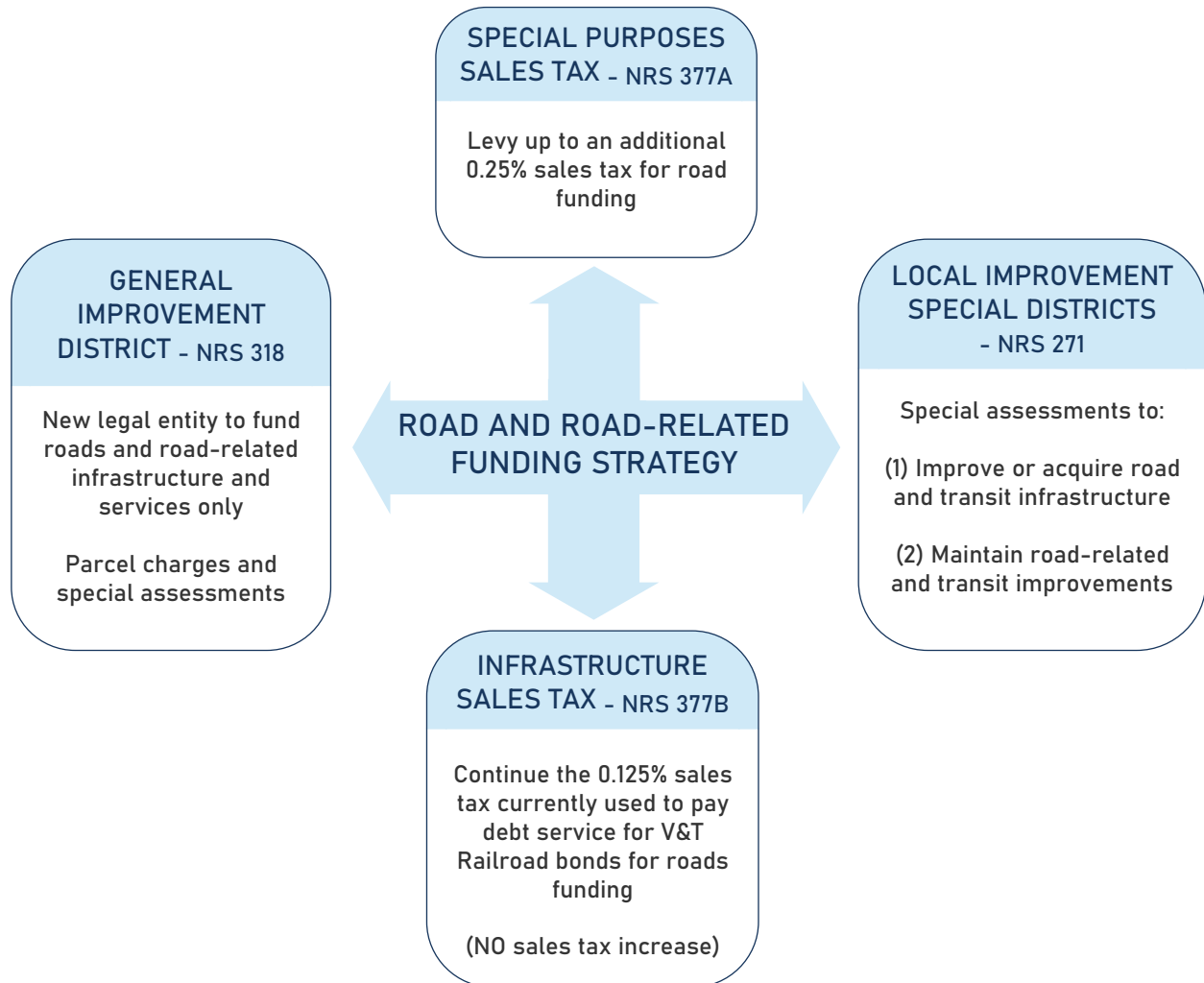
The City has a funding gap of at least \$21.0 million per year to maintain current local and regional road conditions. The gap will grow the longer it takes to secure dedicated funding, and with increased asset quantities as the City grows.



02. Potential Funding Mechanisms

The four funding mechanisms being considered to close the funding gap to keep existing roads in their current conditions, while adequately providing all road-related services, transit, and mobility options, are illustrated in Figure 2.

Figure 2
Funding Options

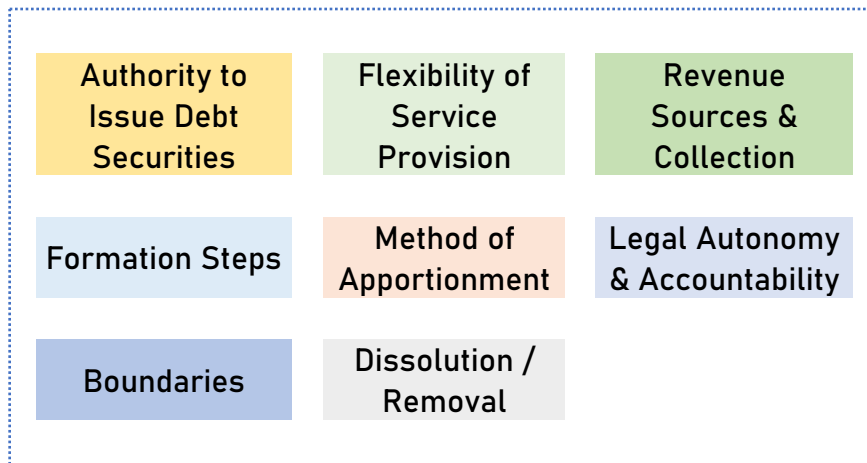


Each of these potential revenue sources has its pros and cons for funding roads and road-related functions. Some are good at funding particular types of roads and transit projects, some cannot fund certain road and transit projects, and some can fund everything. Ultimately, the City's roads funding strategy may use one or a combination of the four funding tools to fill the funding gap. Three of the funding mechanisms would be new; sales tax under NRS 377B would not be a new tax, rather, it would continue an existing tax beyond its currently authorized term and redirect the tax revenue to road funding.

Sales taxes are familiar to most people; we pay sales tax on certain goods at a rate that is partially determined by the State, and partially by the local government(s) of an area. Sales taxes are indiscriminate; all must pay in equal proportion to the value of the good being purchased. Less familiar to most are special assessments and parcel charges that can be levied by General and Special Improvement Districts.

The remainder of this section describes each of the potential funding sources in detail. To be able to compare the merits of each funding option, the same attributes are described for each. Figure 3 summarizes the attributes that are considered.

Figure 3
Attributes to Describe and Compare the Funding Options



Legal autonomy and accountability. This helps to compare who manages the funding mechanism and the level of accountability decision-makers have on spending of the revenues to the people of Carson City.

Flexibility of service provision is compared to understand what exactly can be funded by the revenues generated.

Potential physical geographic boundaries where revenues can be collected from are described.

Formation steps to create the new funding streams are described to offer insight to the complexity and administrative effort of securing the new funding source.

Description of the revenue sources (sales tax, special assessments and parcel charges), and how the revenues can or must be collected allow for comparison of complexity and administrative procedure to manage the revenues.

The method of apportionment refers to the way in which collection of revenue can be tailored according to local perception of equity among road users. The method of apportionment is the same for both sales tax revenue sources, and there is no flexibility in how sales tax is levied, except that a sales tax under NRS 377A could levy a rate up to 0.25%, whereas continuation of the sales tax under NRS 377B would be at a rate of 0.125%. There is choice in how special assessments and parcel charges can be collected. This is described for the two pertinent funding sources for comparison.

The authority to issue debt securities is included for comparison because some debt instruments (special assessment and revenue bonds) are special obligations, and are therefore not counted as debts of the City.

The final attribute considered is the ease or difficulty to discontinue the revenue stream (which may include dissolution of a legal entity).

General Improvement District (GID) - NRS 318

General Improvement Districts (GIDs) are commonly used to provide public infrastructure and services. Use of a GID varies widely, from television provision, water and sewer provision, to roads provision, mosquito abatement, rodent control, and several other services. Carson City and Esmeralda County are the only counties in Nevada without a GID^{iv}.

Legal Autonomy and Accountability. GIDs are authorized by the Nevada Legislature as codified in the Nevada Revised Statutes (NRS) Chapter 318. A GID is a separate legal entity (with eminent domain power and right to own and sell real property) - a governmental subdivision of the State of Nevada, a body corporate and politic and a quasi-municipal corporation (NRS 318.075).

The Carson City Board of Supervisors (BOS) must be the initial Board of Trustees (BOT) (except however one of the 5 initial trustees can be the DA or Deputy DA); after it has established the accounting practices, auditing practices, a budget and management standards, the BOS can continue as the ex officio BOT but the secretary and treasurer must not be members of the BOS (could be the City Clerk and City Treasurer, or RTC members) - NRS 318.09533. The BOS, as the ex officio BOT, can appoint a local district managing board (NRS 318.09535) of between 5 and 12 members to manage the affairs of the district but this board cannot tax or sell bonds. The powers and duties of a local district managing board must be stated in the ordinance creating the board. BOS members may not receive additional compensation per NRS 318.09533. The BOT must meet regularly at least once each year.

As a separate legal entity, a GID may also form Improvement Districts pursuant to NRS 271.

Flexibility of Service Provision. Basic powers of a GID include the ability to furnish streets and alleys (NRS 318.120) and remove snow from them (NRS 318.145); furnish curbs, gutters, and sidewalks (NRS 318.125), furnish sidewalks (NRS 318.130), and furnish facilities for lighting streets (NRS 318.141). GID powers are described in the formation procedure; the intent would be to form a Roads and Roads-Related (streets and alleys, curbs, gutters, sidewalks, and optionally, snow removal and street lighting) only GID. Specifically, the following facilities activities would be authorized:

Grading and re-grading, surfacing and re-surfacing of streets, alleys and public highways, gravel, oiling, macadamizing, paving, crosswalks, driveway inlets, curb cuts, curbs, sidewalks, gutters, valley gutters, catch basins, culverts, drains, sewers, manholes, inlets, outlets, retaining walls, bridges, overpasses, tunnels, underpasses, approaches, artificial lights and lighting equipment, grade separators, traffic separators, traffic-control equipment, off-street parking facilities and structures, parkways, canals and other water type streets, and to construct, reconstruct, replace or extend sidewalks. Facilities for lighting public streets, ways and places may be acquired, constructed, reconstructed, improved, extended, or bettered.

And, the GID can operate, maintain and repair the district's improvements (projects), including, without limitation, the maintenance and repair of dedicated streets and alleys and the removal of snow therefrom, and all facilities of the district relating to any basic power which the district is authorized to exercise (NRS 318.145 and 318.175). A project or improvement means any structure, facility, undertaking or system which a GID is authorized by its basic powers established at formation to acquire, improve, equip, maintain or operate.

Boundaries. A Roads and Roads-Related GID may be Citywide or consist of noncontiguous tracts or parcels of property (NRS 318.055). Parcels can be annexed into the GID.

Formation Steps. The formation of a GID would be by Provisional Order, following four steps:

STEP 1. A resolution of intention adopted by the BOS.

STEP 2. An "initiating" ordinance adopted by the BOS, which must include:

- a. The name of the proposed district.
- b. A statement of the basic power or powers for which the district is to be created.
- c. A statement that the ordinance creating the district will be based on the BOS finding that public convenience and necessity require creation of the district, that creation of the district is economically sound and feasible, that the Service Plan includes all required elements per NRS 308.030 (see below) and that it does not contravene reasons to disapprove a Service Plan per NRS 08.060 (see below).
- d. Description of the boundaries of the district such that a property owner can determine whether their property is within the district.
- e. The place and time for the public hearing on creating the district.

Service Plan required elements (NRS 308.030):

- A financial survey and a preliminary engineering or architectural survey showing how the proposed services are to be provided and financed;

- A map of the proposed district boundaries, an estimate of the population and assessed valuation of the proposed district;
- Description of the facilities to be constructed, the standards of such construction, the services to be provided by the district, an estimate of costs, including the cost of acquiring land, engineering services, legal services, proposed indebtedness, including proposed maximum interest rates and any discounts, any other proposed bonds and any other securities to be issued, their type or character, annual operation and maintenance expenses, and other major expenses related to the formation and operation of the district;
- Details of a proposed agreement with Carson City Public Works for the performance of any services between the proposed GID and the City. The form of any such contract to be used, if available, shall be attached to the Service Plan.

The Service Plan must be approved by the BOS. The BOS may disapprove the Service Plan (NRS 308.060) upon satisfactory evidence that:

- There is insufficient existing and projected need for organized service in the area to be serviced by the proposed district;
- The existing service in the area to be served by the proposed district is adequate for present and projected needs;
- Adequate service is, or will be, available to the area through municipal annexation by other existing municipal or quasi-municipal corporations within a reasonable time and on a comparable basis;
- The proposed special district is incapable of providing economic and sufficient service to the area within its proposed boundaries;
- The area to be included in the proposed district does not have or will not have the financial ability to discharge the proposed indebtedness, other securities, or other obligations to be incurred on a reasonable basis;
- The facility and service standards of the proposed district are incompatible with the facility and service standards of adjacent municipalities and special districts;
- Or the proposed district is being formed for the primary purpose of financing the cost of developing private property.

STEP 3. Organizational Hearing. The City Clerk must mail written notice to all property owners within the proposed GID. The notice must include details of the purpose of the proposed GID, and information on the time and place of the organizational hearing. If at or before the hearing a protest is filed and signed by a majority of property owners, then the GID shall not be formed (NRS 318.065).

STEP 4. The BOS will adopt an ordinance determining whether or not the GID is created (NRS 318.070). Barring the initiation of any legal action opposing the district within 30 days of adopting an ordinance creating the GID, the ordinance finally and conclusively establishes the organization of the GID.

Revenue Sources and Collection. The GID can establish charges for snow removal and lighting and standby service charges/ minimum charges/ charges for the availability of service for any services or facilities authorized to be furnished by the GID (NRS 318.197); however, a GID cannot charge rates, rolls or charges other than special assessments for streets, curbs, gutters, and sidewalks (NRS 318.197). Special assessments may be charged to lands and premises abutting the street or alley improved or proposed to be improved, and any other lands that may be specially benefited by the improvement upon affirmative vote of at least two-thirds of the board. Unless a school district consents to assessment, all property owned and used by a school district is exempt (NRS 318.350).

NRS 118A.140 “Premises” defined. “Premises” means a dwelling unit and the structure of which it is a part, facilities, furniture, utilities and appurtenances therein and grounds, areas and facilities held out for the use of tenants.

NRS 118C.040 “Commercial premises” defined. “Commercial premises” means any real property other than premises as defined in NRS 118A.140.

The BOT must have affirmative vote of at least two-thirds of its members to levy proposed charges and special assessments. The BOT has the authority to create payment programs and discounted rates and assessments for customers that qualify under certain parameters such as a disability, age, or income limit.

Revenue can be collected with City utility bills (monthly) or with property taxes (quarterly). Administrative costs would be less if collected with City utility bills. If charges and special assessments are collected with property taxes, the GID must file a written report each year containing a description of each parcel of real property and amount of the charges and special assessments, and a public hearing must be held. If a majority of the property owners affected protest the manner of collection, the charges must be collected separately from the tax roll.

To minimize administrative costs, it would be better to collect charges and special assessments with utility bills. This may also be preferable for cash flow purposes as revenues would be monthly rather than quarterly.

While a GID has the authority to levy ad valorem taxes, in practicality this is not an option for a Carson City Roads and Roads-Related GID because Carson City already has authority to increase ad valorem taxes for roads purposes. Increasing ad valorem taxes for roads preservation would erode the ability of the City to raise revenue for other services because of the statutory ad valorem tax cap (NRS 361.453)^v. The GID or City could increase funding for roads with an ad valorem property tax override for 30 years with voter approval, but this was

not identified as a funding option to pursue at this time.

Method of Apportionment. Methods of apportionment must be determined for both charges and special assessments.

- (1) **Charges.** The GID could set charges for snow removal and lighting, and other costs (such as general management costs) that are not associated with provision of streets, curbs, gutters, and sidewalks. There is no methodology prescribed in Chapter 318 for apportioning costs among users and potential users. The BOS would have to approve a method of apportionment by resolution adopting the charges. These would be parcel charges.
- (2) **Special Assessments.** The only guidance provided by NRS 318.350 for determining special assessment amounts is that costs may be allocated among land and premises abutting the improvement, and other lands as in the opinion of the board that may be specially benefited by the improvement. We can look to other sections of the Nevada Revised Statutes for further guidance. Chapter 271 also allows for the collection of special assessments.

NRS 271.208 “Special benefit” defined. “Special benefit” means the increase in the market value of a tract that is directly attributable to a project for which an assessment is made as determined by the local government that made the assessment. The term may include incidental costs of the project as determined by the local government. The market value change does not have to be quantified. In addition, NRS 271.045 states that assessments shall be made on a front foot, zone, area or other equitable basis, as may be determined by the governing body.

A method(s) of apportionment for the costs to be collected by special assessments needs to be vetted by City staff and focus groups of customers. The states of Montana and Oregon have adopted charges in similar fashion and offer good case studies to learn from. Road systems function as a public utility comparable to municipal water and sewer systems. Those utilities are funded by charging users based on how much they use the systems, and roads funding can be approached in a similar way. Properties that cause more traffic by the nature of their use are responsible for a greater portion of the wear and tear on roads infrastructure, and might reasonably be expected to make larger contributions towards maintenance expenses. One common basis for such a fee is an estimated number of trip-ends attributable to each property type using the procedures found in the Trip Generation manual published by the ITE^{vi}; however, fees may also be based on lineal front footage, parcel size, and other characteristics.

The GID could collect for costs of different road functions in different ways. For example, road maintenance costs (such as crack sealing and paving) might be allocated to users based on their estimated trip generation, but sidewalk repair costs might be allocated to users based on their front footage.

Authority to Issue Debt Securities. Debt limit is set at 50% of the total of the last assessed valuation of taxable property (excluding motor vehicles) situated within the district. The limitation excludes special assessment bonds (NRS 318.277) that may be issued for GID roads projects (or for SIDs or NIDs created by the GID) and revenue bonds, which are special obligations, not debts.

Short-term notes, warrants and interim debentures may be issued upon affirmative vote of four of the BOT members (NRS 318.280); in addition, the sale of revenue bonds does not require an election. Money may be borrowed from State and Federal government.

Removal / Dissolution. A GID can be dissolved by ordinance of the BOS with a majority of “ayes”. In event of dissolution, all property of the GID would be transferred to the City and funds would be transferred to the General Fund of the City.

Local Improvements Special Districts (SID)s - NRS 271

Local improvements special districts provide a funding mechanism for discrete projects that may be deemed necessary by the local government, by property owners, or by developers to pay for public improvements. This technical report only describes a program created by the local government (Carson City).

Flexibility of Service Provision. Two types of improvement districts may be formed, (1) A Special Improvement District (SID), and (2) a Neighborhood Improvement District (NID).

(1) A SID can finance the acquisition or construction of many types of improvements (sewer, water, energy, drainage for example) and more than one type of improvement in one SID. In particular, a SID can finance infrastructure costs – and all the soft costs associated with planning activities, appraisals, and other associated costs – for the following street projects:

Curbs and gutters, off-street parking, overpasses and underpasses, sidewalks and lighting, and streets projects (any street, avenue, boulevard, alley, highway or other public right-of-way used for any vehicular traffic). A street project can include grading, regrading, gravel, oiling, surfacing, macadamizing, paving, crosswalks, sidewalks, driveway approaches, curb cuts, curbs, gutters, culverts, drains, sewers, manholes, inlets, outlets, retaining walls, bridges, overpasses, tunnels, underpasses, approaches, artificial lights and lighting equipment, parkways, grade separators, traffic separators and traffic control equipment, and all appurtenances and incidentals, including real property.

Per NRS 271.265, the SID can acquire, improve, equip, operate and maintain the above-described street projects, but it does not provide a perpetual revenue source for maintenance.

A SID can also pay for works, systems and facilities for transporting persons, rolling stock, equipment, terminals, stations, platform and other necessary transportation

facilities (NRS 271.237), and the costs to maintain, operate, improve and repair the transit project in perpetuity (NRS 271.369).

(2) A NID can pay for the beautification and improvement of the public portions of any area, such as public restrooms, fountains, landscaping, ramps, sidewalks and plazas, facilities for outdoor lighting and heating, and decorations. Furthermore, a NID can pay for beautification of any street, including median strips, water distribution and irrigation systems, retaining walls, shrubbery, fountains, waterfalls, information booths, signs and so forth (inconclusive list).

Legal Autonomy and Accountability. SIDs and NIDs are creations of the BOS and are accounted for by the City's standard accounting practices. Improvements may be performed by Carson City crews or by independent contract. Competitive bids are required for any work performed by independent contract. If the work is performed by the City, supplies and materials shall be competitively bid (but may be rejected for various reasons).

If a district sells bonds, it shall submit to the Director of the Legislative Counsel Bureau a copy of the annual financial information that is submitted to the Municipal Securities Rulemaking Board.

Boundaries. The boundaries of the SID or NID are set during the formation process. Properties (parcels of land) may be added to NIDs after formation. The improvement districts may include noncontiguous areas.

Formation Steps. The City would form SIDs or NIDs using the Provisional Order Method described in NRS 271.280. The method includes the following four steps.

STEP 1. A City engineer would file preliminary plans and cost of the project and an assessment plat with the City Clerk. The plat would show the area to be assessed and quantification of maximum benefits to be assessed to each parcel (not applicable for an NID since maintenance costs will fluctuate over time).

STEP 2. The engineer would prepare a document stating what portion of the project cost is of special benefit (to be collected with assessments) and what portion is to be funded by other source(s), and further would describe the method of apportionment for the assessments to be levied. If the method of apportionment is NOT by frontage feet, state that the assessment is to be made upon all the tracts benefited by the project proportionately to the benefits received. If more than one project type is included (such as road and sewer), the costs of each project must be kept separate, and the assessments for each levied separately.

STEP 3. The BOS sets a public hearing, and provides mailed notice at least 20 days prior to such hearing, to all affected property owners and mobile home tenants (for a SID), and to all affected property owners and tenants owning a business (for an NID). The notice must include a description of the project, the estimated cost and source(s) of revenue for the project, the method of apportionment, a map or other description of the affected area, the number of installments of assessments, maximum interest rate that may be charged, the time and place

of the hearing, how to object to the proposed assessment, how to obtain more information, and the property owner's rights to representation.

- For an SID, if a majority of property owners object, the district may not be formed unless the City provides more than 50% of the funding for the district, or the project is no longer than 2,640 feet.
- For an NID, if more than one-third of the property owners object, the district may not be formed.

STEP 4. Upon conclusion of the public hearing, the BOS may by resolution of ordinance continue or discontinue the formation process. If the resolution is to continue, the BOS will direct staff to prepare a revised and detailed estimate of the total cost, full and detailed plans and specifications, a revised map and assessment plat.

With the updated information, the BOS will create the district by ordinance and order that the project be improved or acquired.

Revenue Sources and Collection. Revenues may only be assessments^{vii}. A property owner may elect to pay the entire cost of the assessment to their parcel within 30 days of passage of the ordinance creating the district, before the City sells bonds. At future points in time, a property owner may pay the remaining principal and accrued interest with or without penalties, as determined by the City (NRS 271.405). Assessments against the State are due in cash within 90 days of the effective date of the assessment ordinance, or in installments with interest.

If the district does not sell bonds to finance the improvements, the City may advance money from the General Fund if the cost does not exceed \$300,000, or from a proprietary fund, if the City has established a proprietary fund for that purpose (NRS 271.536) – for example, for water or sewer. The City does not have a proprietary fund for streets.

Special assessments are determined each year and are placed on the property tax roll. The City could contract with a third party to manage the annual administration of the special assessments, similar to several local governments in Nevada.

For an SID, City staff (or contracted party) prepare the tax roll and file it with the City Clerk each year. For an NID, City staff (or contracted party) prepare the tax roll and documentation of the costs to be apportioned to property owners. A registered or certified mailed notice must be provided and a public hearing held each year for NID assessments, which adds an annual administrative effort and cost.

A procedure must be established by the BOS to allow a person to file a Hardship Determination. A Hardship Determination entitles the person to only pay interest on the unpaid balance of the assessment. The principal is not paid until the property is sold or transferred to a person who does not qualify for a hardship determination, or the term of the bonds expires, or a renewal application is denied, or the property owner fails to pay the

interest in a timely manner, or the property owner pays all previous and current assessments.

There isn't a provision for a hardship determination when assessments do not include interest (when a district does not sell bonds).

Method of Apportionment. The BOS may approve any method of apportionment that is on an equitable basis so long as the assessment does not exceed the estimated maximum special benefits to the properties assessed (NRS 271.045 and NRS 271.365). Clark County makes a blanket statement that tracts receive special benefits (corresponding market value increases) from the improvements. Clark County and the City of Reno provide good case studies of SIDs.

Properties owned by the Federal government are exempt from paying assessments. Properties owned by a school district are also exempt unless the school district consents to the assessments. Properties owned by Carson City must not be levied assessments greater than 15% of the total amount of assessments against all lands in the district. State and Tribal properties are not exempt.

Authority to Issue Debt Securities. The proceeds of any assessments and taxes may be pledged to the payment of special assessment bonds. Any such bonds would be the liability of the SID or NID only, not the City. In the event however that special assessments are insufficient to pay for debt service, the bonds are further secured by the General Fund, and further by ad valorem taxes.

Removal / Dissolution. SIDs are complete and discontinue when all project costs have been paid per the terms provided in formation of the SID. NIDs may be dissolved by resolution of the BOS if property owners who, combined, total more than 50-percent of the total amount of the assessments in the NID submit a written petition to the BOS requesting dissolution. Property owners may petition for dissolution 365 days after the date the NID was created, and each subsequent anniversary thereafter.

Special Purposes (Transportation) Sales Tax - NRS 377A

When approved by at least a majority of registered voters, a transportation sales tax of up to 0.50% may be imposed in any county (or Carson City) under NRS 377A. This chapter of the NRS allows Carson City to impose a tax to (a) fund public transit systems, the construction, maintenance and repair of public roads, and improvement of air quality projects, (b) promote tourism, and (c) acquire, develop, construct, equip, operate, maintain, improve and manage libraries, parks, recreational programs and facilities, and facilities and services for senior citizens, to preserve and protect agriculture or any combination of these purposes. A tax imposed for any of the items authorized under (c) may only be imposed for a maximum 30 years.

The Streets Maintenance sales tax of 0.25% is already approved for maintenance of roads; therefore, only up to 0.25% additional sales tax may be imposed for roads and road-related functions, or (b) and (c) purposes listed in the previous paragraph.

While an up to 0.25% additional sales tax may be imposed for roads maintenance, using all the remaining tax authority would reduce the ability for the City to increase revenues for purposes of promoting tourism, and for providing library, parks and recreation, and senior citizens facilities and services.

Flexibility of Service Provision. Public road improvement and maintenance is authorized by NRS 277A – Regional Transportation Commissions Chapter, as described below:

The acquisition, operation or use of any material, equipment or facility that is used exclusively for the construction, maintenance or repair of a public road and is necessary for the safe and efficient use of the public road, including, without limitation, grades and regrades; graveling, oiling, surfacing, macadamizing and paving; sweeping, cleaning and sanding roads and removing snow from a public road; crosswalks and sidewalks; culverts, catch basins, drains, sewers and manholes; inlets and outlets; retaining walls, bridges, overpasses, underpasses, tunnels and approaches; artificial lights and lighting equipment, parkways, control of vegetation and sprinkling facilities; rights-of-way; grade and traffic separators; fences, cattle guards and other devices to control access to a public road; signs and devices for the control of traffic; and facilities for personnel and the storage of equipment used to construct, maintain or repair a public road.

In addition to public roads infrastructure and services, the tax may fund public transit systems (including ride-share communication services, transportation for elderly and disabled persons, parking for passengers using the transit system, stations and appurtenant facilities, and several other public transit facilities and services as provided for in NRS 277A).

Legal Autonomy and Accountability. The BOS can enact an ordinance imposing a tax for a public transit system, for the construction, maintenance and repair of public roads, for the improvement of air quality or for any combination of those purposes. The ordinance may only be adopted upon approval of the majority of registered voters at a general election. In addition, any subsequent increase to the rate of the tax or change of previously approved uses of the proceeds of the tax must be put to the registered voters at a general election.

The City must maintain a separate fund to account for the revenues and expenses associated with the tax.

The Regional Transportation Commission (RTC) may appropriate money in the fund to provide a public transit system, support transportation activities for the elderly and disabled, establish public transit fares, and may adopt regulations for the operation of systems or services. The RTC may only withdraw money for (a) public transit and other activities, services and programs related to transportation which are included in the Regional

Transportation Plan, (b) construction, maintenance and repair of public roads; (c) activities, services and programs that relate to the improvement of air quality, and (d) payment of principal and interest on debt instruments.

Boundaries. The ordinance applies Citywide.

Formation Steps. The ordinance must specify the date on which the tax must first be imposed or on which an increase in the rate of the tax becomes effective, which must be the first day of the first calendar quarter that begins at least 120 days after the approval of the question by the voters.

Revenue Sources and Collection. Sales tax collected on taxable goods by merchants is reported and remitted to the State. The State distributes the sales tax revenue to Carson City. The State takes 1.75% of the sales tax as payment for its administration services.

There would be low organizational set-up costs with this funding mechanism as the collection procedure is already established with the State.

Method of Apportionment. A sales tax of up to 0.25% is added to all taxable transactions for all authorized improvements and services under NRS 377A included in the City's ordinance.

Authority to Issue Debt Securities. The City can pledge the revenue source as payment toward a special or general obligation bond. The RTC can pledge the revenue source as payment toward a special obligation bond. The sales tax may be the sole source of repayment, or it may be one of several sources of repayment on a bond series. If the RTC issues bonds or other debt securities, it must have first executed an interlocal agreement with the City to issue debt. The issuing local government may pledge and create a lien on the receipts of the tax.

Removal / Dissolution. The BOS may gradually reduce the amount of the tax. The effective date of reduction must be the first day of the first calendar quarter that begins at least 120 days after the effective date of the ordinance reducing the amount of the tax. At such time that any debt securities issued against the sales tax have been fully paid, the BOS may dissolve the RTC, if it was created solely for the purpose of activity associated with the tax.

Infrastructure Sales Tax Continuation - NRS 377B

The Virginia and Truckee (V&T) Railroad and Streets and Highway Sales Tax is already in place, imposing sales tax at the maximum allowable 0.125% (the maximum allowable under NRS 377B is 0.25%; however, 0.125% has already been imposed for street and pedestrian improvements in the downtown area, Carson Street and William Street/Highway 50 East commercial corridors, a new animal services facility, new athletic center, and upgrades of the community center (which Plan of Expenditure does not expire until June 30, 2047)).

The repurposed revenue source would be generated by the portion of sales tax that is currently used to pay for V&T Railroad bonds debt service. Once these bonds have been paid off (December 2025), the 0.125% sales tax rate imposed specifically for these bonds can no longer be collected for that purpose; however, it can be repurposed for other allowable uses, including roads.

This revenue source is not new. No new tax is created; revenues from an existing tax are repurposed.

Unlike the Transportation Sales Tax, sales tax authorized under NRS 377B is not subject to voter approval.

Flexibility of Service Provision. Sales taxes must be spent only on activities authorized under NRS 377B and described in a Plan of Expenditure, which is adopted by the BOS. Road functions that may be funded by a sales tax adopted under NRS 377B are described in NRS 373.028; specifically, they include:

Street and highway construction, maintenance or repair, or any combination thereof, including, without limitation, the acquisition, maintenance, repair and improvement of highway truck parking or any street, avenue, boulevard, alley, highway or other public right-of-way used for any vehicular traffic, and including a sidewalk designed primarily for use by pedestrians, and also, including, without limitation, grades, regrades, gravel, oiling, surfacing, macadamizing, paving, crosswalks, sidewalks, pedestrian rights-of-way, driveway approaches, curb cuts, curbs, gutters, culverts, catch basins, drains, sewers, manholes, inlets, outlets, retaining walls, bridges, overpasses, tunnels, underpasses, approaches, sprinkling facilities, artificial lights and lighting equipment, parkways, grade separators, traffic separators, and traffic control equipment, and all appurtenances and incidentals, or any combination thereof, including, without limitation, the acquisition, maintenance, repair and improvement of all types of property therefor.

Transit construction and maintenance costs are not authorized unless they provide cultural, historical, or recreational value (such as the V&T Railroad).

Legal Autonomy and Accountability. The sales tax was most recently updated by ordinance of the BOS to account for an amended Plan of Expenditure December 2018. The amended Plan of Expenditure includes expenditures of sales tax greater than that needed to service debt payments secured by sales tax for the V&T railroad bonds on street and highway preservation and rehabilitation projects. Certain named projects in the Plan of Expenditure include the Roop Street rehabilitation and East Clearview Drive preservation projects. Un-named roads authorized to receive sales tax include regional roadways defined by NDOT's functional classification maps.

Although repurposing of the tax does not require voter approval, there are high levels of accountability for use of the tax.

The City must maintain a separate fund to account for the revenues and expenses associated with the tax.

Boundaries. The ordinance applies Citywide.

Formation Steps. The BOS may impose a sales tax for infrastructure by ordinance. The ordinance must be approved by a two-thirds majority of the BOS, and any changes to the ordinance must also be approved by a two-thirds majority of the BOS. Before enacting the ordinance, the BOS must first develop a Plan of Expenditure. The Plan of Expenditure describes what types of projects, or even specific projects, the proceeds of the tax may be spent on (note that regional projects for which two or more counties have entered into an interlocal agreement to jointly expend on a project may be included).

The Plan of Expenditure must include:

1. The date on which the plan expires.
2. Description of the proposed project(s).
3. Method of financing of each project (or project type).
4. Costs related to each project (or project type).

The formation steps are not required for this funding source because it is not new; rather, a finding of necessity to continue and repurpose the tax must be made by the BOS. There are no organizational set-up costs with this funding mechanism as it is already in place.

At least one public hearing must be held on the Plan of Expenditure (or Amended Plan of Expenditure).

Revenue Sources and Collection. Sales tax collected on taxable goods by merchants is reported and remitted to the State. The State distributes the sales tax revenue to Carson City. The State takes 1.75% of the sales tax as payment for its administration services.

Method of Apportionment. A sales tax of 0.125% would be continued after December 2025 on all taxable transactions.

Authority to Issue Debt Securities. The City can pledge the sales tax future revenue stream as payment toward a special or general obligation bond. The sales tax may be the sole source of repayment, or it may be one of several sources of repayment on a bond series.

Removal / Dissolution. On or before the expiration date stated in the Plan of Expenditure – or when the project(s) described in the Plan of Expenditure are complete, the City must make a finding of necessity to continue collection of the sales tax under the Plan of Expenditure (or Amended Plan of Expenditure). If no finding of necessity is found, the sales tax ordinance must be repealed by the BOS.



03. Use of Funding Mechanisms

Potential Revenue Generation

Potential revenues from the two sales tax funding options are based on the fiscal year 2023 budget revenues for the Streets Maintenance sales tax (which is 0.25%) and V&T Railroad sales tax (which is 0.125%).

Sales Tax Source	Rate of Tax	Estimated Annual Revenue
Special Purposes Sales Tax	Maximum 0.25%	\$3,979,000
Infrastructure Sales Tax Continuation	52.5% of 0.125% *	\$1,045,000

*Only the V&T Railroad debt service portion of the authorized 0.125% would be additional revenue; the remaining 47.5% is already allocated to highway expenditures.

Potential revenue from a SID or a NID is project and area specific, and cannot reasonably be estimated at this time. Revenue that could be generated by a GID with assessments to pay for neighborhood street improvements was estimated by using ranges of monthly assessments for a typical single-family home. The assessment methodology affects the cost allocation to the single-family home customer group; a methodology more heavily weighted on lineal front footage would shift more of the cost burden to residential; a methodology more heavily focused on trips would shift more of the cost burden to non-residential. The estimated annual revenue shown below is for all potential GID customers (land use types), not just single-family homes.

GID Assessments	Monthly Assessment	Estimated Annual Revenue
Typical SF Home	\$10 to \$18	\$5,000,000
Typical SF Home	\$20 to \$36	\$10,000,000
Typical SF Home	\$30 to \$58	\$15,000,000

The total annual pavement funding estimate in 2022 dollars to keep roads in their current conditions (PCI 74 Regional Roads and PCI 56 Local Roads) is \$25.5 million. The funding gap is \$21.0 million. If the City re-purposed the V&T Railroad current debt revenue collection to roads (Infrastructure Sales Tax Continuation) and was successful in a vote to support a 0.25% sales tax for roads (Special Purposes Sales Tax), for example, the funding gap could be reduced to \$16.0 million.

If, for example, a new GID generated \$13.0 million per year, the funding gap could be reduced to \$3.0 million per year. The GID could generate revenue from assessments for roads pavement maintenance, and parcel charges for snow removal and street lighting, which would release existing revenue sources paying for these services to pay for pavement maintenance. The remaining funding gap could possibly be filled with grants and SIDs for regional roads. An illustration of this funding example is shown on the next page. In this illustration, which is not a proposal, the majority of sales taxes are directed to regional roads, GID assessments pay for pavement maintenance of local roads only, and GID parcel charges are directed to snow removal and street lighting on both local and regional roads.

	Regional	Local	Total
Pavement Funding Need	\$11,500,000	\$14,000,000	\$25,000,000
Funded Amount	\$4,250,000	\$250,000	\$4,500,000
Funding Gap	\$7,250,000	\$13,750,000	\$21,000,000
Special Purposes Sales Tax	\$3,000,000	\$1,000,000	\$4,000,000
Infrastructure Sales Tax Continuation	\$1,000,000	\$0	\$1,000,000
Funding Gap with Sales Taxes	\$2,250,000	\$13,750,000	\$16,000,000
GID Assessment Revenue	\$0	\$12,200,000	\$12,200,000
GID Parcel Charges	\$250,000	\$550,000	\$800,000
Remaining Funding Gap (Grants / SIDs)	\$3,000,000	\$0	\$3,000,000

Note: numbers are rounded to fifty-thousands and continuation of the diesel tax is assumed.

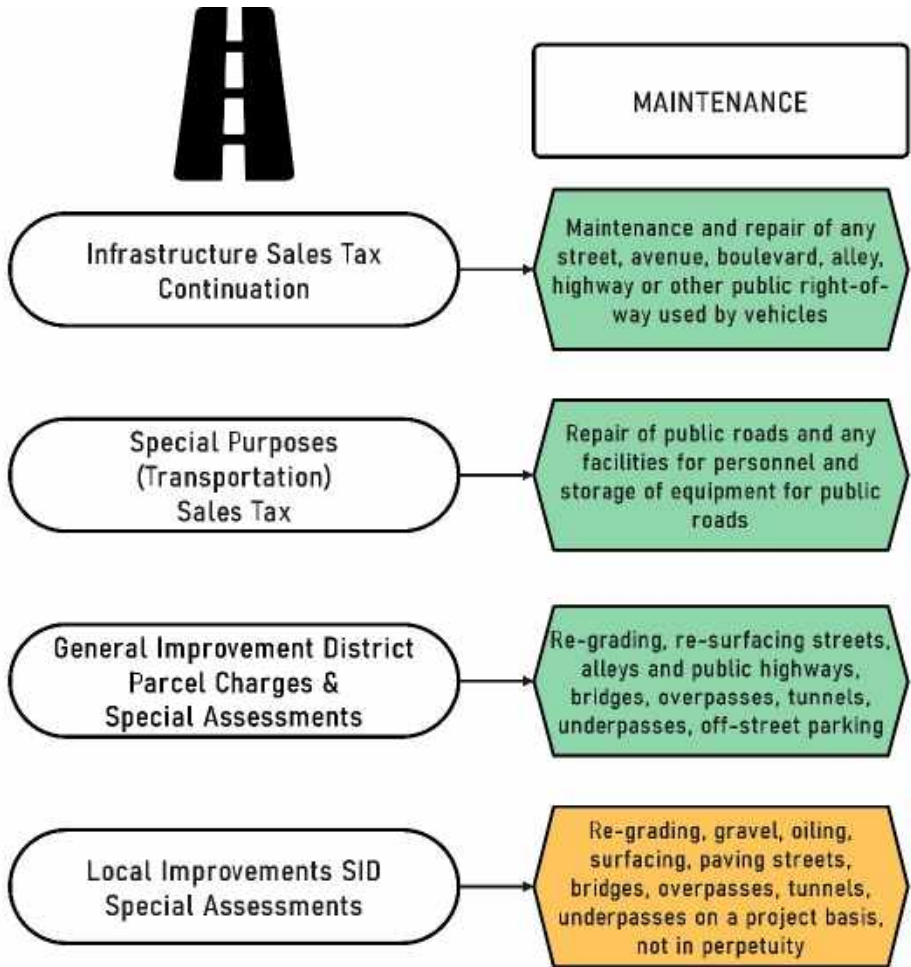
Funding Sources by Function

The next few pages illustrate which of the road and road-related functions each of the four funding mechanisms can be used for. The illustrations separate out construction activities from maintenance activities. Green indicates that the funding source can be used for that function; amber indicates that the funding source can be used but only under certain limitations; red indicates that the funding sources cannot be used for the function.

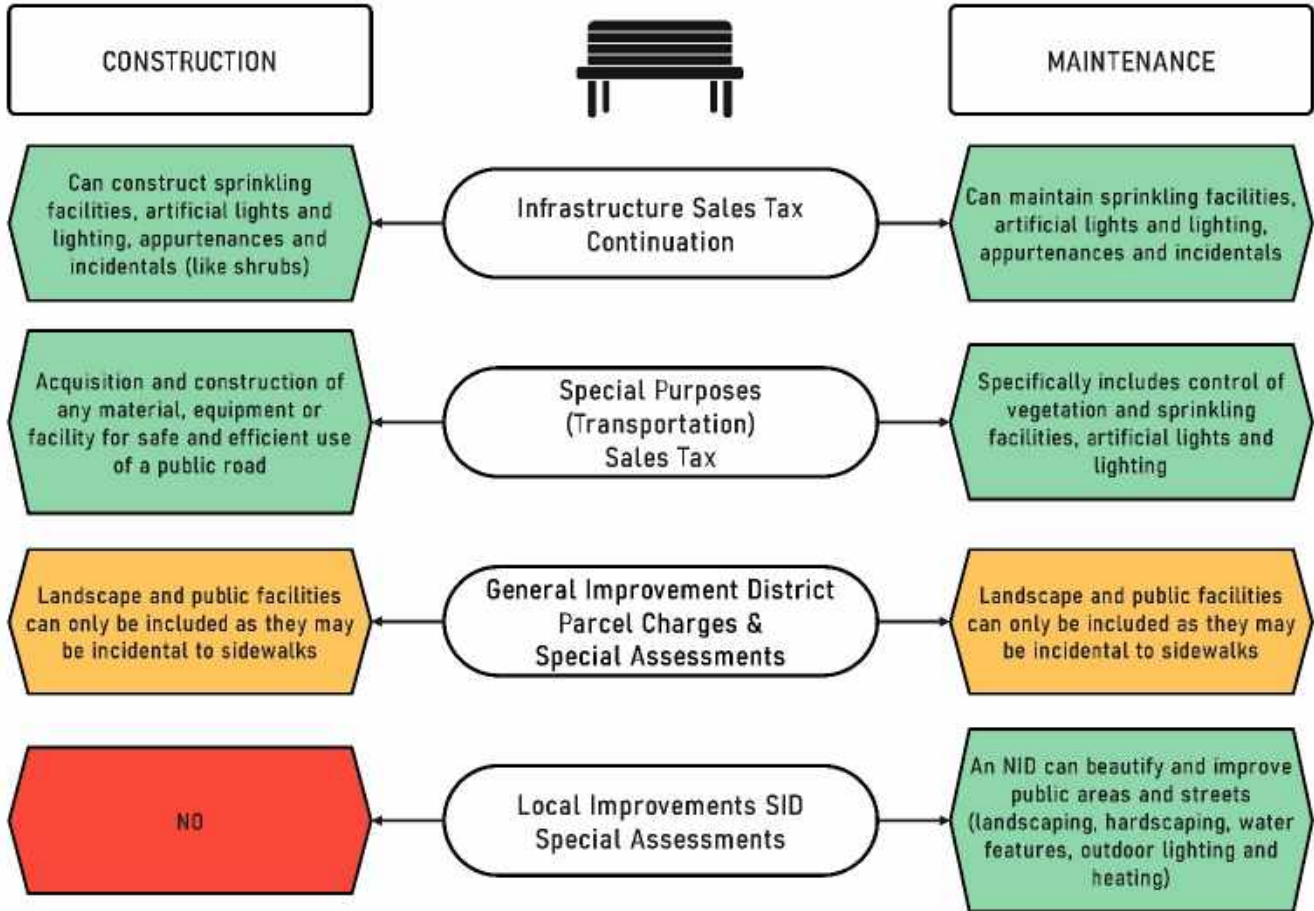
Reasons for the limited (amber-colored) functions include:

- (1) Pavement Maintenance: SIDs can fund a road maintenance project but the district cannot provide revenues for maintenance of the asset in perpetuity. When the asset needs to be maintained again in the future, a new SID would have to be established. Note, this is not true of a SID for transit, which can provide a revenue source for operation and maintenance of the transit assets in perpetuity.
- (2) Landscape and Public Spaces: GIDs can only fund facilities in sidewalks to the extent that they are “necessary and incidental unto” the sidewalk.
- (3) Access, Mobility and Safety: Mobility and safety features that are incorporated into a street project are permitted uses of revenues raised through GIDs and SIDs, but such features cannot be funded if they are not explicitly part of a street project. Dedicated bike paths through City neighborhoods, for example, could not be funded with these revenue sources; except, however, a GID with recreational facilities as a basic power could fund bike- and pedestrian-only paths with the levy of parcel charges.
- (4) Traffic Operations: Items such as traffic control equipment, lights and signs that are part of a road project can be funded with a road reconstruction or maintenance project in a SID, but just as with (1) the funding source is not in perpetuity unless it is a SID created solely for transit.
- (5) Transit: The Infrastructure Sales Tax Continuation (use of sales tax authorized under NRS 377B) can only be used for transit projects that are of cultural, historical, or recreational value (such as a trolley service around the State capital buildings).

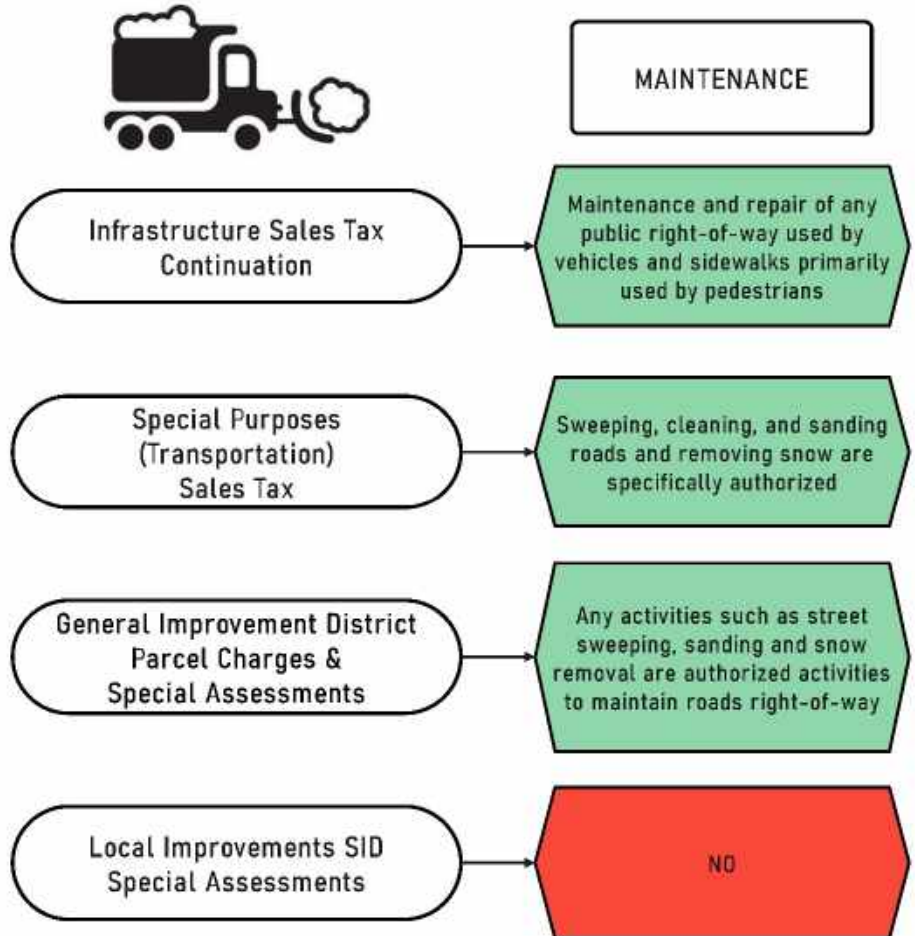
Pavement Maintenance



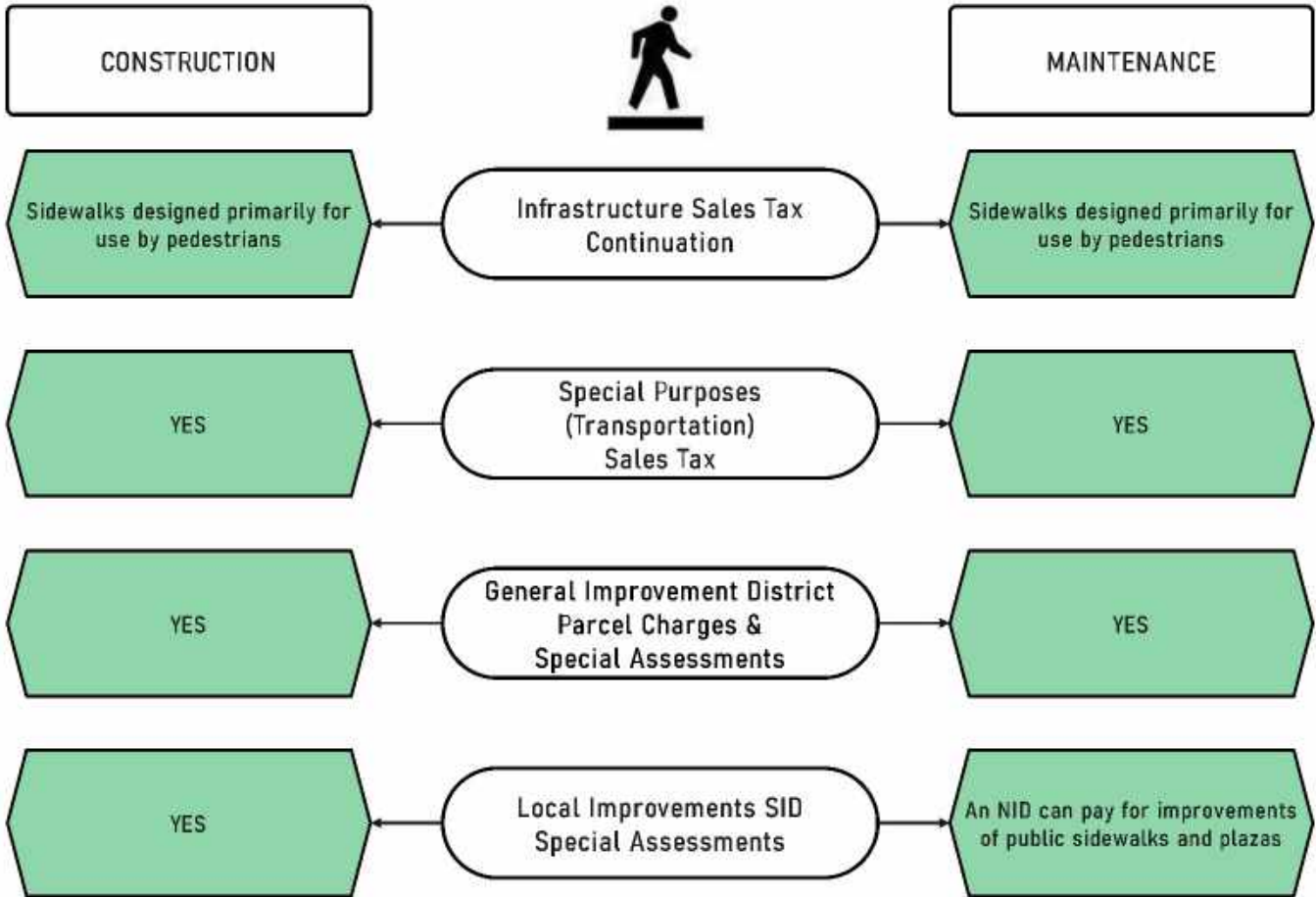
Landscape and Public Spaces



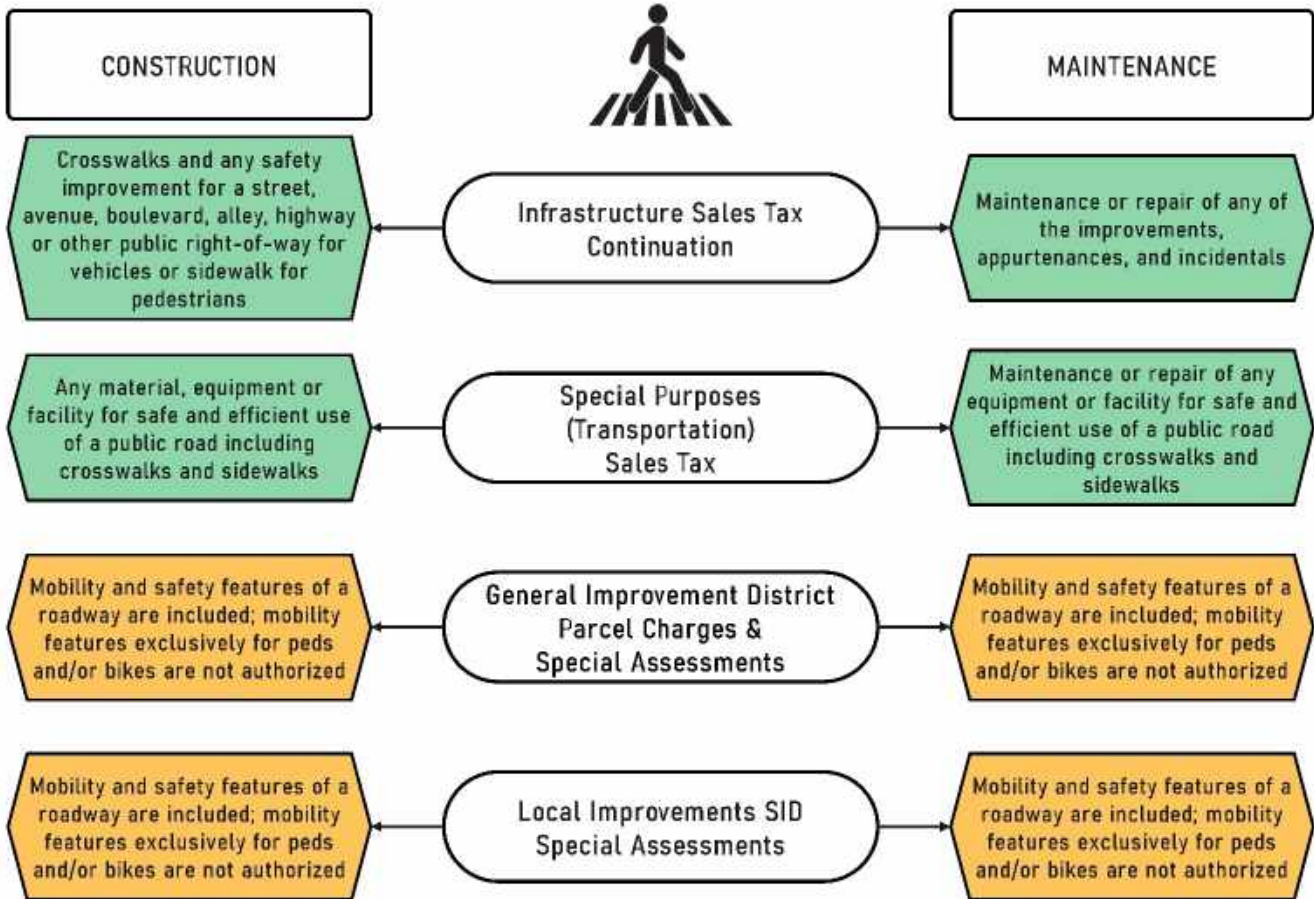
Right-of-Way



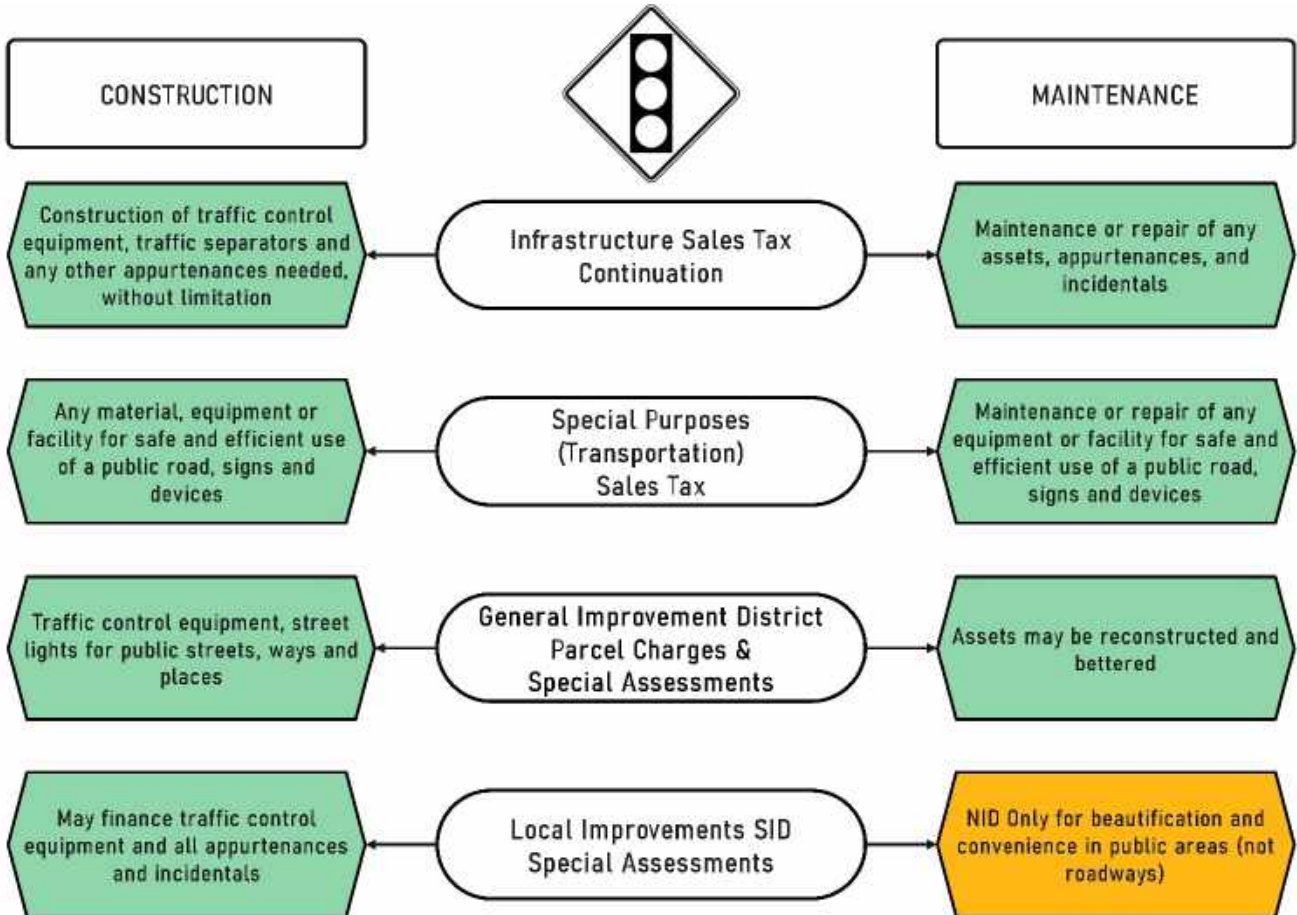
Sidewalk Management



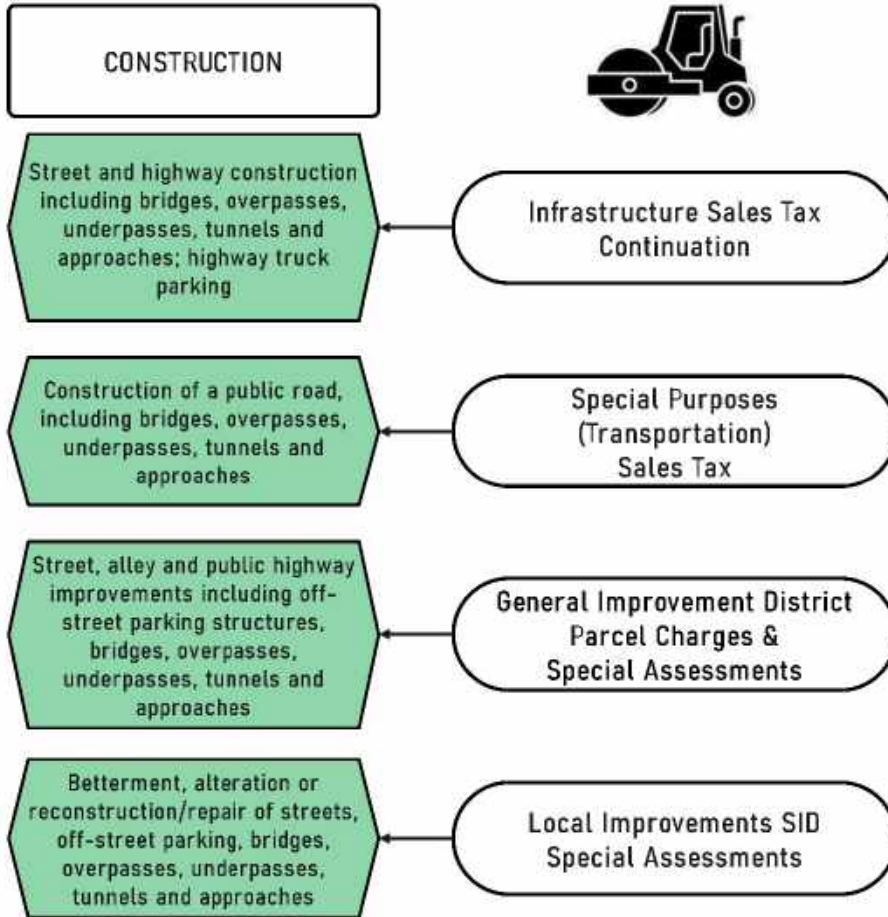
Access, Mobility and Safety



Traffic Operations



Road Reconstruction





04. Defining the Path Forward

Having determined what each of the four potential funding sources is authorized to fund, described comparison attributes of each funding source (legal autonomy and accountability, revenue sources and collection, flexibility of service provision, authority to issue debt securities, formation steps, boundaries, and dissolution), and estimated revenue potential from each funding option, general observations and findings are summarized before defining the next steps in the path forward.

Findings

1. The City has a lot of flexibility under its existing legal authority

Current and potential roads funding sources are summarized in Figure 4 (on the next page). Current funding sources can be used for both neighborhood streets and regional roads; however, codified City policy restricts some of the revenue sources for particular uses. With BOS direction, the City has the flexibility to re-allocate existing funds among the road and road-related functions it performs as part of the overall funding strategy.

None of the potential new funding sources are restricted to just neighborhood streets or regional roads either; as such, not only does the City have a lot of flexibility with use of most of its existing roads funding mechanisms (grants are typically restricted), but it can also craft revenue collection structures that best fit Carson City's needs and values with additional revenue sources, including a GID or a SID (or NID).

2. One funding source does not include any new entity or formation process

The V&T Infrastructure and Highways Tax is already in place and it requires minimal administrative effort to keep the revenue stream. It does not require voter-approval to continue to collect the tax and repurpose it from paying V&T Railroad bond debt service to road maintenance. Repurposing the revenue requires approval by two-thirds majority of the BOS. The BOS is accountable to the public with the Plan of Expenditure which describes exactly what the tax can be spent on. There is highly visible accountability for how the revenue is spent. This revenue source is appealing to keep because of these reasons, and because revenues would be collected from both locals and visitors. Since visitors also contribute to this funding source, it is appropriate that at least some portion of the tax revenue be spent on regional roads. A portion of existing revenues could be redirected to neighborhood streets with some portion of the sales tax being put toward regional roads. Sales tax keeps up with inflation, unlike fuel taxes.

3. A new Roads GID holds a lot of potential for flexibility, accountability, and creativity

A new Roads GID allows for a lot of public input and City creativity. The GID can include limited or several basic powers related to roads (such as sidewalks, snow removal, street lighting) and it can be very flexible; it can establish a dedicated revenue source for neighborhood streets only if that is the primary objective, or it can fund all types of roads. Basic powers can also be added after the GID is created.

Figure 4
Current and Potential Road Funding Sources (Local and Regional Roads)

LOCAL ROADS				
Road and Road-Related Functions	Policy-Directed Existing Funding Sources		Additional Potential Funding Sources	
Pavement Maintenance <i>Actions to maintain or improve PCI ratings (crack seals, slurry seals, resurfacing, striping)</i>	1-cent GAS TAX STREETS MAINT. TAX	STREET CUT PERMITS 5.35-cent GAS TAX	377B SALES TAX CONTINUATION SPECIAL PURPOSES SALES TAX GID ASSESSMENTS	SID ASSESSMENTS
Road Reconstruction <i>(Failed road or part of a road redesign)</i>			377B SALES TAX CONTINUATION SPECIAL PURPOSES SALES TAX GID ASSESSMENTS	SID ASSESSMENTS
Access, Mobility, and Safety <i>Pedestrian crossings, bike lanes, transit lanes, ADA curb ramps</i>	1-cent GAS TAX STREETS MAINT. TAX	MISCELLANEOUS GRANTS 5.35-cent GAS TAX	377B SALES TAX CONTINUATION SPECIAL PURPOSES SALES TAX GID ASSESSMENTS	SID ASSESSMENTS
Sidewalk Management <i>Inspections, repairs</i>	1-cent GAS TAX STREETS MAINT. TAX	MISCELLANEOUS GRANTS 5.35-cent GAS TAX	377B SALES TAX CONTINUATION SPECIAL PURPOSES SALES TAX GID ASSESSMENTS	SID ASSESSMENTS
Traffic Operations <i>Signage, traffic lights, street lighting</i>	1-cent GAS TAX STREETS MAINT. TAX	MISCELLANEOUS 5.35-cent GAS TAX	377B SALES TAX CONTINUATION SPECIAL PURPOSES SALES TAX GID ASSESSMENTS	GID CHARGES (street lights) SID ASSESSMENTS NID ASSESSMENTS
Landscape and Public Spaces Maintenance <i>Landscape (includes medians) - benches, retaining walls, fountains for example</i>	1-cent GAS TAX STREETS MAINT. TAX	5.35-cent GAS TAX	377B SALES TAX CONTINUATION SPECIAL PURPOSES SALES TAX	GID ASSESSMENTS NID ASSESSMENTS
Right-of-Way <i>Sweeping, sanding, snow removal</i>	1-cent GAS TAX STREETS MAINT. TAX	5.35-cent GAS TAX	377B SALES TAX CONTINUATION SPECIAL PURPOSES SALES TAX	GID CHARGES
ARTERIAL AND COLLECTOR (REGIONAL) ROADS				
Road and Road-Related Functions	Policy-Directed Existing Funding Sources		Additional Potential Funding Sources	
Pavement Maintenance <i>Actions to maintain or improve PCI ratings (crack seals, slurry seals, resurfacing, striping)</i>	GRANTS FRANCHISE FEES STREETS MAINT. TAX	V&T SALES TAX 9-cent GAS TAX DIESEL TAX	V&T SALES TAX CONTINUATION SPECIAL PURPOSES SALES TAX GID ASSESSMENTS	SID ASSESSMENTS
Road Reconstruction <i>(Failed road or part of a road redesign)</i>	GRANTS V&T SALES TAX	9-cent GAS TAX DIESEL TAX	V&T SALES TAX CONTINUATION SPECIAL PURPOSES SALES TAX GID ASSESSMENTS	SID ASSESSMENTS
Access, Mobility, and Safety <i>Pedestrian crossings, bike lanes, transit lanes, ADA curb ramps</i>	GRANTS COMPLETE STREETS 9-cent GAS TAX	MISCELLANEOUS DIESEL TAX	V&T SALES TAX CONTINUATION SPECIAL PURPOSES SALES TAX GID ASSESSMENTS	SID ASSESSMENTS
Sidewalk Management <i>Inspections, repairs</i>	1-cent GAS TAX STREETS MAINT. TAX	MISCELLANEOUS GRANTS	V&T SALES TAX CONTINUATION SPECIAL PURPOSES SALES TAX GID ASSESSMENTS	SID ASSESSMENTS
Traffic Operations <i>Signage, traffic lights, street lighting</i>	1-cent GAS TAX STREETS MAINT. TAX 9-cent GAS TAX	MISCELLANEOUS GRANTS	V&T SALES TAX CONTINUATION SPECIAL PURPOSES SALES TAX GID ASSESSMENTS	GID CHARGES (street lights) SID ASSESSMENTS NID ASSESSMENTS
Landscape and Public Spaces Maintenance <i>Landscape (includes medians) - benches, retaining walls, fountains for example</i>	1-cent GAS TAX STREETS MAINT. TAX 9-cent GAS TAX	S. CARSON NID DOWNTOWN NID	V&T SALES TAX CONTINUATION SPECIAL PURPOSES SALES TAX	GID ASSESSMENTS NID ASSESSMENTS
Right-of-Way <i>Sweeping, sanding, snow removal</i>	1-cent GAS TAX STREETS MAINT. TAX		V&T SALES TAX CONTINUATION SPECIAL PURPOSES SALES TAX	GID CHARGES (snow mgmt.)

Notes:

MISCELLANEOUS may include funding such as the City's Redevelopment Authority, or other Regional Transportation Commission (RTC) safety money. GRANTS refers to one-time sources of funding from programs such as Community Development Block Grant (CDBG), Surface Transportation Block Grant (STBG), Transportation Alternatives Program (TAP), and Federal Transit Administration (FTA).

Money collected by the GID can be spent in any part of the City on any part of the City; or alternatively, sub-improvement areas can be created to keep dollars in certain parts of the City. Included areas need not be contiguous, allowing the City to tailor the GID as best fits the needs of its constituents. The City can determine the most equitable method of apportionment by soliciting customer input in the formation steps creating the GID.

Although a new GID would be a separate legal entity from the City, it could be governed by the same BOS or by the RTC, ensuring the vision and execution of activities of the GID are in line with the City's objectives. A GID can also create SIDs for major neighborhood street capital projects if the City wanted to keep all roads special assessments under the umbrella of one entity.

4. A new sales tax could help close the funding gap, but it decreases potential funding for other City infrastructure projects

The City needs to evaluate its financial needs for other City services when considering an up to 0.25% additional sales tax under NRS 377A because this funding source can be used for other infrastructure projects in addition to roads, and the total sales tax is capped by statute at 0.5% (the City already levies 0.25% for roads maintenance). In addition, the City would need to gauge public support for such a tax, and to what level, as it requires a general election vote in favor of the new tax.

The timing of a potential new sales tax can determine whether the initiative is successful or not, since it may be affected by the state of the national or statewide economy. As such, this funding tool may not be in an initial funding strategy; whether it is or not, it should be kept in the toolbox for roads and roads-related funding and it can be visited and revisited periodically. The current 0.25% sales tax for roads funding was approved by voters in 1986.

5. SIDs and NIDs are excellent for funding specific projects

A program of SIDs throughout the City (versus a GID) would be administratively very burdensome to set up (note however that annual administration can be contracted to a third party which could minimize City staff time). SIDs have to be formed for every street maintenance project each time improvements are needed (the funding cannot continue in perpetuity as it can with a GID). But for specific one-time projects, they can work very well.

SIDs and NIDs are formed by protest procedure (more than 50% required to stop formation of a SID, and more than 33.33% required to stop formation of a NID), unless the City is providing at least 50% of the total project cost. Since the goal is to create a new funding source, it is unlikely the City will have the more than matching amount, unless the match is a grant. Garnering support for one-time projects with demonstrated need can be less challenging than garnering support for multiple repetitive maintenance projects.

6. Some of the funding mechanisms are well-suited to fund transit

A new Special Purposes (Transportation) sales tax and a Local Improvements SID are excellent funding mechanisms for transit services and programs. The City could form a Transit SID that is assessed to all or only certain property owners (depending on the benefits received from the project, programs and services), and it can fund ongoing operations and maintenance (as well as programs and services) within the boundary of the SID.

7. Earliest timeline to collect each revenue differs

- The soonest the repurposed Infrastructure sales tax revenue currently collected for debt service of the V&T Railroad bonds could be repurposed to roads is January 2026.
- A new Special Purposes (Transportation) sales tax collected under NRS 377A could first be collected 120 days after an ordinance with its authorization has been adopted by the BOS. Since this new sales tax would have to be approved by the voters at a general election (November 2024), the City would most likely not be able to receive revenues from this source until April 2025.
- Formation of a GID would likely take six to nine months; if the process is started in early 2023, revenues could be received beginning January 2024.
- Formation of a SID would take four or five months. Several SIDs could be created at the same time to reap administrative efficiencies.

Next Steps

The next steps to fund road preservation and halt deterioration of the PCI are to:

- Discuss the findings of the technical report and potential revenue-raising ability of each mechanism with decision-makers (the BOS and RTC Boards) for input,
- Present the alternatives to the public for input,
- Determine the level of service the City aims to fund (expressed as an overall PCI for regional roads and an overall PCI for local roads), and
- Create a funding strategy with implementation steps and timeline.

Endnotes

- ⁱ Nevada Sustainable Transportation Funding Advisory Work Group background information for AWG Meeting #2, August 2021.
- ⁱⁱ Carson City Roadway Needs and Funding Report, 2021.
- ⁱⁱⁱ Applied Pavement Technology, Carson City Pavement Condition Analysis Report, August 2022.
- ^{iv} Department of Taxation, Division of Local Government Services, Annual Local Government Indebtedness as of June 30, 2021.
- ^v Understanding Nevada's Property Tax System, 2015-2016 Edition, Nevada Taxpayers Association publication.
- ^{vi} "Prospects for Transportation Utility Fees", Journal of Transport and Land Use, Vol. 5, No. 1 (spring 2012).
- ^{vii} In the event that special assessments and City General Fund monies are insufficient to pay for special assessment bonds debt service, ad valorem taxes shall be charged (NRS 271.495).

FUNDING OPTIONS				
	Local Improvements Special Districts (SID)s <i>NRS 271</i>	General Improvement District (GID) <i>NRS 318</i>	Special Purpose (Transportation) Sales Tax <i>NRS 377A</i>	Infrastructure Sales Tax <i>NRS 377B</i>
Description	NEW Improvement Districts formed for discrete project in defined geographies. Two types: (1) Infrastructure SID (2) Maintenance NID	NEW Roads GID responsible for streets and alleys; could include curbs, gutter, and sidewalks, street lighting and snow removal in authorized powers	NEW Up to an additional 0.25% sales tax applicable to all taxable transactions within the City specifically dedicated to roads funding	EXISTING Continued collection of 0.125% sales tax applicable to all taxable transactions within the City that is currently used for V&T bond repayment
Boundaries	Can be noncontiguous; Infrastructure SID no provision for annexation; Maintenance NID can be expanded	Can be Citywide or not, can be noncontiguous; procedure for annexation described in NRS	City Boundaries; annexation not applicable	City Boundaries; annexation not applicable
Flexibility of Service Provision	Rigid; districts are formed for specific expenditures; however, an SID can include other infrastructure improvements (e.g. water, sewer)	Flexible provided the service is included in the GID powers at formation; a GID can also form SIDs/NIDs as needed	Activities authorized by voters (can include roads and public transit systems)	Activities authorized by BOS
Legal Autonomy & Accountability	City Board of Supervisors	Separate Legal Entity - BOS is the ex officio Board of Trustees; local district managing board can be appointed by the BOS. Has eminent domain power. Annual filings with Dep't of Taxation	City Board of Supervisors. Requires voter approval	City Board of Supervisors
Formation Steps	Provisional Order Method initiated by BOS; if >50% of est. cost is borne by customers and a majority of customers object in writing, an SID cannot be formed; administratively burdensome	BOS resolution adopted by ordinance; can be stopped by voter protest. More administratively burdensome than the sales tax options initially	City resolution upon voter approval. Requires a public information campaign	Hold at least one public hearing and adopt by two-thirds majority of the BOS. Adopt a new plan for expenditure of tax proceeds once V&T railroad bonds are repaid. Low administrative effort
Method of Apportionment	Special assessment by any equitable basis. Federal properties are exempt. School district properties must consent; Carson City may only be levied up to 15% of total assessments	Parcel charges - no prescribed methodology. Special assessments paid by land and premises benefited by the improvements apportioned on an equitable basis. School district properties must consent	Sales tax up to 0.25% on all taxable transactions as included in the City's ordinance	Continuation of the 0.125% Infrastructure Tax originally levied for V&T Railroad bonds on all taxable transactions as included in the City's ordinance
Revenue Sources & Collection	Special assessments placed on the property tax roll. Annual administration costs for each SID (could outsource annual billings); annual report and public hearing required for NIDs	Special assessments and parcel charges. Customers could be billed with City utility bills or with property taxes	Can be included in agreement between Carson and the State for revenue collection and distribution. State takes 1.75% of the revenue.	Can be included in agreement between Carson and the State for revenue collection and distribution. State takes 1.75% of the revenue.
Authority to Issue Debt Securities	Yes - special assessment bonds are not a debt of the municipality, but of the district; can issue for SIDs and NIDs	Yes - can issue revenue bonds and special assessment bonds (special obligations, not debts)	Yes (general or special obligations of the City)	Yes (general or special obligations of the City)
Dissolution / Removal	SID is in place until project cost paid; a NID can be dissolved upon petition of property owners holding >50% of assessed value	Resolution of the BOS, by majority of the BOS	Per voter-approved term; can be in perpetuity	Can be removed by BOS action; must be repealed if no longer needed for uses in the Plan of Expenditure



Carson City Pavement Condition Analysis Final Report (August 2022)

Prepared For:

Carson City Public Works
3505 Butti Way
Carson City, Nevada 89701
775-887-2000
<http://www.carson.org>



Prepared By:

Applied Pavement Technology, Inc.
1755 E Plumb Lane, Suite 264
Reno, NV 89502
775-345-1999
www.appliedpavement.com



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INTRODUCTION AND PURPOSE

Carson City Public Works (CCPW) contracted with Applied Pavement Technology, Inc. (APTech) to analyze Carson City's (City) roadway pavement assets and forecast budget needs for the next 28 years, to 2050.

This report provides a detailed description of the current condition of pavement assets, examples of different pavement conditions, a review of pavement performance in Carson City, and budget scenarios to assist Carson City's elected officials in balancing City priorities.

Carson City is the capital of the State of Nevada. It was founded in 1864, covers about 157 square miles, and has a population of about 58,640 (April 1, 2020 census). CCPW is responsible for maintaining approximately 284 centerline miles of pavement. This equates to 52,265,798 square feet or 1.87 square miles of pavement.

ROADWAY PAVEMENT INVENTORY

CCPW maintains a database of all City roadways. The database, updated annually, was used to review pavement performance and to complete budget scenario analyses. Below is a detailed summary of roadway pavement assets that CCPW maintains, preserves, and rehabilitates.

Tables 1 and 2 provide information on pavement surface area, roadway functional classification, and Pavement Performance District (see figure 1). CCPW's network is predominantly comprised of local roads.

Table 1. Pavement area by roadway functional classification.

Functional Classification	City Classification	Area (ft ²)	Percentage of Network Area
Arterials	Regional	7,752,697	15%
Collectors		9,892,797	19%
Local	Local	34,620,304	66%
Total		52,265,798	100%

Table 2. Pavement area by Performance District.

Performance District	Functional Classification	City Classification	Area (ft ²)	Percentage of District Area
1	Arterials	Regional	2,039,278	20%
	Collectors		1,337,722	13%
	Local	Local	6,780,603	67%
Performance District 1 Total			10,157,603	100%
2	Arterials	Regional	2,442,486	24%
	Collectors		1,186,034	11%
	Local	Local	6,722,014	65%
Performance District 2 Total			10,350,534	100%
3	Arterials	Regional	988,173	9%
	Collectors		2,286,552	22%
	Local	Local	7,339,450	69%
Performance District 3 Total			10,614,176	100%
4	Arterials	Regional	1,356,593	12%
	Collectors		2,439,696	22%
	Local	Local	7,083,733	65%
Performance District 4 Total			10,880,023	100%
5	Arterials	Regional	926,167	9%
	Collectors		2,642,792	26%
	Local	Local	6,694,504	65%
Performance District 5 Total			10,263,463	100%

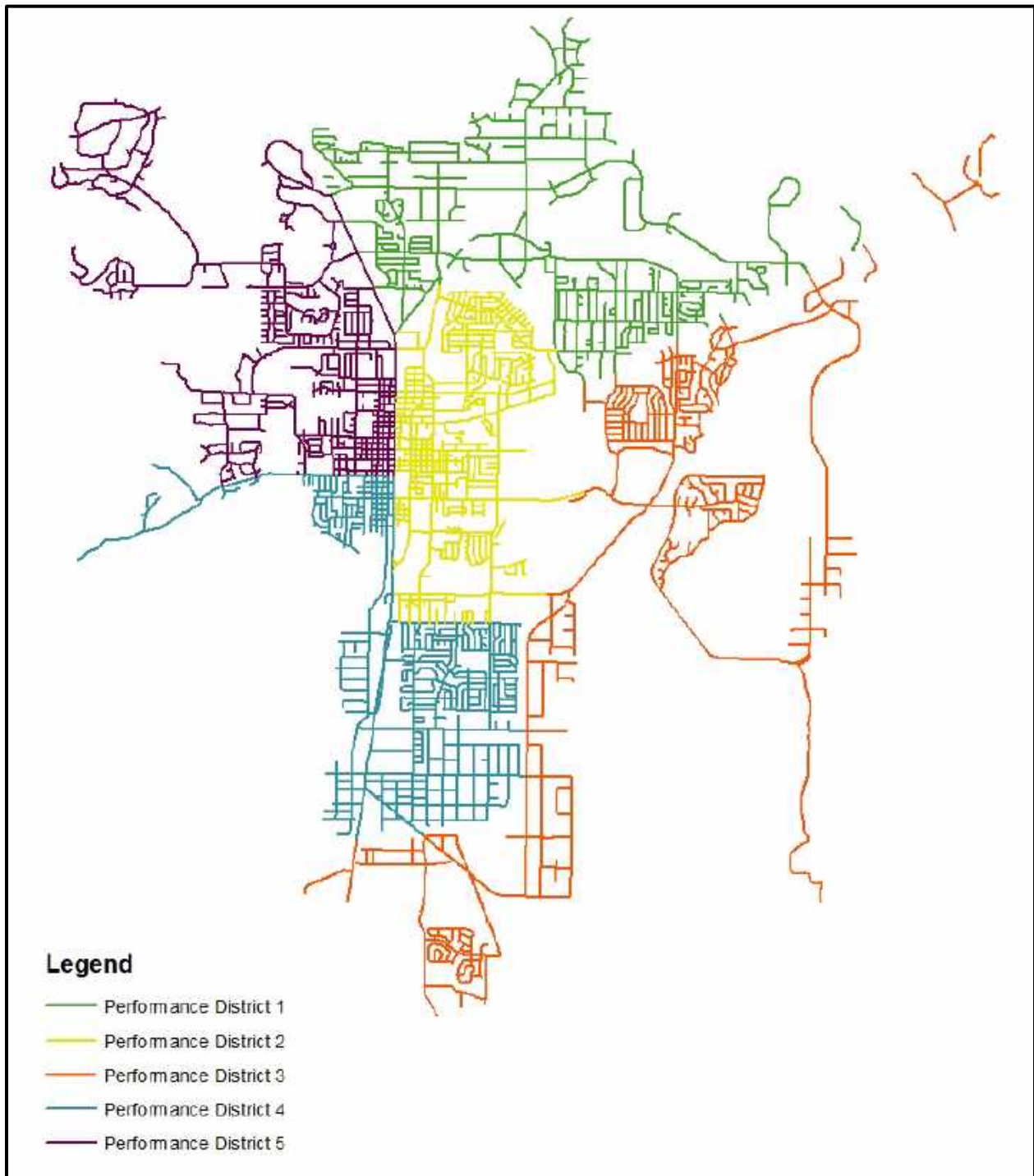


Figure 1. Carson City maintained roads by Performance District.

PAVEMENT CONDITION

Pavement Condition Index

CCPW has performed three network-wide pavement surveys in the last decade: in 2014, 2017, and 2021. The pavement surveys were carried out using automated data collection vans which drove the network and collected pavement distress data.

Distress data collected during those surveys was used to calculate a Pavement Condition Index (PCI) value for each of the 3,073 road sections in the pavement network. The PCI is a value ranging from 0 to 100, where 0 describes a severely distressed pavement and 100 describes a pavement in excellent condition. In the calculation of PCI, each distress type and severity has an associated deduct value. Structural distresses, like rutting and fatigue cracking, have much higher deduct values than others. Thus, small amounts of these distresses will lower a PCI value much faster than large amounts of other functional distresses (e.g., raveling and weathering). Table 3 provides an overview of the industry standard condition categories used by CCPW, along with typical distresses present in each category.

Table 3. PCI ranges and condition categories.

PCI Range		Condition Category	Typical Distresses Present
100	86	Good	Very little distress. Minor cracking.
85	71	Satisfactory	Mostly low-severity distress, with the possibility of some moderate-severity. Little to no fatigue cracking. Minor rutting.
70	56	Fair	Starting to see more moderate-severity distress, including some fatigue cracking. Patching and rutting are typically present.
55	41	Poor	Moderate- and high-severity cracking, including notable low- and/or moderate-severity fatigue cracking, patching, and rutting.
40	26	Very Poor	Significant amounts of cracking, including notable moderate- and high-severity fatigue cracking, raveling, and patching. Cracking is moderate- to high-severity. Rutting may approach 0.5 inches.
25	11	Serious	Significant amounts of cracking, including considerable amounts of moderate- and high-severity fatigue cracking, raveling, and patching. Majority of cracking is moderate- to high-severity. Rutting may approach 1 inch.
10	0	Failed	Significant amounts of cracking, including moderate- and high-severity fatigue cracking, raveling, patching. Cracking is generally high-severity. Possible high-severity rutting.

Figures 2 through 8 show representative images for each PCI condition category described in Table 3. There are multiple combinations of distress types, severities, and extent that may lead to the same PCI.

Figure 2, a photograph taken on Race Track Road, has no distresses visible (17% of the roads in Carson City are rated as Good).



Figure 2. Pavement in Good condition category (PCI 100-86).

Figure 3, a photograph taken on Silver Oak Drive, shows low- and moderate-severity longitudinal and transverse cracking (24% of the roads in Carson City are rated as Satisfactory).



Figure 3. Pavement in Satisfactory condition category (PCI 85-71).

Figure 4, a photograph taken on Deer Run Road, shows a combination of moderate-severity transverse cracking and low-severity alligator cracking (22% of the roads in Carson City are rated as Fair).

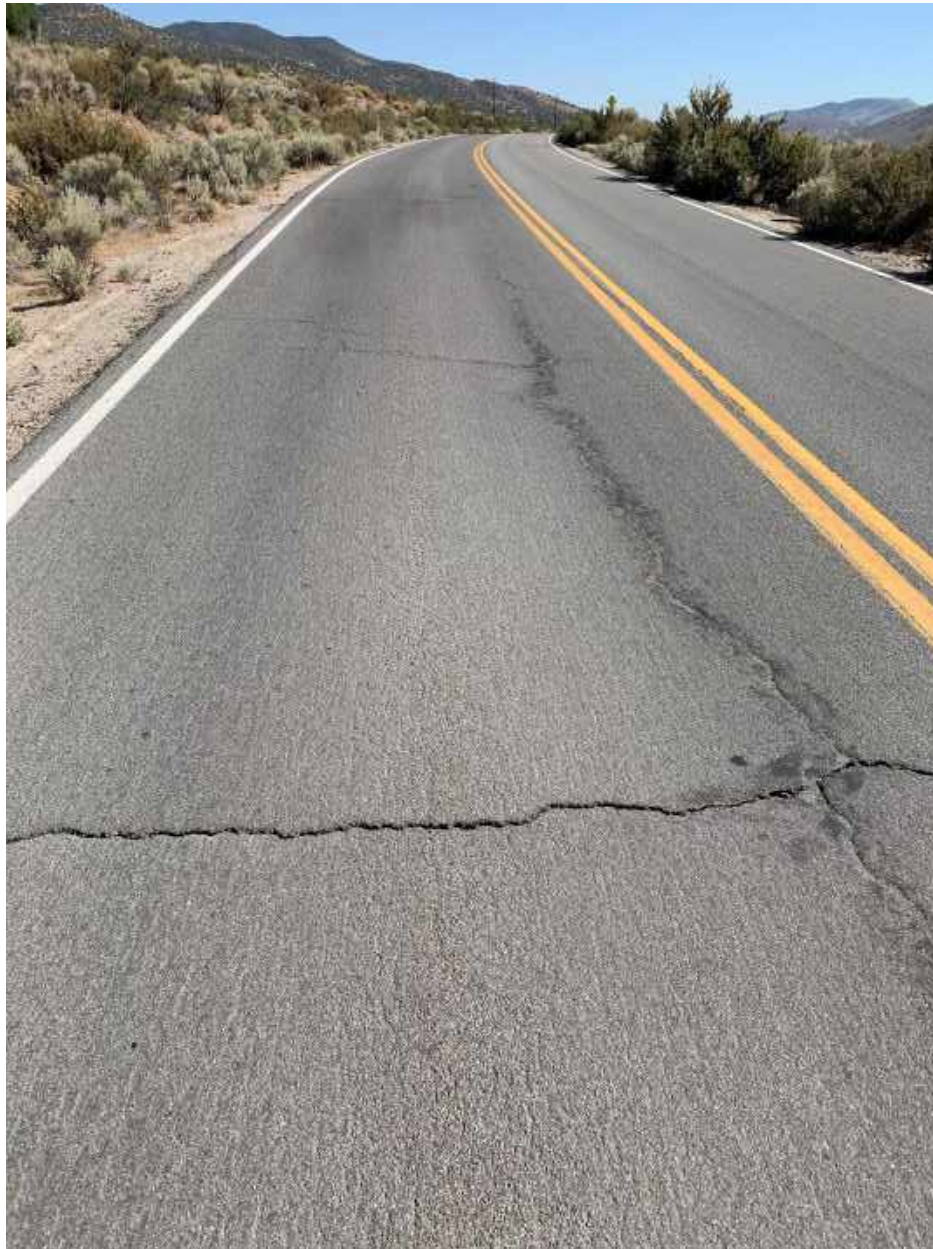


Figure 4. Pavement in Fair condition category (PCI 70-56).

Figure 5, a photograph taken on Fifth Street, shows a combination of low and moderate-severity longitudinal cracking and moderate-severity alligator cracking (17% of the roads in Carson City are rated as Poor).



Figure 5. Pavement in Poor condition category (PCI 55-41).

Figure 6, a photograph taken on North Lompa Lane, shows a combination of low and moderate-severity longitudinal and transverse cracking, low-severity patching, and a considerable amount of moderate-severity alligator cracking with low severity rutting (14% of the roads in Carson City are rated as Very Poor).



Figure 6. Pavement in Very Poor condition category (PCI 40-26).

Figure 7, a photograph taken on Deer Run Road, shows a combination of low and moderate-severity longitudinal and transverse cracking along with considerable amounts of moderate-severity alligator cracking with moderate-severity rutting (6% of the roads in Carson City are rated as Serious).



Figure 7. Pavement in Serious condition category (PCI 25-11).

Figure 8, a photograph taken on Brick Road, shows a combination of moderate- and high-severity alligator cracking and potholes (less than 1% of the roads in Carson City are rated as Failed).



Figure 8. Pavement in Failed condition category (PCI 10-0).

Current Network Conditions

Based on the PCI values for all the roadways, the current overall area-weighted average PCI for the City network is 62. This places the overall condition of the network near the middle of the Fair condition category (PCI 70-56). Tables 4 and 5 provide breakdowns of the average PCI values by facility type and Performance District, respectively. Note that these are average values, and that there is a distribution of condition values from very high to very low throughout the network.

Table 4. Average PCI by facility type.

City Classification	Area (ft ²)	Percentage of Network Area	Area Weighted PCI*
Regional	17,645,494	34%	74
Local	34,620,304	66%	56
All Roads	52,265,798	100%	62

*Refer to Table 3 on page 5 for condition category color legend.

Table 5. Average PCI by Performance District.

Performance District	City Classification	Area (ft ²)	Percentage of District Area	Area Weighted PCI*
1	Regional	3,377,000	33%	69
	Local	6,780,603	67%	57
	All Roads	10,157,603	100%	61
2	Regional	3,628,520	35%	80
	Local	6,722,014	65%	53
	All Roads	10,350,534	100%	63
3	Regional	3,274,725	31%	77
	Local	7,339,450	69%	58
	All Roads	10,614,176	100%	64
4	Regional	3,796,289	35%	79
	Local	7,083,733	65%	51
	All Roads	10,880,023	100%	61
5	Regional	3,568,959	35%	65
	Local	6,694,504	65%	60
	All Roads	10,263,463	100%	62

*Refer to Table 3 on page 5 for condition category color legend.

Figure 9 displays the distribution of pavement area by condition category. Approximately 41 percent of the roadway network area is in Good to Satisfactory condition with PCI values greater than 70. Roadways in Good or Satisfactory condition are typically excellent candidates for pavement preservation treatments and strategically timed pavement preservation treatments may extend the life of these roadways in a cost-effective manner, delaying the need for more costly treatments.

Approximately 39 percent of the roadways in the City are in Fair or Poor condition with a PCI between 40 and 70. Based on standard City practice, roadways in this condition category will likely require some form of rehabilitation work or pavement preservation work to restore or prolong performance. The remaining 20 percent of the City's roadways are in Very Poor, Serious, or Failed condition. Roadways in these conditions are generally candidates for more costly reconstruction or major rehabilitation.

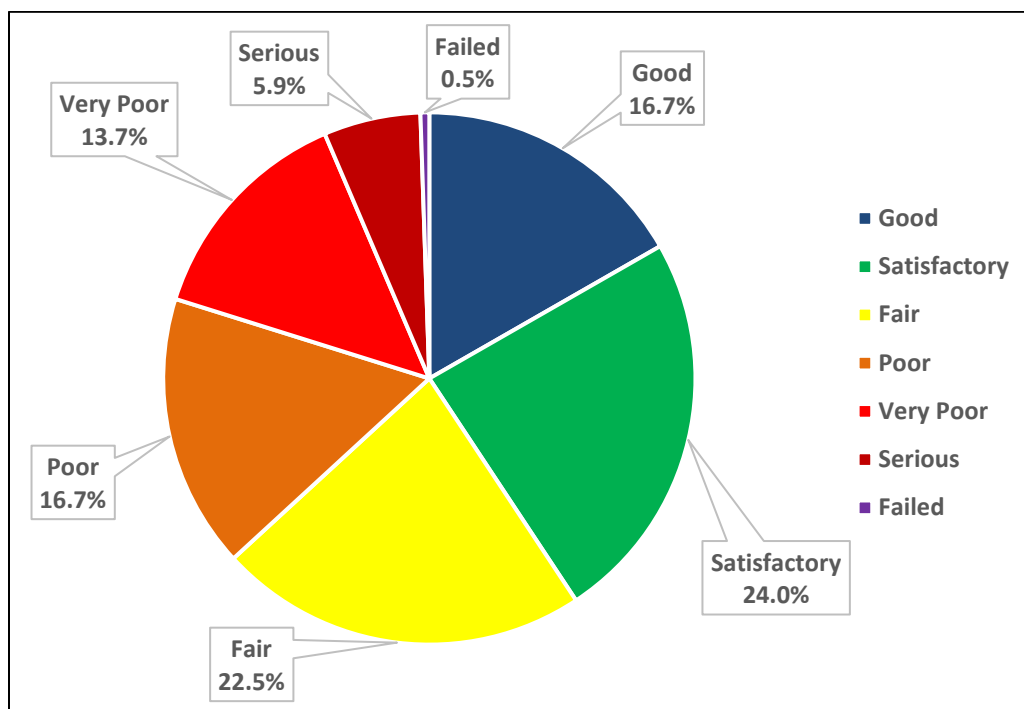


Figure 9. Distribution of network pavement area by condition category.

Figures 10 and 11 display the distribution of pavement area in the different condition categories by the functional classification of the roadway. Approximately 65 percent of the regional roads are in Good or Satisfactory condition, while only 28 percent of the local roads are in Good or Satisfactory condition.

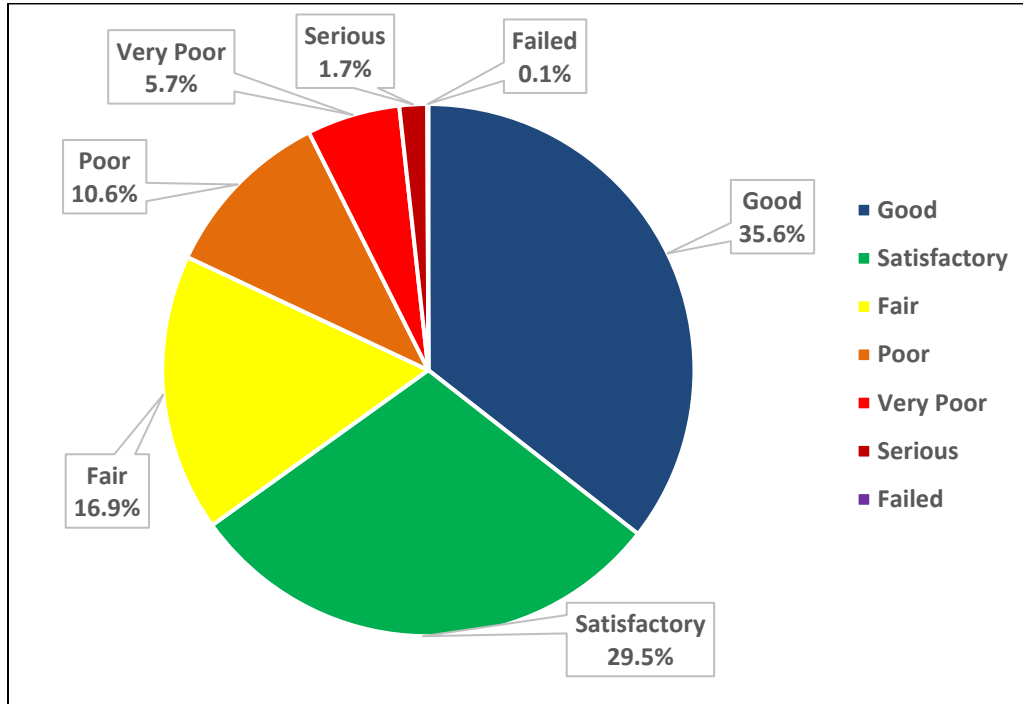


Figure 10. Regional roadways distribution of pavement area by condition category.

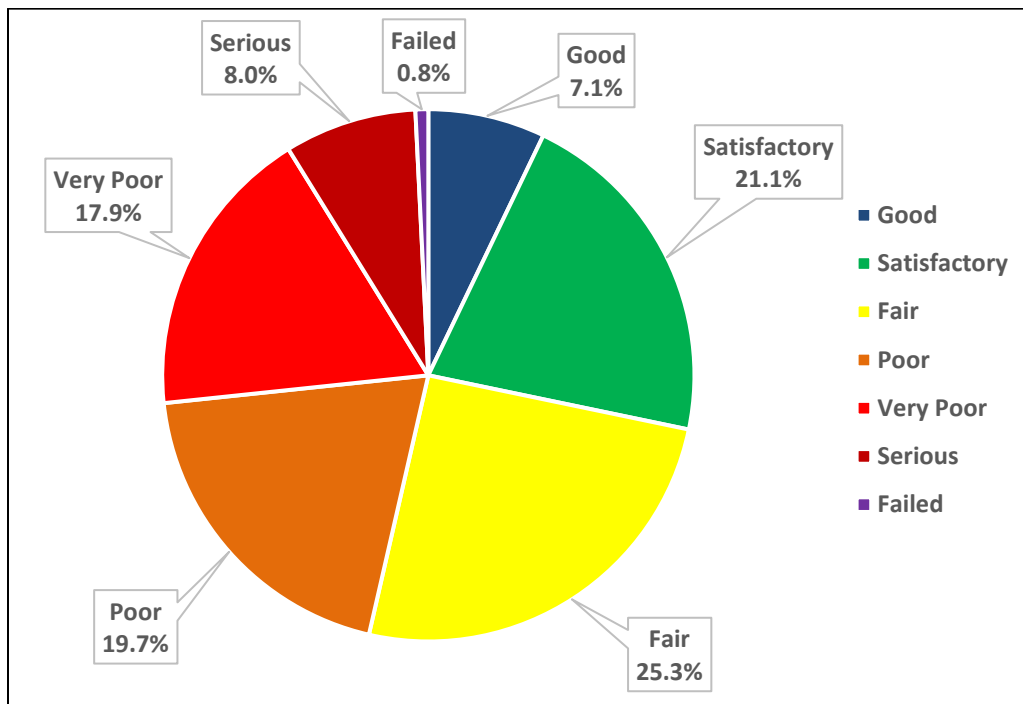


Figure 11. Local roadways distribution of pavement area by condition category.

PAVEMENT MANAGEMENT SYSTEM CONFIGURATION

Treatment Strategy

The Carson City [Pavement Management Plan](#) outlines the City's approach to maintaining, preserving, and rehabilitating the City's roadways. The plan identifies project evaluation criteria to consistently and transparently prioritize projects. The leading criteria include:

- Pavement Condition
- Preventive and Corrective Maintenance Schedule
- Roadway Functional Classification
- Traffic Volume
- Safety (high speed facilities)

The City's pavement maintenance schedule is guided by its pavement management software, which tracks pavement condition and work history, and can be used to model performance to help predict financial needs to proactively budget for roadway treatments (pavement repair, maintenance, and rehabilitation). The software assists in assigning and scheduling specific treatment strategies by condition category and calculates funding needs based on assigned unit costs. This allows the user to select the right treatment for the right pavement section at the right time.

Pavement maintenance includes routine maintenance actions that are applied to address a specific distress, such as crack sealing linear cracks, or patching a pothole. In general, pavement maintenance is divided into two approaches depending on the overall condition of the pavement: preventive and stopgap. Characteristics of each maintenance approach are provided below, along with the following definitions:

- Preventive maintenance: treatments applied to a pavement generally in good condition with the primary objective of slowing the rate of pavement deterioration.
- Stopgap maintenance: maintenance activities performed to keep a deteriorated pavement operational and safe.

The goal of preventive maintenance is to preserve the pavement system by slowing the rate of deterioration through the use of proactive treatments or by improving the surface condition. Since preventive maintenance treatments are usually very low in cost, their use is generally a cost-effective strategy for preserving network conditions. Preventive maintenance policies are established to define the type of maintenance action needed to correct each distress type observed during the pavement evaluation.

Surface treatments and thin overlays are common preventive treatments. These do not increase the pavement's structural capacity, but protect the existing structure from the elements that cause rapid aging, such as moisture intrusion and pavement oxidation that lead to structural deterioration. Additionally, surface treatments can be used to fill small surface distortions and improve skid resistance.

Stopgap maintenance is recommended when rehabilitation or reconstruction activities are warranted but funding is insufficient to perform the needed level of work. The goal of stopgap maintenance is to keep the pavement operational through the repair of distress type and severity level combinations that could create hazardous situations like the potential for tire damage, hydroplaning, or other safety concerns. Many of the treatments used in a preventive application are also used in stopgap applications. However, stopgap maintenance treatments are considered temporary and generally do not provide very many years of service.

A threshold PCI value (i.e., critical PCI) is used to distinguish between preventive and stopgap maintenance. CCPW defined this value to be 65 for regional roadways and 40 for their local roadways in their network ([Pavement Management Plan](#)). The Critical PCI identifies when major rehabilitation work should be considered. Preventive maintenance actions are only recommended for roadways above the critical PCI level. Below the critical PCI, stopgap maintenance could be applied but if funding is available the pavement is being considered for major maintenance and rehabilitation (M&R) in the near future. Major M&R is typically defined as an activity such as an overlay or reconstruction that would return the pavement to basically “new” condition and would result in a PCI of 100 (no distress) if implemented.

According to the National Center for Pavement Preservation (NCPPI), it costs six to fourteen times less to use pavement preservation treatments to extend the life of pavement segments rather than waiting until the pavement reaches poor condition and repairing or replacing it. Preservation treatments have shorter expected lifespans, which causes concern among the public about more frequent applications and associated interruptions. However, research clearly shows that life-cycle costs for roadway maintenance are reduced by using pavement preservation approaches, keeping good roads in good condition while repairing those that have fallen below acceptable levels of condition for preservation. Figure 12 shows the benefit of using a pavement preservation approach.

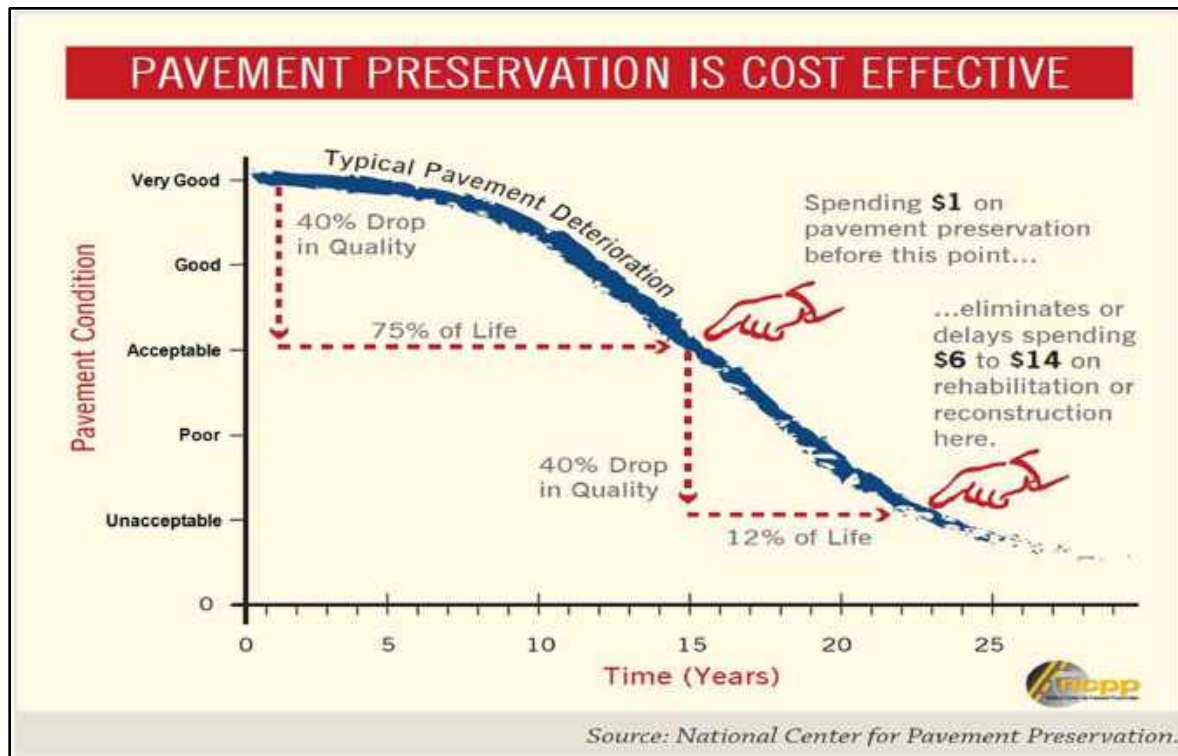


Figure 12. Pavement preservation cost vs. pavement rehabilitation cost.

Table 6 provides the list of treatment types (activity) currently considered in Carson City’s pavement management software.

Table 6. CCPW Existing treatment types.

Activity	PAVER Budget Category	Cost ¹	Unit
Crack Sealing	Localized Preventive	\$0.75	ft
Patching		\$8.00	sq. ft
Pothole Filling		\$6.00	sq. ft
Slurry Seal ²	Surface Treatments	\$0.32	sq. ft
Cape Seal ³		\$0.32	sq. ft
Cold Mill and Overlay - 2 Inches ⁴	Major M&R	\$3.00	sq. ft
Complete Reconstruction - AC		\$4.00	sq. ft

¹ Costs do not include non-pavement incidentals (e.g., pavement marking, ADA compliance, engineering)

² Time to reach pre-treatment condition is 3 years and application interval is 5 years.

³ Time to reach pre-treatment condition is 4 years and application interval is 6 years.

⁴ Applies only to Regional Roads.

The pavement management software estimates preventive, stopgap, and major M&R costs based on the pavement condition of each roadway. Localized preventive treatment unit costs shown above were used to estimate maintenance costs for the entire pavement surface area, the results are summarized in Table 7. It is noteworthy to mention that the pavement management software interpolates unit costs between the PCI values shown. For example, a pavement section with a PCI of 75 will have an associated cost of \$0.025 per square foot for preventive maintenance ($0.01 + (75 - 80) \times \frac{(0.01-0.04)}{(80-70)} = 0.025$).

Note that surface treatments are not recommended based on a cost by condition. These are calculated based on the unit costs shown in Table 6 and sections will only be targeted if they fall within the selected PCI range of 90 to 65 for regional roadways and 90 to 40 for local roadways, and a minimum of two years after a major M&R has been applied.

Table 7. Cost (per ft²) by PCI range for preventive, stopgap, and major.

PCI	Preventive	Stopgap	PCI	Major M&R	
				Regional Roads	Local Roads
0	\$1.67	\$0.83	0	\$4.00	\$4.00
10	\$1.67	\$0.83	10	\$4.00	\$4.00
20	\$1.33	\$0.67	20	\$4.00	\$4.00
30	\$0.80	\$0.40	30	\$4.00	\$4.00
40	\$0.33	\$0.17	39.99	\$4.00	\$4.00
50	\$0.17	\$0.08	40	\$3.00	\$0.00
65	\$0.05	\$0.05	49.99	\$3.00	\$0.00
70	\$0.04	\$0.04	50	\$3.00	\$0.00
80	\$0.01	\$0.01	64.99	\$3.00	\$0.00
90	\$0.00	\$0.00	65	\$0.00	\$0.00
100	\$0.00	\$0.00	100	\$0.00	\$0.00

Performance Models

Performance models are used by the pavement management software to predict future condition. Based on the data obtained during the latest pavement survey completed, the models were reviewed and updated to improve their accuracy.

Currently there are two performance models within the CCPW software, one for polymer-modified, asphalt-surfaced roads and another for non-modified, asphalt-surfaced roads. Figure 13 provides a graphic showing the models .

Over time, as additional data becomes available (i.e., original construction records, new rounds of pavement inspections) performance models may be refined, and additional performance curves may be needed to better represent roadway performance. For example, the City may consider adding a separate model for regional and local roads due to prioritization of treatments. In addition, at some point consideration may be given to separate models for roads that have received different pavement preservation treatments. Periodic review of configuration items keeps a pavement management system aligned with current conditions and agency operations.

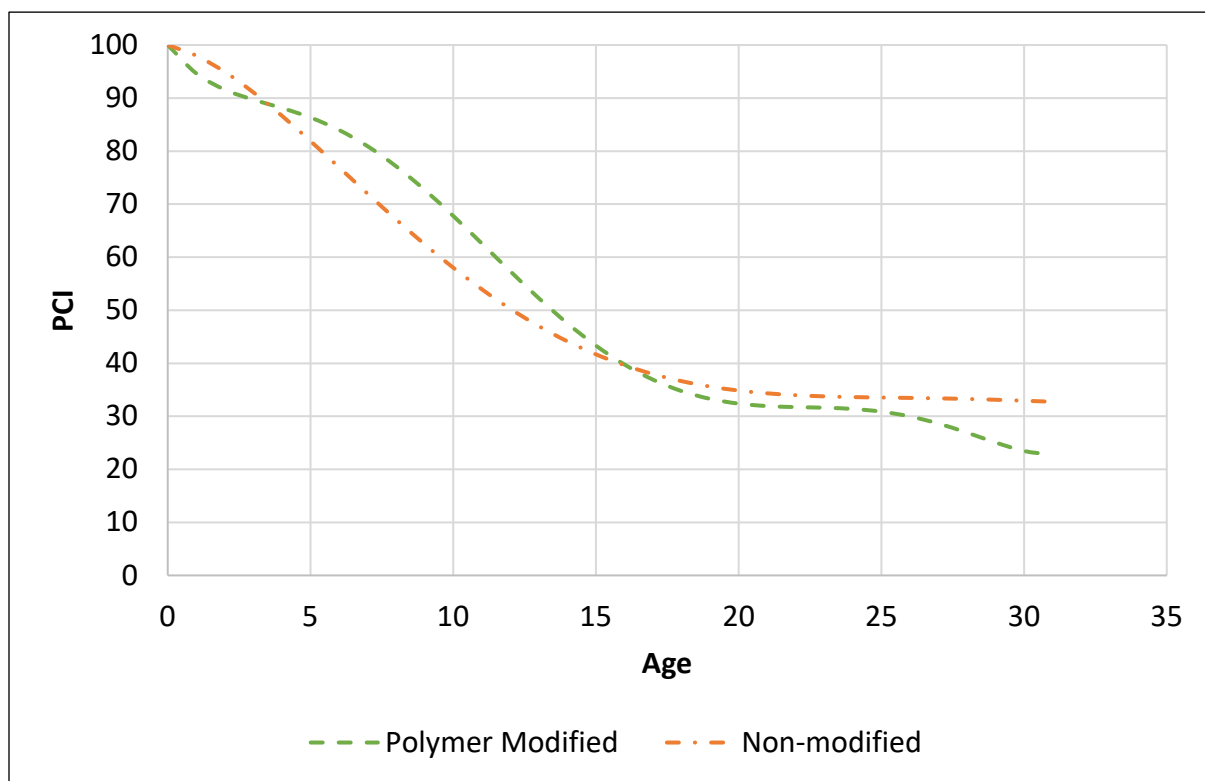


Figure 13. CCPW performance models.

BUDGET SCENARIO ANALYSES

Based on pavement conditions, treatment costs, performance models, and CCPW treatment strategies, the City's pavement management software was used to perform various budget and condition forecasting scenarios. The software uses pavement condition inspection data, pavement performance models, and treatment strategies to predict future network conditions or future budget requirements. The following discussion provides an overview of the analyses performed and results.

An analysis period up to 2050 (28 years) was selected by CCPW. Pavement management software analyses are typically carried out for shorter time periods (i.e., 5 or 10 years) because of the variability of inputs over time. Variables include accuracy of the pavement performance models (refined over time as more data becomes available); the introduction of additional performance models due to new materials, treatments, and technologies; significant changes in treatment unit costs; unforeseen environmental factors such as earthquake or flooding events; and reliability of funding. Pavement management software is capable of long-term analysis periods, but caution should be applied to long-term projections. To improve accuracy, scenario assumptions should be refined over time.

Five budget scenarios were analyzed as part of this project; two were based on constrained budgets, and three were based on target PCI conditions. Details of each scenario are summarized below:

Constrained Funding Scenarios

- **Current Revenue Levels:** CCPW estimated that it spends an average of approximately \$1.4 million per year on preventive maintenance activities and \$2 million on surface treatments and rehabilitation activities received from local sources (with a 0.68% increase per year over the analysis period). Additionally, there is a total of \$18.7 million from a combination of the City's 1/8 cent infrastructure sales and a one-time federal transportation grant which was distributed over the first 5 years of the analysis period toward the rehabilitation of North Carson Street and William Street. This has been incorporated into the forecast to offset costs associated with the two mentioned corridors. Additionally, Carson City reasonably expects to receive \$2.7 million in Transportation Formula Funding, this funding was distributed over the next 5-years for M&R on collector and arterial roads. This scenario predicts the future condition of the pavement network if current funding levels are maintained.
- **Current Revenue Levels increased by 100 percent:** CCPW wanted to analyze the impact to their network if local revenue were increased to an average of approximately \$2.8 million per year on preventive maintenance activities and \$4 million on surface treatments and rehabilitation activities (with a 0.68% increase per year over the analysis period). The additional \$18.7 million for rehabilitation activities on North Carson Street and William Street and other \$2.7 million from Federal Funding that is to be evenly distributed over the first 5 years of the analysis period was maintained since both revenue streams will conclude by 2027.

Target Pavement Condition Scenarios

The additional \$18.7 million for rehabilitation activities on North Carson Street and William Street that is to be evenly distributed over the first 5 years of the analysis period was maintained for these scenarios. Additionally, the \$2.7 million in Federal Funding distributed over the first 5 years for M&R on collector and arterial roads was also maintained.

- **Maintain Current Condition:** This scenario predicts the annual budget requirements to maintain the current area-weighted average network PCI of approximately 62 (Fair) over the 28-year analysis period.
- **Reach Target Conditions:** This scenario predicts the annual budget requirement to reach a specified area-weighted average PCI; the following two scenarios were analyzed:
 - Approved [Pavement Management Plan](#) scenario where regional and local roadways would reach an area-weighted average PCI of at least 75 and 70, respectively, in the initial 8 years and then maintain the target conditions over the remainder of the 28-year analysis period.
 - Modified Pavement Management Plan scenario, which is more in line with the City's current practice of roadway prioritization that focuses on roadways with higher volumes and connectivity, and addresses local roadways as funding becomes available. Regional and local roadways would reach an area-weighted average PCI of at least 70 and 50, respectively, by 2030 and then maintain target conditions over the remainder of the 28-year analysis period.

It is noteworthy to mention that when conditions are targeted, it is expected for the software to return a value that is not exactly the target. Due to the many variables that are involved in forecasting (e.g., network condition, analyses period, number of sections, budget, treatment strategy), it may not be possible for a scenario to reach the target. Therefore, multiple iterations were carried out to approximate the target values for the three target condition scenarios above, and in those cases where the software was unable to meet the target condition, if the values were greater or slightly below the targeted PCI the scenario was considered acceptable.

Assumptions

During conversations with CCPW, it was decided to account for roadway project incidentals that are typically encountered during surface treatments and rehabilitation projects. Assumed incidentals as a percentage of the total project costs are shown in table 8. The budgets for these categories were reduced accordingly for all scenarios because unit costs in the software only account for pavement-related construction. Additionally, an overall inflation rate of 2.46% was used. This value was calculated based on an average of the information from the Congressional Budget Office for 2022 (6.1%) and 2023 (3.1%), and a 2.3% assumption for the remaining years of the analysis period.

Table 8. CCPW Incidental Costs.

Category	Major M&R	Surface Treatment
ADA	20%	5%
Design/Project Management	12.5%	6.5%
Construction Management	8.5%	11.5%
Contingency	10%	10%
Striping	5%	15%
Total	56%	48%

Because the budgets for rehabilitation and surface treatments were combined, it was necessary to define a starting point that allows for a funding allocation balance between surface treatments and rehabilitation. This assumed roadways that are in good condition can be maintained in that condition while roadways that have reached the end of their service life (below the critical PCI) can be planned for rehabilitation. The initial funding allocation split between surface treatments and rehabilitation was assumed to be 30 percent for surface treatments and 70 percent for rehabilitation. Due to the length of the analysis period, there were multiple years where there was a considerable funding surplus from the 30 percent budget allocation for surface treatments. This surplus was moved to the rehabilitation treatment budget to incorporate additional rehabilitation work. Additionally, when there was surplus from localized preventive maintenance, it was used for rehabilitation and surface treatments.

While there are unit costs set up in the pavement management software for stopgap maintenance, Carson City has staff and budget dedicated to carry out routine stopgap maintenance activities throughout the network. Therefore, this maintenance category is excluded from all analyses to eliminate additional fund allocation to stopgap activities.

Tables 9 through 13 show the annual report card used by CCPW that summarizes the average area-weighted PCI for all facility types over the first 8 years of the analysis period for every budget scenario. These tables show the percentage change between the first and eighth year of the analysis period. Tables 14 through 18 show the same report card for every three years of the 28-year analysis period along with the percentage change between the first and twenty-eighth year of the analysis period.

Table 9: 8-year report card for current revenue levels.

Pavement Condition Index (PCI) - Annual Report Card											
Facility Type		Estimated PCI									Percent Change 2022 to 2030
		2022	2023	2024	2025	2026	2027	2028	2029	2030	
City-wide	Regional Roads	74	70	69	69	68	67	66	65	63	-14%
	Local Roads	56	51	48	45	43	41	39	38	36	-35%
	All Roads	62	57	55	53	52	50	48	47	46	-27%
Performance District 1	Regional Roads	69	65	65	64	65	65	66	67	65	-6%
	Local Roads	57	51	48	46	43	41	39	37	36	-37%
	All Roads	61	56	54	52	50	49	48	47	46	-25%
Performance District 2	Regional Roads	80	78	78	77	78	76	76	74	73	-8%
	Local Roads	53	48	45	43	41	39	37	36	35	-34%
	All Roads	63	58	57	55	54	52	51	49	48	-23%
Performance District 3	Regional Roads	77	74	73	70	70	68	66	64	63	-18%
	Local Roads	58	54	52	49	47	45	43	41	39	-32%
	All Roads	64	60	58	56	54	52	50	48	46	-27%
Performance District 4	Regional Roads	79	74	72	71	70	67	65	63	62	-21%
	Local Roads	51	46	44	42	40	38	37	36	35	-32%
	All Roads	61	56	54	52	50	48	47	45	44	-27%
Performance District 5	Regional Roads	65	59	57	60	58	60	58	56	53	-18%
	Local Roads	60	54	51	48	45	43	41	39	38	-37%
	All Roads	62	56	53	52	50	49	47	45	43	-31%

Table 10: 8-year report card for current revenue levels increased by 100 percent.

Pavement Condition Index (PCI) - Annual Report Card											
Facility Type		Estimated PCI									Percent Change 2022 to 2030
		2022	2023	2024	2025	2026	2027	2028	2029	2030	
City-wide	Regional Roads	74	72	73	73	73	73	73	73	74	0%
	Local Roads	56	51	48	46	43	41	40	38	37	-35%
	All Roads	62	58	56	55	53	52	51	50	49	-21%
Performance District 1	Regional Roads	69	69	76	74	74	71	73	76	75	8%
	Local Roads	57	51	48	46	43	41	39	37	36	-36%
	All Roads	61	57	57	55	53	51	50	50	49	-20%
Performance District 2	Regional Roads	80	79	78	79	82	80	81	80	81	2%
	Local Roads	53	48	45	43	41	39	38	36	35	-34%
	All Roads	63	59	57	56	55	54	53	52	51	-19%
Performance District 3	Regional Roads	77	76	76	75	74	72	75	75	74	-5%
	Local Roads	58	54	52	49	47	45	43	41	39	-32%
	All Roads	64	61	59	57	55	54	53	52	50	-22%
Performance District 4	Regional Roads	79	75	74	74	73	73	72	73	73	-8%
	Local Roads	51	46	44	42	40	38	37	36	35	-32%
	All Roads	61	56	55	53	51	51	49	49	48	-21%
Performance District 5	Regional Roads	65	62	59	63	60	65	65	64	66	2%
	Local Roads	60	54	51	48	45	43	41	39	38	-37%
	All Roads	62	57	54	53	51	51	49	48	48	-23%

Table 11: 8-year report card for maintaining current conditions.

Pavement Condition Index (PCI) - Annual Report Card											
Facility Type		Estimated PCI									Percent Change 2022 to 2030
		2022	2023	2024	2025	2026	2027	2028	2029	2030	
City-wide	Regional Roads	74	75	78	83	86	87	88	86	83	12%
	Local Roads	56	57	57	56	56	56	55	59	60	6%
	All Roads	62	63	64	65	66	66	66	68	68	9%
Performance District 1	Regional Roads	69	77	82	83	87	86	85	86	82	19%
	Local Roads	57	61	60	58	57	56	56	61	61	7%
	All Roads	61	66	67	67	67	66	66	70	68	12%
Performance District 2	Regional Roads	80	81	82	86	88	87	86	84	83	4%
	Local Roads	53	53	53	52	52	53	53	56	56	6%
	All Roads	63	63	63	64	65	65	65	65	66	4%
Performance District 3	Regional Roads	77	79	81	82	85	86	90	86	82	7%
	Local Roads	58	60	61	60	58	57	56	58	62	6%
	All Roads	64	66	67	67	67	66	66	67	68	6%
Performance District 4	Regional Roads	79	77	80	86	89	88	88	85	84	6%
	Local Roads	51	51	50	51	52	54	54	56	56	10%
	All Roads	61	60	61	63	65	66	65	66	66	8%
Performance District 5	Regional Roads	65	62	66	76	81	91	92	89	85	30%
	Local Roads	60	61	60	61	60	58	59	64	63	5%
	All Roads	62	62	62	66	67	70	70	73	70	14%

Table 12: Approved Pavement Management Plan Scenario
8-year report card for reaching target conditions of 75 and 70 for regional and local roads, respectively.

Pavement Condition Index (PCI) - Annual Report Card											
Facility Type		Estimated PCI									Percent Change 2022 to 2030
		2022	2023	2024	2025	2026	2027	2028	2029	2030	
City-wide	Regional Roads	74	76	79	83	87	87	88	86	83	12%
	Local Roads	56	59	59	58	58	57	57	63	63	12%
	All Roads	62	65	65	67	67	67	67	70	70	12%
Performance District 1	Regional Roads	69	77	82	84	87	86	85	86	82	19%
	Local Roads	57	62	62	60	59	57	57	66	65	14%
	All Roads	61	67	69	68	68	67	66	72	71	16%
Performance District 2	Regional Roads	80	81	83	87	88	86	86	84	83	4%
	Local Roads	53	55	55	55	55	55	55	61	61	14%
	All Roads	63	65	65	66	67	66	66	69	69	9%
Performance District 3	Regional Roads	77	79	81	82	86	86	90	86	82	7%
	Local Roads	58	61	62	61	60	59	57	61	64	11%
	All Roads	64	67	68	68	68	67	67	69	70	9%
Performance District 4	Regional Roads	79	78	80	86	89	87	88	85	83	6%
	Local Roads	51	53	53	53	55	56	55	60	59	16%
	All Roads	61	62	62	65	67	67	67	69	68	11%
Performance District 5	Regional Roads	65	62	67	76	82	91	92	88	84	30%
	Local Roads	60	62	61	62	61	59	59	66	64	7%
	All Roads	62	62	63	67	68	70	71	73	71	15%

Table 13: Modified Pavement Management Plan Scenario
8-year report card for reaching target conditions of 70 and 50 for regional and local roads, respectively.

Pavement Condition Index (PCI) - Annual Report Card											
Facility Type		Estimated PCI									Percent Change 2022 to 2030
		2022	2023	2024	2025	2026	2027	2028	2029	2030	
City-wide	Regional Roads	74	75	77	81	83	86	88	86	84	13%
	Local Roads	56	57	56	55	54	53	53	56	56	0%
	All Roads	62	63	63	64	64	64	65	66	65	5%
Performance District 1	Regional Roads	69	77	79	81	85	85	86	86	83	20%
	Local Roads	57	60	58	56	54	53	53	58	57	0%
	All Roads	61	65	65	64	65	63	64	67	65	7%
Performance District 2	Regional Roads	80	80	82	84	88	87	87	84	84	5%
	Local Roads	53	52	52	51	51	50	50	52	52	-1%
	All Roads	63	62	63	63	64	63	63	63	63	1%
Performance District 3	Regional Roads	77	79	80	82	82	85	90	87	83	7%
	Local Roads	58	59	60	59	57	56	54	57	60	3%
	All Roads	64	65	66	66	65	65	65	66	67	4%
Performance District 4	Regional Roads	79	77	80	84	87	87	88	86	84	6%
	Local Roads	51	50	49	49	50	51	50	52	52	2%
	All Roads	61	60	60	62	63	64	63	64	63	3%
Performance District 5	Regional Roads	65	62	64	74	75	87	93	89	85	32%
	Local Roads	60	61	60	59	57	56	56	61	59	-1%
	All Roads	62	62	61	64	64	66	68	71	68	10%

Table 14: 28-year report card for current revenue levels.

Pavement Condition Index (PCI) - Annual Report Card												
Facility Type		Estimated PCI										Percent Change 2022 to 2050
		2022	2025	2028	2031	2034	2037	2040	2043	2046	2050	
City-wide	Regional Roads	74	69	66	62	59	56	52	48	46	43	-41%
	Local Roads	56	45	39	35	33	31	31	30	29	28	-50%
	All Roads	62	53	48	44	42	40	38	36	35	33	-47%
Performance District 1	Regional Roads	69	64	66	66	64	60	55	51	50	48	-30%
	Local Roads	57	46	39	35	33	32	31	31	30	30	-48%
	All Roads	61	52	48	45	43	41	39	37	37	36	-41%
Performance District 2	Regional Roads	80	77	76	72	69	67	64	59	56	54	-33%
	Local Roads	53	43	37	34	32	31	30	29	29	27	-48%
	All Roads	63	55	51	47	45	44	42	40	38	37	-42%
Performance District 3	Regional Roads	77	70	66	61	58	54	50	46	43	41	-47%
	Local Roads	58	49	43	37	34	31	30	29	28	26	-55%
	All Roads	64	56	50	45	41	38	36	34	33	31	-52%
Performance District 4	Regional Roads	79	71	65	61	57	53	50	45	42	39	-50%
	Local Roads	51	42	37	34	32	31	30	29	29	28	-46%
	All Roads	61	52	47	43	41	39	37	35	33	32	-48%
Performance District 5	Regional Roads	65	60	58	52	48	46	41	41	38	35	-46%
	Local Roads	60	48	41	36	34	32	31	31	30	29	-52%
	All Roads	62	52	47	42	39	37	35	34	33	31	-50%

Table 15: 28-year report card for current revenue levels increased by 100 percent.

Pavement Condition Index (PCI) - Annual Report Card												
Facility Type		Estimated PCI										Percent Change 2022 to 2050
		2022	2025	2028	2031	2034	2037	2040	2043	2046	2050	
City-wide	Regional Roads	74	73	73	73	72	71	68	65	62	58	-21%
	Local Roads	56	46	40	35	33	32	31	30	29	28	-50%
	All Roads	62	55	51	48	46	45	43	42	40	38	-38%
Performance District 1	Regional Roads	69	74	73	74	76	70	71	66	66	66	-4%
	Local Roads	57	46	39	35	33	32	31	31	30	29	-48%
	All Roads	61	55	50	48	47	45	45	43	42	42	-32%
Performance District 2	Regional Roads	80	79	81	80	78	77	73	70	69	71	-12%
	Local Roads	53	43	38	34	32	31	31	30	29	28	-48%
	All Roads	63	56	53	50	48	47	46	44	43	43	-32%
Performance District 3	Regional Roads	77	75	75	72	71	74	69	65	64	57	-26%
	Local Roads	58	49	43	38	34	32	30	29	29	27	-54%
	All Roads	64	57	53	48	45	45	42	40	39	36	-43%
Performance District 4	Regional Roads	79	74	72	72	68	69	68	61	56	51	-35%
	Local Roads	51	42	37	34	32	31	30	29	29	28	-45%
	All Roads	61	53	49	47	45	44	43	40	38	36	-41%
Performance District 5	Regional Roads	65	63	65	68	65	65	58	60	55	48	-27%
	Local Roads	60	48	41	37	34	32	32	31	30	29	-51%
	All Roads	62	53	49	47	45	44	41	41	39	36	-42%

Table 16: 28-year report card for maintaining current conditions.

Pavement Condition Index (PCI) - Annual Report Card												
Facility Type		Estimated PCI										Percent Change 2022 to 2050
		2022	2025	2028	2031	2034	2037	2040	2043	2046	2050	
City-wide	Regional Roads	74	83	88	79	79	78	80	78	76	74	0%
	Local Roads	56	56	55	60	60	63	61	61	58	56	0%
	All Roads	62	65	66	66	66	68	67	67	64	62	0%
Performance District 1	Regional Roads	69	83	85	78	81	75	79	81	75	81	18%
	Local Roads	57	58	56	62	61	63	60	61	58	57	0%
	All Roads	61	67	66	67	68	67	66	68	64	65	7%
Performance District 2	Regional Roads	80	86	86	79	80	81	80	77	80	76	-5%
	Local Roads	53	52	53	57	59	63	63	61	59	57	7%
	All Roads	63	64	65	65	67	69	69	67	66	63	1%
Performance District 3	Regional Roads	77	82	90	79	80	83	78	79	79	71	-8%
	Local Roads	58	60	56	62	60	63	59	59	56	54	-7%
	All Roads	64	67	66	67	66	69	65	65	63	59	-7%
Performance District 4	Regional Roads	79	86	88	80	76	74	82	77	72	70	-12%
	Local Roads	51	51	54	56	58	61	62	60	59	55	8%
	All Roads	61	63	65	64	64	65	69	66	63	60	-1%
Performance District 5	Regional Roads	65	76	92	80	76	80	80	78	76	71	9%
	Local Roads	60	61	59	63	62	65	61	62	58	57	-5%
	All Roads	62	66	70	69	67	70	67	67	64	62	0%

Table 17: Approved Pavement Management Plan Scenario
 28-year report card for reaching target conditions of 75 and 70 for regional and local roads, respectively.

Pavement Condition Index (PCI) - Annual Report Card												
Facility Type		Estimated PCI										Percent Change 2022 to 2050
		2022	2025	2028	2031	2034	2037	2040	2043	2046	2050	
City-wide	Regional Roads	74	83	88	79	79	79	81	79	77	75	1%
	Local Roads	56	58	57	63	62	67	66	70	69	70	25%
	All Roads	62	67	67	68	68	71	71	73	72	72	16%
Performance District 1	Regional Roads	69	84	85	78	81	77	80	83	77	82	19%
	Local Roads	57	60	57	65	61	66	64	68	66	70	24%
	All Roads	61	68	66	69	68	70	69	73	70	74	22%
Performance District 2	Regional Roads	80	87	86	79	79	81	80	78	81	77	-3%
	Local Roads	53	55	55	61	63	68	68	71	70	70	33%
	All Roads	63	66	66	67	69	73	72	73	74	73	16%
Performance District 3	Regional Roads	77	82	90	79	80	82	80	80	80	73	-5%
	Local Roads	58	61	57	64	61	67	64	69	70	70	20%
	All Roads	64	68	67	69	67	71	68	72	73	71	11%
Performance District 4	Regional Roads	79	86	88	80	77	75	83	78	73	70	-12%
	Local Roads	51	53	55	59	62	67	71	72	72	71	39%
	All Roads	61	65	67	66	67	70	75	74	73	71	16%
Performance District 5	Regional Roads	65	76	92	80	76	81	81	79	77	72	10%
	Local Roads	60	62	59	65	63	68	65	70	67	69	16%
	All Roads	62	67	71	70	68	72	70	73	70	70	13%

Table 18: Modified Pavement Management Plan Scenario
 28-year report card for reaching target conditions of 70 and 50 for regional and local roads, respectively.

Pavement Condition Index (PCI) - Annual Report Card												
Facility Type		Estimated PCI										Percent Change 2022 to 2050
		2022	2025	2028	2031	2034	2037	2040	2043	2046	2050	
City-wide	Regional Roads	74	81	88	80	78	77	76	74	73	70	-5%
	Local Roads	56	55	53	56	55	57	55	55	52	50	-11%
	All Roads	62	64	65	64	63	64	62	61	59	57	-8%
Performance District 1	Regional Roads	69	81	86	78	81	75	75	79	73	77	12%
	Local Roads	57	56	53	58	56	59	57	57	54	53	-7%
	All Roads	61	64	64	65	64	65	63	65	60	61	0%
Performance District 2	Regional Roads	80	84	87	80	79	81	78	75	79	74	-7%
	Local Roads	53	51	50	52	53	55	53	52	49	48	-10%
	All Roads	63	63	63	62	62	64	62	60	60	57	-9%
Performance District 3	Regional Roads	77	82	90	79	79	80	75	75	73	69	-11%
	Local Roads	58	59	54	60	58	59	55	55	52	50	-14%
	All Roads	64	66	65	66	64	66	61	61	58	56	-13%
Performance District 4	Regional Roads	79	84	88	80	74	71	77	72	67	64	-19%
	Local Roads	51	49	50	52	53	53	54	52	51	48	-6%
	All Roads	61	62	63	62	60	59	62	59	57	54	-12%
Performance District 5	Regional Roads	65	74	93	81	77	77	75	73	71	66	1%
	Local Roads	60	59	56	59	57	59	56	57	53	52	-14%
	All Roads	62	64	68	67	64	65	62	62	59	57	-9%

As illustrated in Figure 14 and tables 9 through 14, the current revenue level scenario shows a decline in network condition over the analysis period, starting at a PCI of 62 and declining to a PCI of 46 in 8 years and a PCI of 33 in 28 years. Regional roads will have a slightly lower deterioration rate than local roads over the first 8 years primarily due to their higher priority; however, they will still decline considerably throughout the analysis period. This rate of decline would indicate that in a few years more and more roadway segments in the City’s network will require rehabilitation work, and the agency will struggle to maintain roads in acceptable condition. This signifies that the current annual budget is insufficient to maintain network conditions given current treatment assumptions and funding. Increasing the revenue 100 percent has a relatively small impact over the entire network; a 100 percent budget increase will increase the overall network PCI 5 points at the end of the analysis period when compared to the current budget.

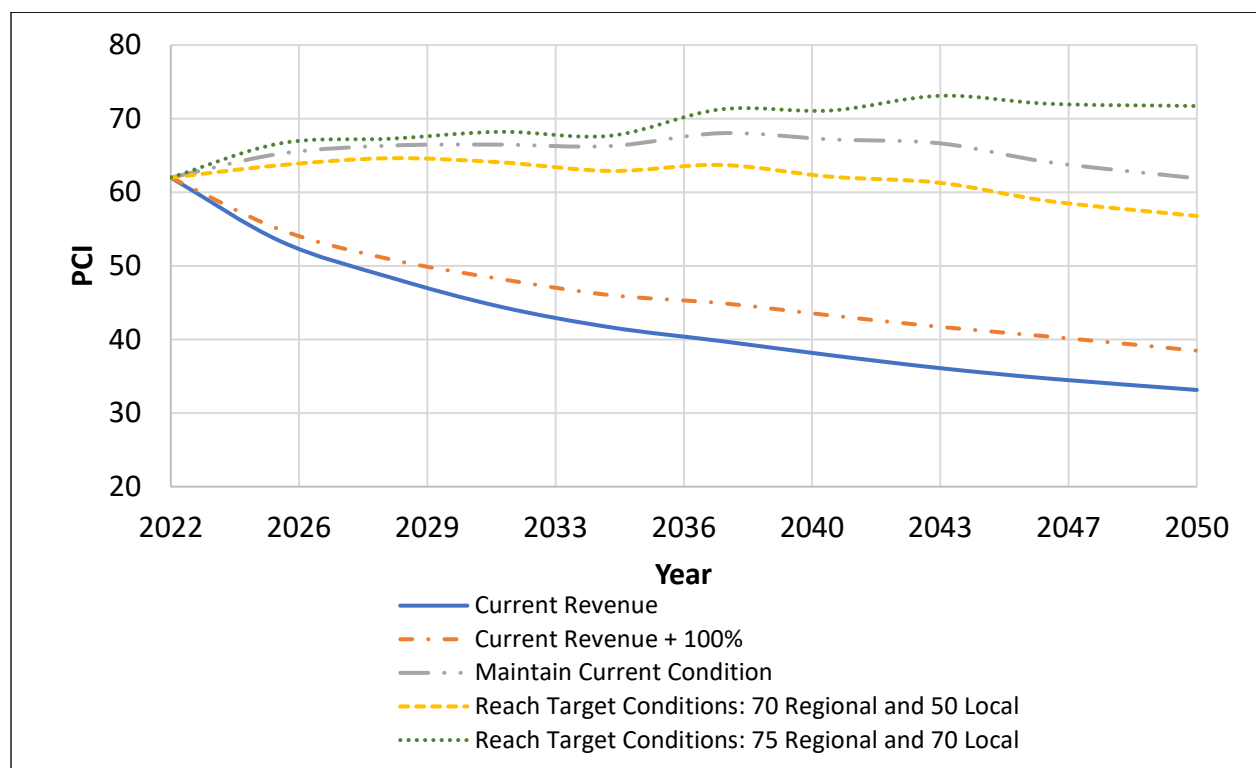


Figure 14: Chart of PCI over time for analyzed budget scenarios.

Figure 15 shows the average annual budgets for every scenario. The difference between the current annual revenue and the annual budget required to maintain the network in its current condition is approximately \$21.09 million.

The difference between the current annual revenue and the annual budget required to meet the City’s approved Pavement Management Plan pavement condition targets (75 for regional roads and 70 for local roads) is \$25.43 million.

The difference between the current annual revenue and the annual budget required to meet the proposed modified pavement condition targets (70 for regional roads and 50 for local roads) is \$17.90 million.

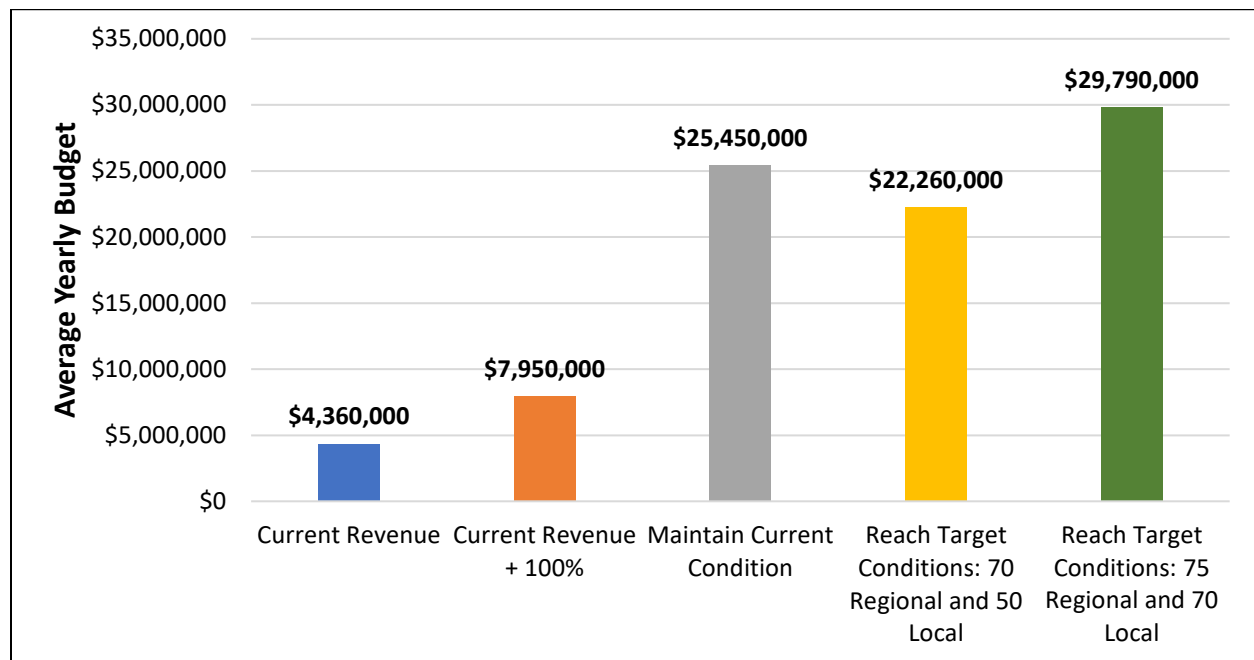


Figure 15: Average annual budget per scenario.

If the current revenue is not considerably increased, the agency will face a network in Poor condition within 8 years and a Very Poor network in 28 years. Figures 16 through 21 show the forecasted condition categories by percentage of network area for the overall network, regional roads, and local roads for 2030 and 2050 respectively.

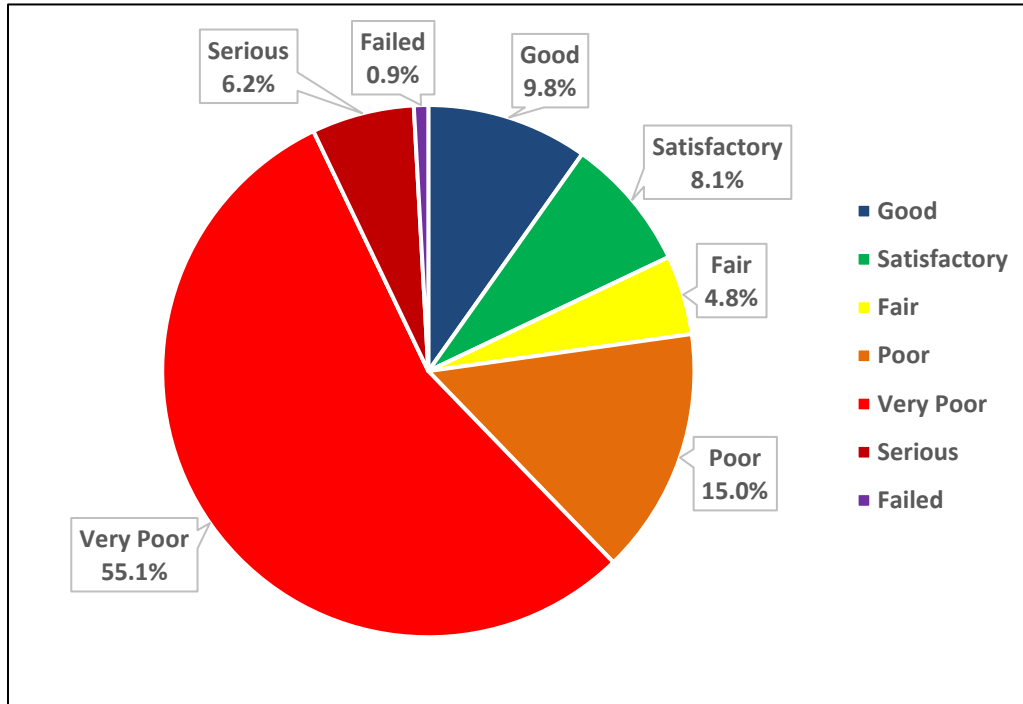


Figure 16. Forecasted Network distribution of pavement area by condition category in 2030.

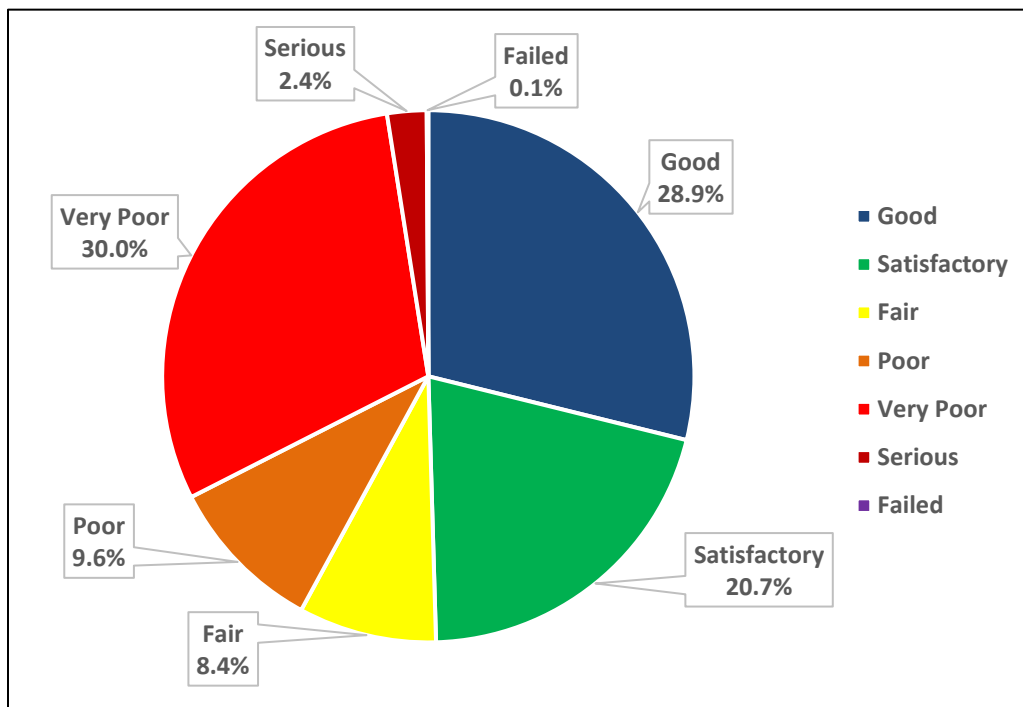


Figure 17. Forecasted Regional Roads distribution of pavement area by condition category in 2030.

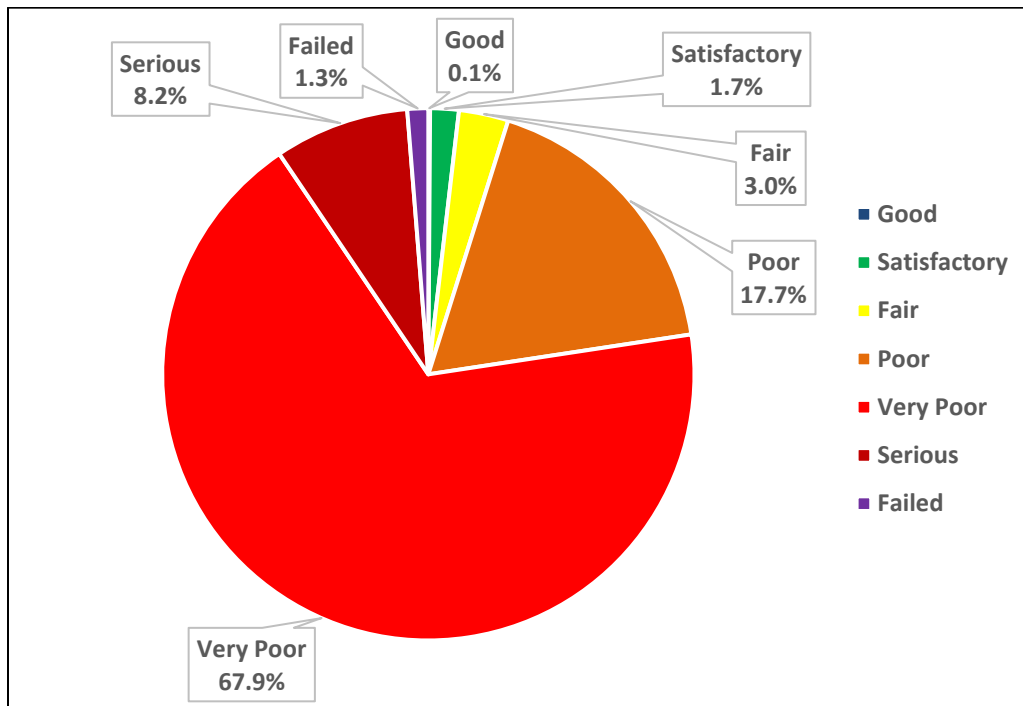


Figure 18. Forecasted Local Roads distribution of pavement area by condition category in 2030.

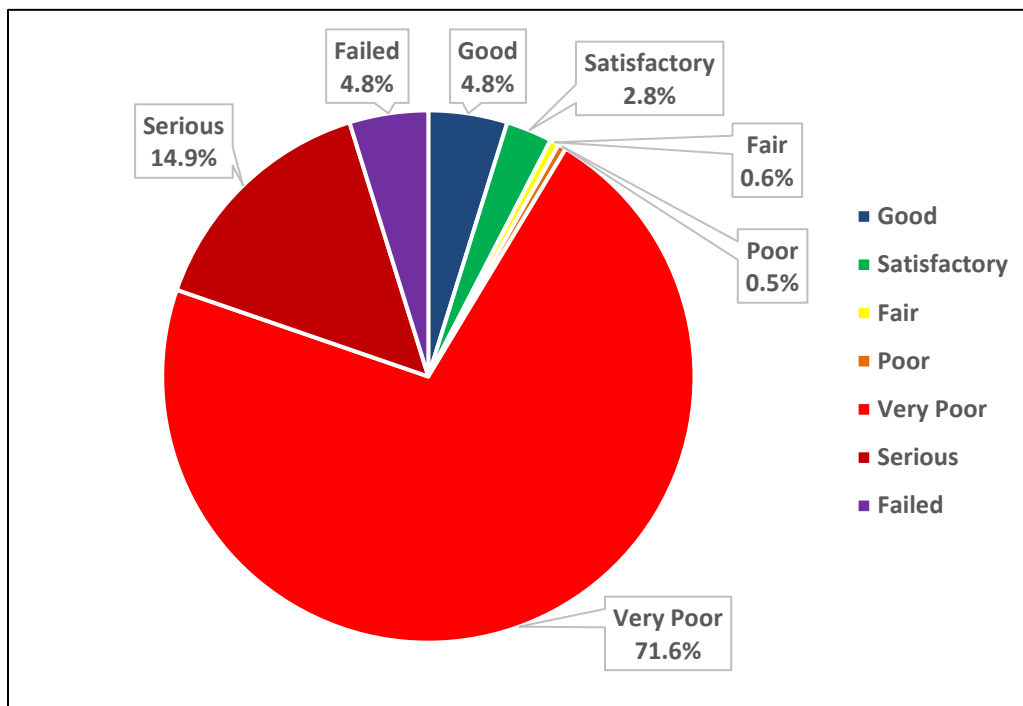


Figure 19. Forecasted Network distribution of pavement area by condition category in 2050.

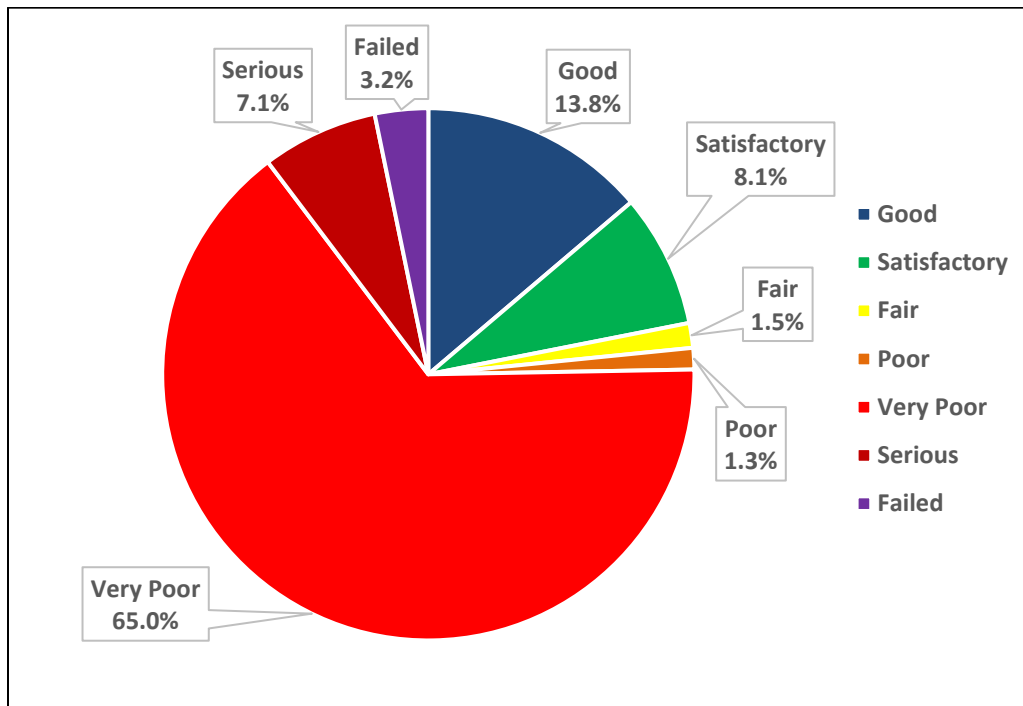


Figure 20. Forecasted Regional Roads distribution of pavement area by condition category in 2050.

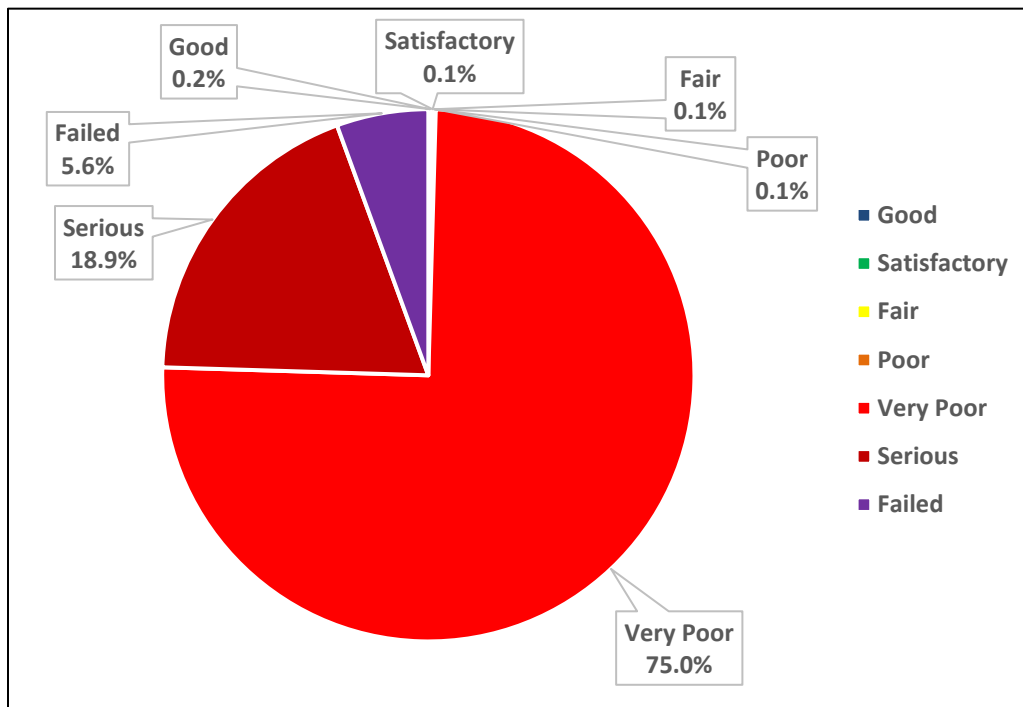


Figure 21. Forecasted Local Roads distribution of pavement area by condition category in 2050.

SUMMARY AND CONCLUSIONS

Carson City Public Works asked APTEch to update the configuration of their PAVER pavement management system, document the condition of the City's road network based on the 2021 data collection effort, and analyze a number of maintenance and rehabilitation scenarios. The goal was to provide Carson City Public Works with a condition forecast based on their existing budget and approved [Pavement Management Plan](#).

The 2022 area-weighted average network PCI is 62, placing the network average in the Fair condition category. The following summarizes the findings from analyzing the PCI data and M&R planning scenarios:

- At the current revenue of approximately \$4.36 Million per year, the overall area-weighted average of the network would be a 46 by 2030 and 33 by 2050.
- Increasing the current revenue by 100 percent would have a relatively small impact on the overall condition of the network. At this budget level the PCI for the network would reach a 49 by 2030 and a 38 by 2050.
- The required annual funding to maintain the current PCI of 62 for the next 28 years is \$25.45 Million. Due to current conditions and the network size, the cost to maintain the network at this level is fairly high due to substantial M&R work needs.
- Budget projections to achieve the targets of 75 for regional roads and 70 for local roads, approved in the [Pavement Management Plan](#) was performed. To achieve these area-weighted averages, the agency would require an annual budget of \$29.79 Million dollars.
- Budget projections to achieve a Modified Pavement Management Plan more in line with the City's current practice of roadway prioritization with PCIs of 70 for regional roads and 50 for local roads was performed. To achieve these area-weighted averages, the agency would require an annual budget of \$22.26 Million dollars.
- The condition of the City roadway network has reached the point that the rate of decline is greater than current funding levels or even funding with reasonable increases can sustain. If the City desires to overcome the declining trend it will need to seek alternative funding mechanisms to significantly increase its investment in road M&R. It is recommended that the results of this analysis be used to demonstrate to decision makers the condition of the roadway network, and the impact of decisions that do not address the needs.
- It is also recommended that while planning for M&R work the City maintains their use of preservation treatments such as crack sealing, patching, and surface treatments, to preserve the roads currently in good condition. This will prevent them from declining in condition and adding additional requirements for expensive M&R work.

Survey Title Carson City Neighborhood Streets Survey

Start Date 11/08/2022 1:45 PM

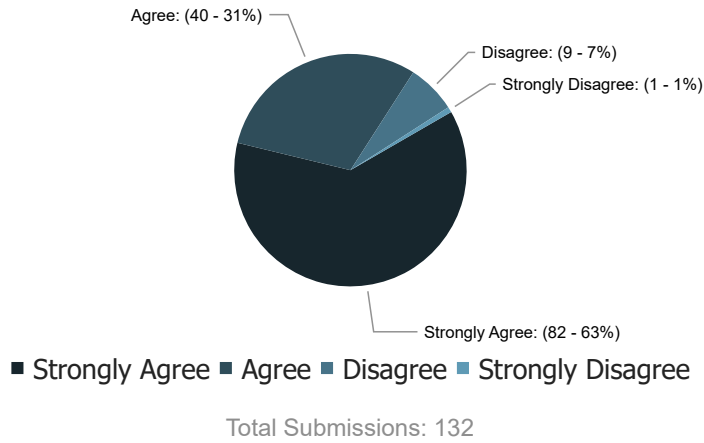
Question's results to display (Display All Results)

Results layout Pie Chart

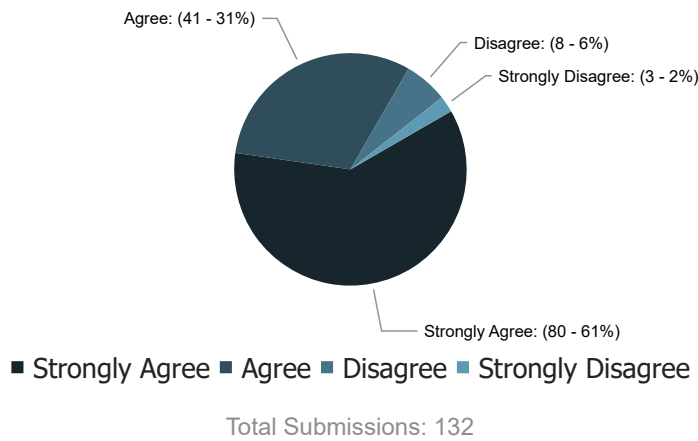
Results order Answer Order

Date range To Apply Range

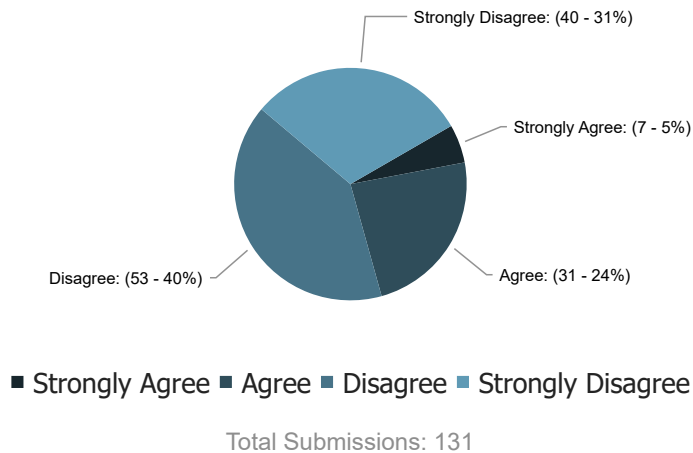
The visual and physical condition of your neighborhood street affects you.



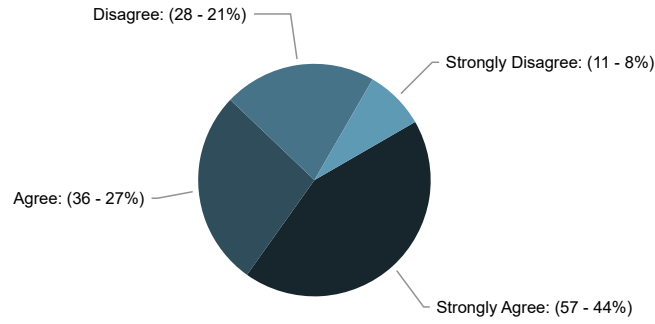
The poor condition of your neighborhood street negatively impacts property values.



Your neighborhood street is in an acceptable condition.



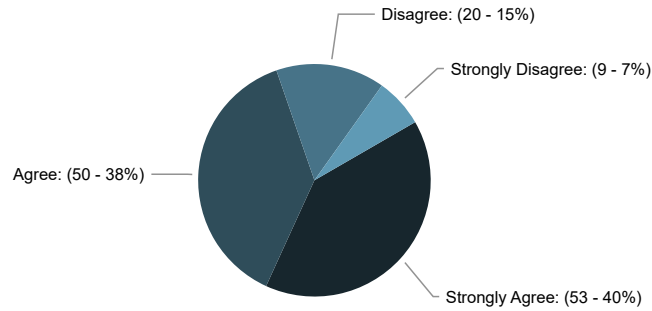
Your neighborhood street is not in an acceptable condition.



■ Strongly Agree ■ Agree ■ Disagree ■ Strongly Disagree

Total Submissions: 132

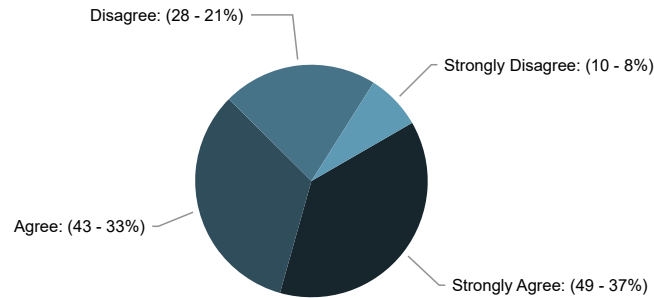
There are areas that you drive around to avoid bumps/cracks/potholes in your neighborhood street



■ Strongly Agree ■ Agree ■ Disagree ■ Strongly Disagree

Total Submissions: 132

You are concerned with vehicle safety and damage due to the condition of your neighborhood street

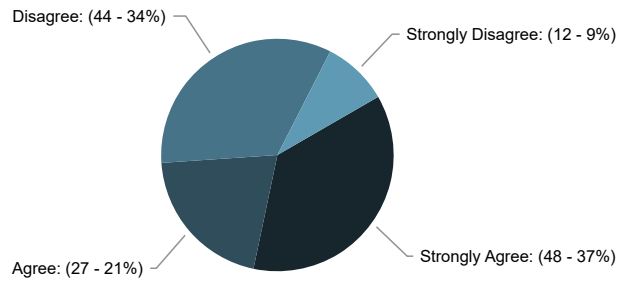


■ Strongly Agree ■ Agree ■ Disagree ■ Strongly Disagree

Total Submissions: 130

You are concerned with pedestrian/nonvehicle traffic safety due to the condition of your neighborhood street.

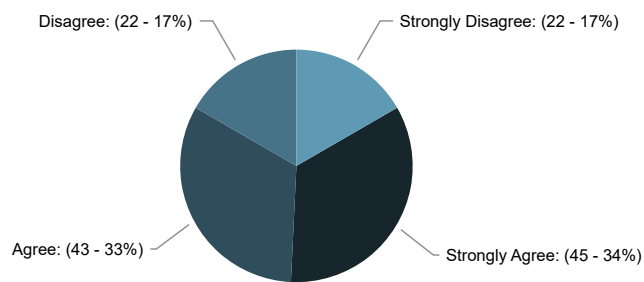
Manage Survey Statistics - Graphic Report



■ Strongly Agree ■ Agree ■ Disagree ■ Strongly Disagree

Total Submissions: 131

Investing the equivalent of a coffee shop latte cost a month in an imposed fee or tax is important to preserving and maintaining my neighborhood street.



■ Strongly Agree ■ Agree ■ Disagree ■ Strongly Disagree

Total Submissions: 132

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the November 9, 2022 Meeting

Page 1

A regular meeting of the Carson City Regional Transportation Commission (RTC) was scheduled to begin following the adjournment of the Carson Area Metropolitan Planning Organization (CAMPO) meeting (starting at 4:30 p.m.) on Wednesday, November 9, 2022, in the Community Center Robert “Bob” Crowell Boardroom, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Lori Bagwell
Vice Chair Lisa Schuette
Commissioner Robert “Jim” Dodson
Commissioner Chas Macquarie
Commissioner Gregory Novak

STAFF: Darren Schulz, Public Works Director
Dan Stucky, Deputy Public Works Director
Chris Martinovich, Transportation Manager
Adam Tully, Deputy District Attorney
Bryan Byrne, Traffic Engineer
Kelly Norman, Transportation Planner/Analyst
Rebecca Bustos, Grant Analyst
Alex Cruz, Transit Coordinator
Tamar Warren, Senior Deputy Clerk

NOTE: A recording of these proceedings, the commission’s agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk’s Office, during regular business hours. All approved meeting minutes are available on carson.org/minutes.

1. CALL TO ORDER – REGIONAL TRANSPORTATION COMMISSION (RTC)

(5:28:30) – Chairperson Bagwell called the meeting to order at 5:28 p.m.

2. ROLL CALL

(5:28:37) – Roll was called, and a quorum was present.

3. PUBLIC COMMENT

(5:28:50) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – OCTOBER 12, 2022

(5:29:00) – Chairperson Bagwell introduced the item and entertained corrections or a motion.

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the November 9, 2022 Meeting

Page 2

(5:29:10) – Commissioner Macquarie moved to approve the minutes of the October 12, 2022 RTC meeting as presented. The motion was seconded by Commissioner Dodson and carried 5-0-0.

5. PUBLIC MEETING ITEMS

5-A FOR DISCUSSION ONLY – DISCUSSION AND PRESENTATION REGARDING POTENTIAL MECHANISMS TO INCREASE FUNDING FOR THE CONSTRUCTION AND MAINTENANCE OF CARSON CITY’S ROADS AND ROADS-RELATED TRANSPORTATION INFRASTRUCTURE.

(5:29:30) – Chairperson Bagwell introduced the item. Mr. Martinovich provided background, incorporated into the Staff Report, and invited Catherine Hansford, Hansford Economic Consulting, to review a presentation titled Local Roads Funding Options, also incorporated into the record. She responded to clarifying questions as well. Chairperson Bagwell clarified that occasionally roads are rehabilitated through General Fund transfers, but they have been “one-off projects.” Commissioner Macquarie was in favor of “some combination of taxes,” including the extension of the V&T Infrastructure Sales Tax. Commissioner Dodson inquired why snow removal and street lighting were specifically called out as maintenance activities in the General Improvement District (GID) column and was informed that the related legislation was “pretty specific.” Ms. Hansford recommended collecting the funds via utility bills. Mr. Stucky described the Neighborhood Improvement District creation process and Commissioner Novak recommended utilizing existing boards to make the decisions instead of creating their own boards. Chairperson Bagwell recommended a City-wide GID, should a need arise, and not individual GID boards. She also noted that utility bills were not a “favored” method of collecting additional funds and believed that Special Improvement Districts (SIDs) may create disparity in the community as some areas would be unable to afford a SID. Chairperson Bagwell was amenable to the sales tax option because visitors would also participate in payment for roads they use to visit and shop in Carson City. She believed that the sales tax should “go before the voters,” similar to the five-cent diesel tax which was voted on earlier that month, adding that she considered transparency of spending very important. She believed that the public must be informed of the prioritizations by the City and be transparent when spending. Commissioner Novak believed that federal safety dollars may be spent on local road safety. Chairperson Bagwell thanked Ms. Hansford for her work and entertained public comments; however, none were forthcoming. This item was not agendized for action.

5-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT HERBACK GENERAL ENGINEERING, LLC (“HERBACK”) IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NEVADA REVISED STATUTES (“NRS”) CHAPTER 338 FOR THE COLORADO STREET CORRIDOR PROJECT (“PROJECT”) TO MAKE IMPROVEMENTS TO COLORADO STREET BETWEEN S. CARSON STREET AND SALIMAN ROAD AND TO AWARD CONTRACT NO. 21300216 FOR THE PROJECT TO HERBACK FOR A TOTAL NOT TO EXCEED AMOUNT OF \$4,054,674.42.

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the November 9, 2022 Meeting

Page 3

(6:45:44) – Chairperson Bagwell introduced the item. The Board was informed that the second round of bids had produced a lower bid. Chairperson Bagwell entertained public comments and when none were forthcoming, a motion.

(6:47:34) – Commissioner Novak moved to award the contract as presented. The motion was seconded by Commissioner Dodson and carried 5-0-0.

6. NON-ACTION ITEMS:

6-A TRANSPORTATION MANAGER’S REPORT

Please see item 6-C (Future Agenda Items).

6-B STREET OPERATIONS ACTIVITY REPORT FOR SEPTEMBER 2022

(6:48:58) – Chairperson Bagwell entertained questions regarding the September 2022 Street Operations Report, incorporated into the record; however, none were forthcoming.

6-C OTHER COMMENTS AND REPORTS, WHICH COULD INCLUDE:

- **FUTURE AGENDA ITEMS**

(6:48:01) – Mr. Martinovich explained that the NDOT Local Public Agency (LPA) agreements for “the East Williams Street undergrounding project,” the “vulnerable user pedestrian safety project,” and information regarding access management will be agendized for the December RTC meeting.

- **STATUS REVIEW OF ADDITIONAL PROJECTS**

(6:49:06) – Mr. Byrne referenced the Bi-Monthly Capital Project Status Report, incorporated into the record, and responded to clarifying questions.

- **INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**
- **CORRESPONDENCE TO THE RTC**
- **ADDITIONAL STATUS REPORTS AND COMMENTS FROM THE RTC**

(6:55:50) – Commissioner Macquarie noted that he had enjoyed his five-year tenure on the RTC and praised Staff for their dedication and for doing “an excellent job.” He also commended the Commissioners for their “knowledge and engagement.” Chairperson Bagwell thanked Commissioner Macquarie for his service, calling him a “great asset” to the Commission.

- **ADDITIONAL STAFF COMMENTS AND STATUS REPORTS**

7. PUBLIC COMMENT

CARSON CITY REGIONAL TRANSPORTATION COMMISSION

Minutes of the November 9, 2022 Meeting

Page 4

(6:57:05) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

8. FOR POSSIBLE ACTION: TO ADJOURN

(6:57:13) – Chairperson Bagwell adjourned the meeting at 6:57 p.m.

The Minutes of the November 9, 2022 Carson City Regional Transportation Commission meeting are so approved on this 14th day of December 2022.



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Darren Schulz, Public Works Director

Agenda Title: For Possible Action: Discussion and possible action regarding the addition of one full-time Construction Inspector position in the Carson City Public Works Department ("Public Works") and authorization for Public Works to purchase a vehicle for the new Construction Inspector position. (Darren Schulz, dschulz@carson.org)

Staff Summary: The Public Works Engineering Division ("Engineering") currently has one part-time Construction Inspector position and two Senior Construction Inspectors to provide the review and inspection of infrastructure constructed with a new development, including streets, curb and gutter and sewer and water lines as well as managing City capital projects. To keep up with the current volume of inspections needed through the Carson City Community Development Department ("Community Development"), which is exceeding pre-recession levels, Public Works is requesting one new full-time Construction Inspector position.

Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to approve the addition of a full-time Construction Inspector position, and authorize the purchase of a vehicle, as presented.

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

April 21, 2022 (Item 14A): A full-time Construction Inspector position was requested of the Board of Supervisors ("Board") during the Fiscal Year ("FY") 2023 budget process; however, the Board instructed City staff to wait until after the FY 2022 audit of the Building Fund to ensure that there was sufficient revenue to cover the new position. This audit was completed, and funding collected by developer fees is sufficient to support this position.

Background/Issues & Analysis

Engineering has been relying on one part-time employee to provide construction inspection services for all private development projects across the City and two Senior Construction Inspectors that are currently managing over 130 active City capital projects with project budgets totaling over \$169 million. Many more projects will come online over the next six months as more federally funded projects kick off and new FY 2024 capital projects are approved.

The current workload combined with the limited construction inspection resources is jeopardizing the quality of our inspections, response times to applicants and ultimately the durability and longevity of infrastructure being constructed in Carson City - infrastructure that the City will ultimately own and maintain long into the future.

Therefore, Public Works is requesting to change a part-time Construction Inspector position to a full-time Construction Inspector position. Given the number of new development projects in progress, one of the Senior Construction Inspectors will be assigned to provide construction inspection services for the private development projects while the new Construction Inspector position will work on City capital projects.

The new position will require a City vehicle to travel to and inspect City capital projects. Staff is requesting the new vehicle be purchased from the Capital Projects Fund, using undesignated funds for a not to exceed amount of \$45,000. Staff anticipates purchasing the vehicle through a joinder contract with one of the City's existing vehicle vendors.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Salary and benefits for Senior Construction Inspector - \$118,822.63:

Building Permits Fund (5251414) 80%

Water Fund (5203502) 10%

Wastewater Fund (2103201) 10%

Reduction of Building Permit Fund Temporary Staffing (5251414-500125) by \$25,000.

New full-time Construction Inspector - \$82,806.56 to be funded from the General Fund Engineering Department (1013012).

City vehicle: \$45,000 to be funded from the Capital Projects Fund (2101002-507705) Vehicle Replacement Program.

Is it currently budgeted? Yes

Explanation of Fiscal Impact: If approved, the Building Permits Fund would pay 80% (\$95,058.11), the Water Fund 10% (\$11,882.26), and the Wastewater Fund 10% (\$11,882.26) of the cost of the Senior Construction Inspector position. A reduction of the temporary staffing budget in the Building Permits Fund of \$25,000 would help offset the expense, making the total effect on the Building Permits Fund \$70,058.11. The Building Permits Fund currently has Working Capital of \$897,481.

The new full-time Construction Inspector will be funded \$80,806.56 from the General Fund Engineering Department which will be offset by the currently budgeted Senior Construction Inspector position.

In addition, the new position requires a City vehicle to be funded from the Capital Projects Fund using undesignated funds. Current available balance is \$359,067.

Alternatives

Do not approve the position and/or provide alternative direction to staff.

Attachments:

[Construction Inspector Attachment.pdf](#)

[PW org chart current.docx](#)

[PW org chart proposed.docx](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

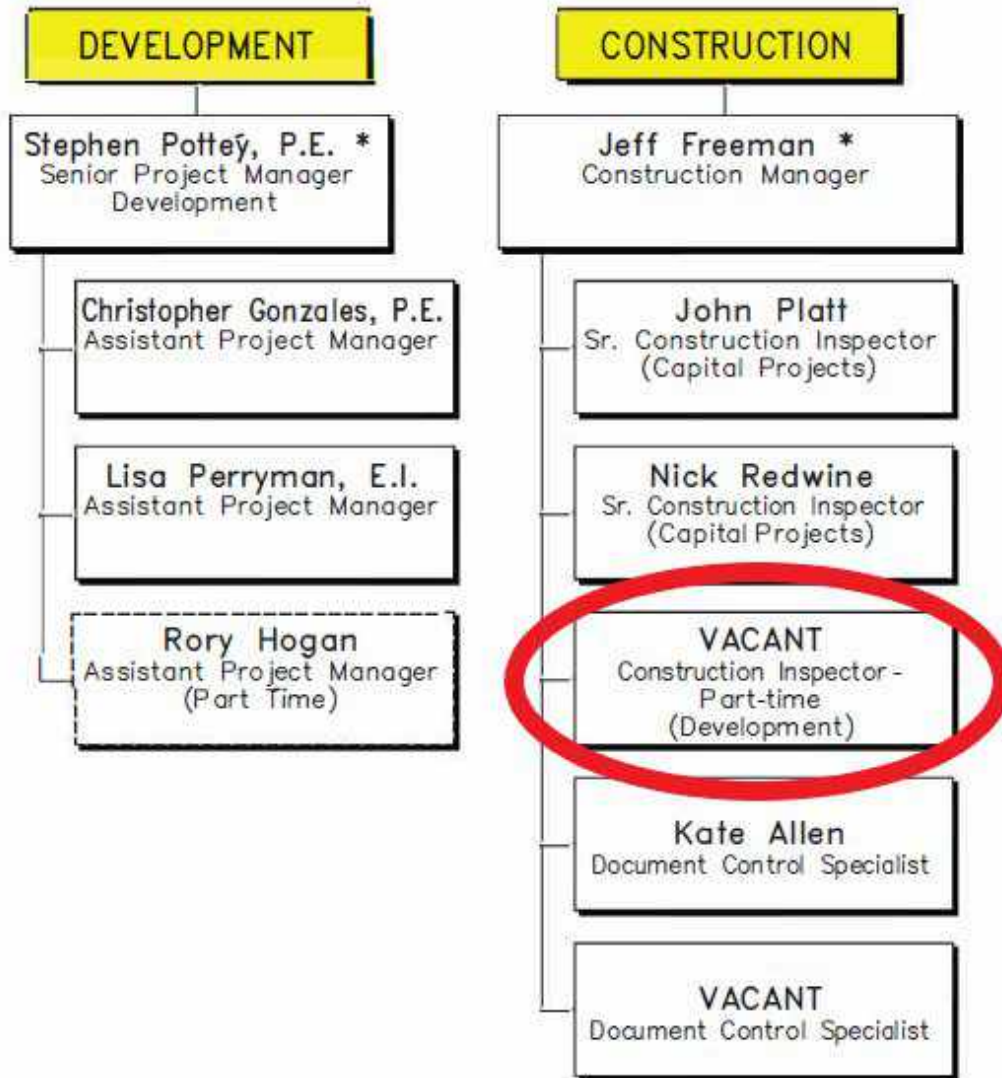
(Vote Recorded By)

(1) PERSONNEL SERVICES: Senior Construction Inspector (T302)		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$ 80,512.12	5251414-500125	(25,000)
Other Pay	1,412.00		
Worker's Compensation	744.00		
Group Insurance	11,236.00		
Medicare	1,167.43		
Pers	23,751.08		
Total Personnel Costs (1)	\$ 118,822.63	Total Services and Supplies (2)	
		GRAND TOTAL:	525 80% \$70,058.11 510 10% \$11,882.26 520 10% <u>\$11882.26</u> \$93,822.63

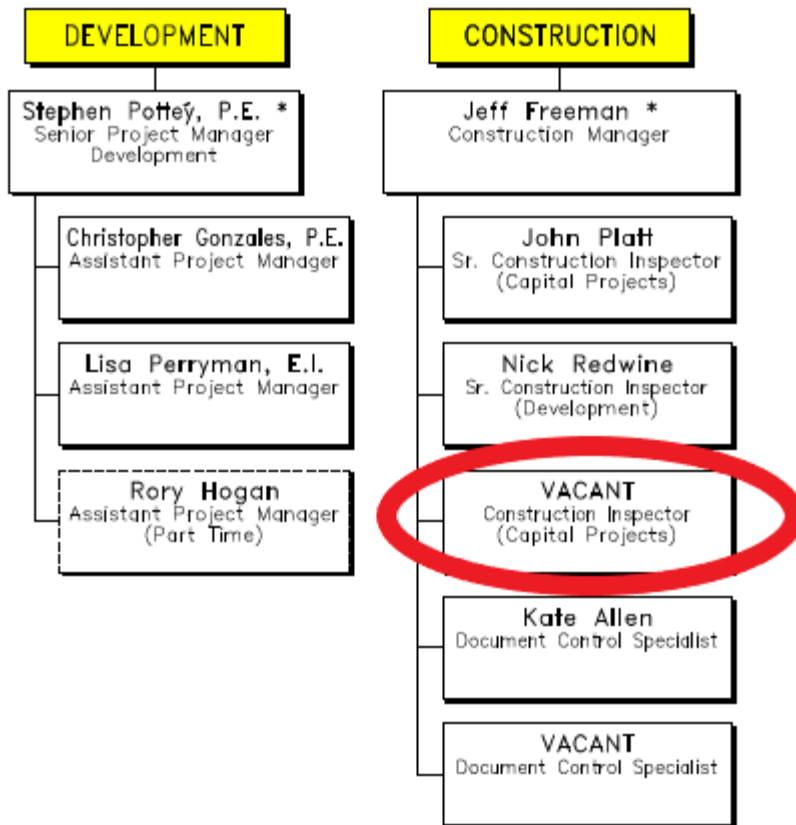
(1) PERSONNEL SERVICES: New Construction Inspector (T202)		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$ 53,008.45	2101002-507705-Vehicle Replacement Program	\$ 45,000.00
Other Pay	1,412.00		
Worker's Compensation	744.00		
Group Insurance	11,236.00		
Medicare	768.62		
Pers	15,637.49		
Total Personnel Costs (1)	\$ 82,806.56	Total Services and Supplies (2)	\$ 45,000.00
		GRAND TOTAL:	\$ 127,806.56

* Other Pay should include allowances needed for this position, such as phone allowances or other additional pay necessary to bring a new position before the board.

** Services and supplies should include new equipment necessary such as laptops and supplies, so the full costs are included in the request.



Carson City Public Works Engineering Division – Current Organizational Chart



Carson City Public Works Engineering Division – Proposed Organizational Chart



STAFF REPORT

Report To: Board of Supervisors

Meeting Date:

Staff Contact: Nicki Aaker, Health and Human Services Director

Agenda Title: For Discussion Only: Discussion and presentation of a report from the Nevada Humane Society ("NHS"), the contracted provider of Animal Services for Carson City. (Nicki Aaker, naaker@carson.org)

Staff Summary: This item is to provide an update on Nevada Humane Society's activities to include: shelter intake, shelter adoptions, lifesaving rate, trends, labor overview and goals.

Agenda Action: Other / Presentation

Time Requested: 20 minutes

Proposed Motion

Presentation Only

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

NHS is a private, non-profit Nevada corporation and society for the prevention of cruelty to animals, incorporated under Nevada Revised Statutes ("NRS") Chapter 574. In accordance with the Carson City Municipal Code ("CCMC") Chapter 7.13, Carson City has contracted with NHS for the provision of Animal Services since 2014. The most recent contract with NHS was executed in 2019, for a term of 10 years. NHS will present a report on their activities related to the licensing, regulating, policing, enforcing, receiving, impounding, care and disposing of animals that come into the custody of the City.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 574; CCMC Chapter 7.13

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

N/A

Attachments:

[NHS 2023 BOS Presentation 02.16_V2.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



February 16, 2023

Nevada Humane Society – Carson City 2023 Annual Report

1

Organizational Framework

- Our Mission
 - To Care for Pets, Find Them Homes and Save Lives
- Vision
 - All Pets Have a Healthy, Happy Life
- Guiding Principles
 - Promote Humane Treatment
 - Relieve Suffering
 - Operate a No-Kill Shelter
 - Educate and Engage the Community



2

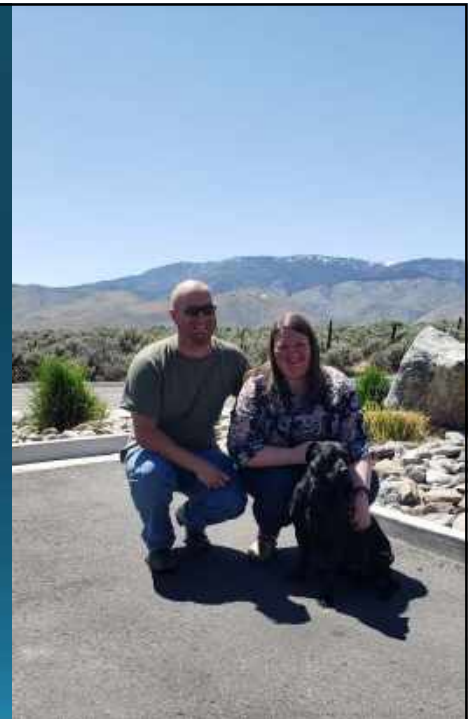
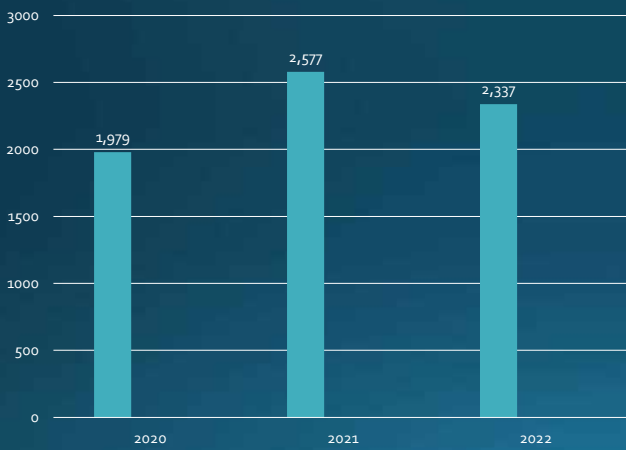
National Animal Welfare Landscape

- Overpopulation
 - Nationwide Urgency Continues
 - Regional Impacts
 - Carson City
- Labor Challenges
- Leadership and Employee Burnout/Compassion Fatigue



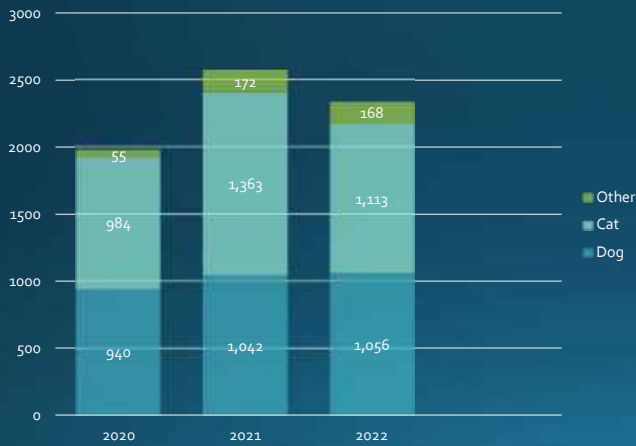
3

Shelter Intake



4

Shelter Adoptions



5

Lifesaving Rate

- 2020 95.6%
 - Dogs 97.0%
 - Cats 94.7%
- 2021 95.6%
 - Dogs 96.4%
 - Cats 95.4%
- 2022 94.8 %
 - Dogs 97.3%
 - Cats 93.7%



6

Animal Control Trends

- Return to Owner Rate Increased by 9.9%
- Dispatched Calls for Service Increased by 3.9%
 - 2021 1,836
 - 2022 1,907
- Animal Bites Increased by 23%
 - 2021 124
 - 2022 153
- Cruelty and Neglect Cases Increased by 241%
 - 2021 49
 - 2022 167



7

Veterinary and Clinic Staff Labor Shortage

- Shelter Access to Veterinary Care Survey (CA/NV 2023)
- 60% of Shelters Have Unfilled Veterinary Positions
 - 54% of Shelters Have Unfilled LVT Positions
 - 21.5% of all Veterinary Positions are Unfilled
 - 25% of Shelters Cannot Consistently Provide Essential Care for their Animals
 - 78% of Shelters Cannot Consistently Provide Community Care



8

Labor Overview

- Voluntary/Ineligible Turnover Rate 25%
- Best Places to Work Finalist Again in 2022
- Culture Development with Designing Destinies
- Management Training



9

What's next: Goals

- Carson City Event – Fall 2023
- DocuPet Licensing
- Mass Care Task Force Emergency Planning
- Implementation of 2022 Shelter Assessment Recommendations
- Completion of New Strategic Plan
- Management and Leadership Training
- Building Volunteer Corps



10



Questions?



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Sheri Russell-Benabou, Chief Financial Officer

Agenda Title: For Possible Action: Discussion and possible action regarding staff recommended assumptions to be used in preparation of the Carson City Budget for Fiscal Year ("FY") 2024 (July 1, 2023 through June 30, 2024). (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: Staff will present the recommended property tax rate and assumptions for preparation of the Carson City FY 2024 Budget. The City's governing body, the Board of Supervisors, is required to approve a property tax rate to be levied for FY 2024. The Department of Taxation requires all local governments to inform them of the rate they intend to use by February 21, 2023.

Agenda Action: Formal Action / Motion **Time Requested:** 20 Minutes

Proposed Motion

I move to direct staff to use \$3.57 as the property tax rate in preparing the FY 2024 Carson City Budget.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 354

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Direction for preparation of the FY 2024 Budget.

Is it currently budgeted? No

Explanation of Fiscal Impact: Discussion today will be invaluable in preparation of the FY 2024 Budget, as well as setting the property tax rate to be charged for FY 2024.

Alternatives

Direct staff to use other Property Tax Rate alternatives and/or provide alternative direction to staff.

Attachments:

[FY 24 budget assumptions.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Carson City

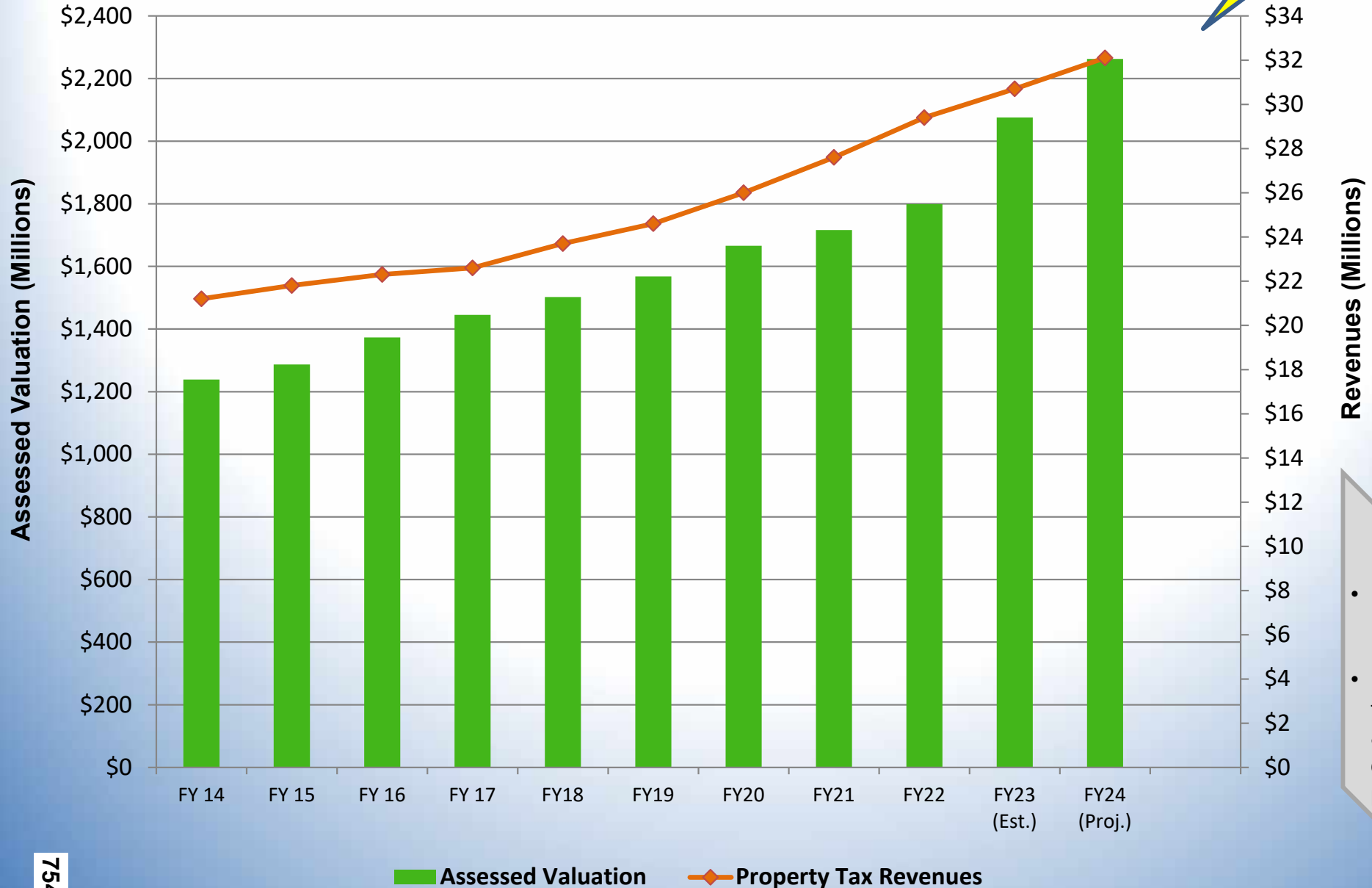
FY 24 Budget Projections



Sheri Russell, CPA
Chief Financial Officer

General Fund Assessed Valuation & Property Tax Revenues

Projected
4.5%
Increase



- Projected AV Increase 9%
- FY 24 cap 3% for residential & 8% for commercial property

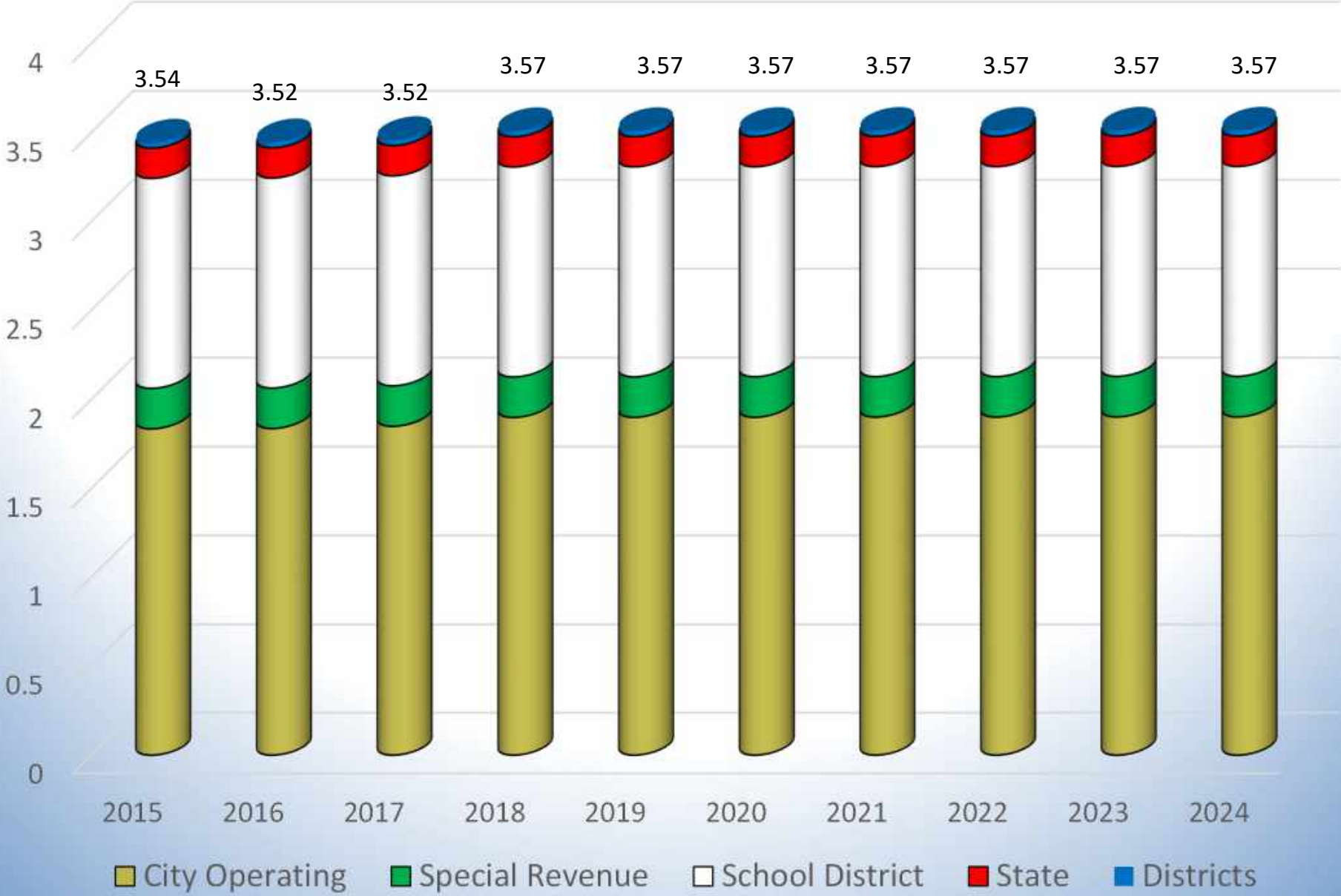
Taxable Value Example

	2021	2022	2023	2024
Taxable Value Increase	New Build	5.5%	1.0%	1.0%
New Residence Taxable Value	\$ 250,000	\$ 263,750	\$ 266,388	\$ 269,051
Assessed Value @ 35%	\$ 87,500	\$ 92,313	\$ 93,236	\$ 94,168
Tax Bill - Tax Rate \$3.57 / \$100 of AV	\$ 3,124	\$ 3,296	\$ 3,329	\$ 3,362
Tax Cap 3%		\$ 3,217	\$ 3,314	\$ 3,413
Abatement		\$ 78	\$ 15	\$ (51)
Running Abatement			\$ 93	\$ (37)
Tax Bill - Tax Rate \$3.66 / \$100 of AV			3,412	3,447
Abatement			98	34
Running Abatement			\$ 177	\$ 48

General Fund Projected Property Tax Revenue



Carson City Property Tax Rates

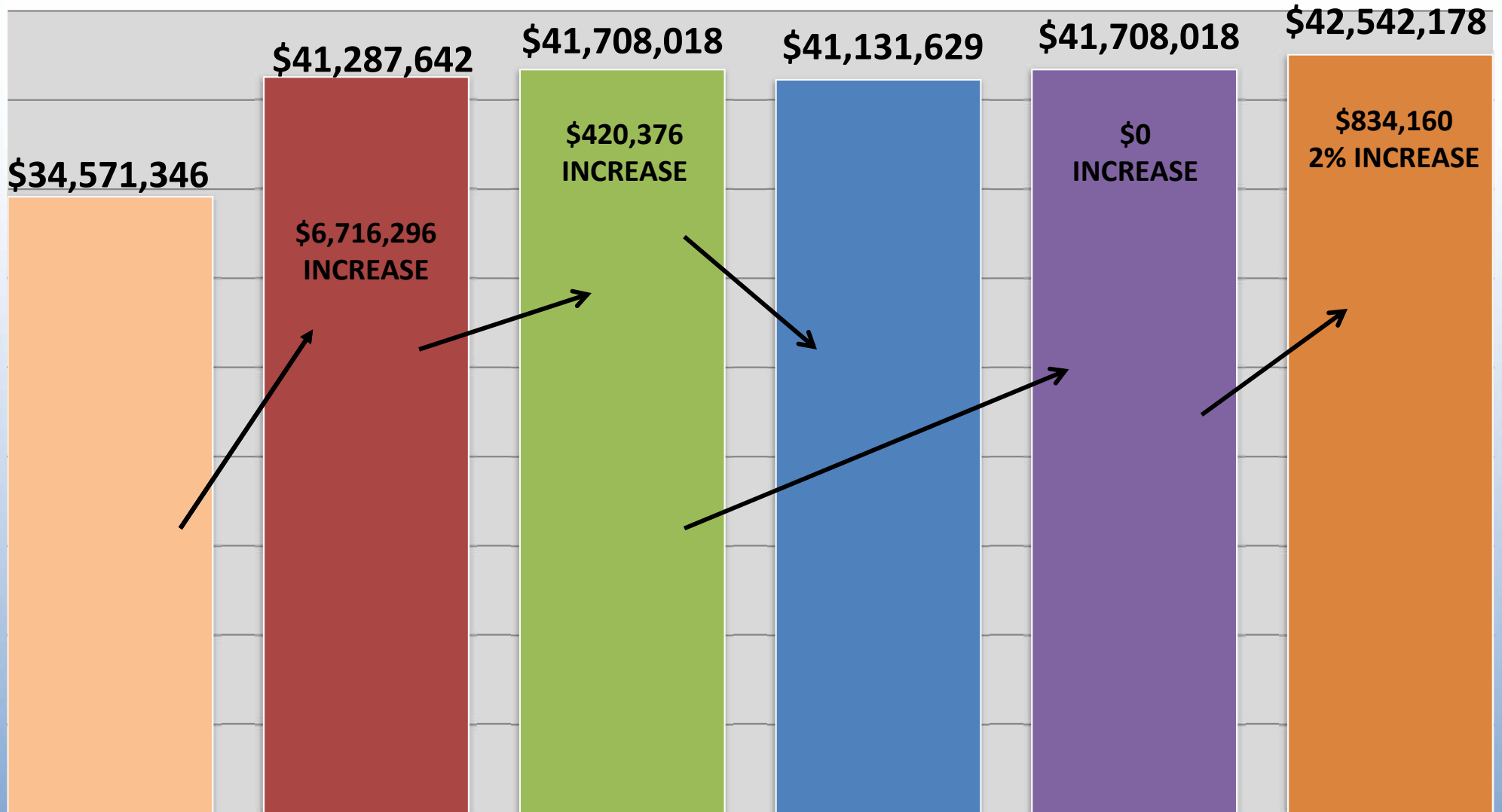


FY 2023 Countywide Tax Rates

• Churchill	\$3.6600	■ White Pine	\$3.6600
• Douglas	\$3.6600	■ Pershing	\$3.6592
• Elko	\$3.6600	■ Carson City	\$3.5700
• Lander	\$3.6600	■ Storey	\$3.4607
• Lincoln	\$3.6600	■ Clark	\$3.4030
• Lyon	\$3.6600	■ Humboldt	\$3.1716
• Mineral	\$3.6600	■ Esmeralda	\$3.1191
• Nye	\$3.6600	■ Eureka	\$2.0896
• Washoe	\$3.6600		

Final Redbook for FY24 Rates is published in June 2023, for FY 2024 Taxes.

GENERAL FUND PROJECTED CONSOLIDATED TAX



FY 20 ACTUAL

FY22 ACTUAL

FY 23 RE-ESTIMATED (0% Increase over FY 22)

FY21 ACTUAL

FY 23 BUDGET

FY 24 BUDGET (2.0% Increase over FY 23 Est)

General Fund Options

Year	Available For Expenditure	Landfill Transfer to Capital	1% GF Expenditures for Fleet Replacement	Extraordinary Maintenance Fund Transfer .05 Prop Tax Rate	Remaining for Capital	Estimated Ending Fund Balance %
2024	\$9,885,224	\$2,662,341	\$897,579	\$825,304	\$5,550,000	11.0%
2025	5,816,486	2,742,439	936,598	862,449	1,275,000	11.5%
2026	6,042,995	2,822,621	969,110	901,263	1,350,000	12.0%
2027	5,800,109	2,902,898	1,005,386	941,825	950,000	12.5%
2028	5,758,572	2,983,132	1,041,230	984,210	750,000	13.0%

FEBRUARY 2023

MONTH VIEW						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 CIP Requests due from Departments	4
5	6	7	8	9	10 Base Budget Projections sent to Departments	11
12	13	14	15 Get first revenue projections from State	16 BOS Assumptions, City's Proposed Tax Rate due to DOT Back-up - Cost Allocation Approved by BOS	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023

MONTH VIEW						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Budget Revisions and Supplemental Requests due to Finance	4
5	6	7	8 CIP Discussion with departments - Rank list of CIP Needs Citywide	9	10	11
12	13	14	15 Get Final Revenue projections from state, use Property Tax Revenue State provides.	16	17	18
19	20	21	22	23	24	25
26	27	28	29 Internal Finance Committee Meetings on Supplemental Requests	30	31	

APRIL 2023

MONTH VIEW						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Tentative Budget due to the Department of Taxation	18	19	20 BOS Meeting - Presentation of FY24 Tentative Budget, Supp. Requests & Capital Improv. Prog	21	22
23	24	25 Add CIP and Supplemental Requests approved by the board to the final budget	26	27	28	29

MAY 2023

MONTH VIEW						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10 Advertisement of Public Hearing on FY 2024 Budget	11	12	13
14	15	16	17	18 Board of Supervisors adopts the Final FY 24 Budget (Special Meeting not required)*	19	20
21	22	23	24	25	26	27
28	29	30	31 Budget due to taxation on June 1st			

* NRS 354.596 (4) Requires that final budget be adopted not sooner than the third Monday in May, and not later than the last day in May. If 2nd Board meeting does not fall within this timeframe a special meeting may be required. Same NRS 354.596 (3) publication must be done not more than 14 nor less than 7 days before the date setting for the hearing.



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Hope Sullivan, AICP, Community Development Director

Agenda Title: For Possible Action: Discussion and possible action regarding street closures for special events in calendar year 2023, including the proposed closure of streets around the United Methodist Church, for its Drive Through Living Nativity / The Road to Bethlehem event. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: At its meeting of December 15, 2022, the Board of Supervisors identified street closures for special events that the Public Works Director is authorized to approve. This item is for the Board to consider street closures for special events in calendar year 2023 that are not within the authority of the Public Works Director. The only additional street closure requested is for the Drive Through Living Nativity / The Road to Bethlehem event.

Agenda Action: Formal Action / Motion **Time Requested:** 5 Minutes

Proposed Motion

I move to approve the street closures as presented.

Board's Strategic Goal

Quality of Life

Previous Action

December 15, 2022 (Item 19A): The Board discussed special event policies including identifying what street closures the Public Works Director is authorized to approve.

Background/Issues & Analysis

At its meeting of December 15, 2022, the Board of Supervisors discussed special event policies, including identifying what streets the Public Works Director is authorized to close to accommodate a special event. During the meeting, it was agreed that the Community Development Director would reach out to each event organizer who hosted an event in calendar year 2022 to advise of those street closures the Public Works Director is authorized to approve and determine if the event organizer would need additional streets closed for an event in 2023.

On December 27, 2022, the Community Development Director sent out 51 emails and 51 letters by first class mail to each person who was identified as an event organizer in 2022. A number of event organizers responded, primarily to confirm that their event's street closures were within the authority of the Public Works Director.

The only request for additional street closures is from the First United Methodist Church for the Drive Through Living Nativity / The Road to Bethlehem event. This event consists of ten sets that depict various scenes related to the Christmas story. These sets are on the church's property and utilize actors and animals. Guests

either walk by or drive by to view the scenes. The proposed street closures are indicated in the letter from Tannis Causey regarding the event.

As this event is on private property and would likely generate traffic issues if the street was not closed, staff is supportive of closing the streets as requested. The street closure will protect safety and allow for alternative traffic patterns to be identified before and implemented during the event.

Applicable Statute, Code, Policy, Rule or Regulation

CCMC 4.04.077

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Redevelopment PW Event Street Closures: 6037510-500549

Is it currently budgeted? Yes

Explanation of Fiscal Impact: The proposed special event is within the Redevelopment District; therefore, the street closure would be paid for out of Redevelopment Authority funds. Anticipated cost is \$1,500. FY 2022 Street Closures for Carson City cost \$40,940.22, there is \$25,000 budgeted in Redevelopment, which is transferred to Streets Maintenance to help with the cost of street closures provided. Additional events in 2023 may impact the Streets Maintenance Fund, unless a larger transfer from Redevelopment is approved.

Alternatives

Do not approve the requested street closure and/or provide alternative direction to staff.

Attachments:

[Drive Thru Nativity - Street Closure Request.pdf](#)

[DRIVE THROUGH LIVING NATIVITY 2022- APPLICATION \(2\).pdf](#)

[First United Methodist Church - Special Event Courtesy Letter.pdf](#)

[Carson City Special Event Updates - Email to Event Organizers.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

From: [Tannis Causey](#)
To: [Hope Sullivan](#)
Cc: [Christie Overlay](#)
Subject: Re: street closures
Date: Wednesday, January 18, 2023 3:26:55 PM
Attachments: [image001.png](#)

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

Hi Hope

I hope this is sufficient for your meetings in Feb. As I mentioned we have traditionally held our Drive-thru Nativity on the second weekend of Dec but based on 2022's massive storm, there is some discussion around moving it to Dec 2/3 with Dec 9/10 being a second opportunity if we're hit like this past year. We'll be having that meeting in late February, and I can advise you of that outcome before we file the Special Event permit in early October. I have also included the street closures we have traditionally done. The only change might be moving the closure of King/Division back to Second /Division (NB only) to accommodate cars entering into our staging area in the parking lot of 400 W King Street (we own this building). It's a conversation I'll have with the Brewery Arts Center once they have set their schedule as they usually have a program on the second Saturday evening, and we want to make their parking situation as easy as possible. Their cast is usually the only ones affected as their patrons come in as we're lifting the closures.

If you need anything else - let me know.

Tannis Causey
775-220-4065

On Tue, Jan 17, 2023 at 2:33 PM Hope Sullivan <HSullivan@carson.org> wrote:

Tannis:

Please provide a detailed description of what you are proposing for street closures for the drive by nativity. Include exactly what streets you will want closed on what dates (you can say this weekend or that weekend if you aren't sure), and what hours the event will be. Be as specific as possible. As discussed, I plan to bring this to the Board at its meeting of February 16, so if I can get the info this week – that would be great!

Hope Sullivan, AICP

Community Development Director

Carson City, NV

775-283-7922 (direct)





CARSON CITY
SPECIAL EVENT PERMIT APPLICATION

Special Event Permit No.

SPEV-2022-0184

Thank you for choosing Carson City as the location for your Special Event!

Date Permit Submitted:

10-17-2022

Below, you'll find important information about the special event permitting process. In addition, you will be prompted by event-specific questions to guide you through completing the application and guide you through any additional requirements that might apply to your event.

*****PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION*****

SECTION 1: WHEN IS A SPECIAL EVENT PERMIT REQUIRED?

If you answer "yes" to any of the questions below, a Special Event Permit is required.

- | Yes | No | |
|-----------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is your event open to the public?
<i>(Free or able to purchase tickets at the door)</i> |
| 2. <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is your event located on City property? ¹
<i>(Examples: public streets, sidewalks, McFadden Plaza, city courthouse, etc.)</i> |
| 3. <input type="checkbox"/> | <input type="checkbox"/> | If yes, will you be utilizing the cities electrical system? |
| 4. <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will your event require the closure of any public streets?
<i>(If yes, please also see Section 5 for information on street closures)</i> |
| 5. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does your event include live entertainment?
<i>(Examples: live bands, theatrical shows, etc.)</i> |
| 6. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you be offering merchandise for sale?
<i>(If yes, please also see Section 6 for information on vendors)</i> |
| 7. <input type="checkbox"/> | <input checked="" type="checkbox"/> | If your event is open to the public, will you be serving or selling food?
<i>(If yes, please also see Section 7 for information on food permit requirements)</i> |
| 8. <input type="checkbox"/> | <input checked="" type="checkbox"/> | If your event is open to the public, will you be serving or selling alcohol?
<i>(If yes, please also see Section 8 for information on temporary liquor licenses)</i> |
| 9. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is your event promoted as a festival, trade show, craft show, car show, motorcycle rally, concert or parade? |
| 10. <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will your event require public safety services to support it?
<i>(Examples: Police, Fire, Emergency Medical Services)</i> |

¹ If your event will be located at a facility owned and operated by the Carson City Parks and Recreation Department, this application is not required. For a list of facilities owned by the Carson City Parks and Recreation Department and instructions on how to reserve space, please click the link below.

[Reservable Parks Facilities in Carson City](#)

Special Events are regulated by the following sections of the Carson City Municipal Code (CCMC):

[CCMC Section 4.04.077 - Special Event Permits](#)

[CCMC Section 4.13.240 - Special Event Liquor Permits](#)

Please click the links above to access the applicable sections of the Carson City Municipal Code on the web. At the end of this application, you will be required to sign a statement indicating that you have read and accept the requirements outlined in the code sections above.

SECTION 2: ORGANIZATION AND CONTACT INFORMATION

Business or Organization Name <i>First United Methodist Church</i>		Type of Business Entity <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Non-Profit	
Event Organizer Contact Name <i>Tannis Causey</i>		Phone <i>775-220-1436 4065</i>	
Email Address <i>tannis@oca@gmail.com</i>		Alternate Phone <i>775-882-1436 (msg at church)</i>	
Business Address <i>400 W. King Street #100</i>	City <i>Carson City</i>	State <i>NV</i>	ZIP <i>89703</i>
Mailing Address <i>Same</i>	City	State	ZIP

SECTION 3: GENERAL SPECIAL EVENT INFORMATION

Please tell us about the details of your Special Event.

Event Name <i>Drive Through Living Nativity / The Road to Bethlehem</i>			
Overall Event Start Date and Time <i>Sat Dec 10, 2022 5pm</i>	Overall Event Finish Date and Time <i>Sun Dec 11, 2022 8pm</i>	Estimated Number of Attendees - Per Day <i>300 cars (1500 people)</i>	
Event Setup Start Date and Time <i>Sat Dec 10, 9AM</i>	Event Tear Down Finish Date and Time <i>Sun Dec 11, 2022 9pm</i>	Estimated Number of Attendees - Overall <i>1500</i>	
For multiple day events, provide the start and finish times for each day:			For multiple day events, provide estimated number of attendees per day:
Date (Day 1): <i>Dec 10, 2022</i>	Start Time <i>5pm</i>	Finish Time <i>8pm</i>	Day 1: Estimated Attendees <i>750</i>
Date (Day 2): <i>Dec 11, 2022</i>	Start Time <i>5pm</i>	Finish Time <i>8pm</i>	Day 2: Estimated Attendees <i>750</i>
Date (Day 3):	Start Time	Finish Time	Day 3: Estimated Attendees
Date (Day 4):	Start Time	Finish Time	Day 4: Estimated Attendees
Date (Day 5):	Start Time	Finish Time	Day 5: Estimated Attendees
Event Location(s) <i>This event takes place on the sidewalk around our church, including Musser, Minnesota, Proctor and Division Sts. Cars will queue inside the parking lot of 400 W. King St and be released single file to view the stations located on church property.</i>			
Event Description (please attach additional pages if necessary) <i>The Road to Bethlehem is created by using sets and actors portraying the multiple scenes of the Christmas story. A walking path is created using rope lights and stands on the public sidewalk. Driveway lanes are created using luminaria bags containing battery operated tea light candles. Over 150 people and possibly penned sheep, donkey, etc. are involved in telling the story.</i>			

Additional General Event Information Required:

1. Event Site Plan. Please attach a site plan showing the layout of your proposed event including all equipment. (This is **REQUIRED**. Please see Page 9 for an example.)
2. Daily Event Schedule. Please attach a daily event schedule including start and end times of all associated event activities, including set-up and tear down. (This is **REQUIRED**. Please see Page 10 for an example.)
3. Private Property Authorization Letter. If your event is being held on private property, please include a letter from the property owner(s) authorizing your event.
4. Vendor List, if applicable. Please provide a list of vendors selling/serving merchandise, food or liquor at your event. (Please see Section 6 for additional information.)
5. Liquor Liability Insurance, if applicable. (Please see Section 8 for more information.)
6. General Liability Insurance, if applicable. (Please see Section 10 for more information.)
7. Special Event Meeting. A pre-event meeting with City staff may be required depending on the scope of your event. Upon review of your application, City staff will determine the need for a pre-event meeting and will contact you. If you would like to request a pre-event meeting regardless of staff review, please check this box.

SECTION 4: EVENT APPLICATION SUBMITTAL DEADLINES²

1. Events without street closures are required to be submitted at least 30 days prior to the event.
2. Events including street closures are required to be submitted at least 60 days prior to the event.

² If submitted after the deadlines above, we will do our very best to accommodate your needs but cannot guarantee the same level of customer service as those applications submitted in a timely manner.

SECTION 5: EVENT STREET CLOSURES³

If your event requires street closures, please describe the closures needed here. (Example: Curry Street from Proctor to Spear, Proctor Street from Carson to Curry including entire intersection at Curry and Proctor.)

Streets Proposed for Closure

Musser Street from Phillips to Nevada
 Minnesota St from King to Telegraph.
 Proctor from Minnesota to Nevada
 Division from Telegraph to King
 King Eastbound from Minnesota to Division

³ Please note that most events with street closures will require a pre-event meeting with City staff. Based on the 60-day application deadline, staff will attempt to schedule this pre-event meeting approximately 45 days prior to your event for sufficient coordination time.

Traffic Control Plans for Street Closures

All streets closures require a traffic control plan that will be prepared by City staff as a part of your event. We have several standard traffic control plans available for streets where most events take place. These plans are available for review if you need assistance determining which streets need closure for your event. You may request one of the plans be used as-is, or that one be modified or prepared specifically for your event. Upon determining the scope of your event, City staff will determine the most appropriate traffic control plan based on your needs.

The following steps will occur as a part of your street closure and traffic control plan process:

1. A pre-event meeting will (in most cases) be held to coordinate appropriate street closures needed.
2. A traffic control plan will be prepared by City staff. This may include using an existing plan, modifying an existing plan or creating a new plan.
3. City staff will review the traffic control plan with you and make any needed changes.
4. The final traffic control plan will be sent to you and all applicable city departments.
5. Traffic control equipment will be placed by City staff prior to the event start. This will occur as close to your event start as possible to minimize impact to the traveling public, but will also take into account set up needs for your event.
6. Traffic control equipment will be removed by City staff after the event ends. This will occur as soon as possible after your event ends and tear down is completed to minimize impact to the traveling public.

Street Closure Signature Sheet

Property owners and/or tenants that will be impacted by the proposed street, sidewalk or parking space closures must be contacted and informed. A Street Closure Signature Sheet must be provided showing the names, addresses and signatures of all affected parties. Please see [Page 11](#) for the blank sheet.

As your exact street closures may be modified based on input from staff, please wait to obtain signatures until after the street closures have been confirmed by City staff. This is intended to ensure that you don't need to obtain additional signatures on a previously completed sheet as a result of street closure modifications. The Street Closure Signature Sheet is due no later than 15 days prior to your event.

SECTION 6: VENDORS

- | | | | |
|----|--------------------------|-------------------------------------|---------------------------------------------------------------------------------|
| | Yes | No | |
| 1. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does your event include vendors offering merchandise, food or alcohol for sale? |
- If "yes", please complete the Vendor List located on [Page 12](#) identifying each of your vendors and what product they will be selling.
2. Please note that vendors serving food are subject to the requirements outlined in [Section 7](#) (Event Food) and vendors serving alcohol are subject to the requirements outlined in [Section 8](#) (Event Liquor) below.

SECTION 7: EVENT FOOD AND BEVERAGES (SERVING OR SELLING)⁹

- | | | | |
|----|-------------------------------------|--------------------------|----------------------------------------------------------------------------------------------|
| | Yes | No | |
| 1. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will you be serving food or drink at your event? |
| 2. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is your event open to the public? Drinks will <u>not</u> be available to the <u>public</u> . |

If "yes" to both questions above, a Temporary Food Permit Issued through Carson City Health and Human Services **MAY** be required depending upon the type of food/drink served. The information below is provided to help you determine if a Temporary Food Permit is required.

Exempt from Temporary Food Permit:

- Coffee, tea or both, with powdered non-dairy creamer or ultra-pasteurized dairy creamer packaged in individual servings. This does not include beverages such as lattes and espresso that are mixed with a dairy product by the vendor during preparation.
- Commercially prepared acidic beverages including, without limitation, orange juice, lemonade and other similar beverages that are served from the original, properly labeled container without the addition of ice or other regulated food products.
- Draft beer and other alcoholic beverages that are served without the addition of ice or potentially hazardous food (time/temperature control for safety food). Please note that a Temporary Liquor License is required to serve alcoholic beverages regardless of how the alcohol is served.

Exempt from Temporary Food Permit, Continued:

- Hermetically sealed (air tight) and unopened containers of nonpotentially hazardous beverages which do not require refrigeration.
- Hot chocolate prepared without the use of potentially hazardous food (time/temperature control for safety food) or reconstituted dairy products. *Packaged Single serve*
- Non-potentially hazardous prepackaged baked goods, with proper labeling, from an approved source and requiring no on-site preparation.
- Non-potentially hazardous and unopened prepackaged food from an approved source with proper labeling including, without limitation, honey, jerked meats, potato chips, popcorn and other similar foods. Sampling of these products is not allowed.
- Produce sold from a produce stand at which no food preparation, breaching (cutting, opening or breaking the produce skin) of produce or product sampling is performed.
- Food supplements that are offered for sample or sale without the addition of regulated food items. Such food supplements include, but are not limited to, vitamins, minerals, protein powder mixes, energy drinks and herbal mixtures, provided that they are from an approved source.

If the food and/or beverages you would like to serve or sell do not fall within the exempt food and beverage items described above, a Temporary Health Permit is required. Please see Pages 13-20 for the Temporary Health Permit application and instructions as well as a self-inspection checklist for temporary food facilities. Separate submittal of this permit application to the Health and Human Services Division, including the payment of separate fees, will apply.

⁴ Regardless of whether a Temporary Food Permit is required, food preparation and handling requirements will still apply. These requirements and other helpful tips are included in this packet on Pages 15-17.

SECTION 8: EVENT LIQUOR (SERVING OR SELLING)

- | | | | |
|----|--------------------------|-------------------------------------|-------------------------------------------------------|
| | Yes | No | |
| 1. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you be serving or selling alcohol at your event? |
- If "yes", who will be responsible for the selling or serving of alcohol?
- Event Organizer Only (as sole alcohol vendor)
- Vendors Only (as separate individual vendors each selling or serving alcohol)
- Both
2. **Liquor Liability Insurance Required When Alcohol Is Served or Offered for Sale**
- a. If liquor will be sold, served or dispensed on any property owned by Carson City (including streets and sidewalks), the event organizer or vendor serving the liquor must provide Liquor Liability Insurance coverage naming the "City of Carson City, its officers, employees and agents" as an Additional Insured for a minimum of \$1,000,000 per occurrence. A sample insurance certificate has been provided on Page 21 for your reference.
- b. If the event organizer is acting as the sole alcohol vendor, then he/she must provide a certificate of insurance for the liquor liability coverage identified above for the entire event.
- Insurance Certificate Attached
- c. If several vendors are serving alcohol, each vendor must provide a separate certificate of insurance for the required liquor liability coverage identified above for their individual operation.
- Insurance Certificates Attached
3. **Purchase of Wholesale Liquor Required**
- Please note that liquor being served at Special Events must be purchased from a wholesale distributor licensed in Nevada. A list of wholesalers with contact information is attached on Page 22 for your use.

SECTION 9: FIRE⁵

- | YES | NO | |
|--------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 1. Will you have a tent larger than 400 square feet with sides? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2. Will you have a tent larger than 700 square feet without sides? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 3. Will you have any open flames? This includes cooking, candles, bonfires, or any other use of open flames |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 4. Will you have fireworks or any type of pyrotechnics? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5. Will you have a temporary stage greater than 400 square feet? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6. Will you have any food trucks at your event (please provide a list of food truck vendors)? |

If you have answered "yes" to any of the questions above, a separate, no cost permit from the Carson City Fire Department MAY be required. Please call (775) 887-2210 for more information. Please note the following general requirements applicable to events with fire components and permits through the Fire Department:

1. For open flames, please be prepared to provide the following information to the Fire Department:
 - a. If you are cooking:
 - Detail on cooking appliances and fuel you will be using (i.e. LPG, wood, electric, etc.)
 - Detail on cooking equipment location regardless of whether it is inside or outside.
 - Detail on fire extinguishers on site (i.e. type, size, location, etc.)
 - b. If you are using candles, you will be asked to provide the following information
 - Provide detail on candle type, size and location
 - Lit candles can't be passed hand to hand
 - c. If you are having a bonfire:
 - Provide detail on the bonfire location and expected number of attendees. A site plan will be required.
 - Standby fees may apply for this activity.
 - d. If you are using a portable heater:
 - Provide detail on the type of heater and whether it is electric, LPG or kerosene.
2. Fireworks and pyrotechnics can only be done by a Nevada licensed pyrotechnician. Please refer to Section 18 of the Fire Prevention Planning Guide for Special Events on Page 29 for a checklist of what must be provided to the Fire Department. Standby fees may apply for these activities.

⁵ Fire Department requirements apply to your event regardless of whether a separate Fire Department permit is required. Please refer to the Fire Prevention Planning Guide for Special Events on Pages 23-29 for additional information.

SECTION 10: GENERAL LIABILITY INSURANCE AND INDEMNIFICATION*Will follow***1. General Liability Insurance Required.**

If your event will be held on any portion of property owned by Carson City (sidewalks, streets, etc.), you are required to provide general liability insurance coverage for the specific dates of your event. This coverage is required to name the "City of Carson City, its officers, employees and agents" as Additional Insured for a minimum of \$1,000,000 per occurrence. The policy must be obtained from an insurance carrier licensed to do business in the State of Nevada. A sample insurance certificate has been provided on Page 30 for your reference.

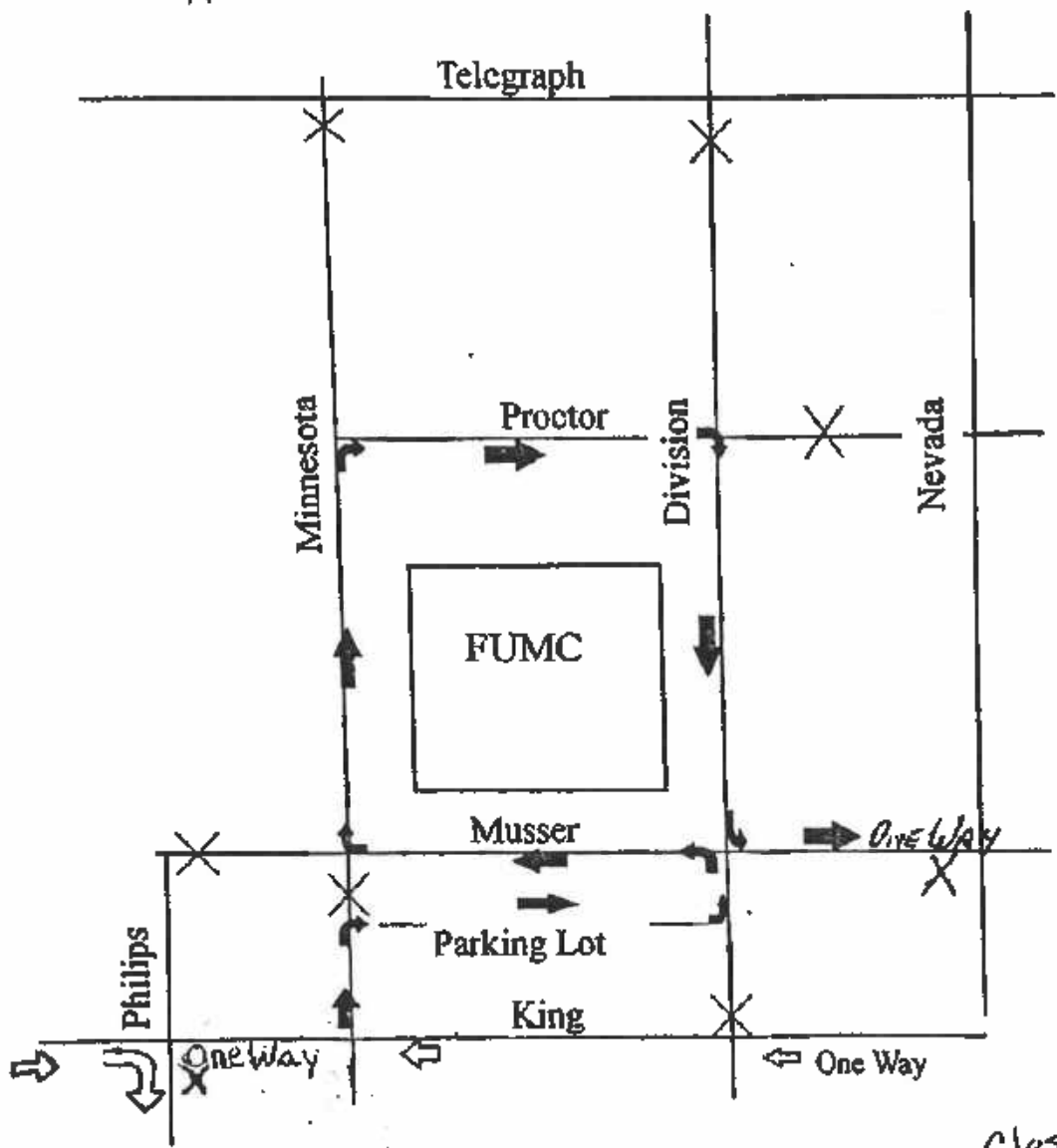
Insurance Certificate Attached

2. Hold Harmless and Indemnification.

A Hold Harmless and Indemnification Agreement is required as a part of this Special Event Permit. Please complete the agreement on the following page as a part of your application process.

Hold Harmless Agreement Completed and Signed by Authorized Party

Drive Through Nativity Scene



- X = Blocked off streets
- X— Totally Closed
- X— Closed One Way
- ⇨ = Through Traffic
- ⇦ = Nativity Traffic

2022 Drive Through Living Nativity/ The Road to Bethlehem Event Schedule

Saturday, Dec 10

10 am Set Erection and Lighting Deployment

11 am Sign Installation

5 pm Luminaria Bag Distribution

5:30 pm Close streets (city)

5:30 to 6 pm Actors arrive to get into costume

6 pm Luminaria lighting

6:30 pm Actors take positions

6:30 – 7 pm Walkers only on street. Traffic held in 400 W King Street parking lot

If no walkers by 6:45 pm, open up street to vehicle traffic. If any walkers do appear, they will walk on sidewalk path.

8 pm or last car in parking lot, begin shutting down. Pull luminaria onto curb, spool up rope light and holders, pull in props, actors return home.

Reopen streets by 9 pm (city)

Sunday, Dec 11

4 pm Install rope lighting and walking path signs.

5 pm Luminaria Bag Distribution

5:30 pm Close streets (city)

5:30 to 6 pm Actors arrive to get into costume

6 pm Luminaria lighting

6:30 pm Actors take positions

6:30 – 7 pm Walkers only on street. Traffic held in 400 W King Street parking lot

If no walkers by 6:45 pm, open up street to vehicle traffic. If any walkers do appear, they will walk on sidewalk path.

8 pm or last car in parking lot, begin shutting down. Pull luminaria onto curb, spool up rope light and holders, pull in props and all lights/cords, actors return home.

Reopen streets by 9 pm (city)

**CARSON CITY SPECIAL EVENTS
PERMIT HOLD HARMLESS & INDEMNIFICATION AGREEMENT**

I, the undersigned, submit this hold harmless agreement as part of my request to be issued a special event permit for the dates of 10/10/22 to 10/11/22 and from the hours of 5pm to 9pm in the name of the following event: Drive Through New Me Nativity / The Road to Bethlehem.

The provisions of this agreement apply to me, my entity, group or organization and our invitees and/or guests ("permittee"). I agree to abide by all applicable rules and regulations relating to this permit. Failure to do so may result in the revocation of this permit.

I agree to defend, protect, indemnify and hold Carson City, it's officers, employees and agents free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of or resulting from, the alleged acts or omission of permittee, it's officers, agents or employees in connection with the permitted event or activity; and I agree, at my own cost, risk and expense, to defend any and all claims or legal actions that may be commenced or filed against the City, it's officers, agents or employees, and that I will pay any settlement entered into and will satisfy any judgement that may be rendered against the City, it's officers, agents or employees as a result of the alleged acts or omissions of permittee or permittee's officers, agents or employees in connection with the uses, events or activities under the permit.

I agree to give Carson City prompt and timely notice of any claims or suits instituted which may directly or indirectly affect Carson City or its officers, agents or employees.

I agree to reimburse Carson City for any expenses incurred in responding to or defending any claims or suits, including the reasonable value of any services rendered or time spent by City officers, agents or employees in in responding to or defending such claims or suits.

I also agree to obtain and maintain a policy of General Liability Insurance (Occurrence Form) in the amount of \$1,000,000 from an insurance carrier with an AM Best Rating, admitted to do business in the State of Nevada and to maintain this policy in full force during the term of this permit. I agree to name Carson City, its officers, agents and employees as additionally insured on this policy and accompanying endorsement page. This insurance policy must provide liability coverage for the activities of vendors and entertainers participating in the special event. If coverage is excluded for any vendor or entertainer, proof of insurance for the vendor or entertainer must be provided through additional insurance policies, also naming Carson City, its officers, agents and employees as the additional insured. Proof of insurance policies covering the permittee and/or vendors and entertainers must be submitted to Carson City at least seven (7) business days in advance of the event. Proof of coverage must be provided in the form of a Certificate of Insurance with the endorsement page. Carson City's acceptance of an insurance certificate does not relieve me of liability nor will the amount of insurance limit my responsibility.

I certify that I have the authority to enter into this agreement on behalf of the entity or organization described below and that I am executing this agreement on its behalf.

Authorized Party Tannis Causey Organization First United Methodist Church
Signature [Signature] Date Oct 5, 2022

ACORD CERTIFICATE OF LIABILITY INSURANCE

Date (MM/DD/YY)
10/11/22

778

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If PROXIMATE WAIVER IS WAIVED, subject to the terms and conditions of the policy, certain policies require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Helman Insurance Brokers
10 Carlback Avenue
Inot Creek, CA 94596
License #0564240

CONTACT NAME Haley Glickman	
PHONE (A/C, No, Ext) 925-934-8500	FAX (A/C, No) 925-934-8276
EMAIL ADDRESS haleyg@helins.com	
INSURER(S) AFFORDING COVERAGE	
INSURER A Philadelphia Indemnity Insurance Company	NAIC # 18056
INSURER B	
INSURER C	
INSURER D	
INSURER E	
INSURER F	


Insured
Norma-Nevada Annual Conference of the United Methodist Church
PO Box 1727
Reno, NV 89503

COVERAGE CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE USED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF EACH POLICY. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	ACORD REVER	SUBR Y/Y/D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X		PHPK2362746	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> UMBRELLA LIMB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$			PHPK2362749	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ALL PROPRIETOR/PARTNER/EXECUTIVE/OFFICER MEMBER EXCLUDED? (Mandatory in N.H.) <input type="checkbox"/> YES <input type="checkbox"/> NO # yes, do not under DESCRIPTION OF OPERATIONS helznc			N/A			PER STATUTE OTHER EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 re: First United Methodist Church, 408 West King Street, Ste 100, Carson City, NV 89703. Certificate holder is included as Additional Insured on the General Liability policy per the attached endorsement, if required, as respects to Use and occupancy of Living Drive-Through Nativity Program held December 10th & 11th, 2022 on a block of King, Musser, Mansewa, Proctor and Division Street, in Carson City, Nevada

CERTIFICATE HOLDER	CANCELLATION
Carson City Consolidated Municipality, City of Carson City, NV 201 N. Carson Street Carson City, NV 89701	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS AUTHORIZED REPRESENTATIVE 

Policy Number PHPK2362746
 Name of Insured California-Nevada Annual Conference of the
 United Methodist Church

COMMERCIAL GENERAL LIABILITY
 CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)
Carson City Consolidated Municipality, City of Carson City, NV 201 N. Carson Street Carson City, NV 89701 Re: Use and occupancy of Living Drive-Through Nativity Program held December 10th & 11th, 2022 on a block of King, Musser, Minnesota, Proctor and Division Street, in Carson City, Nevada.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II - Who is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

SECTION 11: ACKNOWLEDGMENTS AND SIGNATURES

I have read and understand/accept the requirements related to this event as stated in this permit application and in Carson City Municipal Code, Sections 4 04 077 and 4 13 240. I further understand that issuance of my special event permit may be contingent upon my acceptance of additional reasonable conditions determined by City staff upon review of my application.

Signature: *Tannis Causey*

Date: Oct 5, 2020

Print Name: Tannis Causey

Please check here if you are willing to attend a post-event meeting with City staff to provide feedback on how we can make your event experience better. (If box is checked, we will contact you to set up a meeting at your convenience.)

OFFICE USE ONLY

Permit Fees	FEE	Permit Checklist
Event Permit Fee		Vendor List <input type="checkbox"/>
Event Permit Fee (Non-Profit)		Authorization Letter from Property Owner <input type="checkbox"/>
Vendor Fees		Event Layout/Site Plan <input type="checkbox"/>
Temporary Liquor License Fee		Daily Event Schedule <input type="checkbox"/>
TOTAL FEES DUE:		Street Closures <input type="checkbox"/>
Payment Type:		Pre-Event Meeting Required <input type="checkbox"/>
Received By:	Date:	Street Closure Signature Sheet (15 days prior) <input type="checkbox"/>
Staff Notes:		Liquor Liability Insurance (if applicable) <input type="checkbox"/>
		General Liability Insurance Certificate <input type="checkbox"/>
		Separate Health Permit Required <input type="checkbox"/>
		Separate Fire Permit Required <input type="checkbox"/>



108 E. Proctor Street
 Carson City, Nevada 89701
 (775) 887-2180
 Hearing Impaired: 711

December 27, 2022

First United Methodist Church
 400 W King St Suite 100
 Carson City 89703

Dear Tannis Causey,

You were the event organizer for Drive Through Living Nativity held on December 10-11, 2022 in Carson City. I am writing to let you know that there will be some changes relative to street closures for special events in calendar year 2023. Specifically, the Public Works Director will have the authority to close the following portions of streets / parking lots if the following criteria is met.

Closure Name	Criteria	Limitations	Street Closure Fee (Not-to-Exceed)
3rd Street Parking Lot		No road closures required, only closure of the parking lot. The southernmost drive aisle must remain open	\$500
Carson Street (Fifth to Robinson)	Only available for events with an estimated attendance of 2,000 or more people	Between Robinson St. and Fifth St. only and associated side streets	\$3,000
Curry Street (Second to Fourth)	Only available for events with an estimated attendance of 1,000 or more people	Between Second St. and Fourth St. only and associated side streets	\$1,000
Curry Street (Musser to Telegraph)	Only available for events with an estimated attendance of	Between Musser St. and Telegraph St. only and associated side streets.	\$1,000

	500 or more people		
Telegraph (Carson to Curry)	Only available for events with an estimated attendance of 100 or more people	Between Carson St. and Curry St only	\$500

The street closure fee will apply if the request is not submitted at least thirty days prior to the event.

If your event will meet the criteria, I encourage you to plan for your event at one of the locations where the Public Works Director is authorized to close the street.

If you are planning a street closure for your event in 2023 and it is NOT a street that the Public Works Director is authorized to close, I ask that you contact me at (775)283-7922 or hsullivan@carson.org by January 16, 2023. The requested street closure will need to be reviewed by the Board of Supervisors for its consideration. I would like to “batch” any requests and take them to the Board in February.

I look forward to working with you and your team on special events in 2023.

Sincerely,

Hope Sullivan

Hope Sullivan, AICP
Community Development Director

From: [Christie Overlay](#)
Cc: [Hope Sullivan](#); [Cecilia Rice](#)
Bcc: [BARBIECATHY55@GMAIL.COM](#); [BAYLEEBIBER@GMAIL.COM](#); [BHALL@CMNN.ORG](#); [BOB@NEVADASTATEFAIR.ORG](#); [BOLSON@OFFSITEDATADEPOT.COM](#); [BRENDA.COLLINGS@CORCORANGL.COM](#); [CARIN@GREENHOUSEGARDENCENTER.COM](#); [CARSONVICTORYROLLERS@GMAIL.COM](#); [CCDESERTROSE@YAHOO.COM](#); [CEO@SIERRANEVADAREALTORS.ORG](#); [CHAD@STRATEGICSUPPLIES.NET](#); [chad@strategicsupplies.net](#); [CKINCHELOE@MUSCLEPOWERED.ORG](#); [CLEMENCE@BIKEMONKEY.NET](#); [DIRECTOR@CARSONCITYCHAMBER.COM](#); [DONNYBFMC@YAHOO.COM](#); [DTHIELEN@NEVADACULTURE.ORG](#); [ENRIQUEARROYO11@OUTLOOK.COM](#); [ERIC@RACE178.COM](#); [GILLIAN@NVFISH.COM](#); [GILLIAN@NVFISH.COM](#); [GODGUY@STPETERSCARSON.CITY](#); [IMOUIRKY1@YAHOO.COM](#); [info@jazzcarsoncity.com](#); [JANA@NIACNV.COM](#); [JEFF.MANNING@BATTLEBORNH.D.COM](#); [JENINPRINT@AOL.COM](#); [jim.gray@countryfinancial.com](#); [JOSLYN@INPLAINSIGHTLLC.COM](#); [JPICKETT@775OFR.COM](#); [JULIEANNGRADY@AOL.COM](#); [KRISTY.DJAL@YAHOO.COM](#); [MARIAH.COMPAU@BATTLEBORNH.D.COM](#); [MCOOP59@GMAIL.COM](#); [MEEPLEPEAK@GMAIL.COM](#); [MELODY.DEMUTH@FOXNBREW.PUB.COM](#); [MIKE@MONARCH-DIRECT.COM](#); [MIKEATOZEN@GMAIL.COM](#); [mikey@breweryarts.org](#); [NEVADADAY@NEVADADAY.COM](#); [nhendee@carson.k12.nv.us](#); [NNVHOTSPOT@GMAIL.COM](#); [NONEVREPS@GMAIL.COM](#); [OFFICEMGR@AEDV.ORG](#); [ROWAN.COLGAN@YAHOO.COM](#); [SAMANTHA@PCCCARSON.ORG](#); [SASSABRATION@GMAIL.COM](#); [SGRECIAN3230@CHARTER.NET](#); [SHELBY.RILEY@DCFS.NV.GOV](#); [TANNISLAC@GMAIL.COM](#); [THESTREEFEKER@GMAIL.COM](#); [THETAPCC@GMAIL.COM](#); [TRTER100@GMAIL.COM](#); [VNLABN22@GMAIL.COM](#); [WEBSTERSD42@GMAIL.COM](#); [WALT@OWENS99.COM](#)
Subject: Carson City Special Event Updates
Date: Tuesday, December 27, 2022 4:04:00 PM
Attachments: [image001.png](#)

Good afternoon,

You were the event organizer for one of the special events held in Carson City during 2022. I am writing to let you know that there will be some changes relative to street closures for special events in calendar year 2023. Specifically, the Public Works Director will have the authority to close the following portions of streets / parking lots if the following criteria is met.

Closure Name	Criteria	Limitations	Street Closure Fee (Not-to-Exceed)
3rd Street Parking Lot		No road closures required, only closure of the parking lot. The southernmost drive aisle must remain open	\$500
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Telegraph (Carson to Curry)	Only available for events with an estimated attendance of 100 or more people	Between Carson St. and Curry St only	\$500

The street closure fee will apply if the request is not submitted at least thirty days prior to the event.

If your event will meet the criteria, I encourage you to plan for your event at one of the locations where the Public Works Director is authorized to close the street.

If you are planning a street closure for your event in 2023 and it is NOT a street that the Public Works Director is authorized to close, I ask that you contact me at (775)283-7922 or hsullivan@carson.org by January 16, 2023. The requested street closure will need to be reviewed by the Board of Supervisors for its consideration. I would like to “batch” any requests and take them to the Board in February.

I look forward to working with you and your team on special events in 2023.

Sincerely,

Hope Sullivan, AICP
Community Development Director





STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Heather Ferris, Planning Manager

Agenda Title: For Possible Action: Discussion and possible action regarding a request from Carson City ("Applicant") to adopt, on second reading, Bill No 102, an ordinance approving a zoning map amendment to change the zoning from Public Community ("PC") to Single-Family 6,000 ("SF6") for a parcel located at 700 Fleischmann Way, Assessor's Parcel Number ("APN") 001-141-20. (Heather Ferris, hferris@carson.org)

Staff Summary: Through the annual review of the Master Plan and Zoning Map, the Board and staff have identified the subject parcel as appropriate for consideration of a mapping correction. The subject property is zoned PC but is no longer publicly owned. The proposed amendment will be consistent with the current use and ownership of the property.

Agenda Action: Ordinance - Second Reading **Time Requested:** 5 minutes

Proposed Motion

I move to adopt, on second reading, Bill No. 102, Ordinance No. _____.

Board's Strategic Goal

Quality of Life

Previous Action

January 19, 2023 (Item 17A): The Board of Supervisors introduced the ordinance on first reading by a vote of 5 - 0.

December 20, 2022 (Item 14E): The Planning Commission recommended approval by a vote of 5 - 0, 2 absent.

Background/Issues & Analysis

At its meeting of December 15, 2021, the Planning Commission was provided with an update on the Master Plan implementation activities and reviewed and made a recommendation to the Board of Supervisors ("Board") on the Master Plan Action Plan and other Master Plan related matters. At its meeting of January 20, 2022, the Board accepted the 2021 Master Plan report from the Planning Commission and identified the subject parcel as appropriate for consideration of a mapping correction.

The subject property was, at one time, owned by Carson City and Carson-Tahoe Hospital, a county hospital. The subject parcel was utilized as a "hospitality house" for families of patients undergoing treatment. The

parcel is no longer publicly owned and the on-site use is a single-family residence. The proposed amendment will be consistent with the current use and ownership of the property.

Please refer to the attached Planning Commission staff report for additional background and analysis.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 244; Article 2 of the Carson City Charter; and CCMC 18.02.075

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Do not adopt the ordinance and/or provide alternative direction to staff.

Attachments:

[ZA-2022-0497_Ord.-_2nd_Reading.doc](#)

[ZA-2022-0497 \(700 Fleischmann Way\).docx](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

NAYS: _____

ABSENT: _____

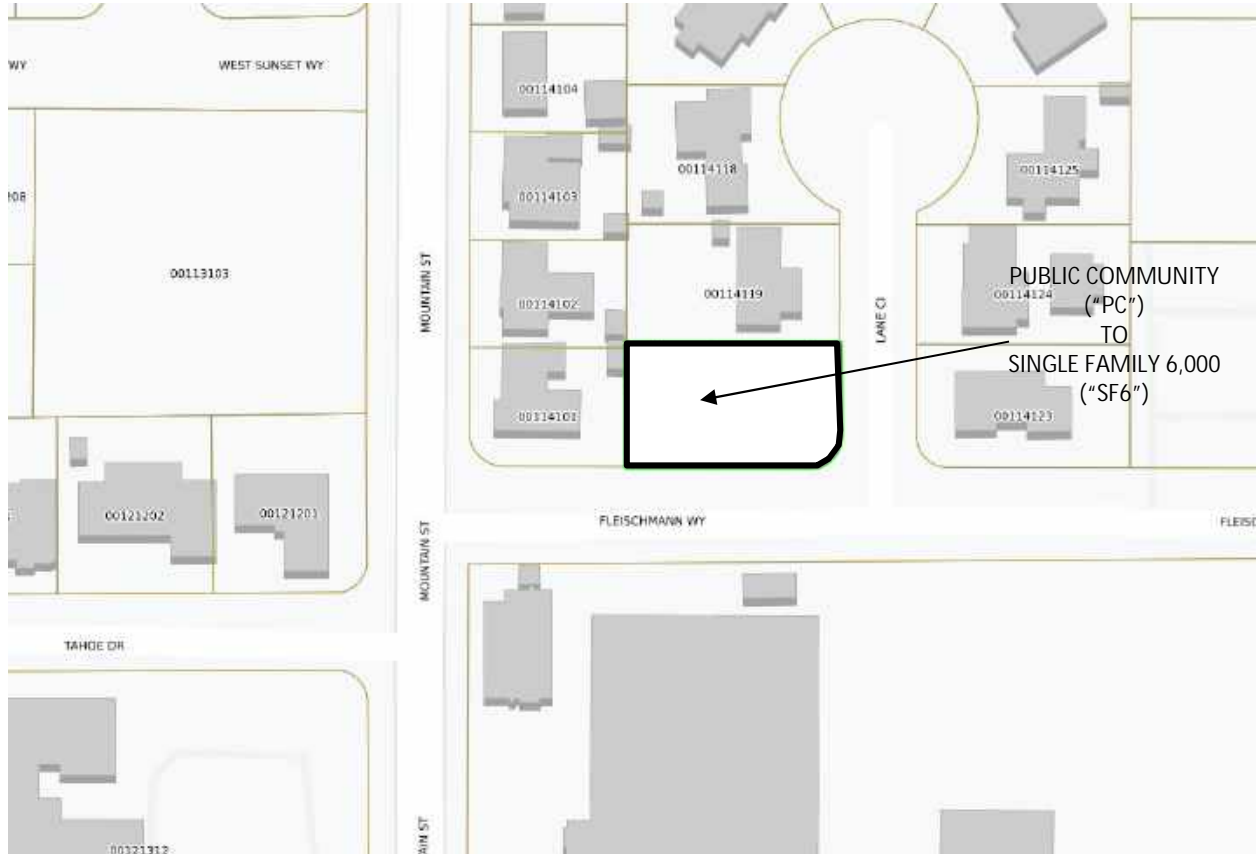
Lori Bagwell, Mayor

ATTEST:

William Scott Hoen, Clerk-Recorder

This ordinance shall be in force and effect from and after the ____ of _____,
2023.

Attachment A



STAFF REPORT FOR PLANNING COMMISSION MEETING OF DECEMBER 20, 2022

FILE: ZA-2022-0497

AGENDA ITEM: 14.E

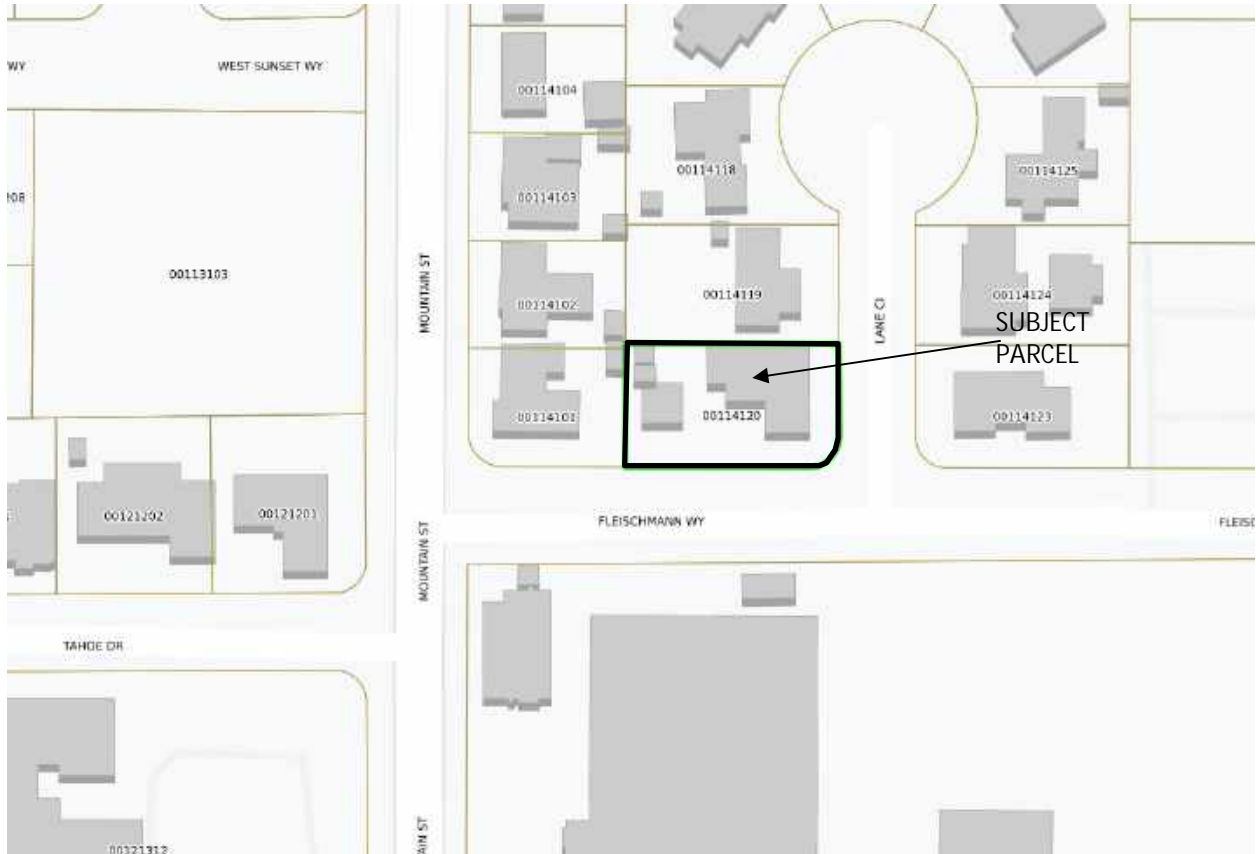
STAFF CONTACT: Heather Ferris, Planning Manager

AGENDA TITLE: For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors (“Board”) concerning a request from Carson City (“Applicant”) for a proposed ordinance amending the zoning map to change the zoning from Public Community (“PC”) to Single-Family 6,000 (“SF6”) for the parcel located at 700 Fleischmann Way, Assessor’s Parcel Number (“APN”) 001-141-20. (Heather Ferris, hferris@carson.org)

Staff Summary: Through the annual review of the Master Plan and Zoning Map, the Board and staff have identified the subject parcel as appropriate for consideration of a mapping correction. The subject property is zoned PC, but is no longer publicly owned. The proposed amendment will be consistent with the current use and ownership of the property.

RECOMMENDED MOTION: “I move to recommend to the Board of Supervisors approval of the zoning map amendment ZA-2022-0497 as presented.”

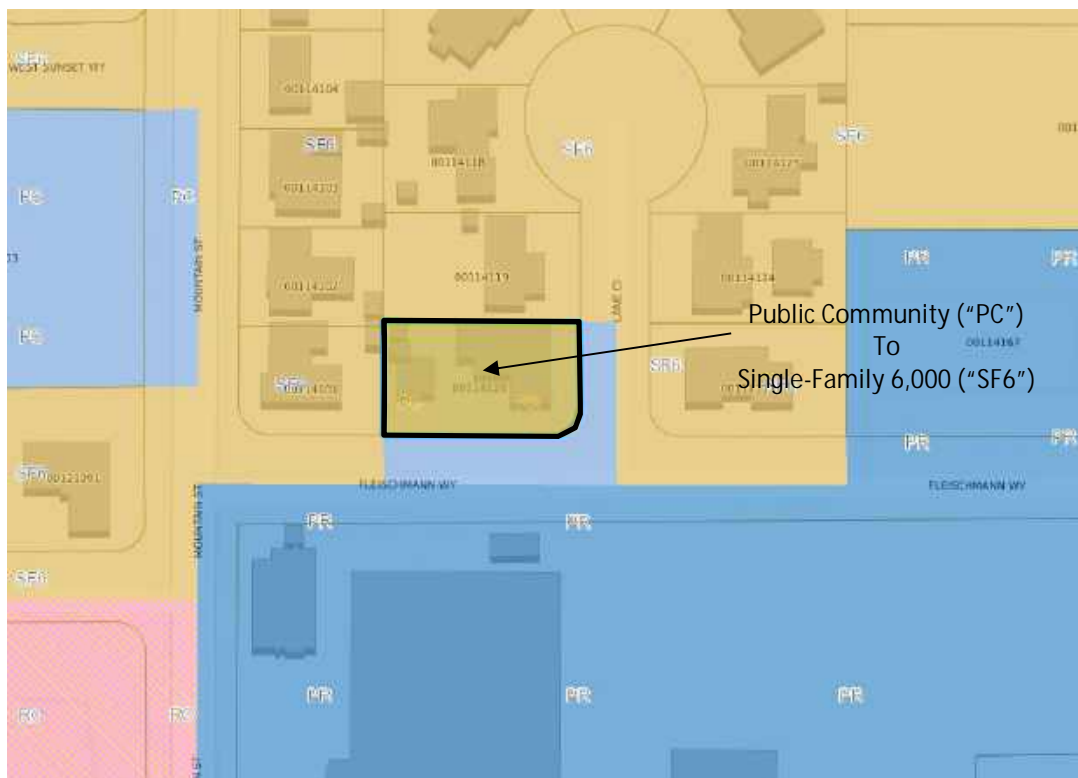
VICINITY MAP:



EXISTING ZONING



PROPOSED ZONING



LEGAL REQUIREMENTS: Carson City Municipal Code (“CCMC”) 18.02.050 (Review); (Zoning Map Amendments and Zoning Code Amendments)

EXISTING MASTER PLAN DESIGNATION: Medium Density Residential (“MDR”)

EXISTING ZONING: Public Community (“PC”)

PROPOSED ZONING: Single-Family 6,000 (SF6)

SURROUNDING ZONING AND LAND USE INFORMATION:

NORTH: Single-Family 6,000 / single family residences
SOUTH: Public Regional / health center, continuing care hospital, outpatient facility
EAST: Single-Family 6,000 / single family residences
WEST: Single-Family 6,000 / single family residences

BACKGROUND AND DISCUSSION:

At its meeting of December 15, 2021, the Planning Commission was provided with an update on the Master Plan implementation activities and reviewed and made a recommendation to the Board of Supervisors on the Master Plan Action Plan and other Master Plan related matters. At its meeting of January 20, 2022, the Board of Supervisors accepted the 2021 Master Plan report from the Planning Commission and identified the subject parcel as appropriate for consideration of a mapping correction.

The subject property was, at one time, owned by Carson City and Carson-Tahoe Hospital, a county hospital. The subject parcel was utilized as a “hospitality house” for families of patients undergoing treatment. The parcel is no longer publicly owned and the on-site use is a single-family residence. The proposed amendment will be consistent with the current use and ownership of the property. The Planning Commission makes a recommendation to the Board of Supervisors.

PUBLIC COMMENTS: A courtesy notice was mailed to the property owner on November 9, 2022. On December 06, 2022, public hearing notices were mailed to 43 property owners within 300 feet of the subject property in accordance with the provisions of NRS and CCMC 18.02.045. At the time of the writing of this report staff has not received any public comment. Any comments that are received after this report is completed will be provided to the Planning Commission either prior to or at the December 20, 2022 meeting depending on their submittal date to the Planning Division.

OTHER CITY DEPARTMENT OR OUTSIDE AGENCY COMMENTS:

The requests were routed to other departments for review and comment. All indicated they had no comments or concerns with the proposed amendment.

FINDINGS: Staff recommends the following findings for approval of the Zoning Map Amendment pursuant to CCMC 18.02.075, Zoning Map Amendments and Zoning Code Amendments.

- 1. That the proposed amendment is in substantial compliance with and supports the goals and policies of the master plan.**

The proposed amendment is consistent with the Master Plan. Chapter 3 of the Master Plan identifies the land use designations and identifies what zoning districts corresponds to the land use designation.

The Medium Density Residential master plan designation is intended for residential neighborhoods with a mix of housing types at densities ranging from 3-8 dwelling units per acre. The primary anticipated uses in these areas are single family residences. This property was, at one time, owned by Carson City and was used in conjunction with the adjacent hospital to house families of patients that were undergoing treatment. The property is no longer owned by the City and today is utilized as a privately-owned single-family residence. Since a public agency no longer owns the parcel, the Public Community zoning is not appropriate. The proposed zoning map amendment will create consistency with the use of the land, the master plan designation, and the ownership.

2. That the proposed amendment will provide for land uses compatible with existing adjacent land uses and will not have detrimental impacts to other properties in the vicinity.

The proposed amendment will create consistency with the actual use of the land, the master plan designation, and the ownership. The parcel is no longer publicly owned and is utilized as a privately-owned single-family residence. There are no proposed modifications to the existing use of the subject parcel. The proposed amendment to SF6 will result in zoning consistent with the other residential parcels on the north side of Fleischmann Way.

3. That the proposed amendment will not negatively impact existing or planned public services or facilities and will not adversely impact the public health, safety and welfare.

The proposed zoning map amendment will not negatively impact existing or planned public services or facilities and will not adversely impact the public health, safety and welfare. The subject parcel has been developed with a single-family residence. There are no proposed modifications to the existing use of the property.

Attachments:

Draft zoning map amendment ordinance



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 16, 2023

Staff Contact: Heather Ferris, Planning Manager

Agenda Title: For Possible Action: Discussion and possible action regarding the Historic Resources Commission Annual Report for 2022. (Heather Ferris, hferris@carson.org)

Staff Summary: The Historic Resources Commission (“HRC”) Policy and Procedures Manual requires the HRC to submit an annual report to the Board of Supervisors, including information about cases reviewed by the HRC, administrative reviews and information regarding other historic preservation activities.

Agenda Action: Formal Action / Motion

Time Requested: 10 minutes

Proposed Motion

I move to accept the annual report.

Board's Strategic Goal

Quality of Life

Previous Action

January 12, 2023 (Item 5D): The HRC approved the Historic Resources Commission Annual Report for 2022 by a vote of 4 – 0, 2 absent, 1 vacant.

Background/Issues & Analysis

Please see the attached Annual Report for additional information.

Applicable Statute, Code, Policy, Rule or Regulation

CCMC Chapter 18.06 and HRC Bylaws

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

Refer the annual report back to the HRC for additional information and/or provide alternative direction to staff.

Attachments:

[HRC-2023-0003 Annual Report-MEMO final.docx](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



108 E. Proctor Street
Carson City, Nevada 89701
(775) 887-2180
Hearing Impaired: 711

MEMORANDUM

Board of Supervisors February 16, 2023

TO: Board of Supervisors

FROM: Heather Ferris, Planning Manager

SUBJECT: Historic Resources Commission Annual Report for 2022.

Background:

The Historic Resource Commission (“HRC”) bylaws require the HRC to submit an annual report to the Board of Supervisors (“Board”), including information about cases reviewed by the HRC, administrative reviews, and information regarding other historic preservation activities. The purpose of this item is to present the report to the Board for approval.

HRC Annual Report:

The Carson City HRC (formerly known as the Historic Architecture Review Committee) was established in May 1981. The HRC evolved from a cultural resources inventory that was undertaken to document the remaining historic structures within Carson City. This resource inventory, completed in March 1980, also recommended the formation of two historic preservation districts within Carson City.

In May 1982, the Board created Carson City’s Historic District on the City’s west side with support from the Nevada Landmarks Society, the Nevada Division of Historic Preservation and Archeology, the Westside Protective Association and the Carson City Chamber of Commerce.

The seven member HRC includes building, design, and preservation professionals familiar with the challenges of maintaining historic properties, as well as the federal guidelines which provide guidance for preservation. Property owners within the Historic District are also represented on the HRC.

In 2022, the HRC held five meetings and reviewed 40 applications, 27 of which were administratively approved by the HRC Chairman. This is down from the 45 applications reviewed in 2021. The administrative approvals included re-roofing projects, fencing projects, signs and minor maintenance projects in the Historic District and the HRC reviewed two requests for an Open Space Tax Deferral. No decisions of the HRC were appealed to the Board.

Historic Preservation Awards

Each year Carson City recognizes significant historic preservation accomplishments to celebrate our community's history and heritage. All over the state, activities are held that remind us of the important historic resources that give meaning and a sense of place to our communities and focus attention on how critical it is to make sure they are preserved. The annual preservation awards program honors individuals, organizations or projects that have made important contributions toward preserving Carson City’s heritage. This award recognizes excellence in advancing the

goals of historic preservation while providing outstanding rehabilitation. The recipients are selected by the HRC.

On March 10, 2022, the HRC selected Nevada Builders Alliance for their work in restoring the Bank Saloon located at 418 S. Carson Street.

Historic Resource Scavenger Hunt

The HRC and the Planning Division of the Carson City Community Development Department organized the thirteenth annual Historic Resources Scavenger Hunt in May 2022 to help raise awareness of the Historic District, and to encourage the community become involved in the City's history and preservation efforts. The focus was on identifying the unique element that reflect the architectural styles of the period from 1868 to 1900. HRC members researched the historic information about the community, and clues were given to "hunters" so they could learn about the cultural history of Carson City. The winner was selected from the participants with all correct answers. Fox Brew Pub graciously sponsored the award for the event.

Historic Preservation Fund ("HPF") Grant Program

Staff had hoped to be able to attend the biennial conference of the National Alliance of Preservation Commissions', however, grant awards for travel were significantly delayed which prevented staff and the Commission from making reservations for flights and lodging.

Upcoming Work Programs

As the HRC reviews applications, it identifies opportunities to clarify the development standards to better describe the City's policies in the Historic District. Recent changes to the fence standards have been successful and property owners are utilizing appropriate materials. Currently staff does not have the capacity to proactively take on any modifications to development standards.

Commissioner Hayes

Commissioner Gregory Hayes served for three terms on the HRC until his death in November 2022. The Commission would like to take this opportunity to recognize his dedicated service to the Community.



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding coordination of legislative activity on pending state legislation before the Nevada Legislature and whether to adopt an official policy position or direct staff to advocate for or against any such legislation, including the submittal of proposed amendatory language. (Stephen Wood, swood@carson.org and Nancy Paulson, npaulson@carson.org)

Staff Summary: The Nevada Legislature is currently in its 82nd Regular Session. This item is for the Board of Supervisors to coordinate legislative efforts on pending state legislation that may have an impact on Carson City, including the adoption of official policy positions, if any, and direction to staff to advocate for or against any such legislation. Due to unpredictable timing constraints inherent in the legislative process, the City will maintain a list of legislation that the City has identified in advance and which may be discussed and acted on by the Board during this agenda item. A copy of the list will be posted not less than three days before the date of each Board of Supervisors meeting during which this agenda item appears and may be obtained at the following Internet website: <https://www.carson.org/legislature>.

Agenda Action: Formal Action / Motion **Time Requested:** 10 min

Proposed Motion

Depends on discussion.

Board's Strategic Goal

Efficient Government

Previous Action

January 19, 2023 (Item 13A): The Board of Supervisors reviewed Resolution No. 2020-R-23 which establishes policies for the coordination and communication of legislative matters during Regular and Special Sessions of the Nevada Legislature.

Background/Issues & Analysis

With the 82nd Regular Session of the Nevada Legislature underway, this agenda item is for the Board of Supervisors to consider pending legislation before the Legislature and to coordinate efforts to formulate official policy positions and to direct staff to advocate for or against such legislation. Because the state legislative process is such that it is difficult, if not impossible at times, to predict when a legislative measure will be introduced or heard by a legislative committee for passage and approval, the City will maintain and keep current as much as possible a list of legislative measures that have been identified and which may be discussed and acted on by the Board of Supervisors. However, there may be circumstances where the introduction of a bill or proposed amendment to a bill occurs after publication of the Board of Supervisors agenda and without opportunity to identify the bill or amendment on the City's list, including bills or amendments that the City

becomes aware of on the day of a Board of Supervisors meeting, but the bill should be discussed or acted on because postponing discussion or action until the next meeting of the Board could render any delayed discussion or action obsolete.

Applicable Statute, Code, Policy, Rule or Regulation

Resolution No. 2020-R-23

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

N/A

Attachments:

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)