

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
BOARD OF SUPERVISORS
AND LIQUOR AND ENTERTAINMENT BOARD**

Day: Thursday
Date: February 18, 2016
Time: Beginning at 8:30 am
Location: Community Center, Sierra Room
851 East William St
Carson City, Nevada

AGENDA

- 1. Call to Order - Board of Supervisors**
- 2. Roll Call**
- 3. Invocation - Bill McCord, United Methodist Church, Retired**
- 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 - January 7, 2016**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**
 - 8.A Presentation and update of federal issues by Congressman Mark Amodei.
 - 8.B Presentation of Length of Service certificates to City employees. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Each 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.
 - 8.C Presentation of Retirement Plaque to Rod Temple, Carson City Fire Department. (Robert Schreihans, rschreihans@carson.org)

Staff Summary: Chief Schreihans will be presenting Firefighter Rod Temple with a retirement plaque in recognition of his service to the Carson City Fire Department.
- 9. Recess as the Board of Supervisors**

Liquor and Entertainment Board

10. Call to Order & Roll Call - Liquor and Entertainment Board

11. 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.

12. For Possible Action: Approval of Minutes - January 7, 2016

13. Community Development - Business License

13.A For Possible Action: To approve Jose Escobar as the liquor manager for La Santaneca (Liquor License #16-31215) located at 316 E. Winnie Lane. (Lena Reseck, lreseck@carson.org)

Staff Summary: All liquor license requests are to be reviewed by the Liquor and Entertainment Board per CCMC 4.13. Jose Escobar dba La Santaneca is applying for a beer and wine only liquor license. Staff is recommending approval.

13.B For Possible Action: To approve Juan Rea-Mariscal as the liquor manager for National's Cafe (Liquor License #16-31233) located at 1701 N. Carson Street. (Lena Reseck, lreseck@carson.org)

Staff Summary: All liquor license requests are to be reviewed by the Liquor and Entertainment Board per CCMC 4.13. Juan Rea-Mariscal dba National's Cafe is applying for a beer and wine only liquor license. Staff is recommending approval.

14. 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.

15. For Possible Action: To Adjourn as the Liquor and Entertainment Board

16. Reconvene as the Board of Supervisors

Ordinances, Resolutions, and Other Items

17. City Manager

17.A For Presentation Only: A presentation and update on the recent activities of the Western Nevada Development District (WNDD). (Michael Salogga, msalogga@carson.org)

Staff Summary: Ron Radil, executive director of the Western Nevada Development District (WNDD) will be presenting an update on recent WNDD activities to include: the Comprehensive Economic Development Strategy (CEDS) and how they are used, specifically the USDA RD Section 6025 requirement for extra points for a project of a regional nature/impact, input from Carson City regarding updating the projects/initiatives in the 2014 WNDD CEDS document, revolving loan fund update, and the Nevada Economic Development Conference on September 16, 2016 at the Joe Crowley Student Union at University of Nevada, Reno. Regarding the conference, Mr. Radil will

cover the conference program, participation from the member jurisdictions, support efforts and sponsorships needed to make the conference financially successful.

17.B For Possible Action: Discussion and possible approval of the Cooperative Agreement for the Creation of Nevadaworks. (Michael Salogga, msalogga@carson.org)

Staff Summary: With the change at the federal level for workforce development funding from the Workforce Investment Act (WIA) to the Workforce Innovation and Opportunity Act, the Cooperative Agreement for the Creation of Nevadaworks needs to be reviewed, approved and signed by all jurisdictions in the Nevadaworks service area. The other counties in the Nevadaworks service area include: Churchill County, Douglas County, Elko County, Eureka County, Humboldt County, Lander County, Lyon County, Mineral County, Pershing County, Storey County, Washoe County, and White Pine County.

17.C For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of January 9, 2016 thru February 5, 2016. (Nick Marano, nmarano@carson.org)

Staff Summary: All bills or other requests for payment verified per CCMC 2.29 shall be presented by the Controller, together with the register book of demands and warrants to the City Manager who shall audit the same, and if found authorized, correct and legal, shall signify by his signature, as agent for the board, upon the register book of demands and warrants those demands which are approved or disapproved by him. Upon approval, the warrants, as prepared aforesaid, shall issue. The City Manager shall then cause the register book of bills and other requests for payment and warrants to be presented at least once a month to the board of supervisors, who shall by motion entered into its minutes, ratify the action taken on the bills or other requests for payment.

18. Parks and Recreation

18.A For Possible Action: To approve submittal of a grant application to the Nevada Department of Wildlife for a vault toilet restroom and associated site improvements for the Carson City Rifle and Pistol Range. (Vern Krahn, vkrahn@carson.org)

Staff Summary: Parks and Recreation Department staff is seeking approval from the Board of Supervisors to submit a grant application to the Nevada Department of Wildlife (NDOW) for a vault toilet restroom and associated site improvement for the Carson City Rifle and Pistol Range. The City's grant policy requires any grant application over \$25,000 be approved by the Board of Supervisors prior to a grant application submittal by City staff.

19. Public Works

19.A For Information Only: To review and discuss the Downtown Corridor Construction Business Support Plan. (Daniel Rotter, DRotter@carson.org)

Staff Summary: The Business Support Plan has been formulated to provide up-to-date information on the upcoming construction of the Downtown Streetscape Project.

20. Fire

20.A For Presentation Only: Review of Emergency Operations Center Management. (Stacey Belt, sbelt@carson.org)

Staff Summary: A brief presentation by Stacey Belt, reviewing Emergency Operations Center (EOC) management and operations for Carson City.

21. Information Technology

21.A For Possible Action: Discussion and possible action to eliminate the full-time Office Specialist (CCEA Grade A2) position currently budgeted under the Fire Department and to approve budgeting a full-time Information Management Officer (Unclassified, Grade T1) position which will report to the Chief Information Officer. (Eric Von Schimmelmann, evonschimmelmann@carson.org)

Staff Summary: The Board of Supervisors identified a strategic goal of Efficient Government and Public Safety. In order to create a more efficient flow of information to the public and staff, staff is recommending the elimination of a full-time position from the Fire Department and the creation of a full-time position in Information Technology. The person who currently holds the Office Specialist position in the Fire Department has been performing the social media updates and public information for the Department. The City recently lost its part-time Social Media intern.

22. Finance

22.A For Possible Action: To authorize staff to submit an application to the National Endowment of the Arts (NEA) for the Art Works Grant program in the amount of \$40,000. (Janice Keillor, jkeillor@carson.org)

Staff Summary: The Art Works grant program supports the creation of art that meets the highest standards of excellence, public engagement and lifelong learning in the arts, and the strengthening of communities through the arts. Carson City would like to apply for this grant in the Visual Arts category and commission local artists to create art pieces to be included as part of the Downtown Corridor Project. There is a 1:1 match requirement, which has already been met through bench sponsorships and through a \$10,000 in-kind match from the Brewery Arts Center.

22.B For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through February 5, 2016 per NRS 251.030 and NRS 354.290. (Nancy Paulson, npaulson@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 County Commissioners (or in our case 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.

22.C For Possible Action: To allow the Finance Department to delete capital assets from the Governmental Funds Capital Asset Listing for fiscal year 2014-2015. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Finance Department, in concurrence with our auditors, EideBailly, request that they be allowed to delete from the Governmental Capital Asset Listing \$112,862 out of \$456,883,706 of total assets.

22.D For Possible Action: To allow the Finance Department to delete capital assets from the Business Type Activity Funds Capital Asset Listing for fiscal year 2014-2015. (Nancy Paulson, npaulson@carson.org).

Staff Summary: The Finance Department, in concurrence with our auditors, EideBailly request that they be allowed to delete from the Ambulance Fund net book value of \$4,800 out of \$710,950 of total assets, the Sewer Fund net book value of \$13,166.56 out of \$127,340,719, the Storm Drain Fund net book value of \$32,911.78 out of \$10,539,341.

22.E For Possible Action: To accept the Carson City Cost Allocation Plan for the fiscal year ended June, 30, 2015. (NRS 354) (Nancy Paulson, npaulson@carson.org)

Staff Summary: City staff is requesting that the Board accept the Cost Allocation Plan prepared by Mahoney and Associates using financial information for the fiscal year ended June 30, 2015 for use in preparing the FY 2017 Carson City Budget. The City will use the Cost Allocation Plan for amounts charged to Special Revenue and Enterprise Funds.

22.F For Possible Action: Presentation, discussion and possible direction regarding assumptions staff will use to prepare Carson City's Budget for FY 2016-2017. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Staff needs direction from the Board on assumptions for building the FY 2016-2017 Budget for Carson City. The main item is setting the property tax rate to be used. The Department of Taxation requires all local governments to inform them of the rate they intend to use by February 22, 2016.

23. 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

-- LUNCH BREAK --

-- RETURN - APPROXIMATE TIME - 2:00 P.M. --

24. City Manager

24.A For Possible Action: To appoint two members to the Carson City Parks and Recreation Commission each to fill a four year term set to expire January 2020. (Nick Marano, nmarano@carson.org)

Staff Summary: CCMC 2.16.010 and NRS 244.3076 provide for a Parks and Recreation Commission to consist of no more than seven members appointed by the Board of Supervisors. There are two openings due to members terms expiring. Reappointment requests have been received by Brett Long and Lee-Ann Keever. A new application has been received from Robert Stansbury.

24.B For Possible Action: To appoint two members to the Carson City Open Space Advisory Committee, each for a four year term that expires in January 2020. (Nick Marano, nmarano@carson.org)

Staff Summary: CCMC Chapter 13.06.040 provides for the Board of Supervisors to appoint seven members that serve staggered four year terms to the Open Space Advisory Committee. There are two openings due to members term expiring. A reappointment request was received from Margie Evans and a new application received from Gerald Massad.

25. Community Development - Planning

25.A For Possible Action: To accept the Historic Resources Commission Annual Report for 2015. (Susan Dorr Pansky, spansky@carson.org)

Staff Summary: The Historic Resources Commission (HRC) bylaws require 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.

25.B For Possible Action: To submit an application to the Nevada State Historic Preservation Office on behalf of the National Park Service for the 2016 Historic Preservation Fund Grant for staff conference attendance at the 2016 NAPC Forum Conference, a CAMP Training Program and the preparation of up to five Historic Structures Reports for the Nevada State Prison. (Susan Dorr Pansky, spansky@carson.org)

Staff Summary: The Historic Preservation Fund is a grant program through the National Park Service that awards funding to states for historic preservation activities. Each year applications are accepted by the Nevada State Historic Preservation Office (SHPO) and grant funding is awarded all or in part to eligible projects selected by SHPO. This year Carson City is applying for \$75,000 to send staff to the 2016 National Alliance for Preservation Commissions (NAPC) Forum Conference in Mobile, AL, to host a Commission Assistance and Mentoring Program (CAMP) training program for the Historic Resources Commission and for the preparation of up to five Historic Structures Reports for the Nevada State Prison.

25.C For Possible Action: To introduce, on first reading, an ordinance approving an amendment to the development agreement between Carson City and Ross Park, LLC, to extend the tentative planned unit development map expiration date to March 15, 2017, for the development known as Ross Park, located at 4749 Snyder Avenue, APN 009-139-01, (MISC-16-006) (Susan Dorr Pansky, spansky@carson.org)

Staff Summary: The Ross Park Planned Unit Development tentative map will expire on March 15, 2016, unless the Board approves an extension of time as permitted under the current development agreement. The developer is requesting an extension of time to 2017 (one year) to allow adequate time to complete the processing of all necessary improvement permits and to record the final map.

25.D For Possible Action: To introduce, on first reading, an ordinance to change the zoning from Single Family 6,000 (SF6) to Neighborhood Business (NB) on property located on Emerson Drive, APN 002-751-07. (ZMA-15-178) (Susan Dorr Pansky, spansky@carson.org)

Staff Summary: The existing single family residential zoning district for the subject property is not consistent with the Master Plan land use designation of Community/Regional Commercial. A commercial zoning district such as Neighborhood Business is more consistent with the Master Plan and would allow the applicant to apply for a Special Use Permit to develop the property as multi-family apartments.

25.E For Possible Action: To provide direction to staff regarding the enforcement of various City code issues related to long-term-stay motels and the possible implementation of a "motel safety program" to address the issues across various City departments. (Lee Plemel, lplemel@carson.org)

Staff Summary: Complaints to various City departments regarding certain motels have been ongoing periodically for a number of years, with issues ranging from poor exterior appearance and maintenance, poor living conditions for occupants, high concentration of crime, and unsafe living conditions. A "motel safety program" similar to a program the City of Reno uses, which is a comprehensive approach to code enforcement across multiple departments, could be implemented to address building code compliance, fire code compliance, criminal activity, nuisance issues, and other issues.

26. 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.

27. 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. In addition, it is Carson City's aspirational goal to also provide for item-specific public comment as follows: In order for members of the public to participate in the public body's consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the mayor/chair during the item itself. 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. The Mayor, Mayor Pro-Tem and Chair, also retain discretion to only provide for the Open Meeting Law's minimum public comment and not call for or allow additional individual-item public comment at the time of the body's consideration of the item when: 1) it is deemed necessary by the mayor/chair to the orderly conduct of the meeting; 2) it involves an off-site non- action facility tour agenda item; or 3) it involves any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

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
Janet Busse at jbusse@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:
Community Center 851 East William Street
Courthouse 885 East Musser Street
City Hall 201 North Carson Street
Carson City Library 900 North Roop Street
Community Development Permit Center 108 East Proctor Street

Dated: February 11, 2016

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A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, January 7, 2016 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Mayor Robert Crowell
Supervisor Karen Abowd, Ward 1
Supervisor Brad Bonkowski, Ward 2
Supervisor Lori Bagwell, Ward 3
Supervisor Jim Shirk, Ward 4

STAFF: Nick Marano, City Manager
Sue Merriwether, Clerk - Recorder
Adriana Fralick, Chief Deputy District Attorney
Kathleen King, Chief 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 Recording Secretaries Division of the Carson City Clerk's Office, during regular business hours.

1 - 4. CALL TO ORDER, ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE (8:30:30) - Mayor Crowell called the meeting to order at 8:30 a.m. Ms. Merriwether called the roll; a quorum was present. Calvary Church Pastor Pat Propster provided the invocation. At Mayor Crowell's request, Supervisor Abowd led the pledge of allegiance.

5. PUBLIC COMMENT (8:32:43) - Mayor Crowell entertained public comment. (8:33:01) Beverly Lassiter, of JOIN, Inc., distributed informational materials to the Board members and the Clerk, and described the Workforce 60 Program. Denise Castle provided additional information. Mayor Crowell entertained additional public comment and, when none was forthcoming, announced that the U.S. Naval Ship Carson City will be christened on Saturday, January 16th in Mobile, Alabama.

6. POSSIBLE ACTION ON APPROVAL OF MINUTES - December 3, 2015 (8:36:45) - Mayor Crowell entertained suggested revisions and, when none were forthcoming, a motion. **Supervisor Bonkowski moved to approve the minutes, as presented. Supervisor Abowd seconded the motion. Motion carried 5-0.**

7. POSSIBLE ACTION ON ADOPTION OF AGENDA (8:37:09) - Mayor Crowell entertained suggested modifications and, when none were forthcoming, deemed the agenda adopted, as posted and published.

8. SPECIAL PRESENTATIONS:

8(A) PRESENTATION OF RETIREMENT PLAQUE TO JAMES QUILICI, CARSON CITY FIRE DEPARTMENT (8:37:23) - Mayor Crowell introduced this item, and invited Fire Chief Bob Schreihans and Captain Quilici to join the Board members at the podium. Chief Schreihans provided background information on Captain Quilici's career. Mayor Crowell read into the record the language of a retirement plaque, which he presented to Captain Quilici. The Board members, City staff, and citizens

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present applauded. (8:39:37) Captain Quilici expressed appreciation for the plaque, and for the "honor" of working for the Fire Department for 30 years.

8(B) PRESENTATION OF EXECUTIVE FIRE OFFICER DIPLOMA TO ROBERT CHARLES, CARSON CITY FIRE DEPARTMENT (8:41:00) - Fire Chief Bob Schreihans provided background information on this item, and reviewed the agenda materials. Mayor Crowell congratulated Deputy Chief Robert Charles, and read into the record the language of a commemorative plaque, which he presented to Chief Charles. The Board members, City staff, and citizens present applauded. (8:42:59) Chief Charles thanked the Board, and described the course work.

9. RECESS BOARD OF SUPERVISORS (8:45:32) - Mayor Crowell recessed the Board of Supervisors at 8:45 a.m.

LIQUOR AND ENTERTAINMENT BOARD

10. CALL TO ORDER AND ROLL CALL (8:45:37) - Chairperson Crowell called the Liquor and Entertainment Board meeting to order at 8:45 a.m., noting the presence of a quorum, including Sheriff Ken Furlong.

11. PUBLIC COMMENT (8:45:51) - Chairperson Crowell entertained public comment; however, none was forthcoming.

12. POSSIBLE ACTION ON APPROVAL OF MINUTES - November 19, 2015 (8:46:06) - Chairperson Crowell entertained suggested revisions and, when none were forthcoming, a motion. **Member Bonkowski moved to approve the minutes, as presented. Member Abowd seconded the motion. Motion carried 6-0.**

13. COMMUNITY DEVELOPMENT DEPARTMENT, BUSINESS LICENSE DIVISION - POSSIBLE ACTION TO APPROVE SANGEETA GOEL AS THE LIQUOR MANAGER FOR MINDEN GAS, LLC DBA ARCO AM / PM (LIQUOR LICENSE NO. 16-31065) LOCATED AT 4340 NORTH CARSON STREET (8:46:25) - Chairperson Crowell introduced this item. Senior Permit Technician Lena Reseck reviewed the agenda materials, noting staff's recommendation of approval. (8:47:10) Sangeeta Goel acknowledged having attended the alcohol servers training course. In response to a further question, she discussed plans for the business. (8:48:05) In response to a question, Ajay Goel explained defaults in payments to the oil company, by the previous owner, which resulted in gasoline being unavailable at times. He assured the board there would be no similar occurrences under the new ownership.

Chairperson Crowell entertained board member questions or comments and, when none were forthcoming, a motion. **Member Abowd moved to approve Sangeeta Goel, as the liquor manager for Minden Gas, LLC, dba Arco AM / PM, liquor license number 16-31065, located at 4340 North Carson Street. Member Bagwell seconded the motion.** Chairperson Crowell called for a vote on the pending motion.

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RESULT:	Approved [6 - 0]
MOVER:	Member Karen Abowd
SECOND:	Member Lori Bagwell
AYES:	Members Abowd, Bagwell, Bonkowski, Furlong, Shirk, and Chair Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

14. PUBLIC COMMENT (8:50:25) - Chairperson Crowell entertained public comment. Member Furlong advised of having discussed with Chairperson Crowell the possibility of amending the applicable ordinance to allow liquor distributors to pass through a process which does not entail extensive background checks. Chairperson Crowell provided additional detail of the discussion. He called again for public comment; however, none was forthcoming.

15. ACTION TO ADJOURN LIQUOR AND ENTERTAINMENT BOARD MEETING (8:51:50) - Chairperson Crowell adjourned the meeting at 8:51 a.m.

16. RECONVENE BOARD OF SUPERVISORS (8:51:54) - Mayor Crowell reconvened the Board of Supervisors meeting at 8:51 a.m.

ORDINANCES, RESOLUTIONS, AND OTHER ITEMS

17. PUBLIC WORKS DEPARTMENT - POSSIBLE ACTION TO APPROVE THE NAMING OF NINE STREETS BY CARSON CITY STAFF IN MULTIPLE AREAS IN CARSON CITY, AND TO RENAME SOUTH PARK DRIVE TO SUNSET PARK DRIVE (8:51:59) - Mayor Crowell introduced this item. Engineering Manager Danny Rotter provided background information, reviewed the agenda materials, and responded to questions of clarification. Mayor Crowell entertained public comment and, when none was forthcoming, requested to have the old South Park Drive sign. He provided historic information on Sunset Park.

Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to direct staff to move forward in the process of renaming the streets and changing the associated addresses on the streets of concern, and to install street signs where needed. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor Karen Abowd
AYES:	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

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18. PURCHASING AND CONTRACTS

18(A) POSSIBLE ACTION TO APPROVE CONTRACT NO. 1516-086 FOR VEHICLE TIRES, TUBES, AND SERVICES WITH MICHELIN NORTH AMERICA, INC., THE GOODYEAR TIRE AND RUBBER COMPANY, AND BRIDGESTONE AMERICA'S TIRE OPERATION, LLC, THROUGH JOINDER CONTRACT NO. 7962, WITH THE STATE OF NEVADA, THROUGH MARCH 31, 2017, FOR A NOT-TO-EXCEED ANNUAL AMOUNT OF \$175,000, TO BE FUNDED FROM THE FLEET-INVENTORY: MATERIALS / AUTO PARTS FUND (8:55:47) - Mayor Crowell introduced this item, and Purchasing and Contracts Administrator Laura Tadman reviewed the agenda materials. Ms. Tadman, Public Works Department Director Darren Schulz, and Fleet Supervisor Zach Good responded to questions of clarification.

Mayor Crowell entertained additional Board member questions or comments and, when none were forthcoming, a motion. **Supervisor Abowd moved to approve Contract No. 1516-086 for vehicle tires, tubes, and services with Michelin North America, Inc., The Goodyear Tire and Rubber Company, and Bridgestone America's Tire Operation, LLC, through Joinder Contract No. 7962 with the State of Nevada, through March 31, 2017, for a not-to-exceed annual amount of \$175,000, to be funded from the Fleet - Inventory: Materials / Auto Parts Fund. Supervisor Bonkowski seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, entertained public comment. When no public comment was forthcoming, he called for a vote on the pending motion.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Karen Abowd
SECOND:	Supervisor Brad Bonkowski
AYES:	Supervisors Abowd, Bonkowski, Bagwell, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

18(B) POSSIBLE ACTION TO APPROVE CONTRACT NO. 1516-082, WATER RESOURCE RECOVERY FACILITY PHASE 1A, ENGINEERING SERVICES DURING CONSTRUCTION, TO CAROLLO ENGINEERS, INC., FOR AN AMOUNT NOT TO EXCEED \$930,802.00, TO BE FUNDED FROM THE SEWER CAPITAL - CONSTRUCTION FUND, AS PROVIDED IN FISCAL YEARS 2015 / 2016, 2016 / 2017, AND 2017 / 2018 BUDGETS (9:01:13) - Mayor Crowell introduced this item, and Purchasing and Contracts Administrator Laura Tadman reviewed the staff report. Utility Manager David Bruketta provided background information on the wastewater treatment plant upgrades and discussed the purpose for the subject contract. Mr. Bruketta; Kelly Callahan and Kevin Love, representing Carollo Engineers, Inc.; and Public Works Department Director Darren Schulz responded to questions of clarification.

Mayor Crowell entertained additional questions or comments and, when none were forthcoming, public comment. When no public comment was forthcoming, Mayor Crowell entertained a motion. **Supervisor Abowd moved to approve Contract No. 1516-082, Water Resource Recovery Facility, Phase 1A, Engineering Services During Construction, to Carollo Engineers, Inc., for an amount not to exceed \$930,802.00, to be funded from the Sewer Capital - Construction Fund, as provided in fiscal years 2015 / 2016, 2016 / 2017, and 2017 / 2018 budgets. Supervisor Bonkowski seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

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RESULT:	Approved [5 - 0]
MOVER:	Supervisor Karen Abowd
SECOND:	Supervisor Brad Bonkowski
AYES:	Supervisors Abowd, Bonkowski, Bagwell, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

18(C) POSSIBLE ACTION TO APPROVE THE PURCHASE OF TWO WATER CREW TRUCKS, ONE SEWER CREW TRUCK, TWO WATER DISTRIBUTION METER CREW TRUCKS, AND ONE DUMP TRUCK FOR WATER AND SEWER, THROUGH THE STATE OF NEVADA'S COMPETITIVE BID LIST, NJPA (NATIONAL JOINT POWERS ALLIANCE), AND HGAC (HOUSTON - GALVESTON AREA COUNCIL) COOPERATIVE PURCHASING AGREEMENTS FOR A NOT-TO-EXCEED COST OF \$304,252.65, TO BE FUNDED FROM THE WATER FUND EQUIPMENT ACCOUNT AND SEWER MAINTENANCE EQUIPMENT ACCOUNT, FROM THE FY 2015 / 2016 BUDGET (9:21:53) - Mayor Crowell introduced this item, and Purchasing and Contracts Administrator Laura Tadman reviewed the agenda materials. Fleet Supervisor Zach Good acknowledged no increase to the size of the fleet. Mayor Crowell entertained additional Board member questions or comments and, when none were forthcoming, public comments. When no public comments were forthcoming, Mayor Crowell entertained a motion. **Supervisor Bagwell moved to approve the purchase of two water crew trucks, one sewer crew truck, two water distribution meter crew trucks, and one dump truck, for water and sewer, through the State of Nevada's competitive bid list, NJPA, and HGAC cooperative purchasing agreements, for a not-to-exceed cost of \$304,252.65, to be funded from the Water Fund Equipment Account and Sewer Maintenance Equipment Account from the fiscal year 2015 / 2016 budget. Supervisor Shirk seconded the motion. Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.**

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Lori Bagwell
SECOND:	Supervisor Jim Shirk
AYES:	Supervisors Bagwell, Shirk, Abowd, Bonkowski, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

19. COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION

19(A) FOR POSSIBLE ACTION TO ADOPT, ON SECOND READING, AN ORDINANCE CREATING THE DOWNTOWN NEIGHBORHOOD IMPROVEMENT DISTRICT, PURSUANT TO CHAPTER 271 OF THE NEVADA REVISED STATUTES, FOR THE PURPOSE OF PAYING FOR MAINTENANCE OF THE DOWNTOWN STREETScape ENHANCEMENT PROJECT, WHICH INCLUDES IMPROVEMENTS TO CARSON STREET, BETWEEN FIFTH STREET AND WILLIAM STREET; IMPROVEMENTS TO THIRD STREET, BETWEEN CARSON STREET AND CURRY STREET; AND IMPROVEMENTS TO CURRY STREET, BETWEEN MUSSER STREET AND ROBINSON STREET (9:24:29) - Mayor Crowell introduced this item, and

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Community Development Director Lee Plemel reviewed the agenda materials. Mr. Plemel advised of no additional public comment since introduction of the ordinance, on first reading. He reviewed late materials which had been distributed to the Board members and the Clerk, and which were made available to the public, prior to the start of the meeting. He acknowledged no substantive changes which would require another introduction, on first reading. He responded to additional questions of clarification, and discussion ensued. Supervisor Shirk discussed reasons he would vote against the motion.

Mayor Crowell entertained a motion. **Supervisor Bonkowski moved to adopt, on second reading, Ordinance No. 2016-1, an ordinance creating the Downtown Neighborhood Improvement District, pursuant to Chapter 271 of the Nevada Revised Statutes, for the purpose of paying for maintenance of the Downtown Streetscape Enhancement Project, including and incorporating the redlined changes in the late materials submitted this morning. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [4 - 1]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor Karen Abowd
AYES:	Supervisors Bonkowski, Abowd, Bagwell, and Mayor Crowell
NAYS:	Supervisor Jim Shirk
ABSENT:	None
ABSTAIN:	None

19(B) POSSIBLE ACTION TO APPROVE AN ABANDONMENT OF PUBLIC RIGHT-OF-WAY APPLICATION FROM WAYNE LEPIRE (PROPERTY OWNER: DESERT PEAK INVESTMENTS, LLC) TO ABANDON A SECTION OF RIGHT-OF-WAY APPROXIMATELY NINE FEET WIDE BY 170 FEET LONG, ALONG THE WEST BOUNDARY OF ANDERSON STREET, BETWEEN EAST CAROLINE STREET AND EAST ROBINSON STREET, ADJACENT TO APN 004-244-04 (AB-15-164); and 19(C) POSSIBLE ACTION TO APPROVE A TENTATIVE SUBDIVISION MAP APPLICATION FROM WAYNE LEPIRE (PROPERTY OWNER: DESERT PEAK INVESTMENTS, LLC) TO CREATE SEVEN ATTACHED RESIDENTIAL PARCELS WITH AN ASSOCIATED COMMON AREA PARCEL, ON PROPERTY ZONED GENERAL OFFICE (“GO”), LOCATED AT EAST CAROLINE STREET, APN 004-244-04 (TSM-15-165) (9:34:27) - Mayor Crowell introduced this item and, at Planning Manager Susan Dorr Pansky's request, agreed to hear items 19(B) and (C) together. Ms. Dorr Pansky reviewed the agenda materials in conjunction with displayed slides, and responded to questions of clarification.

(9:40:40) In response to a question, Tim Russell, representing the applicant, advised that Ms. Dorr Pansky's “description of the ownership / rental situation is accurate. The intent right now is to have them as rentals but they want to have the ability to sell them as individual units in the future.”

Mayor Crowell entertained additional Board member questions or comments and, when none were forthcoming, public comments. When no public comments were forthcoming, Mayor Crowell entertained a motion for item 19(B). **Supervisor Bonkowski moved to approve the Abandonment of Public Right-of-Way application from Wayne Lepire (property owner: Desert Peak Investments, LLC), to abandon a nine-foot wide by 170-foot long section of right-of-way, along the west boundary of Anderson Street, between East Caroline Street and East Robinson Street, adjacent to APN 004-244-**

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04, based on the findings and subject to the conditions of approval contained in the staff report, and authorize the Mayor to sign the Order of Abandonment. Supervisor Abowd seconded the motion. Mayor Crowell called for a vote on the pending motion.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor Karen Abowd
AYES:	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

Mayor Crowell entertained a motion for item 19(C). **Supervisor Bonkowski moved to approve a tentative subdivision map application, from Wayne Lepire, (property owner: Desert Peak Investments, LLC) to create seven attached, residential parcels and one associated common area parcel, on property zoned General Office, located at East Caroline Street, APN 004-244-04, based on the findings and subject to the conditions of approval contained in the staff report, and with an additional condition recommended by the Planning Commission that the CC&Rs shall include provisions for prohibiting long-term parking of trailers and RVs in the driveways. Supervisor Abowd seconded the motion. Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.**

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor Karen Abowd
AYES:	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

Mayor Crowell recessed the meeting at 9:43 a.m., and reconvened at 9:53 a.m.

20. FINANCE DEPARTMENT

20(A) POSSIBLE ACTION TO ACCEPT THE REPORT ON THE CONDITION OF EACH FUND IN THE TREASURY AND THE STATEMENTS OF RECEIPTS AND EXPENDITURES, THROUGH DECEMBER 24, 2015, PURSUANT TO NRS 251.030 AND NRS 354.290 (9:53:24) - Mayor Crowell introduced this item, and entertained questions or comments of the Board members and the public. When no questions or comments were forthcoming, he entertained a motion. Supervisor Bonkowski moved to accept the report on the condition of each fund in the treasury, and the statements of receipts and expenditures, through December 24, 2015, pursuant to NRS 251.030 and NRS 354.290. Supervisor Abowd seconded the motion. Mayor Crowell called for a vote on the pending motion.

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RESULT:	Approved [5 - 0]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor Karen Abowd
AYES:	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

20(B) POSSIBLE ACTION TO APPROVE CHANGES TO THE COMMUNITY SUPPORT SERVICES GRANT (“CSSG”) PROGRAM IN ORDER TO IMPROVE INTERNAL CONTROLS AND BETTER ADDRESS CARSON CITY'S CRITICAL NEEDS (9:53:56) - Mayor Crowell introduced this item, and entertained disclosures. Supervisor Bagwell read into the record a disclosure statement, and advised that she would participate in discussion and action. Mayor Crowell entertained additional disclosures; however, none were forthcoming. Grants Coordinator Janice Keillor provided background information, and reviewed the agenda materials. Supervisor Bonkowski discussed his and Supervisor Bagwell's involvement in the process by which the CSSG program was reviewed and improved. Supervisor Abowd expressed appreciation for the defined project eligibility categories. Supervisor Shirk commended the improvements, and expressed the opinion that all the Board members should have been involved in the modification process. Following a brief discussion, Mayor Crowell expressed concerns over seriatim meetings with individual Board members creating a consensus and, therefore, violating the Nevada Open Meeting Law.

Mayor Crowell entertained public comment and, when none was forthcoming, a motion. Supervisor Bonkowski requested the organization representatives “that are being pulled out and funded” to express agreement on the record. (10:05:32) CASA of Carson City Executive Director Chris Bayer expressed support. Mayor Crowell entertained additional public comment and, when none was forthcoming, called again for a motion. **Supervisor Abowd moved to approve the changes to the Community Support Services Grant Program in order to improve internal controls and better address Carson City's critical needs. Supervisor Bonkowski seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Karen Abowd
SECOND:	Supervisor Brad Bonkowski
AYES:	Supervisors Abowd, Bonkowski, Bagwell, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

21. CLERK - RECORDER

21(A) POSSIBLE ACTION TO APPROVE THE RECLASSIFICATION OF THE ELECTION DEPUTY CLERK FROM AN OFFICE SPECIALIST TO A RECORDATION TECHNICIAN; and 21(B) POSSIBLE ACTION TO APPROVE THE RECLASSIFICATION OF THE MARRIAGE DEPUTY CLERK FROM AN OFFICE SPECIALIST TO A RECORDATION TECHNICIAN (10:06:39) - Mayor Crowell introduced this item. Clerk - Recorder Sue Merriwether

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introduced Chief Deputy Elections Clerk Aubrey Rowlett, and provided background information on her experience. Ms. Merriwether advised that she would present items 21(A) and (B) together, and read a prepared statement into the record. Ms. Merriwether responded to questions of clarification, and extensive discussion ensued. (10:27:50) In response to a question, Human Resources Department Director Melanie Bruketta reviewed the Internal Finance Committee process relative to this item. Additional discussion followed.

Mayor Crowell entertained public comment. (10:36:45) Assessor Dave Dawley provided background information on the chief deputy assessor position. He expressed appreciation for Ms. Merriwether's position "because there is an issue. There does need to be some clarifications for extenuating circumstances ..." He acknowledged that the chief deputy assessor position did not exist at the time of the Pontifex study. He responded to questions of clarification regarding the responsibilities of the chief deputy assessor position.

Ms. Bruketta responded to additional questions of clarification regarding the reclassification process, and advised that Ms. Merriwether had "follow[ed] the process." Mayor Crowell entertained additional public comments; however, none were forthcoming.

(10:42:15) Each of the Board members offered comment. Mayor Crowell entertained a motion for item 21(A). **Supervisor Bonkowski moved to deny the reclassification of the election deputy clerk from office specialist to recordation technician. Supervisor Bagwell seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor Lori Bagwell
AYES:	Supervisors Bonkowski, Bagwell, Abowd, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

Mayor Crowell entertained a motion for item 21(B). **Supervisor Bonkowski moved to deny the reclassification of the marriage deputy clerk from an office specialist to recordation technician. Supervisor Bagwell seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor Lori Bagwell
AYES:	Supervisors Bonkowski, Bagwell, Abowd, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

22. RECESS BOARD OF SUPERVISORS (10:47:43) - Mayor Crowell recessed the Board of Supervisors at 10:47 a.m., and passed the gavel to Redevelopment Authority Chairperson Karen Abowd.

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REDEVELOPMENT AUTHORITY

23. CALL TO ORDER AND ROLL CALL (10:47:45) - Chairperson Abowd called the Redevelopment Authority meeting to order, noting the presence of a quorum.

24. PUBLIC COMMENT (10:48:02) - Chairperson Abowd entertained public comment; however, none was forthcoming.

25. POSSIBLE ACTION ON APPROVAL OF MINUTES - November 5, 2015 (10:48:11) - Chairperson Abowd entertained suggested revisions and, when none were forthcoming, a motion. **Vice Chairperson Bonkowski moved to approve the minutes, as presented. The motion was seconded and carried unanimously.**

26. CITY MANAGER - POSSIBLE ACTION TO ELECT THE CHAIR AND VICE CHAIR OF THE REDEVELOPMENT AUTHORITY, EACH FOR ONE-YEAR TERMS ENDING DECEMBER 31, 2016 (10:48:34) - Chairperson Abowd introduced this item, and entertained nominations for chair. **Member Crowell moved to retain Karen Abowd as chair of the Redevelopment Authority. Vice Chairperson Bonkowski seconded the motion.** Chairperson Abowd entertained discussion on the motion. **Member Shirk moved to appoint Brad Bonkowski as chair, and volunteered to serve as vice chair.** In response to a question, Ms. Fralick advised that the first motion should be acted upon. Chairperson Abowd entertained additional discussion. Chairperson Abowd acknowledged a willingness to continue as chair. Vice Chairperson Bonkowski expressed appreciation for the nomination, but declined. Chairperson Abowd requested that the original motion be repeated. **Member Crowell nominated Supervisor Karen Abowd as the chair of the Redevelopment Authority. Nomination carried unanimously.**

Chairperson-elect Abowd entertained nominations for vice chair. **Member Shirk nominated himself as vice chair.** Chairperson Abowd entertained additional nominations. **Member Crowell moved nominations be closed. Nomination carried unanimously.**

27. PUBLIC COMMENT (10:52:24) - Chairperson Abowd entertained public comment; however, none was forthcoming.

28. ACTION TO ADJOURN REDEVELOPMENT AUTHORITY (10:52:30) - Chairperson Abowd adjourned the Redevelopment Authority meeting at 10:52 a.m., and returned the gavel to Mayor Crowell.

29. RECONVENE BOARD OF SUPERVISORS (10:52:39) - Mayor Crowell reconvened the Board of Supervisors meeting at 10:52 a.m.

30. CITY MANAGER

30(A) POSSIBLE ACTION TO APPOINT MEMBERS OF THE BOARD OF SUPERVISORS TO VARIOUS BOARDS, COMMISSIONS, AND COMMITTEES (10:53:06) - Mayor Crowell introduced this item, and Mr. Marano reviewed the agenda materials.

Mayor Crowell entertained nominations to the Audit Committee. Supervisor Bagwell acknowledged a willingness to continue serving. **Supervisor Abowd nominated Supervisor Bagwell to the Audit**

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Committee for a one-year term, expiring December 31, 2016. Mayor Crowell entertained additional nominations and, when none were forthcoming, closed nominations and called for a vote on the pending nomination. **Nomination carried unanimously.**

Mayor Crowell entertained nominations to the Parks and Recreation Commission. Supervisor Bagwell acknowledged a willingness to continue serving. **Supervisor Bonkowski nominated Supervisor Bagwell to the Parks and Recreation Commission for a four-year term, expiring December 31, 2019.** Mayor Crowell entertained additional nominations and, when none were forthcoming, called for a vote on the pending nomination. **Nomination carried unanimously.**

Mayor Crowell entertained nominations to the Regional Transportation Commission. Supervisor Bonkowski acknowledged a willingness to continue serving. **Supervisor Abowd nominated Supervisor Bonkowski to the Regional Transportation Commission for a two-year term.** Mayor Crowell entertained additional nominations. **Supervisor Shirk nominated himself.** Mayor Crowell entertained additional nominations and, when none were forthcoming, called for a vote on Supervisor Bonkowski's nomination. **Nomination carried 4-1.**

Mayor Crowell entertained nominations to the Carson City Municipal Golf Corporation. Supervisor Bagwell acknowledged a willingness to continue serving. **Supervisor Abowd nominated Supervisor Bagwell to the Carson City Municipal Golf Corporation for a one-year term, expiring December 31, 2016.** Mayor Crowell entertained additional nominations and, when none were forthcoming, called for a vote on the pending nomination. **Nomination carried 5-0.**

Mayor Crowell entertained nominations to the Nevada Association of Counties, and **nominated Supervisor Shirk.** Supervisor Shirk declined the nomination. Mayor Crowell entertained additional nominations. **Supervisor Bonkowski nominated Mayor Crowell to the Nevada Association of Counties.** Mayor Crowell entertained additional nominations and, when none were forthcoming, called for a vote on the pending nomination. **Nomination carried 5-0.**

Mayor Crowell entertained nominations for the alternate to the Nevada Association of Counties. **Supervisor Bonkowski nominated Supervisor Bagwell as the alternate to the Nevada Association of Counties for a one-year term, expiring December 31, 2016.** Mayor Crowell entertained additional nominations and, when none were forthcoming, called for a vote. **Nomination carried 5-0.**

Mayor Crowell entertained nominations to the Western Nevada Legislative Coalition. Both Supervisor Bonkowski and Mayor Crowell acknowledged a willingness to continue serving. **Supervisor Abowd nominated Mayor Crowell and Supervisor Bonkowski to the Western Nevada Legislative Coalition for one-year terms, expiring December 31, 2016.** Mayor Crowell entertained additional nominations and, when none were forthcoming, called for a vote. **Nominations carried unanimously.**

Mayor Crowell entertained nominations to NevadaWorks. Supervisor Abowd acknowledged a willingness to continue serving. **Supervisor Bonkowski nominated Supervisor Abowd to NevadaWorks for a two-year term, expiring December 31, 2017.** Mayor Crowell entertained additional nominations and, when none were forthcoming, called for a vote. **Nomination carried 5-0.**

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Supervisor Bonkowski advised that the Tahoe Regional Planning Agency liaison is currently Shelly Aldean. He further advised of having inquired of Ms. Aldean and that she had acknowledged a willingness to continue serving. **Supervisor Bonkowski nominated Shelly Aldean to continue as the liaison to the TRPA for a one-year term, expiring December 31, 2016.** Ms. Fralick acknowledged the appropriateness of the action. Mayor Crowell entertained additional nominations and, when none were forthcoming, called for a vote. **Nomination carried unanimously.**

In response to a question, Mr. Marano provided background information on the appointment of a Board member to the Northern Nevada Development Authority. Supervisor Bonkowski provided additional clarification with regard to his appointment. In response to a question, Mr. Marano advised of no other positions to be filled.

30(B) POSSIBLE ACTION TO APPOINT TWO MEMBERS TO THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION, EACH FOR TWO-YEAR TERMS THAT EXPIRE DECEMBER 31, 2017 (11:05:02) - Mayor Crowell introduced this item, and Mr. Marano introduced Jack Zentino. (11:06:17) Mr. Zentino responded to questions regarding his interest in serving; his priorities for RTC expenditures; his understanding of the complete streets concept; his ideas for improving the transportation system and the methods by which they would be funded; and the appropriate method for prioritizing street repair and maintenance.

Mayor Crowell entertained a motion. **Supervisor Bonkowski moved to appoint Jack Zentino to the Carson City Regional Transportation Commission for a two-year term, expiring December 31, 2017. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor Karen Abowd
AYES:	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

Mayor Crowell thanked Mr. Zentino and commended his interview. Mayor Crowell entertained a motion relative to the second position. **Supervisor Bonkowski moved to reappoint Jim Smolenski to the Carson City Regional Transportation Commission for a two-year term, expiring December 31, 2017. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

RESULT:	Approved [5 - 0]
MOVER:	Supervisor Brad Bonkowski
SECOND:	Supervisor Karen Abowd
AYES:	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

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**31. 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 BOARD MEMBERS (11:15:22) - In reference to the Regional Transportation Plan Survey results, Supervisor Shirk advised that the results of question 12 were missing. Mr. Marano explained that, based on a recommendation from the District Attorney's Office, he had deleted that question as a precautionary measure against "being seen as advocating for or against an item that is certainly going to be on the 2016 ballot." Mr. Marano offered to provide the results to Supervisor Shirk. Supervisor Shirk expressed the opinion that the citizens' responses should have been posted. "The D.A.'s opinion should have been before the question was put out to the public." Ms. Fralick acknowledged that Supervisor Shirk was free to publish the results. With regard to the D.A.'s opinion, she advised that the City Manager was not obligated to "expose himself to any liability with regard to the ethics in government law." Ms. Fralick further advised that the information is considered public and can be requested by anyone. Following a brief discussion, Mr. Marano reiterated a willingness to provide the information.

Supervisor Shirk commended the Community Development report which is periodically published to the City's website. He reiterated that all Board members should be included in all meetings to which any Board member is invited. He expressed the opinion that the annual Board appointments process should be reviewed and improved. Mayor Crowell advised of his practice to very closely follow Robert's Rules of Order relative to nominations. He assured the Board members of no intent to preclude any of the Board members from speaking. "... it's not a question of who's first to the light or who's second because I'm going to give fair opportunity for people to make nominations as they wish." Supervisor Shirk requested to further discuss the NNDA appointment. He advised of having been informed that a discussion on RTC funding for street repairs would be agendized for the January 21st Board of Supervisors meeting.

Mayor Crowell announced the christening ceremonies for the U.S. Naval Ship Carson City scheduled for Saturday, January 16th. He further advised that the ship's sponsor will present a gift, which Mr. Marano displayed, to the captain and the crew. Mayor Crowell offered Supervisor Shirk the opportunity to add Navy memorabilia to the gift.

STAFF COMMENTS AND STATUS REPORTS

32. PUBLIC COMMENT (11:24:47) - Mayor Crowell entertained public comment; however, none was forthcoming.

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33. ACTION TO ADJOURN (11:24:53) - Mayor Crowell adjourned the meeting at 11:24 a.m.

The Minutes of the January 7, 2016 Carson City Board of Supervisors meeting are so approved this _____ day of February, 2016.

ROBERT L. CROWELL, Mayor

ATTEST:

SUSAN MERRIWETHER, Clerk - Recorder



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: 2-18-16

Staff Contact: Melanie Bruketta, HR Director

Agenda Title: Presentation of Length of Service certificates to City employees. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Each 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: 5 minutes

Proposed Motion

No action-presentation only

Board's Strategic Goal

Efficient Government

Previous Action

The Board of Supervisors presented the November Length of Service certificates on December 17, 2015.

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 will be recognized:

20 years: Thomas Gordon, Warehouse Supply Coordinator & Andrea Moore, Librarian

5 years: Deborah Marzoline, Public Guardian

Applicable Statute, Code, Policy, Rule or Regulation

Employee Service Recognition Certificates policy

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Longevity Certificates
February 2016

Deborah Marzoline	Public Guardian	5 years
Thomas Gordon	Warehouse Supply Coordinator	20 years
Andrea Moore	Librarian	20 years

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CARSON CITY LIQUOR AND ENTERTAINMENT BOARD

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A regular meeting of the Carson City Liquor and Entertainment Board was held during the regularly scheduled Board of Supervisors meeting on Thursday, January 7, 2016 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Robert Crowell
Member Karen Abowd
Member Brad Bonkowski
Member Lori Bagwell
Member Ken Furlong
Member Jim Shirk

STAFF: Nick Marano, City Manager
Sue Merriwether, Clerk - Recorder
Adriana Fralick, Chief Deputy District Attorney
Kathleen King, Chief 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.

10. CALL TO ORDER AND ROLL CALL (8:45:37) - Chairperson Crowell called the meeting to order at 8:45 a.m., noting the presence of a quorum, including Sheriff Ken Furlong.

11. PUBLIC COMMENT(8:45:51) - Chairperson Crowell entertained public comment; however, none was forthcoming.

12. POSSIBLE ACTION ON APPROVAL OF MINUTES - November 19, 2015 (8:46:06) - Chairperson Crowell entertained suggested revisions and, when none were forthcoming, a motion. **Member Bonkowski moved to approve the minutes, as presented. Member Abowd seconded the motion. Motion carried 6-0.**

13. COMMUNITY DEVELOPMENT DEPARTMENT, BUSINESS LICENSE DIVISION - POSSIBLE ACTION TO APPROVE SANGEETA GOEL AS THE LIQUOR MANAGER FOR MINDEN GAS, LLC DBA ARCO AM / PM (LIQUOR LICENSE NO. 16-31065) LOCATED AT 4340 NORTH CARSON STREET (8:46:25) - Chairperson Crowell introduced this item. Senior Permit Technician Lena Reseck reviewed the agenda materials, noting staff's recommendation of approval. (8:47:10) Sangeeta Goel acknowledged having attended the alcohol servers training course. In response to a further question, she discussed plans for the business. (8:48:05) In response to a question, Ajay Goel explained defaults in payments to the oil company, by the previous owner, which resulted in gasoline being unavailable at times. He assured the board there would be no similar occurrences under the new ownership.

Chairperson Crowell entertained board member questions or comments and, when none were forthcoming, a motion. **Member Abowd moved to approve Sangeeta Goel, as the liquor manager for Minden Gas, LLC, dba Arco AM / PM, liquor license number 16-31065, located at 4340 North Carson Street. Member Bagwell seconded the motion.** Chairperson Crowell called for a vote on the pending motion.

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RESULT:	Approved [6 - 0]
MOVER:	Member Karen Abowd
SECOND:	Member Lori Bagwell
AYES:	Members Abowd, Bagwell, Bonkowski, Furlong, Shirk, and Chair Crowell
NAYS:	None
ABSENT:	None
ABSTAIN:	None

14. PUBLIC COMMENT (8:50:25) - Chairperson Crowell entertained public comment. Member Furlong advised of having discussed with Chairperson Crowell the possibility of amending the applicable ordinance to allow liquor distributors to pass through a process which does not entail extensive background checks. Chairperson Crowell provided additional detail of the discussion. He called again for public comment; however, none was forthcoming.

15. ACTION TO ADJOURN (8:51:50) - Chairperson Crowell adjourned the meeting at 8:51 a.m.

The Minutes of the January 7, 2016 Carson City Liquor and Entertainment Board meeting are so approved this _____ day of February, 2016.

ROBERT L. CROWELL, Chair

ATTEST:

SUSAN MERRIWETHER, Clerk - Recorder



STAFF REPORT

Report To: Liquor and Entertainment Board

Meeting Date: February 18, 2016

Staff Contact: Lena Reseck, lreseck@carson.org

Agenda Title: For Possible Action: To approve Jose Escobar as the liquor manager for La Santaneca (Liquor License #16-31215) located at 316 E. Winnie Lane. (Lena Reseck, lreseck@carson.org)

Staff Summary: All liquor license requests are to be reviewed by the Liquor and Entertainment Board per CCMC 4.13. Jose Escobar dba La Santaneca is applying for a beer and wine only liquor license . Staff is recommending approval.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

I move to approve Jose Escobar as the liquor manager for La Santaneca (Liquor License #16-31215) located at 316 E. Winnie Lane.

Board's Strategic Goal

Safety

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

CCMC 4.13

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Refer back to the Business License Division or Deny

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



CARSON CITY LICENSE APPLICATION

Business License #: **L# 16-31215**
15-000 31101
 Submittal Date: **12-28-2015**

Please type or print in black ink; Incomplete or illegible applications will not be accepted. Applications must bear an original signature

1	<input type="checkbox"/> New Business	<input type="checkbox"/> Change of Location/Mailing	<input type="checkbox"/> Change of Name	<input type="checkbox"/> Change of Corporate Officer	<input type="checkbox"/> Other
2	Type of License(s)	<input type="checkbox"/> Business	<input type="checkbox"/> Short-Term	<input type="checkbox"/> Gaming	<input checked="" type="checkbox"/> Liquor
3	Type of Entity	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Non-Profit
4	Entity Name	Escobar Jose			5 Business Opening Date
6	Business Name (DBA)	La Santaneca			7 EIN #
8	Business Address	316 E. Winnie Lane	City	Carson City	State
9	Mailing Address		City		State
10	Corporate Phone	Business Phone	Cellular Phone	Business Fax	
11	E-mail Address	Business Website			

12 Owner(s), Manager(s), or other Principal(s) attach additional pages if required

Last, First, MI	Percent Owned	Title	Date of Birth	
Escobar, Jose A	100%	Owner	10-25-70	
Residence Address (Street)		City, State, Zip		Residence Telephone
319 Burton St		Carson City NV 89705		

Last, First, MI	Percent Owned	Title	Date of Birth	SSN
Residence Address (Street)		City, State, Zip		Residence Telephone

Manager/Liquor Manager	<input type="checkbox"/> On-Site <input type="checkbox"/> Off-Site	Contact Phone Number
Residence Address (Street)	City, State, Zip	

Pursuant to NRS 244.33507 and 42 U.S.C. Sec. 666, you are required to provide your social security number on the application for a license, permit, or certificate for the purpose of determining whether or not you have failed to comply with a subpoena or warrant relating to a proceeding to determine the paternity of a child or to establish or enforce an obligation for the support of a child or you are in arrears in the payment for the support of one or more children

13 Describe in detail the activity of your business
 adding Beer & wine to license

14 Type of Liquor License Applying for (If applicable)

<input type="checkbox"/> Tavern/Bar	<input checked="" type="checkbox"/> Dining Room w/Beer and Wine Only	<input type="checkbox"/> Packaged Liquor	<input type="checkbox"/> Dining Room w/Hard Liquor	<input type="checkbox"/> Combo (On-Premise & Pkg)	<input type="checkbox"/> General Wholesale
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15 Catering Additional Wet Bars _____ Will there be an Interim Management Agreement?

16 List number of slot machines (If applicable) List number of table games (If applicable)

<input type="checkbox"/> 1 cent _____	<input type="checkbox"/> Multi _____	<input type="checkbox"/> Craps _____	<input type="checkbox"/> Baccarat _____
<input type="checkbox"/> 5 cent _____	<input type="checkbox"/> Poker _____	<input type="checkbox"/> Roulette _____	<input type="checkbox"/> Race Book _____
<input type="checkbox"/> 25 cent _____	<input type="checkbox"/> Mega Buck _____	<input type="checkbox"/> Twenty-One _____	<input type="checkbox"/> Sports Book _____
<input type="checkbox"/> 1.00 _____		<input type="checkbox"/> Keno _____	<input type="checkbox"/> Poker _____

17 If this application is for a change of business name, location, or ownership, list the previous name, address, and owner below

18 Check One

_____ I am not subject to a court order for the support of a child

_____ I am subject to a court order for the support of one or more children and am *in compliance* with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to order

_____ I am subject to a court order for the support of one or more children and am *not in compliance* with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to order

Miscellaneous Information	Please answer this section if your business is <i>located</i> in Carson City. If you are unsure of your answer or are installing signage, contact the Planning Division at (775) 887-2180	
	Is your business location zoned for this type of business	Has a Special Use Permit been obtained for this business location
	Will you be installing any outdoor signs	Are there any existing signs of the property
	Will there be any outside storage (If yes, please explain items being stored and how being screened)	
	Will any commercial vehicles be used for this business (If yes, please describe size, type, and location of storage)	
	Please list the quantities, types, and storage location of any chemicals or hazardous materials that will be used for this business	

Rules and Regulations	<p>I, the undersigned understand that I cannot operate my business until my license is actually issued by this office indicating approval by all necessary city departments</p> <ul style="list-style-type: none"> • If any changes are made after completing said license application this office must be notified immediately and an updated is required. • A business license, liquor license, and/or gaming license are issued to a given owner at a SPECIFIC LOCATION and are NON-TRANSFERRABLE to a different owner or different location. • Non-payment of annual and quarterly business license, liquor license, and/or gaming license fees by the due date will result in applied penalties and is grounds for the revocation of the license. • Any exception to any of the above is considered a violation of the Carson City Municipal Code and is subject to citation. <p>I hereby certify that the above information is correct to the best of my knowledge and belief. I understand that failure to complete this form truthfully is an act of perjury.</p>
	<p>Applicant's Signature <u><i>Joe Erwin</i></u> Date <u>12-28-2015</u></p>

FEE STRUCTURE	FEE	LICENSE TOTAL FEES
Business License Fee		Business License Annual Fee:
Square Footage		Business License Pro-rated Fee:
Number of Employees		Business License Application/Update Fee:
Health Fee		Liquor License Annual Fee: <u>1600.00</u>
Number of Rental Units		Liquor License Pro-rated Fee:
Number of Coin Operated Machines		Liquor License Application Fee: <u>500.00</u>
Number of Slot Machines		Liquor License Investigation Fee: <u>500.00</u>
TOTAL FEES DUE:	<u>1000.00</u>	Gaming License Quarterly Fee:
Payment Type <u>VISA</u>		Gaming License Application Fee:
Received By <u>SW</u>	Date <u>12/30/2015</u>	Fictitious Name Fee:
Date Applicant Fingerprinted	By <u>SW</u> File #	Health Pre-Inspection Fee:



CARSON CITY, NEVADA
CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

Memorandum

To: Carson City Liquor and Entertainment Board
From: Carson City Health and Human Services (CCHHS)
Date: February 3rd, 2016
Re: Liquor License- La Santaneca

On February 3rd, 2016 an advisory/ routine inspection of La Santaneca, located at 316 E.. Winnie Ln., was conducted.

Our approval is based on the following conditions being met:

- Only single serving beers or wines can be served, and must be stored in a refrigerator behind counter.
- A pre operational inspection.

Please contact CCHHS with any questions or concerns.

Phone: (775) 283-7225

Brendon Gibb
Environmental Health Specialist

Carson City Health & Human Services

900 East Long Street • Carson City, Nevada 89706 • (775) 887-2190 • Hearing Impaired--Use 711

Clinical Services (775) 887-2195	Public Health Preparedness (775) 887-2190 Fax: (775) 887-2192	Human Services (775) 887-2110 Fax: (775) 887-2539	Disease Control & Prevention (775) 887-2190 Fax: (775) 887-2248	Chronic Disease Prevention & Health Promotion (775) 887-2190 Fax: (775) 887-2248
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STAFF REPORT

Report To: Liquor and Entertainment Board

Meeting Date: February 18, 2016

Staff Contact: Lena Reseck, lreseck@carson.org

Agenda Title: For Possible Action: To approve Juan Rea-Mariscal as the liquor manager for National's Cafe (Liquor License #16-31233) located at 1701 N. Carson Street. (Lena Reseck, lreseck@carson.org)

Staff Summary: All liquor license requests are to be reviewed by the Liquor and Entertainment Board per CCMC 4.13. Juan Rea-Mariscal dba National's Cafe is applying for a beer and wine only liquor license . Staff is recommending approval.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

I move to approve Juan Rea-Mariscal as the liquor manager for National's Cafe (Liquor License #16-31233) located at 1701 N. Carson Street.

Board's Strategic Goal

Safety

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

CCMC 4.13

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Refer back to the Business License Division or Deny

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

LL# 16-31233



CARSON CITY LICENSE APPLICATION

Business License #:

15-21301

Please type or print in black ink; Incomplete or illegible applications will not be accepted. Applications must bear an original signature

Submittal Date:

1-8-16

1 New Business Change of Location/Mailing Change of Name Change of Corporate Officer Other

2 Type of License(s) Business Short-Term Gaming Liquor

3 Type of Entity Sole Proprietor Corporation Partnership Limited Liability Company Non-Profit

4 Entity Name: Juan Antonio Rea + Mariscal 5 Business Opening Date

6 Business Name (DBA): National's Café 7 EIN #

8 Business Address: 1701 N. Carson St City: Carson City State: NV Zip Code: 89703

9 Mailing Address: 1701 N. Carson St City: Carson City State: NV Zip Code: 89703

10 Corporate Phone: Business Phone: 775-841-7377 Cellular Phone: 775-671-5858 Business Fax: NONE

11 E-mail Address: Alexandra.Cano1992@hotmail.com Business Website: - NONE -

12 Owner(s), Manager(s), or other Principal(s) attach additional pages if required

Last, First, MI <u>Rea-Mariscal Juan A</u>	Percent Owned <u>25%</u>	Title	Date of Birth <u>02/09/1971</u>	
Residence Address (Street) <u>609 Linda Kay Ct</u>		City, State, Zip <u>Carson City NV 89701</u>		Residence Telephone <u>775-671-5858</u>
Last, First, MI	Percent Owned <u>25%</u>	Title	Date of Birth	SSN
Residence Address (Street)		City, State, Zip		Residence Telephone
Last, First, MI	Percent Owned <u>25%</u>	Title	Date of Birth	SSN
Residence Address (Street)		City, State, Zip		Residence Telephone
Manager/Liquor Manager <u>NA</u>		<input type="checkbox"/> On-Site <input type="checkbox"/> Off-Site	Contact Phone Number <u>N/A</u>	
Residence Address (Street) <u>NA</u>		City, State, Zip <u>NA</u>		

Pursuant to NRS 244.33507 and 42 U.S.C. Sec. 666, you are required to provide your social security number on the application for a license, permit, or certificate for the purpose of determining whether or not you have failed to comply with a subpoena or warrant relating to a proceeding to determine the paternity of a child or to establish or enforce an obligation for the support of a child or you are in arrears in the payment for the support of one or more children

13 Describe in detail the activity of your business
Sushi and Japanese Food Restaurant / adding Beer & wine

Type of Liquor License Applying for (If applicable)

14 Tavern/Bar Dining Room w/Beer and Wine Only Packaged Liquor Dining Room w/Hard Liquor Combo (On-Premise & Pkg) General Wholesale

15 Catering Additional Wet Bars _____ Will there be an Interim Management Agreement?

16 List number of slot machines (If applicable) List number of table games (If applicable)

<input type="checkbox"/> 1 cent _____	<input type="checkbox"/> Multi _____	<input type="checkbox"/> Craps _____	<input type="checkbox"/> Baccarat _____
<input type="checkbox"/> 5 cent _____	<input type="checkbox"/> Poker _____	<input type="checkbox"/> Roulette _____	<input type="checkbox"/> Race Book _____
<input type="checkbox"/> 25 cent _____	<input type="checkbox"/> Mega Buck _____	<input type="checkbox"/> Twenty-One _____	<input type="checkbox"/> Sports Book _____
<input type="checkbox"/> 1.00 _____		<input type="checkbox"/> Keno _____	<input type="checkbox"/> Poker _____

17 If this application is for a change of business name, location, or ownership, list the previous name, address, and owner below

18 Check One

I am not subject to a court order for the support of a child

I am subject to a court order for the support of one or more children and am *in compliance* with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to order

I am subject to a court order for the support of one or more children and am *not in compliance* with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to order

Miscellaneous Information	Please answer this section if your business is <i>located</i> in Carson City. If you are unsure of your answer or are installing signage, contact the Planning Division at (775) 887-2180	
	Is your business location zoned for this type of business	Has a Special Use Permit been obtained for this business location
	Will you be installing any outdoor signs	Are there any existing signs of the property
	<u>NO</u>	<u>Yes</u>
	Will there be any outside storage (If yes, please explain items being stored and how being screened)	
	<u>NO</u>	
Will any commercial vehicles be used for this business (If yes, please describe size, type, and location of storage)		
<u>NO</u>		
Please list the quantities, types, and storage location of any chemicals or hazardous materials that will be used for this business		
<u>None</u>		

Rules and Regulations	I, the undersigned understand that I cannot operate my business until my license is actually issued by this office indicating approval by all necessary city departments
	<ul style="list-style-type: none"> • If any changes are made after completing said license application this office must be notified immediately and an updated is required. • A business license, liquor license, and/or gaming license are issued to a given owner at a SPECIFIC LOCATION and are NON-TRANSFERRABLE to a different owner or different location. • Non-payment of annual and quarterly business license, liquor license, and/or gaming license fees by the due date will result in applied penalties and is grounds for the revocation of the license. • Any exception to any of the above is considered a violation of the Carson City Municipal Code and is subject to citation.
	I hereby certify that the above information is correct to the best of my knowledge and belief. I understand that failure to complete this form truthfully is an act of perjury.
	Applicant's Signature <u>JUAN A REA MARISCAL</u> Date <u>1-8-18</u>

FEE STRUCTURE	FEE	LICENSE TOTAL FEES
Business License Fee		Business License Annual Fee:
Square Footage		Business License Pro-rated Fee:
Number of Employees		Business License Application/Update Fee:
Health Fee		Liquor License Annual Fee: <u>1600.00</u>
Number of Rental Units		Liquor License Pro-rated Fee:
Number of Coin Operated Machines		Liquor License Application Fee: <u>500.00</u>
Number of Slot Machines		Liquor License Investigation Fee: <u>500.00</u>
TOTAL FEES DUE: <u>1000.00</u>		Gaming License Quarterly Fee:
Payment Type <u>CHE 1013</u>		Gaming License Application Fee:
Received By <u>SW</u>	Date <u>1-8-2016</u>	Fictitious Name Fee:
Date Applicant Fingerprinted	By	File #
		Health Pre-Inspection Fee:



CARSON CITY, NEVADA
CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

Memorandum

To: Carson City Liquor and Entertainment Board
From: Carson City Health and Human Services (CCHHS)
Date: February 3, 2016
Re: Liquor License- National's Cafe

On February 3, 2016 an advisory inspection of National's Cafe, located at 1701 N. Carson St., was conducted.

Health Department approval is granted.

Please contact CCHHS with any questions or concerns.

Phone: 775-283-7227

Robert Elliott, REHS
Environmental Health Specialist 2

Carson City Health & Human Services

900 East Long Street • Carson City, Nevada 89706 • (775) 887-2190 • Hearing Impaired-Use 711

Clinical Services (775) 887-2195	Public Health Preparedness (775) 887-2190 Fax: (775) 887-2192	Human Services (775) 887-2110 Fax: (775) 887-2539	Disease Control & Prevention (775) 887-2190 Fax: (775) 887-2248	Chronic Disease Preventio & Health Promotion (775) 887-2190 Fax: (775) 887-2248
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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

Staff Contact: Michael Salogga, Business Development Manager msalogga@carson.org

Agenda Title: Presentation - Western Nevada Development District (WNDD) update

Staff Summary: Ron Radil, executive director of the Western Nevada Development District (WNDD) will be presenting an update on recent WNDD activities to include: the Comprehensive Economic Development Strategy (CEDS) and how they are used, specifically the USDA RD Section 6025 requirement for extra points for a project of a regional nature/impact, input from Carson City regarding updating the projects/initiatives in the 2014 WNDD CEDS document, revolving loan fund update, and the Nevada Economic Development Conference on September 16, 2016 at the Joe Crowley Student Union at University of Nevada, Reno. Regarding the conference, Mr. Radil will cover the conference program, participation from the member jurisdictions, support efforts and sponsorships needed to make the conference financially successful.

Agenda Action: Other/Presentation

Time Requested: 15 minutes

Proposed Motion

N/A

Board's Strategic Goal

Economic Development

Previous Action

N/A

Background/Issues & Analysis

Supervisor Bagwell and Michael Salogga, Business Development Manager, currently serve on the WNDD board representing Carson City. Mr. Salogga is also on WNDD's Loan Committee.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Board Action Taken:

Motion: _____

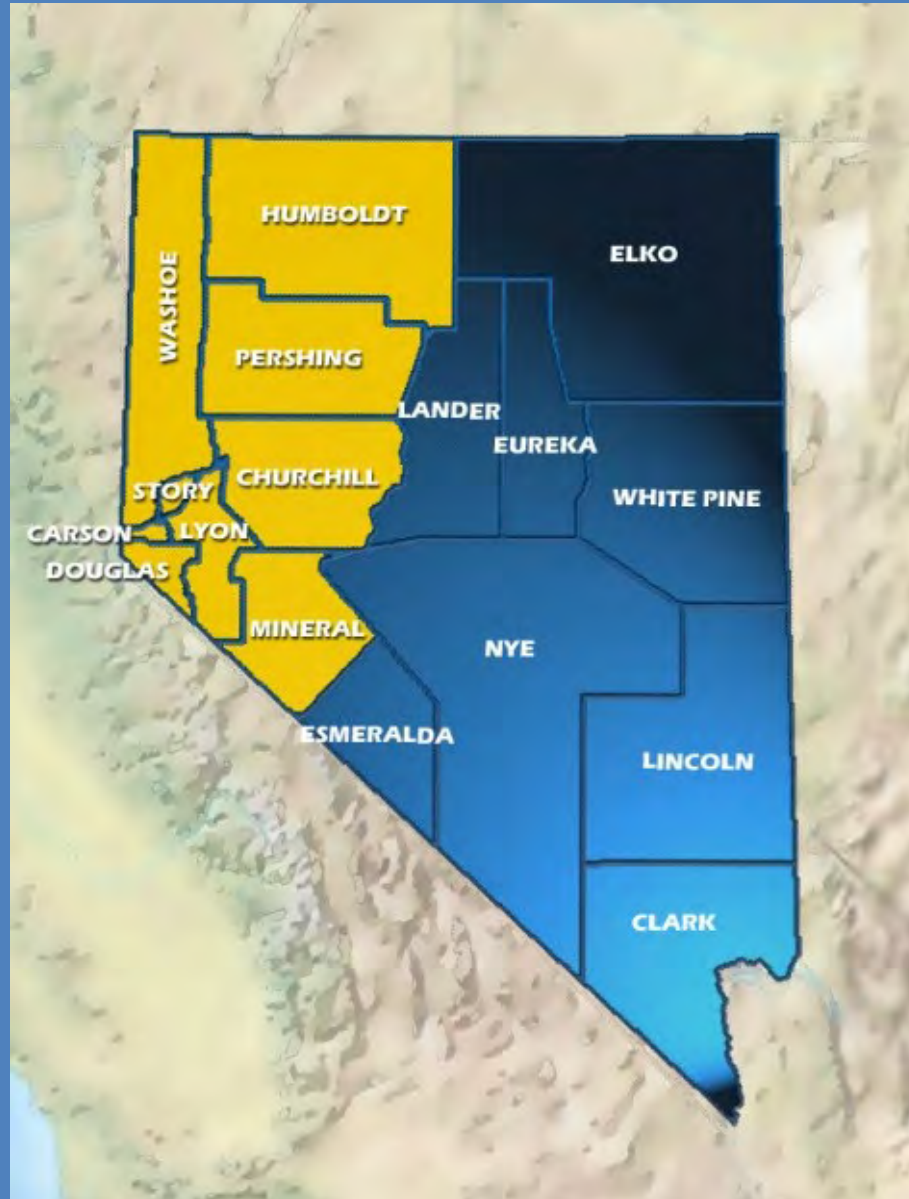
1) _____

2) _____

Aye/Nay

(Vote Recorded By)

WESTERN NEVADA DEVELOPMENT DISTRICT



ABOUT WESTERN NEVADA DEVELOPMENT DISTRICT

- Certified US Economic Development Administration (EDA) Economic Development District (EDD), only one in Nevada.
- A voluntary association of local governments
- Governed by a Board of Directors comprised of elected officials, local government staff & representatives from the private sector
- Began with four counties in 1983 – has expanded to nine counties, seven cities
- Forum for public & private officials discuss/address regional opportunities
- Promote regional collaboration



WESTERN NEVADA DEVELOPMENT DISTRICT PROJECTS

EDA funding for infrastructure for publicly owned industrial parks:

Carson City Douglas County Fallon Fernley
Lovelock Mineral County Pershing County Silver Springs
Yerington

Regional Projects

- Comprehensive Economic Development Strategy (CEDs)

- V T & T Economic Feasibility Study for Re-Construction

- Lake Tahoe Basin Prosperity Plan – Tahoe Prosperity Center implementing

- Stronger Economies Together (SET)

- Business Microloan Program

- Nevada Economic Development Conference
– September 20 - 22, 2016



REGIONAL CAPACITY BUILDING GOALS

- Access To Capital
- Communication/Networking
- Infrastructure Improvement
- Workforce Development

REGIONAL ECONOMIC SECTOR GOALS

- Agribusiness
- Energy
- Manufacturing
- Tourism
- Transportation and Logistics



WESTERN NEVADA DEVELOPMENT DISTRICT CEDS & COMMUNITY BENEFITS

- Result of the 2012 Stronger Economies Together (SET) project
- CEDS necessary to maintain designation as Economic Development District
- Assessment of regional economic opportunities
- Presents regional opportunities & local opportunities (project listing)
- Contains goals and strategies identified by the region
- Applicants for public & private funding use CEDS to cite project application id document



2014 Farm Bill

Application scoring element – Farm Bill Section 6025

USDA RD, Nevada, provided the following information regarding Section 6025 as it now applies:

1. Jurisdiction has completed or is part of a CEDS - *Multi-Jurisdictional Plan*
 - WNDD has completed CEDS Multi-Jurisdictional Plan

2. Jurisdiction participated in the Stronger Economies Together (SET) - Planning process sponsored by RD and the University of Nevada's Cooperative Extension Service.
 - ✓ WNDD completed a SET program in the region in 2012
 - ✓ USDA RD, NV – Project was awarded funding in part due to CEDS



WESTERN NEVADA DEVELOPMENT DISTRICT PROGRAMS & SERVICES

COMMUNITY ASSESSMENT & PLANNING

1. Stronger Economies Together (SET)
2. Comprehensive Economic Development Strategy (CEDS)
3. Strategic Planning

BUSINESS MICROLOAN PROGRAM

GRANT WRITING & DEVELOPMENT (EDA)

TRAINING

4. Nx Level Classes
5. Economic Development Conference



WESTERN NEVADA DEVELOPMENT DISTRICT BENEFITS

- Promotes & strengthens regional collaboration
- Expands capacity to address issues on a regional basis
- Community Economic Development Strategy positions application for greater success
- Training programs promote economic vitality
- Building community through planning processes
- Strengthen & expand small businesses /entrepreneurs through funding & planning



WESTERN NEVADA DEVELOPMENT DISTRICT

WNDD contact information

Western Nevada Development District

704 West Nye Lane, Suite 201

Carson City, Nevada 89703

Executive Director

Ronald J. Radil

775-883-7333, Ext. 2001

rjradil@wndd.org

Project Manager

Sheryl Gonzales

775-883-7333, Ext. 2000

sgonzales@wndd.org



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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

Staff Contact: Michael Salogga, Business Development Manager msalogga@carson.org

Agenda Title: FOR POSSIBLE ACTION: Discussion and possible approval of the Cooperative Agreement for the Creation of Nevadaworks.

Staff Summary: With the change at the federal level for workforce development funding from the Workforce Investment Act (WIA) to the Workforce Innovation and Opportunity Act, the Cooperative Agreement for the Creation of Nevadaworks needs to be reviewed, approved and signed by all jurisdictions in the Nevadaworks service area. The other counties in the Nevadaworks service area include: Churchill County, Douglas County, Elko County, Eureka County, Humboldt County, Lander County, Lyon County, Mineral County, Pershing County, Storey County, Washoe County, and White Pine County.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to approve the Cooperative Agreement for the Creation of Nevadaworks.

Board's Strategic Goal **Economic Development**

Previous Action

N/A

Background/Issues & Analysis

The state attorney general's office has reviewed and approved this agreement. Carson City has supported Nevadaworks by assigning an elected official as well as an alternate to serve as board members. The current elected official serving on the board is Supervisor Abowd. The alternate is Michael Salogga, Business Development Manager. Board meetings are held quarterly.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

COOPERATIVE AGREEMENT FOR THE CREATION OF NEVADAWORKS

THIS AGREEMENT is made and entered into this ____ day of _____, 2016, by and among the following 13 counties, all of which are political subdivisions of the State of Nevada: Carson City, Churchill County, Douglas County, Elko County, Eureka County, Humboldt County, Lander County, Lyon County, Mineral County, Pershing County, Storey County, Washoe County, and White Pine County.

WITNESSETH:

To amend the Workforce Investment Act of 1998 to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth and for other purposes the Senate and House of Representatives of the United States of America enacted the Workforce Innovation and Opportunity Act which was subsequently signed into law by the President in 2014.

WHEREAS, it is the purpose of the Workforce Innovation and Opportunity Act (WIOA) to:

- Increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, educations, training, and support service they need to succeed in the labor market.
- Support the alignment of workforce development, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the United States.
- Improve the quality and labor market relevance of workforce development, education and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.
- Promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.
- Increase the prosperity of workers and employers in the United States, the economic growth of communities, regions, and states, and the global competitiveness of the United States.
- Provide workforce development activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of

participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

WHEREAS, pursuant to the WIOA, the chief elected officials in the local areas, and based upon criteria established by the governor of the state and the state board, are to appoint members to local workforce development boards and those chief elected officials are responsible for carrying out other responsibilities assigned under the WIOA; and

WHEREAS, the WIOA authorizes that in a local area which includes more than 1 unit of general local governments, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials; and

WHEREAS, the purpose of this agreement is to establish a separate, legal and administrative public entity to coordinate the performance of responsibilities of the chief elected officials as set forth in the WIOA, to be the recipient of federal funds under the WIOA, and which entity would also coordinate the activities of the local workforce development board; and

WHEREAS, under the Cooperative Agreement which created Nevadaworks and pursuant to the Workforce Investment Act (WIA) programs, including award of WIA grant funds to subcontractor agencies.

WHEREAS, the WIOA, requires an open competitive process in the selection of service providers and limits the entity administering the federal funds from being a service provider of programs; and

WHEREAS, the changes brought about by the WIOA necessitate changes in the entity formally known as Nevadaworks, and this Agreement is intended to and does supersede the Cooperative Agreement dated December 21, 1999 among the thirteen county participants; and

WHEREAS, NRS 277.110 and 277.120 provide that any power, privilege or authority exercised or capable of exercise by a public agency of the state may be exercised by two or more public agencies and that a separate legal or administrative entity may be established to conduct the joint or cooperative undertaking; and

WHEREAS, the establishment and furtherance of workforce development programs is determined to be a proper governmental function which may be exercised jointly by the thirteen county participants that are parties to this Agreement; and

WHEREAS, the parties hereto desire to develop the most effective programs to deal with the employment and unemployment problems of residents of Northern Nevada, and they have determined that such issues can best be resolved and such federal funds may be best administered by a separate legal and administrative entity;

WHEREAS, the execution of this Cooperative Agreement will provide operational framework for administration of and responsibility for these federal funds; and

WHEREAS, each party shall indicate its desire to enter into this cooperative Agreement by formal resolution of the governing body of each of the respective parties;

NOW, THEREFORE, for and in consideration of the mutual terms, covenants and conditions herein agreed, the parties agree as follows:

1. There is hereby created a separate legal and administrative public entity to be known as Nevadaworks, hereinafter referred to as "NW". The purpose of NW is to provide centralized administration of Northern Nevada's WIOA programs. NW shall exist for the purposes set forth herein until this Agreement is terminated as provided below.
2. The jurisdiction of NW shall consist of Carson City, Churchill County, Douglas County, Elko County, Eureka County, Humboldt County, Lander County, Lyon County, Mineral County, Pershing County, Storey County, Washoe County, and White Pine County.
3. The Job Training Board (first established on May 19, 1983 by Cooperative Agreement which was superseded by the July 12, 1985 Cooperative Agreement, which was superseded by the December 21, 1999 Cooperative Agreement for the creation of Nevadaworks) consisting of the Chairman of each participating thirteen County Commissions/Board of Supervisors will be known hereafter as the Board of Local Elected Officials or LEO-Board and is hereby constituted to fulfill the responsibilities of and to function as the "chief elected officials" of the participating "units of local government" as those terms are used under the WIOA. Accordingly, the LEO-Board shall consist of the thirteen (13) counties (representing the Northern Nevada Service Delivery Area) which shall be represented by the Chairman of each county Commission or Board of Supervisors, or the Commissions'/Supervisors' designee, who, whenever possible shall be another County Commissioner or Supervisor.
4. The LEO-Board may create an Executive Council consisting of a minimum of 3 members of the LEO-Board as designated and agreed to by the LEO-Board. The LEO-Board may delegate to the Executive Council action on the LEO-Board's behalf with a report of action taken by the Executive Council to be made to the full LEO-Board on any issue which would ordinarily come before the LEO-Board. When throughout this Agreement the term LEO-Board is used, it may refer to the Executive Council of the LEO-Board if the Board has delegated to the Executive Council authority to act on such matter.
5. A. The Workforce Development Board (WDB) referred to in the Cooperative Agreement of December 21, 1999, shall be replaced by the new Workforce

Development Board (WDB) which may include members of the former Workforce Investment Board. The LEO-Board shall appoint members to the Workforce Development Board which must consist of the requisite number of members necessary to satisfy the requirements under the WIOA. Pursuant to the WIOA, criteria for membership is to be established by the state, but must include at a minimum:

- a. A majority of the members of each local board shall be representatives of business in the local area, who:
 - (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
 - (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
 - (iii) are appointed from among individuals nominated by local business organizations and business trade associations;

- b. Not less than 20 percent of the members of each local board shall be representatives of the workforce within the local area, who:
 - (i) shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees;
 - (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;
 - (iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
 - (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth;

- c. Each local board shall include representatives of entities administering education and training activities in the local area, who:
 - (i) shall include a representative of eligible providers administering adult education and literacy activities under title II;
 - (ii) shall include a representative of institutions of higher education providing workforce development activities (including community colleges);
 - (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;

- d. Each local board shall include representatives of governmental and economic and community development entities serving the local area, who:
 - (i) shall include a representative of economic and community development entities;
 - (ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area;
 - (iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area;
 - (iv) may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and
 - (v) may include representatives of philanthropic organizations serving the local area; and

- e. Each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

B. Membership of WDB: Members of the WDB that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority with the organizations, agencies, or entities. A majority of the members of the WDB shall be representatives described in paragraph (a) (i) through (iii) above. The WDB shall elect a chair from among the representatives described in (a) (i) through (iii) above.

C. Pursuant to letter dated September 14, 2015 from Nevada State Governor Brian Sandoval, designating Nevadaworks to serve in the current capacity as the

administrative entity for the local WDB. (See copy of letter attached hereto as Exhibit "A").

6. The LEO-Board and the Workforce Development Board are designated as the policy-making bodies for NW to the extent that such policies recognize and do not conflict with State law and the terms of this Agreement which establish NW as a public entity. These two Boards are responsible for carrying out their respective and joint responsibilities under WIOA in accordance with guidelines that may be approved by the Governor of the State of Nevada and the terms of the WIOA.
7. The LEO-Board and the WDB shall have the responsibility to adopt and ensure implementation of NW policies, standards, and goals in order to meet the requirements of WIOA. In so doing, the LEO-Board and the WDB may adopt policies and procedures in compliance with guidelines provided by the Governor and/or the State and in compliance with this Agreement. All policies and procedures adopted by the LEO-Board and WDB affecting the WIOA shall be kept on file for public inspection in NW's Executive Office.
8. NevadaWorks is authorized to employ staff including, but not limited to, an Executive Director/Chief Executive Officer (CEO). The staff shall be considered to be employees of the separate legal, administrative, public entity known as Nevadaworks and are entitled to such benefits available to public employees in the State of Nevada. However, the staff shall also perform staff functions for the WDB in performance of its responsibilities under the WIOA.

Whenever a vacancy occurs in the position of Executive Director/CEO of NW, a new Executive Director/CEO shall be selected by the LEO-Board. The Executive Director/CEO shall be directed by and answerable solely to the LEO-Board; and shall serve at the pleasure of LEO-Board.

9. The Executive Director/CEO shall provide all information and documentation regarding all NW administrative, operational, and fiscal matters relating to the WIOA to the LEO-Board and the WDB upon request. The nature, scope and frequency of the information relating to the WIOA that is to be provided pursuant to this paragraph by the Executive Director/CEO shall be specified by the LEO-Board and WDB.
10. NW shall have the power to contract with any qualified private or public agency or entity to secure the support staff and personnel needed by NW to carry out the objectives and requirements set forth in this Agreement and by the State Job Training Office. The staff and personnel of NW shall be under the direction and control of the Executive Director/CEO who reports, for purposes of meeting the requirements of the WIOA, to both the WDB and the LEO-Board. The Executive Director/CEO shall have prepared personnel policies which shall be approved by the LEO-Board. As the staff also provides staff support services to the WDB, the WDB may have input into such policies, but any final decision shall rest with the Executive Director/CEO, subject to appeal by the WDB to the LEO-Board.

11. The Executive Director/CEO has the power of final decision regarding any daily operation of the NW programs subject to a schedule of responsibilities which shall be presented to the LEO-Board and the WDB for their approval.
12. A majority of the WDB constitutes a quorum for the transaction of business. The Executive Committee of LEO-Board may transact business as provided herein. If the Executive Committee has only 3 members of the LEO-Board, all three must be present for the conduct of any business, but a majority of the three is sufficient to carry any action. For all actions to be taken by the WDB and LEO-Board pursuant to the WIOA, a majority vote of a quorum of both the WDB and the LEO-Board (or its Executive Council) is necessary, subject to the limitations set forth in paragraph 13 below.
13. Pursuant to paragraph 12, the LEO-Board may withhold approval of any training program, regardless of a majority vote, if:
 - a. There are insufficient funds available to support the program; or
 - b. Funding of the program is not authorized by WIOA. Reconsideration of any matter or action taken by the LEO-Board and the WDB will be done according to meeting rules acceptable to all parties.
14. The LEO-Board and the WDB shall establish all boards, councils, or committees, or other advisory groups as mandated by federal laws and regulations.
15. The LEO-Board and the WDB shall establish by-laws for meetings and other matters of internal governance. These by-laws shall be consistent with any applicable federal and state laws, any regulations promulgated by the Governor and/or the State, and any provisions of this Cooperative Agreement. All meetings of the WDB, LEO-Board or its Executive Council shall be conducted in accordance with Nevada's Open Meeting Law.
16. The LEO-Board and the WDB shall approve the annual plan and local plan to be submitted to the Governor. The Chairman of the LEO-Board and the Chairman of WDB shall be the signatories to the annual plan and local plan. All proposed modifications to the annual plan or local plan shall be approved by the WDB and the LEO-Board and the signatories to such request for modifications shall be the same as indicated in the previous paragraph.
17. Financing for the undertakings of the NW, the LEO-Board and the WDB is provided as part of the federal funds made available under the WIOA, in addition to other funding sources that may be periodically available. The staff of NW is responsible for preparing a budget for approval by the LEO-Board and WDB.
18. The LEO-Board and the WDB shall consider and approve proposed contracts necessary for the implementation of the WIOA activities. All contracts shall conform to any applicable federal, state and/or local laws and regulations.
19. This Cooperative Agreement may be amended upon written agreement signed by the governing bodies of the 13 county parties hereto.
20. This Cooperative Agreement may be terminated at the expiration of any WIOA Program Year by majority consent of the counties that are parties hereto upon the giving of ninety (90) days written notice of intent to terminate. In addition, any party may terminate its participation in this Agreement by giving 120 days notice

before expiration of the WIOA program year to the other parties to this Agreement. In the event that one or more counties cease to be a participant in this Agreement, the remaining parties shall determine whether the Agreement may continue without that county or counties. In the event the remaining parties deem that the Agreement cannot continue, the Agreement will terminate at the end of that WIOA program year.

- 21. Upon receipt of a notice of termination or expiration of this Agreement, the LEO-Board and the WDB shall, at their next regular meeting, prepare a plan for the dissolution of NW. This dissolution plan shall consider and provide for the discharge of all costs, expensed, charges and contractual obligations validly incurred pursuant to this Cooperative Agreement.

Additionally, the dissolution plan shall provide for the disposition of all property acquired by NW pursuant to this Agreement and state and federal law. The dissolution plan must provide for the disposition of all property acquired by NW to this Agreement. Furthermore, the dissolution plan shall provide for the distribution of any surplus funds, if any, once all costs, liabilities and obligations are discharged in accordance with state and federal law.

Any fiscal liability of NW not provided for in the dissolution plan, but determined to be outstanding and determined to be validly incurred by the 13 counties, shall be shared by the 13 counties on a pro rata basis as determined by the distribution formula in the WIOA plan.

- 22. Upon execution of this Cooperative Agreement by all 13 counties, the Cooperative Agreement dated December 21, 1999 which created Nevadaworks shall be terminated.

IN WITNESS WHEREOF, the parties hereto by their respective officers, duly authorized, have executed this Cooperative Agreement, to be effective as provided herein.

Date

CARSON CITY
By _____

ATTEST:

CLERK

Date

CHURCHILL COUNTY
By _____

ATTEST:

Date

CLERK

DOUGLAS COUNTY

By _____

ATTEST:

CLERK

Date

ELKO COUNTY

By _____

ATTEST:

CLERK

Date

EUREKA COUNTY

By _____

ATTEST:

CLERK

Date

HUMBOLDT COUNTY

By _____

ATTEST:

CLERK

Date

LANDER COUNTY

By _____

ATTEST:

CLERK

LYON COUNTY

Date

By _____

ATTEST:

CLERK

MINERAL COUNTY

Date

By _____

ATTEST:

CLERK

PERSHING COUNTY

Date

By _____

ATTEST:

CLERK

STOREY COUNTY

Date

By _____

ATTEST:

CLERK

WASHOE COUNTY

Date

By _____

ATTEST:

CLERK

WHITE PINE COUNTY

Date

By _____

ATTEST:

CLERK

Approved by Nevada Attorney General
Pursuant to NRS 277.140

Date

Attorney General

February 8, 2016 Monday, February 08, 2016

COOPERATIVE AGREEMENT FOR THE CREATION OF NEVADAWORKS

THIS AGREEMENT is made and entered into this ___ day of ____, 19992016, by and among the following 13 counties, all of which are political subdivisions of the State of Nevada: Carson City, Churchill County, Douglas County, Elko County, Eureka County, Humboldt County, Lander County, Lyon County, Mineral County, Pershing County, Storey County, Washoe County, and White Pine County.

WITNESSETH:

~~WHEREAS, the thirteen above referenced counties are all parties to a Cooperative Agreement dated July 12, 1985, which created a separate, public entity known as Job Opportunities in Nevada (JOIN), an entity which operated job training programs under the Job Training Partnership Act of 1982, Public Law 97-300, referred to as "JTPA"; and~~

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~~WHEREAS, the 105th Congress enacted, and the President signed into law, the Workforce Investment Act of 1998, Public Law 105-220, hereinafter referred to as "WIA"; and~~

~~To amend the Workforce Investment Act of 1998 to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth and for other purposes the Senate and House of Representatives of the United States of America enacted the Workforce Innovation and Opportunity Act which was subsequently signed into law by the President in 2014.~~

~~WHEREAS, it is the purpose of the WIA-Workforce Innovation and Opportunity Act (WIOA) to:~~

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- ~~• Increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, educations, training, and support service they need to succeed in the labor market.~~
- ~~• Support the alignment of workforce development, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the United States.~~
- ~~• Improve the quality and labor market relevance of workforce development, education and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.~~

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February 8, 2016 Monday, February 08, 2016

- Promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.
- Increase the prosperity of workers and employers in the United States, the economic growth of communities, regions, and states, and the global competitiveness of the United States.
- Provide workforce development activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

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~~provide federal funds for workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skills attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency and enhance the productivity and competitiveness of the nation; and~~

WHEREAS, pursuant to the WIA/WIOA, the chief elected officials in the local areas, and based upon criteria established by the governor of the state and the state board, are to appoint members to local workforce investmentdevelopment boards and those chief elected officials are responsible for carrying out other responsibilities assigned under the WIA/WIOA; and

WHEREAS, the WIA/WIOA authorizes that in a local area which includes more than 1 unit of general local governments, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials; and

WHEREAS, the purpose of this agreement is to establish a separate, legal and administrative public entity to coordinate the performance of responsibilities of the chief elected officials as set forth in the WIA/WIOA, to be the recipient of federal funds under the WIA/WIOA, and which entity would also coordinate the activities of the local workforce investmentdevelopment board; and

WHEREAS, under the Cooperative Agreement which created JOIN-Nevadaworks and pursuant to the JTPA-Workforce Investment Act (WIA) programs, including award of JTPA-WIA grant funds to subcontractor agencies, ~~and JOIN could provide JTPA program services; and~~

February 8, 2016Monday, February 08, 2016

WHEREAS, the ~~WIAWIOA~~, requires an open competitive process in the selection of service providers and limits the entity administering the federal funds from being a service provider of programs; and

WHEREAS, the changes brought about by the ~~WIAWIOA~~ necessitate changes in the entity formally known as ~~JOHN~~Nevadaworks, and this Agreement is intended to and does supersede the Cooperative Agreement dated ~~July 12, 1985~~December 21, 1999 among the thirteen county participants; and

WHEREAS, NRS 277.110 and 277.120 provide that any power, privilege or authority exercised or capable of exercise by a public agency of the state may be exercised by two or more public agencies and that a separate legal or administrative entity may be established to conduct the joint or cooperative undertaking; and

WHEREAS, the establishment and furtherance of workforce ~~investment~~development programs is determined to be a proper governmental function which may be exercised jointly by the thirteen county participants that are parties to this Agreement; and

WHEREAS, the parties hereto desire to develop the most effective programs to deal with the employment and unemployment problems of residents of Northern Nevada, and they have determined that such issues can best be resolved and such federal funds may be best administered by a separate legal and administrative entity;

WHEREAS, the execution of this Cooperative Agreement will provide operational framework for administration of and responsibility for these federal funds; and

WHEREAS, each party shall indicate its desire to enter into this cooperative Agreement by formal resolution of the governing body of each of the respective parties;

NOW, THEREFORE, for and in consideration of the mutual terms, covenants and conditions herein agreed, the parties agree as follows:

1. There is hereby created a separate legal and administrative public entity to be known as ~~NevadaWorks~~Nevadaworks, hereinafter referred to as "NW". The purpose of NW is to provide centralized administration of Northern Nevada's ~~WIAWIOA~~ programs. NW shall exist for the purposes set forth herein until this Agreement is terminated as provided below.
2. The jurisdiction of NW shall consist of Carson City, Churchill County, Douglas County, Elko County, Eureka County, Humboldt County, Lander County, Lyon County, Mineral County, Pershing County, Storey County, Washoe County, and White Pine County.
3. The Job Training Board (first established on May 19, 1983 by Cooperative Agreement which was superseded by the July 12, 1985 Cooperative Agreement, which was superseded by the December 21, 1999 Cooperative Agreement for the creation of Nevadaworks) consisting of the Chairman of each participating thirteen County Commissions/Board of Supervisors will be known hereafter as

the Board of Local Elected Officials or LEO-Board and is hereby constituted to fulfill the responsibilities of and to function as the "chief elected officials" of the participating "units of local government" as those terms are used under the WIAWIOA. Accordingly, the LEO-Board shall consist of the thirteen (13) counties (representing the Northern Nevada Service Delivery Area) which shall be represented by the Chairman of each county Commission or Board of Supervisors, or the Commissions'/Supervisors' designee, who, whenever possible shall be another County Commissioner or Supervisor.

4. The LEO-Board may create an Executive Council consisting of a minimum of 3 members of the LEO-Board as designated and agreed to by the LEO-Board. The LEO-Board may delegate to the Executive Council action on the LEO-Board's behalf with a report of action taken by the Executive Council to be made to the full LEO-Board on any issue which would ordinarily come before the LEO-Board. When throughout this Agreement the term LEO-Board is used, it may refer to the Executive Council of the LEO-Board if the Board has delegated to the Executive Council authority to act on such matter.

5. A. The Workforce Development Board (WDB) referred to in the Cooperative Agreement of December 21, 1999, shall be replaced by the new Workforce Development Board (WDB) which may include members of the former Workforce Investment Board. The LEO-Board shall appoint members to the Workforce Development Board which must consist of the requisite number of members necessary to satisfy the requirements under the WIOA. The Private Industry Council referred to in the Cooperative Agreement of July 12, 1985, shall be replaced by the new Workforce Investment Board (WIB), which may include members of the former Private Industry Council. The LEO-Board shall appoint members to the Workforce Investment Board which must consist of the requisite number of members necessary to satisfy the requirements under the WIA. Pursuant to the WIAWIOA, criteria for membership is to be established by the state, but must include at a minimum:

a. A majority of the members of each local board shall be representatives of business in the local area, who:

- (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
- (iii) are appointed from among individuals nominated by local business organizations and business trade associations;

b. Not less than 20 percent of the members of each local board shall be representatives of the workforce within the local area, who:

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- (i) shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees;
- (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;
- (iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
- (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth;

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c. Each local board shall include representatives of entities administering education and training activities in the local area, who:

- (i) shall include a representative of eligible providers administering adult education and literacy activities under title II;
- (ii) shall include a representative of institutions of higher education providing workforce development activities (including community colleges);
- (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;

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d. Each local board shall include representatives of governmental and economic and community development entities serving the local area, who:

- (i) shall include a representative of economic and community development entities;
- (ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area;

- (iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area;
- (iv) may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and
- (v) may include representatives of philanthropic organizations serving the local area; and

e. Each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

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a. Representatives of business in the local area, who:

- i. are owners of businesses, chief executive or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority;
- ii. represent businesses with employment opportunities that reflect the employment opportunities of the local area; and
- iii. are appointed from among individuals nominated by local business organizations and business trade associations;

b. Representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities, and Postsecondary educational institutions (including representatives of community colleges, where such entities exist), selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities;

c. Representatives of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees;

d. Representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present);

e. Representatives of economic development agencies, including private sector economic development entities; and

f. Representatives of each of the one-stop partners; and

February 8, 2016 Monday, February 08, 2016

~~In addition, the WIB may include such other individuals or representatives of entities as the LEO Board may determine to be appropriate.~~

B. Membership of ~~WIBWDB~~: Members of the ~~WIBWDB~~ that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority with the organizations, agencies, or entities. A majority of the members of the ~~WIBWDB~~ shall be representatives described in paragraph (a) (i) through (iii) above. The ~~WIBWDB~~ shall elect a chair from among the representatives described in (a) (i) through (iii) above.

C. Pursuant to letter dated ~~December 14, 1998~~ September 14, 2015 from ~~then~~ Nevada State Governor ~~Bob Miller~~ Brian Sandoval, ~~the Private Industry Council~~ designating NevadaWorks to serve in the current capacity as the administrative entity for the local WDB. ~~was designated the Workforce Investment Board for a two-year period.~~ (See copy of letter attached hereto as Exhibit "A").

6. The LEO-Board and the Workforce ~~Investment-Development~~ Board are designated as the policy-making bodies for NW to the extent that such policies recognize and do not conflict with State law and the terms of this Agreement which establish NW as a public entity. These two Boards are responsible for carrying out their respective and joint responsibilities under ~~WIAWIOA~~ in accordance with guidelines that may be approved by the Governor of the State of Nevada and the terms of the ~~WIAWIOA~~.
7. The LEO-Board and the ~~WIBWDB~~ shall have the responsibility to adopt and ensure implementation of NW policies, standards, and goals in order to meet the requirements of ~~WIAWIOA~~. In so doing, the LEO-Board and the ~~WIBWDB~~ may adopt policies and procedures in compliance with guidelines provided by the Governor and/or the State and in compliance with this Agreement. All policies and procedures adopted by the LEO-Board and ~~WIBWDB~~ affecting the ~~WIAWIOA~~ shall be kept on file for public inspection in NW's Executive Office.
8. NevadaWorks is authorized to employ staff ~~(which staff members were some of the administrative staff of JOIN)~~, including, but not limited to, an Executive Director/Chief Executive Officer (CEO). The staff shall be considered to be employees of the separate legal, administrative, public entity known as ~~NevadaWorks~~ NevadaWorks and are entitled to such benefits available to public employees in the State of Nevada. However, the staff shall also perform staff functions for the ~~WIBWDB~~ in performance of its responsibilities under the ~~WIAWIOA~~.

Whenever a vacancy occurs in the position of Executive Director/CEO of NW, a new Executive Director/CEO shall be selected by the LEO-Board. The Executive Director/CEO shall be directed by and answerable solely to the LEO-Board; and shall serve at the pleasure of LEO-Board.

9. The Executive Director/CEO shall provide all information and documentation regarding all NW administrative, operational, and fiscal matters relating to the

- WIAWIOA to the LEO-Board and the WIBWDB upon request. The nature, scope and frequency of the information relating to the WIAWIOA that is to be provided pursuant to this paragraph by the Executive Director/CEO shall be specified by the LEO-Board and WIBWDB.
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 11. The Executive Director/CEO has the power of final decision regarding any daily operation of the NW programs subject to a schedule of responsibilities which shall be presented to the LEO-Board and the WIBWDB for their approval.
 12. A majority of the WIBWDB constitutes a quorum for the transaction of business. The Executive Committee of LEO-Board may transact business as provided herein. If the Executive Committee has only 3 members of the LEO-Board, all three must be present for the conduct of any business, but a majority of the three is sufficient to carry any action. For all actions to be taken by the WIBWDB and LEO-Board pursuant to the WIAWIOA, a majority vote of a quorum of both the WIBWDB and the LEO-Board (or its Executive Council) is necessary, subject to the limitations set forth in paragraph 13 below.
 13. Pursuant to paragraph 12, the LEO-Board may withhold approval of any training program, regardless of a majority vote, if:
 - a. There are insufficient funds available to support the program; or
 - b. Funding of the program is not authorized by WIAWIOA. Reconsideration of any matter or action taken by the LEO-Board and the WIBWDB will be done according to meeting rules acceptable to all parties.
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All proposed modifications to the annual plan or local plan shall be approved by the ~~WIBWDB~~ and the LEO-Board and the signatories to such request for modifications shall be the same as indicated in the previous paragraph.

17. Financing for the undertakings of the NW, the LEO-Board and the ~~WIBWDB~~ is provided as part of the federal funds made available under the ~~WIAWIOA~~, in addition to other funding sources that may be periodically available. The staff of NW is responsible for preparing a budget for approval by the LEO-Board and ~~WIBWDB~~.
18. The LEO-Board and the ~~WIBWDB~~ shall consider and approve proposed contracts necessary for the implementation of the ~~WIAWIOA~~ activities. All contracts shall conform to any applicable federal, state and/or local laws and regulations.
19. This Cooperative Agreement may be amended upon written agreement signed by the governing bodies of the 13 county parties hereto.
20. This Cooperative Agreement may be terminated at the expiration of any ~~WIAWIOA~~ Program Year by majority consent of the counties that are parties hereto upon the giving of ninety (90) days written notice of intent to terminate. In addition, any party may terminate its participation in this Agreement by giving 120 days notice before expiration of the ~~WIAWIOA~~ program year to the other parties to this Agreement. In the event that one or more counties ceases to be a participant in this Agreement, the remaining parties shall determine whether the Agreement may continue without that county or counties. In the event the remaining parties deem that the Agreement cannot continue, the Agreement will terminate at the end of that ~~WIAWIOA~~ program year.
21. Upon receipt of a notice of termination or expiration of this Agreement, the LEO-Board and the ~~WIBWDB~~ shall, at their next regular meeting, prepare a plan for the dissolution of NW. This dissolution plan shall consider and provide for the discharge of all costs, expensed, charges and contractual obligations validly incurred pursuant to this Cooperative Agreement.

Additionally, the dissolution plan shall provide for the disposition of all property acquired by NW pursuant to this Agreement and state and federal law. The dissolution plan must provide for the disposition of all property acquired by NW to this Agreement. Furthermore, the dissolution plan shall provide for the distribution of any surplus funds, if any, once all costs, liabilities and obligations are discharged in accordance with state and federal law.

Any fiscal liability of NW not provided for in the dissolution plan, but determined to be outstanding and determined to be validly incurred by the 13 counties, shall be shared by the 13 counties on a pro rata basis as determined by the distribution formula in the ~~WIAWIOA~~ plan.

22. Upon execution of this Cooperative Agreement by all 13 counties, the Cooperative Agreement dated ~~July 12, 1985~~ December 21, 1999 which created ~~Job Opportunities in Nevada (JOIN)~~ Nevadaworks shall be terminated.

February 8, 2016 Monday, February 08, 2016

IN WITNESS WHEREOF, the parties hereto by their respective officers, duly authorized, have executed this Cooperative Agreement, to be effective as provided herein.

Date

CARSON CITY
By _____

ATTEST:

CLERK

Date

CHURCHILL COUNTY
By _____

ATTEST:

CLERK

Date

DOUGLAS COUNTY
By _____

ATTEST:

CLERK

Date

ELKO COUNTY
By _____

ATTEST:

CLERK

| February 8, 2016 Monday, February 08, 2016

EUREKA COUNTY

Date

By _____

ATTEST:

CLERK

HUMBOLDT COUNTY

Date

By _____

ATTEST:

CLERK

LANDER COUNTY

Date

By _____

ATTEST:

CLERK

LYON COUNTY

Date

By _____

ATTEST:

CLERK

MINERAL COUNTY

Date

By _____

ATTEST:

CLERK

| February 8, 2016 Monday, February 08, 2016

PERSHING COUNTY

Date

By _____

ATTEST:

CLERK

STOREY COUNTY

Date

By _____

ATTEST:

CLERK

WASHOE COUNTY

Date

By _____

ATTEST:

CLERK

WHITE PINE COUNTY

Date

By _____

ATTEST:

CLERK

Approved by Nevada Attorney General
Pursuant to NRS 277.140

Date

Attorney General



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 N. Carson Street
Carson City, Nevada 89701-4717
Telephone (775) 684-1100
Fax (775) 684-1108
Website: <http://www.state.nv.us/ag/>
E-Mail: aginfo@govmail.state.nv.us

FRANKIE SUE DEL PAPA
Attorney General

THOMAS M. PATTON
First Assistant Attorney General

December 21, 1999

Tina Nappe
Nevadaworks
600 Mill Street
Reno, Nevada 89502

5210027 11/19/99

Re: Approval of Cooperative Agreement (*Nevadaworks*)

Dear Ms. Nappe:

Enclosed please find a copy of the "Cooperative Agreement for the Creation of Nevada works" which I have signed on behalf of Attorney General Frankie Sue Del Papa indicating this office's approval of the agreement in accordance with NRS 277.140.

Your letter of December 15, 1999, indicates that the participating 12 counties and Carson City have all agreed to and executed the cooperative agreement. The copy of the agreement provided to this office, however, does not include copies of the fully executed signature pages. Our approval of this agreement is predicated upon our understanding that all participating counties and Carson City have in fact executed the agreement, and we would therefore appreciate receiving copies of the executed signature pages for our file at your convenience.

On behalf of the Attorney General, I would like to extend our thanks and best wishes to the entities participating in this worthwhile endeavor. If you have any questions about this matter, please do not hesitate to contact me.

Cordially,

FRANKIE SUE DEL PAPA
Attorney General

By: *Thomas M. Patton*
Thomas M. Patton
First Assistant Attorney General
(775) 684-1100

**COOPERATIVE AGREEMENT FOR THE
CREATION OF NEVADAWORKS**

THIS AGREEMENT is made and entered into this ____ day of _____, 1999, by and among the following 13 counties, all of which are political subdivisions of the State of Nevada: Carson City, Churchill County, Douglas County, Elko County, Eureka County, Humboldt County, Lander County, Lyon County, Mineral County, Pershing County, Storey County, Washoe County, and White Pine County.

WITNESSETH:

WHEREAS, the thirteen above referenced counties are all parties to a Cooperative Agreement dated July 12, 1985, which created a separate, public entity known as Job Opportunities in Nevada (JOIN), an entity which operated job training programs under the Job Training Partnership Act of 1982, Public Law 97-300, referred to as "JTPA"; and

WHEREAS, the 105th Congress enacted, and the President signed into law, the Workforce Investment Act of 1998, Public Law 105-220, hereinafter referred to as "WIA"; and

WHEREAS, it is the purpose of the WIA to provide federal funds for workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skills attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency and enhance the productivity and competitiveness of the nation; and

WHEREAS, pursuant to the WIA, the chief elected officials in the local areas, and based upon criteria established by the governor of the state and the state board, are to appoint members to local workforce investment boards and those chief elected officials are responsible for carrying out other responsibilities assigned under the WIA; and

WHEREAS, the WIA authorizes that in a local area which includes more than 1 unit of general local governments, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials; and

WHEREAS, the purpose of this agreement is to establish a separate, legal and administrative public entity to coordinate the performance of responsibilities of the chief elected officials as set forth in the WIA, to be the recipient of federal funds under the WIA, and which entity would also coordinate the activities of the local workforce investment board; and

WHEREAS, under the Cooperative Agreement which created JOIN and pursuant to the JTPA programs, including award of JTPA grant funds to subcontractor agencies and JOIN could provide JTPA program services; and

WHEREAS, the WIA, requires an open competitive process in the selection of service providers and limits the entity administering the federal funds from being a service provider of programs; and

WHEREAS, the changes brought about by the WIA necessitate changes in the entity formally know as JOIN, and this Agreement is intended to and does supersede the Cooperative Agreement dated July 12, 1985 among the thirteen county participants; and

WHEREAS, NRS 277.110 and 277.120 provide that any power, privilege or authority exercised or capable of exercise by a public agency of the state may be exercised by two or more public agencies and that a separate legal or administrative entity may be established to conduct the joint or cooperative undertaking; and

WHEREAS, the establishment and furtherance of workforce investment programs is determined to be a proper governmental function which may be exercised jointly by the thirteen county participants that are parties to this Agreement; and

WHEREAS, the parties hereto desire to develop the most effective programs to deal with the employment and unemployment problems of residents of Northern Nevada, and they have determined that such issues can best be resolved and such federal funds may be best administered by a separate legal and administrative entity;

WHEREAS, the execution of this Cooperative Agreement will provide operational framework for administration of and responsibility for these federal funds; and

WHEREAS, each party shall indicate its desire to enter into this cooperative Agreement by formal resolution of the governing body of each of the respective parties;

NOW, THEREFORE, for and in consideration of the mutual terms, covenants and conditions herein agreed, the parties agree as follows:

1. There is hereby created a separate legal and administrative public entity to be known as NevadaWorks, hereinafter referred to as "NW". The purpose of NW is to provide centralized administration of Northern Nevada's WIA programs. NW shall exist for the purposes set forth herein until this Agreement is terminated as provided below.
2. The jurisdiction of NW shall consist of Carson City, Churchill County, Douglas County, Elko County, Eureka County, Humboldt County, Lander County, Lyon County, Mineral County, Pershing County, Storey County, Washoe County, and White Pine County.
3. The Job Training Board (first established on May 19, 1983 by Cooperative Agreement which was superseded by the July 12, 1985 Cooperative Agreement) consisting of the Chairman of each participating thirteen County Commissions/Board of Supervisors will be known hereafter as the Board of Local

Elected Officials or LEO-Board and is hereby constituted to fulfill the responsibilities of and to function as the "chief elected officials" of the participating "units of local government" as those terms are used under the WIA. Accordingly, the LEO-Board shall consist of the thirteen (13) counties (representing the Northern Nevada Service Delivery Area) which shall be represented by the Chairman of each county Commission or Board of Supervisors, or the Commissions'/Supervisors' designee, who, whenever possible shall be another County Commissioner or Supervisor.

4. The LEO-Board may create an Executive Council consisting of a minimum of 3 members of the LEO-Board as designated and agreed to by the LEO-Board. The LEO-Board may delegate to the Executive Council action on the LEO-Board's behalf with a report of action taken by the Executive Council to be made to the full LEO-Board on any issue which would ordinarily come before the LEO-Board. When throughout this Agreement the term LEO-Board is used, it may refer to the Executive Council of the LEO-Board if the Board has delegated to the Executive Council authority to act on such matter.
5. A. The Private Industry Council referred to in the Cooperative Agreement of July 12, 1985, shall be replaced by the new Workforce Investment Board (WIB), which may include members of the former Private Industry Council. The LEO-Board shall appoint members to the Workforce Investment Board which must consist of the requisite number of members necessary to satisfy the requirements under the WIA. Pursuant to the WIA, criteria for membership is to be established by the state, but must include at a minimum:
 - a. Representatives of business in the local area, who:
 - i. are owners of businesses, chief executive or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority;
 - ii. represent businesses with employment opportunities that reflect the employment opportunities of the local area; and
 - iii. are appointed from among individuals nominated by local business organizations and business trade associations;
 - b. Representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities, and Postsecondary educational institutions (including representatives of community colleges, where such entities exist), selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities;
 - c. Representatives of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees;

- d. Representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present;
- e. Representatives of economic development agencies, including private sector economic development entities; and
- f. Representatives of each of the one-stop partners; and

In addition, the WIB may include such other individuals or representatives of entities as the LEO-Board may determine to be appropriate.

B. Membership of WIB: Members of the WIB that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority with the organizations, agencies, or entities. A majority of the members of the WIB shall be representatives described in paragraph (a) (i) through (iii) above. The WIB shall elect a chair from among the representatives described in (a) (i) through (iii) above.

C. Pursuant to letter dated December 14, 1998 from then Nevada State Governor Bob Miller, the Private Industry Council was designated the Workforce Investment Board for a two year period. (See copy of letter attached hereto as Exhibit "A").

- 6. The LEO-Board and the Workforce Investment Board are designated as the policy-making bodies for NW to the extent that such policies recognize and do not conflict with State law and the terms of this Agreement which establish NW as a public entity. These two Boards are responsible for carrying out their respective and joint responsibilities under WIA in accordance with guidelines that may be approved by the Governor of the State of Nevada and the terms of the WIA.
- 7. The LEO-Board and the WIB shall have the responsibility to adopt and ensure implementation of NW policies, standards, and goals in order to meet the requirements of WIA. In so doing, the LEO-Board and the WIB may adopt policies and procedures in compliance with guidelines provided by the Governor and/or the State and in compliance with this Agreement. All policies and procedures adopted by the LEO-Board and WIB affecting the WIA shall be kept on file for public inspection in NW's Executive Office.
- 8. NevadaWorks is authorized to employ staff (which staff members were some of the administrative staff of JOIN), including, but not limited to, an Executive Director. The staff shall be considered to be employees of the separate legal, administrative, public entity known as NevadaWorks and are entitled to such benefits available to public employees in the State of Nevada. However, the staff shall also perform staff functions for the WIB in performance of its responsibilities under the WIA.

Whenever a vacancy occurs in the position of Executive Director of NW, a new Executive Director shall be selected by the LEO-Board. The Executive Director shall be directed by and answerable solely to the LEO-Board; and shall serve at the pleasure of LEO-Board.

9. The Executive Director shall provide all information and documentation regarding all NW administrative, operational, and fiscal matters relating to the WIA to the LEO-Board and the WIB upon request. The nature, scope and frequency of the information relating to the WIA that is to be provided pursuant to this paragraph by the Executive Director shall be specified by the LEO-Board and WIB.
10. NW shall have the power to contract with any qualified private or public agency or entity to secure the support staff and personnel needed by NW to carry out the objectives and requirements set forth in this Agreement and by the State Job Training Office. The staff and personnel of NW shall be under the direction and control of the Executive Director who reports, for purposes of meeting the requirements of the WIA, to both the WIB and the LEO-Board. The Executive Director shall have prepared personnel policies which shall be approved by the LEO-Board. As the staff also provides staff support services to the WIB, the WIB may have input into such policies, but any final decision shall rest with the Executive Director, subject to appeal by the WIB to the LEO-Board.
11. The Executive Director has the power of final decision regarding any daily operation of the NW programs subject to a schedule of responsibilities which shall be presented to the LEO-Board and the WIB for their approval.
12. A majority of the WIB constitutes a quorum for the transaction of business. The Executive Committee of LEO-Board may transact business as provided herein. If the Executive Committee has only 3 members of the LEO-Board, all three must be present for the conduct of any business, but a majority of the three is sufficient to carry any action. For all actions to be taken by the WIB and LEO-Board pursuant to the WIA, a majority vote of a quorum of both the WIB and the LEO-Board (or its Executive Council) is necessary, subject to the limitations set forth in paragraph 13 below.
13. Pursuant to paragraph 12, the LEO-Board may withhold approval of any training program, regardless of a majority vote, if:
 - a. There are insufficient funds available to support the program; or
 - b. Funding of the program is not authorized by WIA. Reconsideration of any matter or action taken by the LEO-Board and the WIB will be done according to meeting rules acceptable to all parties.
14. The LEO-Board and the WIB shall establish all boards, councils, or committees, or other advisory groups as mandated by federal laws and regulations.
15. The LEO-Board and the WIB shall establish by-laws for meetings and other matters of internal governance. These by-laws shall be consistent with any applicable federal and state laws, any regulations promulgated by the Governor and/or the State, and any provisions of this Cooperative Agreement. All meetings

- of the WIB, LEO-Board or its Executive Council Shall be conducted in accordance with Nevada's Open Meeting Law.
16. The LEO-Board and the WIB shall approve the annual plan and local plan to be submitted to the Governor. The Chairman of the LEO-Board and the Chairman of WIB shall be the signatories to the annual plan and local plan. All proposed modifications to the annual plan or local plan shall be approved by the WIB and the LEO-Board and the signatories to such request for modifications shall be the same as indicated in the previous paragraph.
 17. Financing for the undertakings of the NW, the LEO-Board and the WIB is provided as part of the federal funds made available under the WIA, in addition to other funding sources that may be periodically available. The staff of NW is responsible for preparing a budget for approval by the LEO-Board and WIB.
 18. The LEO-Board and the WIB shall consider and approve proposed contracts necessary for the implementation of the WIA activities. All contracts shall conform to any applicable federal, state and/or local laws and regulations.
 19. This Cooperative Agreement may be amended upon written agreement signed by the governing bodies of the 13 county parties hereto.
 20. This Cooperative Agreement may be terminated at the expiration of any WIA Program Year by majority consent of the counties that are parties hereto upon the giving of ninety (90) days written notice of intent to terminate. In addition, any party may terminate its participation in this Agreement by giving 120 days notice before expiration of the WIA program year to the other parties to this Agreement. In the event that one or more counties ceases to be a participant in this Agreement, the remaining parties shall determine whether the Agreement may continue without that county or counties. In the event the remaining parties deem that the Agreement cannot continue, the Agreement will terminate at the end of that WIA program year.
 21. Upon receipt of a notice of termination or expiration of this Agreement, the LEO-Board and the WIB shall, at their next regular meeting, prepare a plan for the dissolution of NW. This dissolution plan shall consider and provide for the discharge of all costs, expensed, charges and contractual obligations validly incurred pursuant to this Cooperative Agreement.

Additionally, the dissolution plan shall provide for the disposition of all property acquired by NW pursuant to this Agreement and state and federal law. The dissolution plan must provide for the disposition of all property acquired by NW to this Agreement. Furthermore, the dissolution plan shall provide for the distribution of any surplus funds, if any, once all costs, liabilities and obligations are discharged in accordance with state and federal law.

Any fiscal liability of NW not provided for in the dissolution plan, but determined to be outstanding and determined to be validly incurred by the 13 counties, shall be shared by the 13 counties on a pro rata basis as determined by the distribution formula in the WIA plan.

22. Upon execution of this Cooperative Agreement by all 13 counties, the Cooperative Agreement dated July 12, 1985 which created Job Opportunities in Nevada (JOIN) shall be terminated.

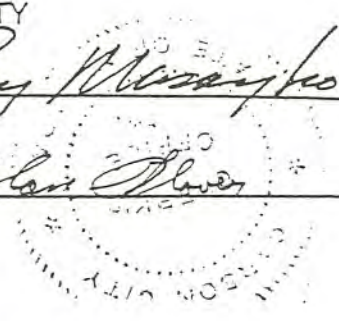
IN WITNESS WHEREOF, the parties hereto by their respective officers, duly authorized, have executed this Cooperative Agreement, to be effective as provided herein.

August 5, 1999
Date

CARSON CITY

By Ray Masayko

ATTEST: Alan Glover
CLERK



Date

CHURCHILL COUNTY

By [Signature]

ATTEST: Storia Venturassi
CLERK

Date

DOUGLAS COUNTY

By Jacques Etchegoyhen
JACQUES ETCHEGOYHEN, CHAIRMAN

ATTEST: Barbara Reed
CLERK By: [Signature], deputy

September 2, 1999
Date

ELKO COUNTY

By Anthony R. Lepore

ATTEST: Laura Dredge
CLERK

Oct. 20, 1999
Date

EUREKA COUNTY
By 1575 G. ...

ATTEST:
[Signature]
CLERK

Sept 7, 1999
Date

HUMBOLDT COUNTY
By John N. Milton III

ATTEST:
Lusan E. Natter
CLERK

September 27, 1999
Date

LANDER COUNTY
By Cheryl Ferguson

ATTEST:
Audy E. Negro
CLERK

August 5, 1999
Date

LYON COUNTY
By [Signature]

ATTEST:
Rikki Bryan
CLERK

July 7, 1999
Date

MINERAL COUNTY
By Jackie Wallis

ATTEST:
John Justice by B Jones, Deputy
CLERK

July 20, 1999
Date

PERSHING COUNTY
By Don Mandak
Vice-Chairman
ATTEST: Deanna Giles
CLERK

Date

STOREY COUNTY
By [Signature]
ATTEST: Debra Beck
CLERK

6/22/99
Date

WASHOE COUNTY
By Jim Galloway
ATTEST: Amy Harvey
CLERK

Date

WHITE PINE COUNTY
By Julio Costello
ATTEST: Donna M. Bath
CLERK

Approved by Nevada Attorney General
Pursuant to NRS 277.140

12/21/99
Date

Thomas M. Patton, First Assistant AG
Attorney General

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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

Staff Contact: Nick Marano, City Manager (nmarano@carson.org)

Agenda Title: For Possible Action: To ratify the approval of bills and other requests for payments by the City Manager for the period of January 9, 2016 thru February 5, 2016.

Staff Summary: All bills or other requests for payment verified per CCMC 2.29 shall be presented by the Controller, together with the register book of demands and warrants to the City Manager who shall audit the same, and if found authorized, correct and legal, shall signify by his signature, as agent for the board, upon the register book of demands and warrants those demands which are approved or disapproved by him. Upon approval, the warrants, as prepared aforesaid, shall issue. The City Manager shall then cause the register book of bills and other requests for payment and warrants to be presented at least once a month to the board of supervisors, who shall by motion entered into its minutes, ratify the action taken on the bills or other requests for payment.

Agenda Action: Formal Action/Motion

Time Requested: 5 mins

Proposed Motion

I move to ratify the approval of bills and other requests for payments by the City Manager for the period of January 9, 2016 thru February 5, 2016.

Board's Strategic Goal **Efficient Government**

Previous Action

NA

Background/Issues & Analysis

NA

Applicable Statute, Code, Policy, Rule or Regulation

CCMC 2.29

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: All Funds

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: Accounts Payable	\$ 3,517,569.75
Wire Transfers	\$ 5,997,244.63
Payroll Checks and Direct Deposits	\$ 2,524,425.87

Alternatives

No viable alternative.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

 (Vote Recorded By)

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	CHECK AMOUNT	2016 FY AP TOTAL	2015 FY AP TOTAL	2014 FY AP TOTAL
356264	1 29 2016	7254	SIERRA SPRINGS APARTMENTS	275.00	275.00	275.00	5,650.00
355953	1 22 2016	14845	A & K EARTH MOVERS INC	7,178.32	1,329,715.58	.00	209,288.36
356303	2 5 2016	5442	AALBERS LLC, CAROL	25.00	400.00	425.00	2,544.00
356125	1 29 2016	999916	AARON & CYNTHIA LAVAL	300.00	3,600.45	10,032.69	5,539.00
355954	1 22 2016	999911	AARON'S	45.00	1,665.12	2,524.14	1,494.80
355809	1 15 2016	100440	ABC HEATING & SHEET METAL	2,308.00	4,141.05	13,623.35	9,328.63
356304	2 5 2016	100440	ABC HEATING & SHEET METAL	115.00	4,141.05	13,623.35	9,328.63
356305	2 5 2016	2666176	ADLER, SARA ESQ	3,161.63	3,161.63	.00	.00
355811	1 15 2016	2665074	AETNA BEHAVIORAL HEALTH LLC	837.90	6,667.92	10,015.11	9,888.69
356306	2 5 2016	2665074	AETNA BEHAVIORAL HEALTH LLC	840.84	6,667.92	10,015.11	9,888.69
355810	1 15 2016	2665595	AETNA LIFE INSURANCE CO.	76.73	76.73	.00	542.11
355812	1 15 2016	999911	AGGRESSIVE ELECTRIC INC	19.60	1,665.12	2,524.14	1,494.80
356126	1 29 2016	999913	AILES, TAE LYN	45.00	151,772.49	112,395.37	238,251.66
356127	1 29 2016	15970	AKERMAN SENTERFITT	4,000.00	24,000.00	48,000.00	48,000.00
355813	1 15 2016	2664918	ALERE NORTH AMERICA INC	121.42	7,347.54	3,362.91	3,342.60
355814	1 15 2016	2664993	ALHAMBRA WATER	196.34	601.71	.00	.00
356307	2 5 2016	2664957	ALL WORLD SPORTS	20,000.00	20,000.00	20,000.00	.00
356128	1 29 2016	2664197	ALLEN, KAREN	109.83	1,121.59	2,238.09	2,298.19
356308	2 5 2016	2664301	ALLIANCEONE	865.00	3,650.00	9,965.00	5,955.00
356309	2 5 2016	1915	ALLIED UNIFORM SALES	281.15	4,425.80	1,728.44	7,122.62
356129	1 29 2016	13468	ALTEC INDUSTRIES INC.	110,930.00	113,250.72	.00	.00
355955	1 22 2016	102725	AMERICAN FAMILY LIFE ASSURANCE	1,505.32	24,242.01	35,832.69	30,775.38
356130	1 29 2016	102725	AMERICAN FAMILY LIFE ASSURANCE	1,528.53	24,242.01	35,832.69	30,775.38
355815	1 15 2016	103950	AMERIGAS	305.07	3,024.72	10,122.56	7,638.83
356310	2 5 2016	103950	AMERIGAS	1,131.94	3,024.72	10,122.56	7,638.83
356311	2 5 2016	99998	ANAHI PACHECO	25.00	4,714.96	8,551.17	8,499.02
356131	1 29 2016	3140	ANASTASSATOS, GEORGE	840.00	12,160.00	21,112.79	9,605.00
356312	2 5 2016	99998	ANGIE BYRD	25.00	4,714.96	8,551.17	8,499.02
355816	1 15 2016	2665599	ANTHEM BLUE CROSS BLUE SHIELD	89.55	89.55	232.29	382.04
355817	1 15 2016	7297	APEX SOFTWARE	1,175.00	1,175.00	1,175.00	1,075.00
355818	1 15 2016	104850	ARAMARK UNIFORM SERVICES	38.30	6,623.63	12,439.63	12,666.62
355956	1 22 2016	104850	ARAMARK UNIFORM SERVICES	684.46	6,623.63	12,439.63	12,666.62
356132	1 29 2016	104850	ARAMARK UNIFORM SERVICES	38.30	6,623.63	12,439.63	12,666.62
356313	2 5 2016	104850	ARAMARK UNIFORM SERVICES	118.02	6,623.63	12,439.63	12,666.62
355819	1 15 2016	2664445	ARC HEALTH AND WELLNESS	2,503.24	42,142.05	69,128.67	67,533.72
356133	1 29 2016	2664445	ARC HEALTH AND WELLNESS	1,023.47	42,142.05	69,128.67	67,533.72
356134	1 29 2016	999922	ARMANDO LOPEZ	1,047.78	3,381.47	6,525.20	127.11
356135	1 29 2016	999913	ARMANDO SANCHEZ	20.00	151,772.49	112,395.37	238,251.66
356136	1 29 2016	2593	ARMSTRONG ESQ, KAY ELLEN	175.00	8,100.00	15,600.00	169,755.45
355957	1 22 2016	1113	ARNESON, JOHN	197.00	197.00	254.00	.00
355958	1 22 2016	2666090	AT & T MOBILITY	83.48	576.00	.00	.00
355820	1 15 2016	525	AT&T	86.61	1,054.73	2,100.24	2,086.63
355821	1 15 2016	1402795	AT&T	.00	105,561.43	180,029.21	161,009.78
355822	1 15 2016	1402795	AT&T	.00	105,561.43	180,029.21	161,009.78
355823	1 15 2016	1402795	AT&T	11,775.58	105,561.43	180,029.21	161,009.78
355959	1 22 2016	525	AT&T	61.10	1,054.73	2,100.24	2,086.63
355960	1 22 2016	1402795	AT&T	.00	105,561.43	180,029.21	161,009.78
355961	1 22 2016	1402795	AT&T	2,521.05	105,561.43	180,029.21	161,009.78
355962	1 22 2016	2664955	AT&T	3,619.00	25,333.00	43,428.00	43,428.00

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	CHECK AMOUNT	2016 FY AP TOTAL	2015 FY AP TOTAL	2014 FY AP TOTAL
356137	1 29 2016	2664779	AT&T	199.56	1,057.80	2,447.60	2,333.16
356314	2 5 2016	1402795	AT&T	685.02	105,561.43	180,029.21	161,009.78
355963	1 22 2016	2664649	AT&T MOBILITY #287231786465	146.93	873.85	1,901.74	1,827.07
356315	2 5 2016	2665000	AT&T MOBILITY #287244591607	65.06	424.51	775.80	757.56
355824	1 15 2016	2665288	AT&T MOBILITY #287252540434	209.21	1,295.00	3,774.83	2,244.23
355825	1 15 2016	2665687	AT&T MOBILITY #287259228376	241.64	1,666.94	2,859.60	.00
356316	2 5 2016	2665687	AT&T MOBILITY #287259228376	318.40	1,666.94	2,859.60	.00
355964	1 22 2016	15698	AT&T MOBILITY #874404305	654.39	4,447.97	7,544.81	13,051.08
355826	1 15 2016	2664055	AT&T ONENET SERVICE	30.87	248.74	489.47	476.38
355965	1 22 2016	1402800	AT&T-CENTREX #775 887-2199 5381	.00	27,441.49	37,599.94	44,131.83
355966	1 22 2016	1402800	AT&T-CENTREX #775 887-2199 5381	.00	27,441.49	37,599.94	44,131.83
355967	1 22 2016	1402800	AT&T-CENTREX #775 887-2199 5381	.00	27,441.49	37,599.94	44,131.83
355968	1 22 2016	1402800	AT&T-CENTREX #775 887-2199 5381	.00	27,441.49	37,599.94	44,131.83
355969	1 22 2016	1402800	AT&T-CENTREX #775 887-2199 5381	4,105.51	27,441.49	37,599.94	44,131.83
356138	1 29 2016	15595	AUTUMN FUNERALS & CREMATIONS	550.00	2,750.00	2,750.00	3,300.00
355970	1 22 2016	1361	BAKER, SCOTT	320.00	371.35	183.00	194.00
356317	2 5 2016	1361	BAKER, SCOTT	51.35	371.35	183.00	194.00
356318	2 5 2016	2664203	BANK OF AMERICA N.A.	2,476.65	2,476.65	978.68	949.58
356139	1 29 2016	999913	BATTLES, DEANDRE	45.00	151,772.49	112,395.37	238,251.66
355971	1 22 2016	2664825	BDA ARCHITECTURE PC	6,401.25	49,329.25	215,012.00	.00
356319	2 5 2016	2664825	BDA ARCHITECTURE PC	5,690.00	49,329.25	215,012.00	.00
355827	1 15 2016	999915	BECKY RITTER	100.00	14,160.64	28,808.11	31,084.92
356320	2 5 2016	99995	BEEN, TOM	11.69	32,729.77	39,180.21	46,066.03
356140	1 29 2016	15505	BELLA LAGO VILLAGE LLC	600.00	4,919.63	7,200.00	6,250.00
355828	1 15 2016	13561	BISBEE, PATRICIA	292.50	5,338.51	15,442.93	16,322.08
355972	1 22 2016	13561	BISBEE, PATRICIA	1,449.34	5,338.51	15,442.93	16,322.08
355973	1 22 2016	11002	BLACK EAGLE CONSULTING INC.	3,441.25	25,942.33	14,001.00	14,139.56
356321	2 5 2016	2663793	BLOOMER, CORTNEY	107.53	952.91	2,595.10	2,993.92
356396	2 5 2016	1782	BOARD OF CONTINUING LEGAL EDUCATION	40.00	40.00	40.00	.00
356141	1 29 2016	204700	BOARD OF REGENTS	9,750.00	9,750.00	.00	.00
356322	2 5 2016	2665491	BOARD OF REGENTS	127.50	127.50	.00	150.00
356323	2 5 2016	999917	BRENDON GIBB	15.00	364.49	288.37	41.61
355974	1 22 2016	1558	BREWERY ARTS CENTER	56.00	17,056.00	166,799.03	134,165.95
356142	1 29 2016	999922	BRIAN GLEN HOFIUS-WARD	133.33	3,381.47	6,525.20	127.11
355829	1 15 2016	2664363	BRIGGS, PATRICIA	904.80	7,464.60	14,784.00	13,854.00
356143	1 29 2016	999913	BRONWYN LEEPER	20.00	151,772.49	112,395.37	238,251.66
356144	1 29 2016	999913	BROOKS, DAVID	45.00	151,772.49	112,395.37	238,251.66
356324	2 5 2016	99995	BROOKS, MADELINE	187.50	32,729.77	39,180.21	46,066.03
355830	1 15 2016	11618	BRUNO, JOE	352.80	1,527.24	5,508.26	5,538.60
355975	1 22 2016	200129	BSN SPORTS	3,391.94	6,892.62	983.92	4,526.88
355831	1 15 2016	2664259	CANNE, MIKE	80.00	273.00	13.00	95.00
355976	1 22 2016	2665207	CANON SOLUTIONS AMERICA, INC.	9.19	272.78	1,919.25	1,068.39
355832	1 15 2016	8032	CAPITAL BEVERAGES	17.70	18,804.55	51,517.53	46,950.07
356145	1 29 2016	2664673	CAPITAL CITY COUNSELING	225.00	1,090.00	2,440.00	1,100.00
356325	2 5 2016	2664673	CAPITAL CITY COUNSELING	50.00	1,090.00	2,440.00	1,100.00
356326	2 5 2016	301560	CAPITAL FORD INC.	19,795.00	38,889.78	8,528.02	26,298.16
356146	1 29 2016	301600	CAPITAL GLASS INC.	4,245.00	8,135.00	44,301.00	21,317.14
355833	1 15 2016	7478	CAPITOL CITY CREMATION & BURIAL	550.00	1,650.00	4,950.00	4,400.00
355834	1 15 2016	302300	CAPITOL REPORTERS	489.60	6,392.73	30,117.73	24,624.41

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	CHECK AMOUNT	2016 FY AP TOTAL	2015 FY AP TOTAL	2014 FY AP TOTAL
356327	2 5 2016	302300	CAPITOL REPORTERS	148.00	6,392.73	30,117.73	24,624.41
356147	1 29 2016	16011	CARDINAL HEALTH	4.49	24,174.91	54,436.47	43,508.07
356328	2 5 2016	999911	CARSON AVIATION SERVICES LLC	83.00	1,665.12	2,524.14	1,494.80
355977	1 22 2016	6	CARSON CITY DEPUTY SHERIFF'S	1,961.19	31,908.25	52,547.44	48,562.80
356148	1 29 2016	6	CARSON CITY DEPUTY SHERIFF'S	1,992.32	31,908.25	52,547.44	48,562.80
355978	1 22 2016	4	CARSON CITY EMPLOYEES ASSOCIATION	1,690.50	27,140.00	44,108.50	39,776.50
356149	1 29 2016	4	CARSON CITY EMPLOYEES ASSOCIATION	1,679.00	27,140.00	44,108.50	39,776.50
355979	1 22 2016	5	CARSON CITY FIRE FIGHTERS ASSOC.	2,729.50	42,951.00	69,885.50	70,967.00
356150	1 29 2016	5	CARSON CITY FIRE FIGHTERS ASSOC.	2,729.50	42,951.00	69,885.50	70,967.00
355835	1 15 2016	304300	CARSON CITY NUGGET	1,685.54	7,425.74	11,155.87	10,357.57
356151	1 29 2016	304300	CARSON CITY NUGGET	100.00	7,425.74	11,155.87	10,357.57
356329	2 5 2016	304300	CARSON CITY NUGGET	4,652.88	7,425.74	11,155.87	10,357.57
355980	1 22 2016	304400	CARSON CITY SCHOOL DISTRICT	46,406.00	46,406.00	.00	25,000.00
356330	2 5 2016	15236	CARSON CITY SCHOOL DISTRICT	10.00	10.00	155,289.00	127,020.00
355981	1 22 2016	12	CARSON CITY SHERIFF'S	600.00	9,600.00	15,150.00	14,175.00
356152	1 29 2016	12	CARSON CITY SHERIFF'S	600.00	9,600.00	15,150.00	14,175.00
355982	1 22 2016	2665828	CARSON CITY SQUARE, LLC	4,087.57	27,316.93	27,235.36	.00
356153	1 29 2016	999916	CARSON MIDDLE SCHOOL	40.00	3,600.45	10,032.69	5,539.00
355983	1 22 2016	2665699	CARSON NOW LLC	540.00	4,068.00	6,480.00	.00
355836	1 15 2016	999911	CARSON TAHOE FOUNDATION	89.15	1,665.12	2,524.14	1,494.80
355984	1 22 2016	307862	CARSON VALLEY OIL CO	21.00	3,223.68	28,469.49	43,090.87
356331	2 5 2016	307862	CARSON VALLEY OIL CO	476.39	3,223.68	28,469.49	43,090.87
356154	1 29 2016	307900	CARSON WATER SUB-CONSERVANCY DIST.	56,061.41	263,339.42	416,052.43	395,208.67
355985	1 22 2016	2666167	CASELOADPRO LP	1,125.00	3,535.00	.00	.00
355837	1 15 2016	308700	CASSINELLI LANDSCAPING	492.50	30,507.30	9,160.00	9,340.80
355986	1 22 2016	308700	CASSINELLI LANDSCAPING	3,690.00	30,507.30	9,160.00	9,340.80
356332	2 5 2016	308700	CASSINELLI LANDSCAPING	694.80	30,507.30	9,160.00	9,340.80
355896	1 15 2016	11508	CATHLEEN ALLISON	4,165.00	39,598.00	47,632.50	15,745.00
356068	1 22 2016	11508	CATHLEEN ALLISON	1,350.00	39,598.00	47,632.50	15,745.00
356401	2 5 2016	11508	CATHLEEN ALLISON	2,510.00	39,598.00	47,632.50	15,745.00
355838	1 15 2016	6149	CCSO AERO SQUADRON	752.00	5,544.00	5,874.00	3,644.00
355839	1 15 2016	7750	CCSO SPECIAL INVESTIGATIVE FUND	4,500.00	5,802.16	9,627.92	16,242.62
356333	2 5 2016	7750	CCSO SPECIAL INVESTIGATIVE FUND	717.16	5,802.16	9,627.92	16,242.62
355987	1 22 2016	304626	CCSO TRAVEL IMPREST ACCOUNT	728.00	13,913.13	23,510.61	21,333.26
356334	2 5 2016	304626	CCSO TRAVEL IMPREST ACCOUNT	115.47	13,913.13	23,510.61	21,333.26
355988	1 22 2016	2666121	CELTIC ENERGY INC	2,040.00	16,680.00	.00	.00
355840	1 15 2016	2664463	CHANEY, JOSH	23.25	131.65	.00	.00
356155	1 29 2016	2665788	CHARLES ABBOTT ASSOCIATES, INC.	32,877.82	226,255.14	251,822.55	.00
355989	1 22 2016	1114	CHARLES, ROBERT	320.00	619.50	311.37	588.12
356335	2 5 2016	12033	CHARTER COMMUNICATIONS	103.95	1,427.38	2,798.42	3,901.88
356156	1 29 2016	999915	CHEVRON	40.00	14,160.64	28,808.11	31,084.92
355990	1 22 2016	15766	CHINA SPRING YOUTH CAMP	126.43	440.69	.00	.00
356336	2 5 2016	999917	CHRISTOPHER CASEY	115.00	364.49	288.37	41.61
356157	1 29 2016	840	CHRISTY VAULT COMPANY INC	5,016.00	13,008.71	5,448.00	10,639.80
355991	1 22 2016	310600	CINDERLITE TRUCKING INC	33.00	29,403.19	151,028.57	23,481.81
355992	1 22 2016	15953	CINTAS FIRST AID AND SAFETY	155.00	1,550.15	.00	.00
356159	1 29 2016	15953	CINTAS FIRST AID AND SAFETY	931.23	1,550.15	.00	.00
355993	1 22 2016	2664498	CITRIX ONLINE LLC	350.58	4,393.25	.00	5,280.00
356337	2 5 2016	2664498	CITRIX ONLINE LLC	82.67	4,393.25	.00	5,280.00

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	CHECK AMOUNT	2016 FY AP TOTAL	2015 FY AP TOTAL	2014 FY AP TOTAL
356160	1 29 2016	12899	CLASSIC OPTION LLC.	1,000.00	7,000.00	12,000.00	12,000.00
356176	1 29 2016	2665919	CLAYTON POSTER	750.00	6,000.00	3,750.00	.00
356161	1 29 2016	999913	CLIF J CHASE	20.00	151,772.49	112,395.37	238,251.66
355841	1 15 2016	2663842	CLINICAL PHARMACY CONSULTANTS INC	310.50	1,705.50	2,677.57	2,691.08
355842	1 15 2016	2547	COMMUNITY COUNSELING CENTER	.00	105,086.27	135,064.00	117,954.24
355843	1 15 2016	2547	COMMUNITY COUNSELING CENTER	20,352.50	105,086.27	135,064.00	117,954.24
356338	2 5 2016	2547	COMMUNITY COUNSELING CENTER	16,817.50	105,086.27	135,064.00	117,954.24
356162	1 29 2016	999913	COMPTON, KYLIE	45.00	151,772.49	112,395.37	238,251.66
355844	1 15 2016	15638	COMPUTER ARTISTRY	422.50	9,522.50	36,335.00	10,270.00
356163	1 29 2016	15638	COMPUTER ARTISTRY	503.75	9,522.50	36,335.00	10,270.00
355994	1 22 2016	2663874	CONSTRUCTION MATERIALS ENGINEERS	2,180.00	10,280.00	52,276.75	18,449.00
355995	1 22 2016	2665969	CONTECH ENGINEERED SOLUTIONS	40,221.00	40,221.00	.00	.00
355845	1 15 2016	11375	COSTCO WHOLESALE	955.59	29,152.66	57,525.58	53,602.36
355996	1 22 2016	11375	COSTCO WHOLESALE	1,370.74	29,152.66	57,525.58	53,602.36
356164	1 29 2016	11375	COSTCO WHOLESALE	1,406.83	29,152.66	57,525.58	53,602.36
356339	2 5 2016	99995	COTTONWOOD MOBILE HOME PARK	1,846.43	32,729.77	39,180.21	46,066.03
356340	2 5 2016	2665973	COURTHOUSE TECHNOLOGIES, LTD.	3,400.00	17,591.00	42,788.00	.00
356341	2 5 2016	2665899	CYBERNETICS GROUP, INC.	2,415.00	2,415.00	2,415.00	.00
356342	2 5 2016	99998	CYNTHIA CARRILLO	25.00	4,714.96	8,551.17	8,499.02
356165	1 29 2016	2666007	DALE CARLON CONSULTING, LLC	450.00	16,116.00	7,833.00	.00
356343	2 5 2016	99998	DALE RICHARDSON	25.00	4,714.96	8,551.17	8,499.02
356344	2 5 2016	999915	DAVID GROUT	100.00	14,160.64	28,808.11	31,084.92
356166	1 29 2016	999922	DAVID SCOTT ILLIG	285.88	3,381.47	6,525.20	127.11
355846	1 15 2016	2665300	DAVIES ESQ., RICHARD P	950.00	12,325.00	9,550.00	7,404.50
356345	2 5 2016	2665300	DAVIES ESQ., RICHARD P	850.00	12,325.00	9,550.00	7,404.50
355997	1 22 2016	15819	DEBORAH PHD DAVIS	3,000.00	3,000.00	.00	.00
355847	1 15 2016	999915	DEBORAH SMITH	50.00	14,160.64	28,808.11	31,084.92
355950	1 15 2016	999915	DEBORAH SMITH	50.00	14,160.64	28,808.11	31,084.92
356167	1 29 2016	999913	DELGADO, ERIC	45.00	151,772.49	112,395.37	238,251.66
356346	2 5 2016	99998	DELLA MILEK	25.00	4,714.96	8,551.17	8,499.02
356168	1 29 2016	999915	DENISE RODRIGUEZ	200.00	14,160.64	28,808.11	31,084.92
355848	1 15 2016	999915	DENISE WOODS	100.00	14,160.64	28,808.11	31,084.92
356347	2 5 2016	99998	DENNIS WIDDIS	25.00	4,714.96	8,551.17	8,499.02
356348	2 5 2016	1909150	DEPT OF ADMIN. BLDGS. & GROUNDS	79,987.64	510,557.93	960,302.14	991,241.87
355849	1 15 2016	1909420	DEPT OF CORRECTIONS-INMATE SERVICES	1,700.25	21,270.75	36,402.08	29,181.75
356349	2 5 2016	1909420	DEPT OF CORRECTIONS-INMATE SERVICES	1,642.50	21,270.75	36,402.08	29,181.75
356350	2 5 2016	1909350	DEPT OF MINERALS	34.00	161.50	348.50	467.50
355850	1 15 2016	401175	DESERT HILLS FIRE& SECURITY SYSTEMS	644.77	61,455.86	29,788.80	74,893.67
355999	1 22 2016	401175	DESERT HILLS FIRE& SECURITY SYSTEMS	38.72	61,455.86	29,788.80	74,893.67
356351	2 5 2016	401175	DESERT HILLS FIRE& SECURITY SYSTEMS	288.00	61,455.86	29,788.80	74,893.67
356169	1 29 2016	2663733	DEZERGA, ADA	50.60	182.91	280.44	314.44
356000	1 22 2016	2665519	DIAMOND DRUGS, INC.	6,379.93	36,296.78	102,020.49	39,524.98
356001	1 22 2016	2664852	DIVISION OF PAROLE & PROBATION	25,089.78	75,269.34	87,783.60	87,105.84
355851	1 15 2016	11849	DIVISION OF WATER RESOURCES	518.75	2,615.00	1,365.00	2,426.25
355852	1 15 2016	999915	DIVISION OF WELFARE	100.00	14,160.64	28,808.11	31,084.92
356352	2 5 2016	8829	DKS ASSOCIATES	7,375.00	17,305.00	18,160.00	26,703.50
356170	1 29 2016	999916	DON OR SHERRI BELENSKI	200.00	3,600.45	10,032.69	5,539.00
355853	1 15 2016	999912	DONALD FAGAN	1,105.00	6,834.99	6,394.18	10,699.40
355854	1 15 2016	999915	DORIS ROSALES-GALICIA	50.00	14,160.64	28,808.11	31,084.92

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	CHECK AMOUNT	2016 FY AP TOTAL	2015 FY AP TOTAL	2014 FY AP TOTAL
356002	1 22 2016	2665781	DOUGLAS COUNTY UTILITIES	41,032.75	335,063.20	477,499.02	.00
355998	1 22 2016	15946	DPS-GENERAL SERVICES	382.50	2,486.25	4,041.00	3,600.00
356353	2 5 2016	2663446	DUQUE, CHARLINE	285.50	285.50	1,001.74	405.55
356003	1 22 2016	2663438	EAGLE PROMOTIONAL SOLUTIONS	308.00	308.00	636.00	535.00
356354	2 5 2016	500085	EAGLE REALTY MANAGEMENT	250.00	250.00	.00	.00
355855	1 15 2016	500105	EAGLE VALLEY GOLF COURSE	1,099.45	26,455.14	31,259.09	3,109.82
356004	1 22 2016	99995	EAST FORK INVESTMENTS, LLC	67.46	32,729.77	39,180.21	46,066.03
355856	1 15 2016	2665585	ECOLOGY AND ENVIRONMENT, INC.	9,496.00	9,496.00	20,000.00	20,000.00
356005	1 22 2016	2663516	ELECTRIC LIGHTWAVE	.00	13,514.66	22,551.21	22,414.61
356006	1 22 2016	2663516	ELECTRIC LIGHTWAVE	.00	13,514.66	22,551.21	22,414.61
356007	1 22 2016	2663516	ELECTRIC LIGHTWAVE	.00	13,514.66	22,551.21	22,414.61
356008	1 22 2016	2663516	ELECTRIC LIGHTWAVE	.00	13,514.66	22,551.21	22,414.61
356009	1 22 2016	2663516	ELECTRIC LIGHTWAVE	.00	13,514.66	22,551.21	22,414.61
356010	1 22 2016	2663516	ELECTRIC LIGHTWAVE	.00	13,514.66	22,551.21	22,414.61
356011	1 22 2016	2663516	ELECTRIC LIGHTWAVE	.00	13,514.66	22,551.21	22,414.61
356012	1 22 2016	2663516	ELECTRIC LIGHTWAVE	.00	13,514.66	22,551.21	22,414.61
356013	1 22 2016	2663516	ELECTRIC LIGHTWAVE	1,890.31	13,514.66	22,551.21	22,414.61
356171	1 29 2016	2666094	ELIASSEN, KRISTIN	214.00	1,058.65	.00	.00
356172	1 29 2016	2665683	EMDEON	75.00	150.00	150.00	75.00
356014	1 22 2016	15579	EP MINERALS LLC	11,040.96	43,571.78	84,830.26	93,338.56
356355	2 5 2016	2664401	ESCOBAR, JESSICA	100.00	2,012.60	2,169.50	3,421.60
356015	1 22 2016	2665090	EUROFINS EATON ANALYTICAL INC	1,568.00	51,988.00	77,447.00	59,588.00
356112	1 22 2016	2665989	EZ LINER INDUSTRIES	85,950.00	85,950.00	.00	.00
356016	1 22 2016	99995	FARMER, RICHARD C	181.86	32,729.77	39,180.21	46,066.03
356017	1 22 2016	15138	FASTENAL COMPANY	186.90	201.10	.00	.00
356018	1 22 2016	2665225	FCS GROUP INC	3,155.00	9,811.71	49,556.21	19,309.97
356173	1 29 2016	2665756	FELIX, RYAN	74.00	192.00	143.00	.00
356019	1 22 2016	2665898	FIBERLINK COMMUNICATIONS CORP	1,335.51	1,361.07	3,834.00	.00
356174	1 29 2016	5260	FINEST FENCE LLC	960.00	25,822.00	47,910.00	11,665.00
356020	1 22 2016	2664752	FIRE EXTINGUISHER SERVICE CENTER	7,185.00	7,525.00	.00	.00
356021	1 22 2016	99995	FIRST AMERICAN TITLE	15.13	32,729.77	39,180.21	46,066.03
356356	2 5 2016	2664354	FIRST AMERICAN TITLE INS CO	.00	3,600.00	.00	.00
356357	2 5 2016	2664354	FIRST AMERICAN TITLE INS CO	3,000.00	3,600.00	.00	.00
355857	1 15 2016	1905365	FIRST CHOICE SERVICES	51.45	1,904.37	2,873.10	951.75
356022	1 22 2016	1905365	FIRST CHOICE SERVICES	40.20	1,904.37	2,873.10	951.75
355858	1 15 2016	15066	FLORENCE, MYLA	200.00	4,400.00	8,400.00	9,000.00
356023	1 22 2016	15066	FLORENCE, MYLA	200.00	4,400.00	8,400.00	9,000.00
356175	1 29 2016	15066	FLORENCE, MYLA	200.00	4,400.00	8,400.00	9,000.00
356358	2 5 2016	15066	FLORENCE, MYLA	200.00	4,400.00	8,400.00	9,000.00
356024	1 22 2016	2664878	FLYERS ENERGY LLC	8,081.22	81,986.24	101,334.55	218,061.16
356359	2 5 2016	2664878	FLYERS ENERGY LLC	58.68	81,986.24	101,334.55	218,061.16
356360	2 5 2016	99995	FOX, JEREMY D	49.84	32,729.77	39,180.21	46,066.03
355859	1 15 2016	2665182	FRANCO FRENCH BAKING CO	416.00	5,076.40	8,436.10	12,729.55
356025	1 22 2016	2665182	FRANCO FRENCH BAKING CO	279.00	5,076.40	8,436.10	12,729.55
356026	1 22 2016	2664879	FRATERNAL ORDER OF POLICE LODGE #8	180.00	2,900.00	5,860.00	7,380.00
356177	1 29 2016	2664879	FRATERNAL ORDER OF POLICE LODGE #8	180.00	2,900.00	5,860.00	7,380.00
356361	2 5 2016	99995	FUNK, CHRISTIAN S	23.44	32,729.77	39,180.21	46,066.03
356178	1 29 2016	2665147	GABRIEL WILLAMAN RR CONSTRUCTION	1,140.00	1,140.00	13,449.52	49,442.58
356362	2 5 2016	2664291	GALAS, VERONICA	133.00	454.49	701.21	711.00

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356027	1 22 2016	999911	GENOA PEAK ELECTRIC	30.05	1,665.12	2,524.14	1,494.80
356028	1 22 2016	2666099	GLEAVE CONSTRUCTION LLC	6,965.00	9,845.00	.00	.00
356179	1 29 2016	2666099	GLEAVE CONSTRUCTION LLC	1,260.00	9,845.00	.00	.00
355860	1 15 2016	2663199	GLOBALSTAR USA	257.80	1,807.17	2,887.23	2,361.52
356180	1 29 2016	999915	GO WIRELESS	25.00	14,160.64	28,808.11	31,084.92
356029	1 22 2016	15436	GRANICUS INC	13,900.00	14,920.00	.00	.00
356030	1 22 2016	2665509	GRAPHICS FACTORY	3,580.00	3,580.00	.00	3,638.18
356181	1 29 2016	2666015	GREATER NEVADA BUSINESS SOLUTIONS	750.00	5,318.61	750.00	.00
356182	1 29 2016	999911	GRESCH SUZANNE	25.00	1,665.12	2,524.14	1,494.80
356363	2 5 2016	99995	GRILLO, KAREN R	33.80	32,729.77	39,180.21	46,066.03
355915	1 15 2016	2665805	GRISELDA QUIRARTE	100.00	780.00	800.00	.00
356246	1 29 2016	2665805	GRISELDA QUIRARTE	180.00	780.00	800.00	.00
355861	1 15 2016	704215	GROVE MADSEN INDUSTRIES	5,265.00	10,936.28	.00	.00
356031	1 22 2016	15032	HARNS, CHAD	577.96	577.96	.00	.00
356032	1 22 2016	3030	HDR INC.	5,669.20	95,973.58	84,455.74	38,430.09
356364	2 5 2016	99998	HELEN ROSE	25.00	4,714.96	8,551.17	8,499.02
356183	1 29 2016	15442	HEMOCUE AMERICA	226.00	1,749.00	619.00	3,148.00
356033	1 22 2016	11071	HIGH DESERT MICROIMAGING INC.	1,195.00	27,293.26	26,375.50	105,054.65
356365	2 5 2016	6945	HIGH SIERRA BUSINESS SYSTEMS INC	12.62	124.08	162.94	578.32
356366	2 5 2016	2666111	HIGH SIERRA ELEVATOR INSPECTIONS	200.00	1,420.00	.00	.00
356367	2 5 2016	99998	HILDE MENDOZA	25.00	4,714.96	8,551.17	8,499.02
355863	1 15 2016	8236	HOMETOWN HEALTH PLAN	14.00	14.00	.00	.00
355864	1 15 2016	99998	HORNBECK, APRIL DAWN	25.00	4,714.96	8,551.17	8,499.02
355865	1 15 2016	15572	HR SIMPLIFIED	1,045.00	4,364.48	7,177.50	7,623.00
356368	2 5 2016	15572	HR SIMPLIFIED	632.48	4,364.48	7,177.50	7,623.00
356369	2 5 2016	99995	HSKS LLC	144.37	32,729.77	39,180.21	46,066.03
356184	1 29 2016	804010	HUCK SALT CO. INC.	4,733.40	9,475.54	5,734.22	9,015.49
356185	1 29 2016	999913	HUNTER HICKEY	20.00	151,772.49	112,395.37	238,251.66
355866	1 15 2016	2664335	IC SOLUTIONS	9,584.44	42,209.30	64,405.70	39,788.05
355862	1 15 2016	2666103	IDEA FACTORY	753.00	4,387.35	.00	.00
355867	1 15 2016	2664942	IN PLAIN SIGHT MARKETING LLC	300.00	1,500.00	2,950.00	2,400.00
356370	2 5 2016	99998	INGE CONNORS	25.00	4,714.96	8,551.17	8,499.02
356035	1 22 2016	12823	INSITUFORM TECHNOLOGIES INC.	886.40	886.40	111,841.60	.00
355868	1 15 2016	2664860	INTRADO INC	250.00	2,000.00	3,000.00	3,000.00
356186	1 29 2016	999915	JAMES CAMPBELL	100.00	14,160.64	28,808.11	31,084.92
356187	1 29 2016	999922	JAMES PRATER	403.74	3,381.47	6,525.20	127.11
355869	1 15 2016	999912	JAMES W MICHENER TRUSTEE	91.59	6,834.99	6,394.18	10,699.40
355870	1 15 2016	999913	JAMES WHITE	10.00	151,772.49	112,395.37	238,251.66
356188	1 29 2016	1000575	JANS TROPICS	62.99	87.99	.00	.00
356371	2 5 2016	99998	JAZMYN WHITE	25.00	4,714.96	8,551.17	8,499.02
356036	1 22 2016	99995	JEFFRIES, JOEY C	49.03	32,729.77	39,180.21	46,066.03
356372	2 5 2016	99995	JIA, JINGXIAN	25.88	32,729.77	39,180.21	46,066.03
356373	2 5 2016	99998	JOHN GIURLANI	25.00	4,714.96	8,551.17	8,499.02
355871	1 15 2016	999911	JOHNSON PLUMBING	19.69	1,665.12	2,524.14	1,494.80
355872	1 15 2016	2666169	JOHNSON VALUATION GROUP LTD	1,500.00	1,500.00	.00	.00
356037	1 22 2016	2664728	JOHNSTON, KARLA	260.00	260.00	422.50	845.00
356038	1 22 2016	1001550	JONES WEST FORD	45,972.25	109,533.75	36,523.25	252,754.50
356189	1 29 2016	999922	JOSE REYES ANDRADE	274.73	3,381.47	6,525.20	127.11
356039	1 22 2016	99995	JOY, ELIZABETH P	121.71	32,729.77	39,180.21	46,066.03

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356374	2 5 2016	99998	JOYCE RUSSO	25.00	4,714.96	8,551.17	8,499.02
356040	1 22 2016	2665493	JUSTIN WILSON CONSTRUCTION, LLC	89,507.75	237,822.70	213,196.63	15,283.08
356190	1 29 2016	999915	KACI SAINDON	64.82	14,160.64	28,808.11	31,084.92
356191	1 29 2016	999913	KARLA ARIAS DERIOS	38.59	151,772.49	112,395.37	238,251.66
356375	2 5 2016	99998	KATONIA WOODS	25.00	4,714.96	8,551.17	8,499.02
356041	1 22 2016	10960	KCJ CREATIVE	1,164.70	1,976.32	6,220.70	6,770.28
356042	1 22 2016	11790	KDJ COMPANY LTD.	160.00	4,520.00	4,640.00	3,510.00
356376	2 5 2016	99995	KIEFFER, VICTORIA	55.30	32,729.77	39,180.21	46,066.03
356192	1 29 2016	2665579	KIMLEY-HORN & ASSOCIATES, INC.	7,955.00	12,000.00	152,257.23	30,175.90
355874	1 15 2016	999912	KING, CLIFFORD	75.00	6,834.99	6,394.18	10,699.40
356193	1 29 2016	2663300	KINSLING, RONALD	600.00	5,184.00	1,328.00	.00
355875	1 15 2016	2663835	KIPKE-LEE, ALI	151.16	717.16	.00	.00
356194	1 29 2016	2666177	KL DORR CONSULTING LLC	1,125.00	1,125.00	.00	.00
355876	1 15 2016	1096	KNECHT, RAQUEL	110.65	4,271.03	5,961.19	1,553.28
356195	1 29 2016	1096	KNECHT, RAQUEL	208.48	4,271.03	5,961.19	1,553.28
355877	1 15 2016	2664454	KOCH ELEVATOR CO	3,902.00	16,464.41	23,971.95	71,492.15
355878	1 15 2016	2664908	KOHL	50.00	74.99	.00	.00
355879	1 15 2016	999917	LABRIOLA, ISABEL	34.53	364.49	288.37	41.61
356196	1 29 2016	999916	LASCA WALLACE	10.00	3,600.45	10,032.69	5,539.00
356043	1 22 2016	2665793	LEASE CORPORATION OF AMERICA	256.00	1,868.44	1,868.67	.00
356044	1 22 2016	7525	LEGALSHIELD	437.26	6,743.33	12,128.75	10,939.26
356197	1 29 2016	7525	LEGALSHIELD	417.03	6,743.33	12,128.75	10,939.26
355880	1 15 2016	2663584	LEGISLATIVE COUNSEL BUREAU	425.81	3,510.21	29,503.90	11,526.51
356045	1 22 2016	2663584	LEGISLATIVE COUNSEL BUREAU	540.14	3,510.21	29,503.90	11,526.51
356198	1 29 2016	2663584	LEGISLATIVE COUNSEL BUREAU	29.95	3,510.21	29,503.90	11,526.51
356378	2 5 2016	99995	LEWIS, NORLENE E	14.22	32,729.77	39,180.21	46,066.03
356046	1 22 2016	2664500	LEXISNEXIS RISK DATA MANAGEMENT INC	382.50	765.00	3,777.76	4,384.28
355881	1 15 2016	2665436	LIGHTHOUSE SERVICES, INC.	937.50	937.50	937.50	937.50
355882	1 15 2016	999912	LORI SCHELL	60.00	6,834.99	6,394.18	10,699.40
356199	1 29 2016	999913	LOZA, ALEJANDRO	45.00	151,772.49	112,395.37	238,251.66
356047	1 22 2016	1203300	LUMOS & ASSOCIATES INC.	2,193.00	526,252.75	640,669.48	69,378.00
356200	1 29 2016	1203300	LUMOS & ASSOCIATES INC.	149,035.00	526,252.75	640,669.48	69,378.00
356379	2 5 2016	1203300	LUMOS & ASSOCIATES INC.	4,161.50	526,252.75	640,669.48	69,378.00
356201	1 29 2016	999913	LUNA JR., FERNANDO	45.00	151,772.49	112,395.37	238,251.66
355883	1 15 2016	999913	LUND, THOMAS	150.00	151,772.49	112,395.37	238,251.66
356202	1 29 2016	999916	LYNN FARRER	25.00	3,600.45	10,032.69	5,539.00
356380	2 5 2016	4347	LYON COUNTY SHERIFF'S OFFICE	4,356.31	27,002.44	42,892.00	59,259.61
356203	1 29 2016	2663596	LYON COUNTY UTILITIES	17,503.68	17,503.68	38,482.08	42,338.88
355884	1 15 2016	2666171	MACIAS, EDGAR	80.00	80.00	.00	.00
356048	1 22 2016	999911	MAGIC HANDS	6.15	1,665.12	2,524.14	1,494.80
356049	1 22 2016	15895	MANHARD CONSULTING LTD	9,942.50	24,955.63	253,863.16	174,391.51
356050	1 22 2016	999911	MANHARD CONSULTING LTD	25.00	1,665.12	2,524.14	1,494.80
356204	1 29 2016	8164	MANPOWER TEMPORARY SERVICES	74.74	523.20	1,300.95	930.26
355885	1 15 2016	2665378	MARATHON STAFFING	.00	873,487.82	1,623,846.58	1,288,159.49
355886	1 15 2016	2665378	MARATHON STAFFING	.00	873,487.82	1,623,846.58	1,288,159.49
355887	1 15 2016	2665378	MARATHON STAFFING	19,537.99	873,487.82	1,623,846.58	1,288,159.49
356051	1 22 2016	2665378	MARATHON STAFFING	.00	873,487.82	1,623,846.58	1,288,159.49
356052	1 22 2016	2665378	MARATHON STAFFING	.00	873,487.82	1,623,846.58	1,288,159.49
356053	1 22 2016	2665378	MARATHON STAFFING	.00	873,487.82	1,623,846.58	1,288,159.49

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356054	1 22 2016	2665378	MARATHON STAFFING	.00	873,487.82	1,623,846.58	1,288,159.49
356055	1 22 2016	2665378	MARATHON STAFFING	25,005.82	873,487.82	1,623,846.58	1,288,159.49
356205	1 29 2016	2665378	MARATHON STAFFING	.00	873,487.82	1,623,846.58	1,288,159.49
356206	1 29 2016	2665378	MARATHON STAFFING	18,030.25	873,487.82	1,623,846.58	1,288,159.49
356381	2 5 2016	2665378	MARATHON STAFFING	.00	873,487.82	1,623,846.58	1,288,159.49
356382	2 5 2016	2665378	MARATHON STAFFING	.00	873,487.82	1,623,846.58	1,288,159.49
356383	2 5 2016	2665378	MARATHON STAFFING	.00	873,487.82	1,623,846.58	1,288,159.49
356384	2 5 2016	2665378	MARATHON STAFFING	25,680.52	873,487.82	1,623,846.58	1,288,159.49
355888	1 15 2016	2664633	MARZOLINE, DEBORAH	130.53	1,472.37	2,130.96	3,095.62
356385	2 5 2016	99995	MATHES, JULIA	170.00	32,729.77	39,180.21	46,066.03
356386	2 5 2016	99998	MATTHEW HENRY	25.00	4,714.96	8,551.17	8,499.02
356387	2 5 2016	99998	MATTHEW HENRY	36.72	4,714.96	8,551.17	8,499.02
356388	2 5 2016	99995	MCANDREWS, TERRANCE R JR	38.32	32,729.77	39,180.21	46,066.03
356389	2 5 2016	99995	MCCOY, DELMAR E	12.24	32,729.77	39,180.21	46,066.03
355889	1 15 2016	12077	MCELLISTREM PHD., JOSEPH E.	5,958.32	56,191.56	89,649.84	91,349.84
356390	2 5 2016	12077	MCELLISTREM PHD., JOSEPH E.	6,358.32	56,191.56	89,649.84	91,349.84
355890	1 15 2016	11613	MCMORRIS, STEVEN D.	2,524.90	16,667.38	21,235.29	21,481.04
356056	1 22 2016	2664082	MCQUEARY, CHRISTINE	45.00	105.00	187.46	.00
356207	1 29 2016	10925	MERRITT, MATT	601.00	601.00	.00	.00
356057	1 22 2016	2664650	METRO OFFICE SOLUTIONS	290.94	1,954.04	3,350.91	1,752.60
356034	1 22 2016	12365	MICAH HORTON	320.00	1,027.50	351.00	745.00
356058	1 22 2016	10437	MIHELIC, BRAD	320.00	320.00	177.21	.00
356391	2 5 2016	13100	MILE HIGH JAZZ BAND	30.00	6,795.00	8,200.00	9,345.00
356059	1 22 2016	787	MILES CONSTRUCTION	646,668.29	4,154,141.86	2,140,712.95	14,054.06
356208	1 29 2016	3965	MILLARD REALTY	500.00	18,770.21	750.00	4,780.00
355891	1 15 2016	2665609	MILLS, ALANA	96.60	475.62	219.18	65.52
356392	2 5 2016	999913	MIRIAM EMPENO	25.00	151,772.49	112,395.37	238,251.66
356393	2 5 2016	999913	MIRIAM EMPENO	25.00	151,772.49	112,395.37	238,251.66
356060	1 22 2016	1304088	MOLTEN U.S.A., INC	393.50	1,676.54	995.34	1,259.80
356061	1 22 2016	999915	MONTOYA, GEORGE	100.00	14,160.64	28,808.11	31,084.92
356209	1 29 2016	2664931	MOSS ADAMS LLP	4,900.00	4,900.00	.00	.00
356062	1 22 2016	2665247	MOUNTAIN MACHINERY REPAIR	1,804.57	13,399.19	28,953.58	27,174.36
355892	1 15 2016	999915	MR & MRS MARCUS AND BEVERLY DIXON	200.00	14,160.64	28,808.11	31,084.92
355893	1 15 2016	2665591	MR. CHUCK'S DRIVING ACADEMY	262.50	825.00	1,677.60	224.00
355894	1 15 2016	2664364	MUND, STEPHEN	457.50	3,210.00	3,915.20	3,295.20
356210	1 29 2016	13097	MV CONTRACT TRANSPORTATION	53,451.79	332,934.18	648,983.84	591,298.51
356211	1 29 2016	99995	NANCY YARDLEY, EXECUTOR OF	165.58	32,729.77	39,180.21	46,066.03
356212	1 29 2016	14803	NAPC	35.00	35.00	35.00	150.00
356394	2 5 2016	7284	NEOPOST	2,000.00	11,143.75	36,768.66	15,189.39
356063	1 22 2016	3196	NEVADA BLUE LTD.	239.72	20,368.05	14,428.12	8,226.26
356213	1 29 2016	3196	NEVADA BLUE LTD.	159.48	20,368.05	14,428.12	8,226.26
356395	2 5 2016	3196	NEVADA BLUE LTD.	7,583.95	20,368.05	14,428.12	8,226.26
356397	2 5 2016	14474	NEVADA DEPT OF AGRICULTURE	50.00	50.00	50.00	325.00
356398	2 5 2016	10061	NEVADA DISTRICT ATTORNEY'S ASSOC.	350.00	350.00	350.00	350.00
356064	1 22 2016	1403175	NEVADA DISTRICT JUDGES ASSOC.	400.00	400.00	400.00	200.00
356065	1 22 2016	6051	NEVADA FITNESS LLC	75.00	525.00	900.00	1,620.00
355895	1 15 2016	2666128	NEVADA FUNERAL SERVICES	550.00	1,650.00	.00	.00
356214	1 29 2016	1404350	NEVADA LEGAL SERVICES INC	3,691.75	12,395.06	14,284.44	14,760.04
356066	1 22 2016	1404650	NEVADA MAGAZINE	1,720.00	7,220.00	4,273.80	.00

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356399	2 5 2016	1404650	NEVADA MAGAZINE	5,500.00	7,220.00	4,273.80	.00
356075	1 22 2016	2665474	NEVADA OCCUPATIONAL HEALTH CENTER	342.00	3,548.00	5,446.00	1,745.00
356231	1 29 2016	2665474	NEVADA OCCUPATIONAL HEALTH CENTER	356.00	3,548.00	5,446.00	1,745.00
356067	1 22 2016	1404713	NEVADA OFFICE MACHINES	7,762.45	19,576.55	31,042.29	47,185.86
356215	1 29 2016	1404713	NEVADA OFFICE MACHINES	98.75	19,576.55	31,042.29	47,185.86
356400	2 5 2016	1404713	NEVADA OFFICE MACHINES	253.09	19,576.55	31,042.29	47,185.86
355897	1 15 2016	1404719	NEVADA PRESORT & MAIL MARKETING	123.28	1,498.88	2,746.39	3,315.16
356069	1 22 2016	1404719	NEVADA PRESORT & MAIL MARKETING	36.91	1,498.88	2,746.39	3,315.16
356216	1 29 2016	1404719	NEVADA PRESORT & MAIL MARKETING	2.14	1,498.88	2,746.39	3,315.16
355898	1 15 2016	14786	NEVADA STATE HEALTH LABORATORY	20.00	268.50	628.50	337.00
356402	2 5 2016	14786	NEVADA STATE HEALTH LABORATORY	88.50	268.50	628.50	337.00
356070	1 22 2016	1778	NEVADA STATE TREASURER	16.00	234.00	746.00	506.00
356217	1 29 2016	1778	NEVADA STATE TREASURER	16.00	234.00	746.00	506.00
356158	1 29 2016	10197	NEW FRONTIER	1,500.00	1,500.00	.00	.00
355899	1 15 2016	1407342	NIELSEN, DAVID I.	1,235.00	9,845.00	22,485.00	18,545.00
356218	1 29 2016	999913	NORIEGA, ERICK	45.00	151,772.49	112,395.37	238,251.66
356403	2 5 2016	14536	NORTH LAKE TAHOE FIRE PROT. DIST.	126.00	6,919.45	17,396.64	8,321.00
355900	1 15 2016	999917	NORTHERN NEVADA CAPITOL, LLC	8.07	364.49	288.37	41.61
356219	1 29 2016	999915	NORTHERN NEVADA COIN	30.00	14,160.64	28,808.11	31,084.92
356220	1 29 2016	1407709	NORTHERN NEVADA DEVELOPMENT AUTH.	12,500.00	67,750.00	80,250.00	24,000.00
356221	1 29 2016	2664621	NOVI & WILKIN	9,689.57	80,910.48	127,437.32	.00
356222	1 29 2016	999915	NRSI - DOTTY'S	120.00	14,160.64	28,808.11	31,084.92
356404	2 5 2016	2666005	NV DESERT REGIONAL CENTER	2,138.61	5,463.62	23,196.46	.00
356223	1 29 2016	2665203	NV DIVISION OF HEALTH CARE	7.80	214.75	310.31	448.40
355901	1 15 2016	1904700	NV ENERGY	.00	307,851.25	603,533.27	701,868.01
355902	1 15 2016	1904700	NV ENERGY	.00	307,851.25	603,533.27	701,868.01
355903	1 15 2016	1904700	NV ENERGY	3,706.91	307,851.25	603,533.27	701,868.01
356071	1 22 2016	13957	NV ENERGY	230.78	3,374.26	4,062.89	2,476.00
356072	1 22 2016	1904700	NV ENERGY	.00	307,851.25	603,533.27	701,868.01
356073	1 22 2016	1904700	NV ENERGY	.00	307,851.25	603,533.27	701,868.01
356074	1 22 2016	1904700	NV ENERGY	5,541.08	307,851.25	603,533.27	701,868.01
356224	1 29 2016	13957	NV ENERGY	464.36	3,374.26	4,062.89	2,476.00
356225	1 29 2016	1904700	NV ENERGY	.00	307,851.25	603,533.27	701,868.01
356226	1 29 2016	1904700	NV ENERGY	.00	307,851.25	603,533.27	701,868.01
356227	1 29 2016	1904700	NV ENERGY	.00	307,851.25	603,533.27	701,868.01
356228	1 29 2016	1904700	NV ENERGY	.00	307,851.25	603,533.27	701,868.01
356229	1 29 2016	1904700	NV ENERGY	26,419.74	307,851.25	603,533.27	701,868.01
356230	1 29 2016	2664346	NV ENERGY	48,306.82	291,919.50	577,749.97	554,447.64
356405	2 5 2016	1904700	NV ENERGY	396.91	307,851.25	603,533.27	701,868.01
356406	2 5 2016	2664347	NV ENERGY	.00	127,874.73	259,951.33	259,773.28
356407	2 5 2016	2664347	NV ENERGY	.00	127,874.73	259,951.33	259,773.28
356408	2 5 2016	2664347	NV ENERGY	.00	127,874.73	259,951.33	259,773.28
356409	2 5 2016	2664347	NV ENERGY	.00	127,874.73	259,951.33	259,773.28
356410	2 5 2016	2664347	NV ENERGY	.00	127,874.73	259,951.33	259,773.28
356411	2 5 2016	2664347	NV ENERGY	16,166.50	127,874.73	259,951.33	259,773.28
356412	2 5 2016	2664348	NV ENERGY	.00	188,802.88	346,545.27	297,566.28
356413	2 5 2016	2664348	NV ENERGY	.00	188,802.88	346,545.27	297,566.28
356414	2 5 2016	2664348	NV ENERGY	.00	188,802.88	346,545.27	297,566.28
356415	2 5 2016	2664348	NV ENERGY	.00	188,802.88	346,545.27	297,566.28

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356416	2 5 2016	2664348	NV ENERGY	.00	188,802.88	346,545.27	297,566.28
356417	2 5 2016	2664348	NV ENERGY	.00	188,802.88	346,545.27	297,566.28
356418	2 5 2016	2664348	NV ENERGY	.00	188,802.88	346,545.27	297,566.28
356419	2 5 2016	2664348	NV ENERGY	27,991.57	188,802.88	346,545.27	297,566.28
356420	2 5 2016	2664349	NV ENERGY	.00	395,936.00	769,251.48	930,635.07
356421	2 5 2016	2664349	NV ENERGY	.00	395,936.00	769,251.48	930,635.07
356422	2 5 2016	2664349	NV ENERGY	.00	395,936.00	769,251.48	930,635.07
356423	2 5 2016	2664349	NV ENERGY	.00	395,936.00	769,251.48	930,635.07
356424	2 5 2016	2664349	NV ENERGY	35,431.68	395,936.00	769,251.48	930,635.07
355904	1 15 2016	11143	O'DONOHUE PHD., WILLIAM	3,500.00	3,500.00	8,212.50	8,400.00
356232	1 29 2016	2665620	OFFICE EQUIPMENT LEASING COMPANY	255.16	1,398.12	2,867.92	122.32
355905	1 15 2016	2663193	OFFICEMAX INC	380.42	2,635.32	.00	495.77
356076	1 22 2016	2663193	OFFICEMAX INC	509.95	2,635.32	.00	495.77
356077	1 22 2016	2663554	OFFSITE DATA DEPOT LLC	249.60	1,854.20	3,130.75	3,184.05
355906	1 15 2016	2666053	ONE OFF CONCEPTS	115.00	1,774.60	.00	.00
356233	1 29 2016	2665986	OSHINSKI & FORSBERG, LTD.	5,293.18	22,249.62	450.00	.00
355907	1 15 2016	1500658	OVERHEAD DOOR CO.	145.00	18,341.50	14,282.00	13,243.00
356078	1 22 2016	1500658	OVERHEAD DOOR CO.	99.00	18,341.50	14,282.00	13,243.00
356234	1 29 2016	1500658	OVERHEAD DOOR CO.	313.00	18,341.50	14,282.00	13,243.00
356425	2 5 2016	1500660	OVERHEAD FIRE PROTECTION INC.	303.50	7,144.53	9,203.10	12,257.66
355908	1 15 2016	2060	OWENS, WALT	102.50	1,362.50	2,280.00	.00
356235	1 29 2016	2060	OWENS, WALT	220.00	1,362.50	2,280.00	.00
356079	1 22 2016	15968	PAR ELECTRICAL CONTRACTORS INC	4,600.00	4,600.00	6,529.86	820.45
356236	1 29 2016	2665218	PARK RANGERS ASSOCIATION OF CA	85.00	85.00	.00	.00
356237	1 29 2016	15980	PARKWAY PLAZA APARTMENTS	425.00	4,695.00	9,350.00	8,700.00
356426	2 5 2016	99998	PAULA RUBKE	25.00	4,714.96	8,551.17	8,499.02
355909	1 15 2016	13414	PEPSI-COLA	495.09	4,097.11	8,602.35	8,978.65
356080	1 22 2016	2663284	PETERBILT TRUCK PARTS & EQUIP. LLC	1,490.55	14,967.11	12,675.29	21,255.83
356427	2 5 2016	2663284	PETERBILT TRUCK PARTS & EQUIP. LLC	22.40	14,967.11	12,675.29	21,255.83
356238	1 29 2016	9820	PETERSEN PLUMBING SERVICES	129.00	404.00	211.00	496.00
356239	1 29 2016	15207	PHYSICIAN SELECT MANAGEMENT	200.00	40,423.06	107,766.28	95,978.15
355910	1 15 2016	2663827	PIASECKI M.D., MELISSA	1,750.00	7,000.00	25,025.00	12,850.00
356428	2 5 2016	2900	PINTAR, SUSAN R., MD	2,367.00	16,569.00	26,870.76	23,615.00
355911	1 15 2016	12788	PITNEY BOWES INC.	139.50	378.88	1,417.60	1,441.87
356240	1 29 2016	1602505	PITNEY BOWES INC.	275.07	1,320.61	4,870.67	4,100.47
355912	1 15 2016	2664666	POC NETWORK TECHNOLOGIES INC	1.50	1,815.00	1,330.50	1,171.50
356241	1 29 2016	2664666	POC NETWORK TECHNOLOGIES INC	19.50	1,815.00	1,330.50	1,171.50
356242	1 29 2016	1603500	PONDEROSA STAMP & ENGRAVING	182.80	701.95	2,109.37	2,125.92
356243	1 29 2016	999911	PRISM PHOTOGRAPHICS INC	15.96	1,665.12	2,524.14	1,494.80
356244	1 29 2016	2665178	PROTOKLEEN INC	295.00	3,340.00	2,085.00	2,950.00
355913	1 15 2016	13736	PUBLIC EMPLOYEE'S BENEFITS PROGRAM	34,213.95	241,903.09	425,328.34	475,732.25
356245	1 29 2016	15271	PUBLIC EMPLOYEES RETIREMENT	1,156.82	8,825.42	12,168.60	234.80
356081	1 22 2016	999911	QUALITY HOME MAINTENANCE & REP	36.15	1,665.12	2,524.14	1,494.80
355914	1 15 2016	11140	QUICK SPACE	2,851.08	12,784.98	.00	.00
356429	2 5 2016	11140	QUICK SPACE	2,851.08	12,784.98	.00	.00
356247	1 29 2016	99999	RACHELLE CAZEL	40.00	1,080.00	11,840.00	13,520.00
356082	1 22 2016	2603059	RACKLEY, IRA S.	2,437.50	10,562.50	5,062.50	.00
355916	1 15 2016	2664279	RAY MORGAN COMPANY	430.85	4,063.50	6,183.25	7,412.67
356083	1 22 2016	2664279	RAY MORGAN COMPANY	.00	4,063.50	6,183.25	7,412.67

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356084	1 22 2016	2664279	RAY MORGAN COMPANY	656.02	4,063.50	6,183.25	7,412.67
356248	1 29 2016	2664279	RAY MORGAN COMPANY	293.44	4,063.50	6,183.25	7,412.67
356085	1 22 2016	7967	RAY'S TIRE EXCHANGE	546.50	9,220.50	15,260.00	14,063.50
356249	1 29 2016	7967	RAY'S TIRE EXCHANGE	175.50	9,220.50	15,260.00	14,063.50
356430	2 5 2016	999911	RAYCO DRYWALL	25.00	1,665.12	2,524.14	1,494.80
355917	1 15 2016	6845	REESE, RICHARD R.	750.00	12,890.00	13,860.00	13,015.00
356250	1 29 2016	6845	REESE, RICHARD R.	925.00	12,890.00	13,860.00	13,015.00
356431	2 5 2016	6845	REESE, RICHARD R.	460.00	12,890.00	13,860.00	13,015.00
356086	1 22 2016	99993	REFUNDS DEPARTMENT	349.00	5,170.49	23,960.62	13,957.69
356087	1 22 2016	99993	REFUNDS DEPARTMENT	146.00	5,170.49	23,960.62	13,957.69
355918	1 15 2016	7638	REGIONAL TRANSPORTATION COMM.	276.25	6,094.25	34,416.33	34,904.00
356251	1 29 2016	7638	REGIONAL TRANSPORTATION COMM.	50.00	6,094.25	34,416.33	34,904.00
356252	1 29 2016	999911	RENO HEATING & AIR INC	7.74	1,665.12	2,524.14	1,494.80
356432	2 5 2016	1802250	RESOURCE CONCEPTS INC.	1,281.25	18,102.90	65,675.52	69,204.37
356253	1 29 2016	2665078	REYMAN BROTHERS CONSTRUCTION INC	15,437.12	15,437.12	.00	186,544.94
356433	2 5 2016	2664972	RICK'S AEC REPROGRAPHIC'S INC	79.80	684.25	.00	.00
356254	1 29 2016	16004	RICOH USA INC	1,280.68	4,467.52	7,216.02	10,104.67
356434	2 5 2016	9501	RICOH USA INC	424.55	4,930.60	26,105.70	19,722.92
356435	2 5 2016	16004	RICOH USA INC	109.83	4,467.52	7,216.02	10,104.67
356436	2 5 2016	99998	ROBERT CALLISON	25.00	4,714.96	8,551.17	8,499.02
356437	2 5 2016	99995	ROSEHILL, LLC	79.72	32,729.77	39,180.21	46,066.03
356438	2 5 2016	15576	ROYAL VISTA APTS	600.00	600.00	1,650.00	556.87
356255	1 29 2016	2664527	RSVP HOME COMPANION RESPITE	1,597.25	4,915.94	5,998.56	6,577.96
356088	1 22 2016	2665236	RURAL REGIONAL CENTER	601.38	2,752.02	8,812.96	.00
355873	1 15 2016	2664729	RYAN JOHNSTON	520.00	3,396.25	2,535.00	3,965.00
355919	1 15 2016	999913	SANDRA STEELE	20.00	151,772.49	112,395.37	238,251.66
356089	1 22 2016	6233	SANTOS, MIKE	256.00	581.00	183.00	782.00
355920	1 15 2016	2664015	SATELLITE TRACKING OF PEOPLE LLC	165.00	3,901.25	11,377.25	16,340.55
356090	1 22 2016	99995	SCAFFIDI, PAUL	13.70	32,729.77	39,180.21	46,066.03
356256	1 29 2016	2666122	SCHLOSSER CONSTRUCTION CONSULTING	15,213.53	27,000.78	.00	.00
355921	1 15 2016	221052	SCHREIHANS, ROBERT	69.00	760.96	1,597.05	682.00
356439	2 5 2016	221052	SCHREIHANS, ROBERT	64.96	760.96	1,597.05	682.00
355922	1 15 2016	999915	SCOTT ALLEN GROUT	100.00	14,160.64	28,808.11	31,084.92
356257	1 29 2016	999915	SCOTT BLACK	200.00	14,160.64	28,808.11	31,084.92
356258	1 29 2016	1902652	SENATOR APARTMENTS LLC	1,590.00	9,140.00	13,783.00	9,140.00
356259	1 29 2016	999913	SENCION, YESENIA	45.00	151,772.49	112,395.37	238,251.66
355923	1 15 2016	2666159	SENTINEL SECURITY LIFE INS CO	69.78	69.78	.00	.00
356091	1 22 2016	10847	SHAHEEN BEAUCHAMP BUILDERS LLC	76,702.38	224,698.13	.00	.00
356440	2 5 2016	999911	SHAHEEN BEAUCHAMP BUILDERS LLC	25.00	1,665.12	2,524.14	1,494.80
356260	1 29 2016	999913	SHERRIE TATE	20.00	151,772.49	112,395.37	238,251.66
355924	1 15 2016	2665302	SHOSHIN RYU NEVADA LLC	120.00	570.00	2,192.00	1,376.00
356092	1 22 2016	1903800	SIERRA CHEMICAL COMPANY	3,865.68	78,203.94	144,654.89	159,737.60
356441	2 5 2016	1903800	SIERRA CHEMICAL COMPANY	7,608.51	78,203.94	144,654.89	159,737.60
356261	1 29 2016	999911	SIERRA CHEMICAL CORP	25.00	1,665.12	2,524.14	1,494.80
356262	1 29 2016	1904010	SIERRA ELECTRONICS	11,141.00	14,234.26	131,999.87	71,000.72
356442	2 5 2016	1904137	SIERRA FLOOR COVERING INC.	18,065.00	37,728.00	44,764.00	14,751.00
356093	1 22 2016	13766	SIERRA NEVADA BALLET	1,875.00	1,875.00	11,500.00	2,000.00
356443	2 5 2016	12979	SIERRA NEVADA CONSTRUCTION, INC.	507,648.27	1,753,341.34	2,818,158.31	1,694,876.91
356094	1 22 2016	10550	SIERRA NEVADA MEDIA GROUP	3,261.00	28,775.79	47,445.56	39,686.66

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356263	1 29 2016	10550	SIERRA NEVADA MEDIA GROUP	1,012.18	28,775.79	47,445.56	39,686.66
356444	2 5 2016	10550	SIERRA NEVADA MEDIA GROUP	183.22	28,775.79	47,445.56	39,686.66
356095	1 22 2016	7986	SIERRA SEPTIC SERVICE	220.00	220.00	440.00	440.00
356265	1 29 2016	1905375	SILVER STATE INDUSTRIES	195.00	1,306.50	13,874.30	62,559.00
356096	1 22 2016	13989	SIMPLEX GRINNELL LP	960.00	4,353.39	6,749.97	6,624.64
356445	2 5 2016	99995	SMITH, LINDA H	69.44	32,729.77	39,180.21	46,066.03
355925	1 15 2016	1906361	SMITH'S	100.00	855.00	250.00	.00
356266	1 29 2016	1906361	SMITH'S	15.00	855.00	250.00	.00
355927	1 15 2016	2664362	SNYDER, TERRI	904.80	7,464.60	14,784.00	13,854.00
355928	1 15 2016	1907300	SOUTHWEST GAS CORP.	.00	232,627.51	431,731.55	451,526.98
355929	1 15 2016	1907300	SOUTHWEST GAS CORP.	10,581.44	232,627.51	431,731.55	451,526.98
356097	1 22 2016	1907300	SOUTHWEST GAS CORP.	2,237.57	232,627.51	431,731.55	451,526.98
356268	1 29 2016	1907300	SOUTHWEST GAS CORP.	.00	232,627.51	431,731.55	451,526.98
356269	1 29 2016	1907300	SOUTHWEST GAS CORP.	.00	232,627.51	431,731.55	451,526.98
356270	1 29 2016	1907300	SOUTHWEST GAS CORP.	44,497.64	232,627.51	431,731.55	451,526.98
356446	2 5 2016	1907300	SOUTHWEST GAS CORP.	.00	232,627.51	431,731.55	451,526.98
356447	2 5 2016	1907300	SOUTHWEST GAS CORP.	15,938.89	232,627.51	431,731.55	451,526.98
356271	1 29 2016	999915	SPORTSMAN'S WAREHOUSE	100.00	14,160.64	28,808.11	31,084.92
356272	1 29 2016	999915	SPORTSMAN'S WAREHOUSE	140.00	14,160.64	28,808.11	31,084.92
355930	1 15 2016	1908515	STANDARD INSURANCE CO.	8,177.02	67,627.03	99,327.30	96,998.40
356448	2 5 2016	1908515	STANDARD INSURANCE CO.	8,874.49	67,627.03	99,327.30	96,998.40
355931	1 15 2016	2666161	STANDARD LIFE AND ACCIDENT INS CO	92.90	92.90	.00	.00
355932	1 15 2016	2663450	STANLEY CONVERGENT SECURITY	242.00	105,000.93	42,057.71	8,672.98
356273	1 29 2016	2663450	STANLEY CONVERGENT SECURITY	461.24	105,000.93	42,057.71	8,672.98
356449	2 5 2016	2663924	STAPLES ADVANTAGE	345.64	839.07	433.25	.00
355933	1 15 2016	1909360	STATE OF NV LEGISLATIVE COUNSEL BUR	162.28	330.87	598.77	.00
355934	1 15 2016	1908923	STATE OF NV/DEPT OF DATA PROCESSING	1,129.07	6,774.42	3,668.24	.00
356274	1 29 2016	999913	STEPHAN M KORDONOWY	41.86	151,772.49	112,395.37	238,251.66
355935	1 15 2016	800123	SUNGARD PUBLIC SECTOR	280.00	90,368.58	16,685.00	74,480.69
355936	1 15 2016	1910780	SUNSHINE REPORTING & LITIGATION	339.30	4,679.30	13,179.60	16,861.80
356098	1 22 2016	1910780	SUNSHINE REPORTING & LITIGATION	1,496.40	4,679.30	13,179.60	16,861.80
355926	1 15 2016	2666115	SUPPLMNTL NUTRITION ASSIST PRGRM	100.00	600.00	.00	.00
356267	1 29 2016	2666115	SUPPLMNTL NUTRITION ASSIST PRGRM	300.00	600.00	.00	.00
355937	1 15 2016	999911	SUZY Q	15.15	1,665.12	2,524.14	1,494.80
355938	1 15 2016	4300	SWANSONS SERVICES CORP.	390.00	1,326.44	29,297.50	137,331.22
356099	1 22 2016	2664906	SWEEPS SOFTWARE INC	2,437.11	7,034.73	8,797.38	7,070.70
356450	2 5 2016	999911	TACO BELL	75.62	1,665.12	2,524.14	1,494.80
356451	2 5 2016	999911	TACO BELL	44.87	1,665.12	2,524.14	1,494.80
356100	1 22 2016	999911	TECH PLUMBING & HEATING INC	25.00	1,665.12	2,524.14	1,494.80
355939	1 15 2016	2666114	TEMP ASSISTANCE FOR NEEDY FAMILIES	100.00	300.00	.00	.00
356452	2 5 2016	99998	TERRY WILSON	25.00	4,714.96	8,551.17	8,499.02
356275	1 29 2016	99995	THE OLIVER LEE GRIMES AND BARBARA	171.17	32,729.77	39,180.21	46,066.03
356101	1 22 2016	2664229	THOMAS PETROLEUM LLC	19,616.55	320,188.42	782,894.68	862,807.00
356276	1 29 2016	2664229	THOMAS PETROLEUM LLC	17,568.98	320,188.42	782,894.68	862,807.00
356102	1 22 2016	11165	TIBURON INC.	167,790.00	317,937.75	610,059.75	177,014.00
356453	2 5 2016	99998	TIERRA WARD	25.00	4,714.96	8,551.17	8,499.02
356103	1 22 2016	2664604	TRAFFIC WORKS	2,670.00	11,370.00	3,140.00	.00
356277	1 29 2016	2664604	TRAFFIC WORKS	3,960.00	11,370.00	3,140.00	.00
356454	2 5 2016	2665122	TRIZETTO PROVIDER SOLUTIONS	526.76	3,558.61	3,615.53	4,193.60

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356278	1 29 2016	15692	TUTOR.COM, INC	5,500.00	5,500.00	.00	.00
356377	2 5 2016	2665869	TYSON LEAGUE	250.00	250.00	250.00	.00
356459	2 5 2016	2100325	U S GEOLOGICAL SURVEY	12,012.50	36,037.50	24,025.00	36,037.50
355940	1 15 2016	2665022	U.S. BANK EQUIPMENT FINANCE	136.00	6,618.96	9,714.47	8,748.52
356279	1 29 2016	2665022	U.S. BANK EQUIPMENT FINANCE	388.50	6,618.96	9,714.47	8,748.52
356455	2 5 2016	2665022	U.S. BANK EQUIPMENT FINANCE	575.72	6,618.96	9,714.47	8,748.52
356104	1 22 2016	2100940	UNISOURCE WORLDWIDE INC	126.36	50,795.81	51,759.70	47,656.58
355941	1 15 2016	14416	UNITED HEALTH CARE	93.62	1,129.62	817.67	.00
355942	1 15 2016	2665991	UNITED SITE SERVICES	160.00	20,801.74	9,670.06	.00
356280	1 29 2016	2665991	UNITED SITE SERVICES	99.74	20,801.74	9,670.06	.00
356456	2 5 2016	2665991	UNITED SITE SERVICES	640.00	20,801.74	9,670.06	.00
356105	1 22 2016	9222	UNITED STATES LIFE INSURANCE	447.75	3,134.25	5,913.21	5,413.89
356457	2 5 2016	13303	UNITED STATES TREASURY	176.54	176.54	270.04	.00
356281	1 29 2016	2101543	UNIVERSITY HEIGHTS LLC	3,280.00	26,937.00	30,582.00	31,957.00
356458	2 5 2016	2101543	UNIVERSITY HEIGHTS LLC	663.00	26,937.00	30,582.00	31,957.00
356282	1 29 2016	2666145	URBAN SOLAR	11,900.00	11,900.00	.00	.00
356106	1 22 2016	14466	VALENTINER CRANE ARCHITECTS LLC	16,340.00	47,009.26	193,975.00	.00
356107	1 22 2016	2665964	VALI COOPER & ASSOCIATES, INC.	16,800.00	69,000.00	24,200.00	.00
355943	1 15 2016	2200964	VANCE, JERRY	304.50	2,418.75	4,531.20	4,317.60
356460	2 5 2016	99995	VANDYCK, KIM	103.99	32,729.77	39,180.21	46,066.03
356283	1 29 2016	9736	VARN	1,320.00	8,740.00	17,897.00	18,348.00
356284	1 29 2016	2666174	VERITIV OPERATING COMPANY	263.66	4,263.99	.00	.00
356461	2 5 2016	2666174	VERITIV OPERATING COMPANY	3,734.82	4,263.99	.00	.00
356285	1 29 2016	2664573	VERIZON WIRELESS	766.05	6,075.46	7,725.56	4,261.77
356462	2 5 2016	2664573	VERIZON WIRELESS	90.02	6,075.46	7,725.56	4,261.77
356108	1 22 2016	2665388	VIGLIETTA, ANTHONY	139.22	139.22	.00	180.00
356109	1 22 2016	14817	VISION INTERNET PROVIDERS INC.	400.00	19,022.50	3,646.65	2,639.25
355944	1 15 2016	13523	VISION SERVICE PLAN	6,224.71	42,289.61	71,970.42	70,403.79
356110	1 22 2016	2663746	VISION SOLUTIONS INC	4,634.24	4,634.24	4,413.56	4,203.39
356111	1 22 2016	2201330	VITALITY CENTER	1,000.00	3,500.00	.00	.00
356286	1 29 2016	9312	WALKER & ASSOCIATES	3,625.00	25,619.00	43,841.00	44,000.00
356287	1 29 2016	2300515	WALKER ESQ., ROBERT B.	9,689.57	86,716.99	131,018.64	127,184.68
356463	2 5 2016	9825	WALLIN, SANDY	98.96	661.35	1,430.50	1,142.87
356464	2 5 2016	999913	WALT OWENS	100.00	151,772.49	112,395.37	238,251.66
356465	2 5 2016	999913	WALT OWENS	160.00	151,772.49	112,395.37	238,251.66
356466	2 5 2016	2300600	WALTON'S CHAPEL OF THE VALLEY	550.00	2,200.00	3,850.00	6,050.00
356113	1 22 2016	13525	WASHOE COUNTY DISTRICT ATTORNEY	975.00	1,300.00	4,075.00	1,200.00
356114	1 22 2016	1358	WASHOE COUNTY SHERIFF'S OFFICE	4,800.00	112,481.80	106,435.17	119,006.44
356288	1 29 2016	1358	WASHOE COUNTY SHERIFF'S OFFICE	3,033.00	112,481.80	106,435.17	119,006.44
356115	1 22 2016	302000	WASTE MANAGEMENT INC.	311.52	2,474.31	5,699.80	6,224.33
356289	1 29 2016	302000	WASTE MANAGEMENT INC.	179.36	2,474.31	5,699.80	6,224.33
356290	1 29 2016	114008	WATERS ESQ., NOEL S.	9,689.57	78,190.49	122,350.55	129,276.42
356116	1 22 2016	999917	WATHAN, FLOYD	101.33	364.49	288.37	41.61
356117	1 22 2016	2665761	WELLS FARGO FINANCIAL LEASING	110.00	934.90	1,285.00	.00
356467	2 5 2016	13088	WELLS FARGO HOME MORTGAGE	56.52	56.52	.00	.00
355945	1 15 2016	2665622	WENGREN, NICOLE	97.75	358.64	1,125.76	66.08
356118	1 22 2016	14582	WESTERN ENVIRONMENTAL TESTING	1,855.00	19,006.50	32,829.27	1,610.00
356468	2 5 2016	14582	WESTERN ENVIRONMENTAL TESTING	799.50	19,006.50	32,829.27	1,610.00
356291	1 29 2016	2596	WESTERN INSURANCE SPECIALTIES,	3,050.71	22,568.80	47,459.07	56,288.00

Accounts Payable Checks (GMB)
 Check Range: 01/09/16 - 02/05/16

Query: GMCHECKR

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	CHECK AMOUNT	2016 FY AP TOTAL	2015 FY AP TOTAL	2014 FY AP TOTAL
355946	1 15 2016	2303400	WESTERN NEVADA SUPPLY CO.	1,577.45	182,244.31	418,618.85	400,195.41
356119	1 22 2016	2303400	WESTERN NEVADA SUPPLY CO.	1,013.88	182,244.31	418,618.85	400,195.41
356292	1 29 2016	2303400	WESTERN NEVADA SUPPLY CO.	4,900.76	182,244.31	418,618.85	400,195.41
356469	2 5 2016	2303400	WESTERN NEVADA SUPPLY CO.	19,160.19	182,244.31	418,618.85	400,195.41
356293	1 29 2016	999922	WILLIAM WEISNER HORNBECK	343.50	3,381.47	6,525.20	127.11
356294	1 29 2016	2948	WIRTH, DARIA	48.87	409.57	378.92	.00
356120	1 22 2016	99995	WISE, NILVA	54.84	32,729.77	39,180.21	46,066.03
356295	1 29 2016	2665038	WITTMAN ENTERPRISES LLC	10,414.32	60,471.48	130,657.10	123,348.46
356121	1 22 2016	999911	WRIGHT PARALEGAL SERVICES	25.00	1,665.12	2,524.14	1,494.80
356296	1 29 2016	7183	YANG, WENDY	396.00	396.00	.00	.00
355947	1 15 2016	2665537	YEAMAN, GUY	480.00	3,786.00	6,982.40	3,008.00
355948	1 15 2016	2665109	YOGA SOL LLC	33.75	258.75	482.40	336.00
356122	1 22 2016	2665173	3D CONCRETE	571.95	23,185.19	57,428.22	41,937.03
356470	2 5 2016	2665173	3D CONCRETE	1,408.26	23,185.19	57,428.22	41,937.03
355949	1 15 2016	999915	89706	50.00	14,160.64	28,808.11	31,084.92
FINAL TOTALS							
TOTAL					3,517,569.75		
COUNT							652

*** END OF REPORT ***

TRANS TYPE	DESCRIPTION 1	DESCRIPTION 2	TRANS DATE	DOCUMENT NUMBER	DEBIT AMOUNT	CREDIT AMOUNT
WT	BERNTSON 1ST QTR 2016	AM-FINANCE	2 1 2016	FEDERAL	50.35	.00
WT	CHALLINOR 1ST QTR 2016	AM-FINANCE	2 1 2016	FEDERAL	34.34	.00
WT	CHECK COMMERCE	CD-AM	1 21 2016	255	10.30	.00
WT	CHECK COMMERCE	CD-AM	1 21 2016	255	179.70	.00
WT	CHILD SUPT NV 1 EFT	AM-FINANCE	2 1 2016	CHILDSUPT	2,736.00	.00
WT	CHILD SUPT NV 2 EFT	AM-FINANCE	2 1 2016	CHILDSUPT	230.77	.00
WT	CHILD SUPT WA 1 EFT	AM-FINANCE	2 1 2016	CHILDSUPT	399.23	.00
WT	CHLD SUPT NV 1	AM-FINANCE	2 1 2016	CHLDSUPT	2,736.00	.00
WT	CHLD SUPT NV 2	AM-FINANCE	2 1 2016	CHLDSUPT	230.77	.00
WT	CHLD SUPT WA 1	AM-FINANCE	2 1 2016	CHLDSUPT	399.23	.00
WT	CONTROLLER TRSFR 1215	DD-AM	1 21 2016	CTRLR1215	2,007.50	.00
WT	CONTROLLER TRSFR 1215	DD-AM	1 21 2016	CTRLR1215	3,074.00	.00
WT	CONTROLLER TRSFR 1215	DD-AM	1 21 2016	CTRLR1215	4,343.50	.00
WT	CONTROLLER TRSFR 1215	DD-AM	1 21 2016	CTRLR1215	20,671.50	.00
WT	CONTROLLER TRSFR 1215	DD-AM	1 21 2016	CTRLR1215	840.00	.00
WT	CONTROLLER TRSFR 1215	DD-AM	1 21 2016	CTRLR1215	755.00	.00
WT	CONTROLLER TRSFR 1215	DD-AM	1 21 2016	CTRLR1215	25.00	.00
WT	CONTROLLER TRSFR 1215	DD-AM	1 21 2016	CTRLR1215	50.00	.00
WT	CONTROLLER TRSFR 1215	DD-AM	1 21 2016	CTRLR1215	1,920.74	.00
WT	CONTROLLER TRSFR 1215	DD-AM	1 21 2016	CTRLR1215	1,225.00	.00
WT	CONTROLLER TRSFR 1215	DD-AM	1 21 2016	CTRLR1215	2,571.90	.00
WT	CONTROLLER TRSFR 1215	DD-AM	1 21 2016	CTRLR1215	2,138.00	.00
WT	CONTROLLER TRSFR 1215	DD-AM	1 21 2016	CTRLR1215	1,100.00	.00
WT	CONTROLLER TRSFR 1215	DD-AM	1 21 2016	CTRLR1215	966.00	.00
WT	CONTROLLER TRSFR 1215	DD-AM	1 21 2016	CTRLR1215	165.00	.00
WT	CONTROLLER TRSFR 1215	DD-AM	1 21 2016	CTRLR1215	379.11	.00
WT	COUNTY MATCH	BH-AM	1 21 2016	253	216,884.85	.00
WT	DEF COMP PE 01072015	AM-FINANCE	2 1 2016	VOYA	32,969.58	.00
WT	DEFCOMP PE01072015 BAGWEL	AM-FINANCE	2 1 2016	VOYA	245.50	.00
WT	DEFCOMP PE01072015 CATCHU	AM-FINANCE	2 1 2016	VOYA	32,729.32	.00
WT	DEFCOMP PE01072015 PRERET	AM-FINANCE	2 1 2016	VOYA	35,200.00	.00
WT	DEFERRED COMP BAGWELL	AM-FINANCE	2 1 2016	VOYA	245.50	.00
WT	DEFERRED COMP CATCHUP	AM-FINANCE	2 1 2016	VOYA	8,729.32	.00
WT	DEFERRED COMP END 010716	AM-FINANCE	2 1 2016	VOYA	33,194.58	.00
WT	DEFERRED COMP PRE-RET	AM-FINANCE	2 1 2016	VOYA	500.00	.00
WT	FICA REPL HOURLY	AM-FINANCE	2 1 2016	VOYA	4,453.99	.00
WT	FICA REPLACEMENT HRLY	AM-FINANCE	2 1 2016	VOYA	4,134.91	.00
WT	FLEX SPENDING 12/2015	DD/DD	1 11 2016	HRSIMPLIFI	4,886.93	.00
WT	H BERNTSON MAN	AM-FINANCE	2 1 2016	VOYA	43.88	.00
WT	INCOME TAX 1ST QTR 2016	AM-FINANCE	2 1 2016	FEDERAL	198,889.21	.00
WT	JUDICAL RET CONTRIB 1215	AM-FINANCE	2 1 2016	PERS 1215	2,375.49	.00
WT	M CHALLINOR MAN	AM-FINANCE	2 1 2016	VOYA	34.86	.00
WT	MEDICARE 1ST QTR 2016	AM-FINANCE	2 1 2016	FEDERAL	44,461.26	.00
WT	RETIREMENT CONTRIB 1215	AM-FINANCE	2 1 2016	PERS 1215	1,422,491.24	.00
WT	ROTH 457 AFTER TAXES	AM-FINANCE	2 1 2016	VOYA	1,112.00	.00
WT	ROTH 457 AFTER TAXES	AM-FINANCE	2 1 2016	VOYA	1,112.00	.00
WT	ROTH 457 CATCH UP	AM-FINANCE	2 1 2016	VOYA	800.00	.00
WT	ROTH 457 CATCH UP	AM-FINANCE	2 1 2016	VOYA	800.00	.00
WT	SCHOOL WIRE TRANSFER 1215	DD-AM	1 21 2016	SCHOOL1215	1,043.66	.00

TRANS TYPE	DESCRIPTION 1	DESCRIPTION 2	TRANS DATE	DOCUMENT NUMBER	DEBIT AMOUNT	CREDIT AMOUNT
WT	SCHOOL WIRE TRANSFER	1215 DD-AM	1 21 2016	SCHOOL1215	122,477.81	.00
WT	SCHOOL WIRE TRANSFER	1215 DD-AM	1 21 2016	SCHOOL1215	5,848.49	.00
WT	SCHOOL WIRE TRANSFER	1215 DD-AM	1 21 2016	SCHOOL1215	1,286,054.28	.00
WT	ST MARYS HEALTH FIRST	BH-AM	1 21 2016	258	502,844.81	.00
WT	ST MARYS HEALTH FIRST	BH-AM	1 21 2016	258	8,520.02	.00
WT	ST MARYS HEALTH FIRST	BH-AM	1 21 2016	258	91,516.24	.00
WT	ST MARYS HEALTH FIRST	BH-AM	1 21 2016	258	41,521.34	.00
WT	STATE WIRE TRANSFER	1215 DD-AM	1 21 2016	STATE1215	30,764.75	.00
WT	STATE WIRE TRANSFER	1215 DD-AM	1 21 2016	STATE1215	93,064.20	.00
WT	STATE WIRE TRANSFER	1215 DD-AM	1 21 2016	STATE1215	.88	.00
WT	STATE WIRE TRANSFER	1215 DD-AM	1 21 2016	STATE1215	226.15	.00
WT	STATE WIRE TRANSFER	1215 DD-AM	1 21 2016	STATE1215	4.08	.00
WT	STATE WIRE TRANSFER	1215 DD-AM	1 21 2016	STATE1215	4,758.81	.00
WT	STATE WIRE TRANSFER	1215 DD-AM	1 21 2016	STATE1215	175,201.89	.00
WT	STATE WIRE TRANSFER	1215 DD-AM	1 21 2016	STATE1215	1,560.00	.00
WT	STATE WIRE TRANSFER	1215 DD-AM	1 21 2016	STATE1215	520.00	.00
WT	STATE WIRE TRANSFER	1215 DD-AM	1 21 2016	STATE1215	88,485.80	.00
WT	STATE WIRE TRANSFER	1215 DD-AM	1 21 2016	STATE1215	3,680.00	.00
WT	STATE WIRE TRANSFER	1215 DD-AM	1 21 2016	STATE1215	520.00	.00
WT	STATE WIRE TRANSFER	1215 DD-AM	1 21 2016	STATE1215	302.75	.00
WT	STATE WIRE TRANSFER	1215 DD-AM	1 21 2016	STATE1215	35,048.00	.00
WT	STATE WIRE TRANSFER	1215 DD-AM	1 21 2016	STATE1215	7,275.86	.00
WT	STATE WIRE TRANSFER	1215 DD-AM	1 21 2016	STATE1215	595,689.96	.00
WT	TRF FUNDS TO OPEB TRUST	SR/DD	1 12 2016	235	250,000.00	.00
WT	TRF FUNDS TO OPEB TRUST	SR/DD	1 12 2016	235	250,000.00	.00
WT	TX DEP PE07072016 INCOME	AM-FINANCE	2 1 2016	FEDERAL	220,787.58	.00
WT	TX DEP PE07072016 MEDICAR	AM-FINANCE	2 1 2016	FEDERAL	48,921.58	.00
WT	TX DEP PE07072016 SUMNER	AM-FINANCE	2 1 2016	FEDERAL	89.50	.00
WT	TX DEP PE07072016 SUMNER	AM-FINANCE	2 1 2016	FEDERAL	23.26	.00
WT	WORKMANS COMP CLAIMS	BH-AM	1 21 2016	259	34,959.57	.00
Final Totals						
TOTAL					5,997,244.63	.00

*** END OF REPORT ***

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
100-411	ABOWD, KAREN L	3896	748.72	Paper
100-411	BAGWELL, LORRAINE H	4433	809.29	Paper
100-411	BONKOWSKI, BRAD	4121	810.12	Paper
100-411	CROWELL, ROBERT L	3625	1,059.60	Paper
100-411	SHIRK, JAMES C	4122	669.55	Paper
212-413	EGGERT, CHERYL A	4210	434.43	Paper
212-413	KING, KATHLEEN M	1541	2,380.71	Paper
212-413	PHELPS, ELIZABETH J	2894	1,489.81	Paper
212-413	WARREN, TAMAR S	3794	1,396.32	Paper
212-413	WELLS, CAROL S	3406	312.04	Paper
213-413	DURKEE, LINDA R	3102	1,322.27	Paper
213-413	HALL, TAMMY M	4062	343.37	Paper
213-413	HOUSTON, ROBIN M	245	1,645.48	Paper
213-413	IDE, JERRY L	451	2,038.65	Paper
213-413	MAXWELL, JO REITA	2626	246.99	Paper
213-413	MERRIWETHER, SUSAN J	1108	2,564.98	Paper
213-413	STONE, JOHN M	1555	1,820.69	Paper
216-413	HATCHELL, SAUNDRA J	3789	363.77	Paper
216-413	ROWLATT, AUBREY L	4439	1,647.38	Paper
216-413	YASUMOTO, SYLVIA M	2705	1,104.29	Paper
217-413	MARZOLINE, DEBORAH	3897	1,949.32	Paper
217-413	MILLS, ALANA N	4312	874.08	Paper
217-413	WENGREN, NICOLE A	4315	1,119.09	Paper
300-413	CHEN, JENNY	4296	126.44	Paper
300-413	DUQUE-JONES, CHARLINE A	3200	1,484.60	Paper
300-413	HUCK, ELIZABETH A	358	2,125.38	Paper
300-413	KRAMER, LEAH M	3867	1,272.47	Paper
300-413	MANDEL, HEATHER V	2226	1,569.95	Paper
300-413	ROBERTSON, GAYLE H	4453	2,700.67	Paper
300-413	SCHMIDT, DANIELLE N	4419	218.52	Paper
400-413	ADAMS, KIMBERLY D	2007	1,986.54	Paper
400-413	DAWLEY, DAVID	470	2,647.61	Paper
400-413	GILLOTT, DENISE L	4297	1,856.57	Paper
400-413	MACHADO, CARON P	2335	1,503.35	Paper
400-413	MASSOW, DONALD P	4403	1,276.10	Paper
400-413	PRICE, RHONDA L	2822	1,026.53	Paper
400-413	SAPOSNEK, JEREMY M	4264	1,362.89	Paper
400-413	SHANNON, KEN	622	2,047.54	Paper
500-413	BERESFORD, MEREDITH N	4571	2,041.42	Paper
500-413	CHRISTIANSSEN, KIMBERLY	664	2,070.52	Paper
500-413	COOREY, ALICIA A	4537	1,047.95	Paper
500-413	CRAWFORD, SUZANNE M	3961	1,492.33	Paper
500-413	FRALICK, ADRIANA G	4430	3,565.16	Paper
500-413	HAYNES, FRANKIE P	3536	1,706.77	Paper
500-413	HERRING, ANNA C	3488	1,282.01	Paper
500-413	JOHNSON, ORRIN J	4561	2,725.72	Paper
500-413	LEAGUE, TYSON D	4365	2,163.42	Paper
500-413	LUIS, KRISTIN N	1772	3,799.13	Paper
500-413	MCCOY, MEGAN A	3701	865.82	Paper
500-413	MEYER, GARRETT T	4379	329.31	Paper
500-413	OKUMA, BUFFY J	4507	3,002.79	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
500-413	PIER, MITCHELL R	4572	919.63	Paper
500-413	PORTER, MELANIE	3444	2,938.50	Paper
500-413	POWELL, VIRGINIA A	1714	1,688.51	Paper
500-413	ROWLAND, BETH ANNE M	4436	1,159.89	Paper
500-413	SAMSON, SHARON O	4304	1,263.08	Paper
500-413	WHITSON, JANA L	3935	1,531.26	Paper
500-413	WOODBURY, JASON D	4432	3,803.85	Paper
500-413	YOWELL, IRIS F	4133	2,781.32	Paper
600-413	BUSSE, JANET L	482	2,055.30	Paper
600-413	MARANO, NICHOLAS F	4351	5,527.34	Paper
600-413	PORCARI, RACHAEL N	4225	1,151.45	Paper
600-413	SALOGGA, MICHAEL J	3994	2,009.54	Paper
701-415	DEVAL, DEBBIE	316	2,790.62	Paper
701-415	GANGER, PAMALA A	4540	2,327.24	Paper
701-415	KEILLOR, JANICE M	3205	1,967.80	Paper
701-415	PAULSON, NANCY M	1524	3,387.99	Paper
701-415	POTTER, MELISSA L	4541	905.08	Paper
701-415	RUSSELL, SHERI M	3934	3,298.22	Paper
701-415	SCHROEDER, GAIL A	1949	12,045.17	Paper
701-415	STEVENSON, JAMIE D	4410	1,396.75	Paper
704-415	MEYER, CECILIA A	3727	1,768.06	Paper
705-415	BRUKETTA, MELANIE	760	4,141.35	Paper
705-415	CASSINELLI, JACQUELINE A	4240	1,597.29	Paper
705-415	DUNN, SHERI L	4361	2,173.83	Paper
705-415	EVANS, SHANNON D	169	496.93	Paper
705-415	PEACH, BARBARA A	3575	1,502.68	Paper
706-415	SCHUELLER, LORA M	3048	1,878.93	Paper
710-419	BARNETT, KEITH A	4579	251.23	Paper
710-419	CALVAN, PATRICK M	3753	1,712.51	Paper
710-419	LEE, GINA D	2817	2,446.86	Paper
710-419	MILHOLLAND, CLARK W	3119	1,313.28	Paper
710-419	NAVARRO, DESI R	4451	1,448.68	Paper
710-419	ROYAL, SCOTT	1001	2,667.98	Paper
710-419	STEIN, KEVIN L	3150	2,652.02	Paper
710-419	VON SCHIMMELMANN, ERIC J	1664	3,976.51	Paper
710-419	WILLIAMS, JAMES R	3054	2,504.04	Paper
720-415	REINSCHMIDT, PETER	4288	111.07	Paper
720-415	RUPERT, GINO	3843	146.07	Paper
720-415	TADMAN, LAURA J	4513	2,349.15	Paper
764-444	DEZERGA, ADA E	3500	1,332.35	Paper
764-444	GIBSON, DAVID H	4188	1,308.84	Paper
764-444	GREGG, ANA C	3973	1,101.26	Paper
764-444	OSTRANDER, MARY JANE A	4081	2,420.63	Paper
764-444	RUIZ, HAZEL P	3146	1,346.37	Paper
764-444	STONER, MICHELLE R	3784	721.34	Paper
1000-461	BEATTY, KAREN M	4553	567.38	Paper
1425-419	CHWALISZ, EVA	453	1,517.08	Paper
1425-419	GREEN, KATHE F	1862	1,134.94	Paper
1425-419	MCCOY, KEVIN	215	1,806.24	Paper
1425-419	NEVILLS, KELLI	4498	1,379.00	Paper
1425-419	PANSKY, SUSAN D	4153	2,738.54	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
1425-419	PLEMEL, LEE A	2100	2,917.13	Paper
1425-419	THOMPSON, REA M	1556	1,287.47	Paper
1500-451	BECK, IDA D	468	1,896.03	Paper
1500-451	BOTTINO, WARREN J	3923	1,838.75	Paper
1500-451	WARNER, COURTNEY E	4508	3,280.22	Paper
2004-421	ALBERTSEN, STEVE L	2457	4,234.37	Paper
2004-421	DANIELS, SHARON E	4131	1,923.19	Paper
2004-421	FURLONG, KENNETH T	2458	3,721.23	Paper
2004-421	HEATH, CATHERINE	226	2,701.46	Paper
2004-421	SANDAGE, KENNETH L	362	3,880.93	Paper
2004-421	SAYLO, RAYMONT C	75	204.86	Paper
2004-421	TUTTLE, CHRISTINE A	4371	1,732.62	Paper
2004-421	WILSON, CARLA J	4226	56.35	Paper
2005-421	BENNETT, ROBIN S	4559	1,300.38	Paper
2005-421	DAVIS, LISA S	2863	1,644.04	Paper
2005-421	IANNACCHIONE, NINO	4528	273.15	Paper
2005-421	NEEP, REBECCA J	409	1,451.81	Paper
2005-421	PIROZZI, VINCENT G	485	609.62	Paper
2005-421	RHINES, RUTH	1796	1,625.67	Paper
2011-421	ACOSTA, SALVADOR	2612	2,399.01	Paper
2011-421	CHANEY, JOSHUA E	4224	2,266.93	Paper
2011-421	COLLAZO, URIEL	3272	2,328.90	Paper
2011-421	GONZALES, DANIEL G	2593	3,122.73	Paper
2011-421	HATLEY, SAMUEL I	1971	2,354.78	Paper
2011-421	HUMPHREY, BRIAN C	486	3,262.10	Paper
2011-421	JONES, DANIEL L	3099	2,433.49	Paper
2011-421	LEGROS, DAVID A	2001	2,414.83	Paper
2011-421	MARTENSEN, MARIE E	1763	1,324.71	Paper
2011-421	MARTIN, ELIZABETH A	3128	1,939.37	Paper
2011-421	OLSON, JASON L	4340	1,676.32	Paper
2011-421	OLSON, STEVEN T	2793	2,069.28	Paper
2011-421	PULLEN, JEFF J	2255	2,909.70	Paper
2011-421	SPEEGLE, DOUGLAS E	2278	2,067.10	Paper
2011-421	STETLER, CHARLES D	2404	1,879.52	Paper
2011-421	URBANSKI, KURT J	2492	1,992.96	Paper
2012-421	ADAMS, JARROD P	1933	2,298.82	Paper
2012-421	APPLE, JOE T	3671	1,427.99	Paper
2012-421	BINDLEY, BRETT J	3025	2,375.42	Paper
2012-421	BOGGAN, JAMES T	3274	2,162.15	Paper
2012-421	BUENO, JASON J	2948	2,688.34	Paper
2012-421	CHRZANOWSKI, JESSICA A	3220	1,632.49	Paper
2012-421	COOK, KEVIN C	4242	2,354.01	Paper
2012-421	CULLEN, MICHAEL	605	2,482.23	Paper
2012-421	DENHAM, GARY M	3147	1,602.67	Paper
2012-421	DICKEY, JESSICA M	3218	2,014.36	Paper
2012-421	ENCINAS, RICK	463	2,046.15	Paper
2012-421	GIBSON, DONALD J	2018	1,329.26	Paper
2012-421	GIBSON, MICHAEL D	4125	2,055.60	Paper
2012-421	GUIMONT, ROBERT	788	2,139.20	Paper
2012-421	HITCH, JOHN R	3319	3,989.92	Paper
2012-421	HUTT, ERIC	577	1,791.54	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
2012-421	JALKSON III, CHRISTOPHER G	4243	1,524.37	Paper
2012-421	KEPLER, DERRICK D	3755	1,955.38	Paper
2012-421	LOCATELLI, RONALD G	3512	2,062.19	Paper
2012-421	LOWE, CRAIG E	2870	2,720.40	Paper
2012-421	LOYOLA, ISRAEL S	3719	2,130.82	Paper
2012-421	MAYS III, EARL A	1577	2,568.01	Paper
2012-421	MCDANIEL, JEFFREY S	2594	3,813.99	Paper
2012-421	MCDONALD, THOMAS D	3577	1,486.54	Paper
2012-421	MCMAHON, ERIN M	3520	2,385.32	Paper
2012-421	MEAD, GAGE M	4068	1,679.38	Paper
2012-421	MELVIN, JEFFRY	607	4,100.11	Paper
2012-421	MENDOZA, BRIAN P	2893	2,050.98	Paper
2012-421	MOTAMENPOUR, BAHRAM	1406	2,146.95	Paper
2012-421	MURRY, KEVIN R	4103	2,084.38	Paper
2012-421	PALAMAR, SEAN C	3411	1,783.13	Paper
2012-421	PINOCHI, NICHOLAS R	2241	2,363.90	Paper
2012-421	POPE, RICHARD D	189	3,098.03	Paper
2012-421	PRIMKA, JAMES W	938	2,867.74	Paper
2012-421	PUTZER, MATTHEW	253	2,373.65	Paper
2012-421	RIGGIN, DARIN G	3345	2,096.08	Paper
2012-421	RIVERA, CHRISTOPHER P	2307	2,831.61	Paper
2012-421	SIMPSON, NICHOLAS G	4387	1,622.74	Paper
2012-421	SITTON, ARIK M	4343	1,968.68	Paper
2012-421	SLOAN, DARRIN	609	2,705.58	Paper
2012-421	SMITH, KYLE A	4509	1,056.00	Paper
2012-421	SMITH, MATTHEW R	2985	1,864.79	Paper
2012-421	STONE, JONATHAN M	4311	1,924.00	Paper
2012-421	SURRATT, JIMMY A	3018	2,729.54	Paper
2012-421	TRAN, QUAN M	3454	2,492.28	Paper
2012-421	TROTTER, JOE C	2291	1,915.06	Paper
2012-421	VIGLIETTA, ANTHONY W	4219	1,811.89	Paper
2012-421	WHEELER, HARRY W	1559	2,103.52	Paper
2012-421	WILLIAMS, DEAN A	1222	2,307.44	Paper
2013-421	BEZOTTE, KARIE J	2477	1,562.85	Paper
2013-421	CARDINAL, SALLY L	4265	1,121.50	Paper
2013-421	FLETCHER, TOMI J	3963	1,222.18	Paper
2013-421	MAJOR II, LEE W	4511	500.13	Paper
2013-421	MCKINLEY, MILANI G	449	2,009.53	Paper
2013-421	PATTERSON, ELIZABETH	3245	1,420.71	Paper
2013-421	SMITH, KENNETH	3431	685.82	Paper
2013-421	THOMAS, KATHRYN L	4505	1,034.75	Paper
2013-421	WALL, ERIKA L	3572	2,080.21	Paper
2014-421	BINDLEY, CODY D	4546	1,724.48	Paper
2014-421	BREHM, NATHAN E	2805	3,630.98	Paper
2014-421	BURNHAM, TERENCE O	3773	2,246.85	Paper
2014-421	CARTER, JOSH J	2890	1,991.73	Paper
2014-421	ERVEN, CRAIG S	3275	1,832.59	Paper
2014-421	FRY, CARL V	1507	3,084.36	Paper
2014-421	GARCIA, JEREMY N	4590	2,199.66	Paper
2014-421	GOMES, DANIEL A	2396	2,964.86	Paper
2014-421	HENNEBERGER, DANIEL G	4568	1,520.30	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
2014-421	HUYNH, MICHAEL D	4268	1,698.57	Paper
2014-421	JERARD, MICHAEL C	4428	1,268.86	Paper
2014-421	KENNISON, RONALD C	2220	2,595.78	Paper
2014-421	LEE, KIPLAN M	3017	1,960.52	Paper
2014-421	LOTZ, CHRISTOPHER M	4408	2,134.58	Paper
2014-421	MAYS, BRIAN M	1731	2,562.06	Paper
2014-421	MCFALL, WILLIE J	3355	1,804.09	Paper
2014-421	MIERAS, TAYLOR M	4420	1,742.54	Paper
2014-421	MILLER, THOMAS T	2667	1,775.81	Paper
2014-421	MOORE, DENNIS E	4591	1,491.07	Paper
2014-421	PARODI, TERRY J	1313	2,242.46	Paper
2014-421	PENDRAGON, BRUCE	4558	1,781.50	Paper
2014-421	PRAZAK, JUSTIN C	4232	1,907.94	Paper
2014-421	RAMOS, CHRISTOPHER L	3413	1,981.12	Paper
2014-421	REECE, DANIEL J	4535	1,783.11	Paper
2014-421	RICHARDS, WILLIAM J	1723	2,258.49	Paper
2014-421	SCOTT, JEFFREY A	2315	2,728.03	Paper
2014-421	TORKEO, ANTHONY P	2565	2,307.77	Paper
2014-421	TSCHETTER, MARTHA A	2613	2,409.39	Paper
2014-421	WALL, FRED	492	3,292.86	Paper
2014-421	WHITE, DONALD T	817	3,860.82	Paper
2014-421	WHITEHEAD, JUSTIN J	4101	1,669.14	Paper
2014-421	WILDBLOOD, JASON A	2663	1,618.77	Paper
2017-421	BAUER, DENISE M	2611	3,169.65	Paper
2017-421	BURGESS, KATHRYN A	4357	1,983.73	Paper
2017-421	CEBALLOS, MARICELA	2690	2,193.93	Paper
2017-421	DAVIS, JENNIFER A	3902	1,529.36	Paper
2017-421	DAWSON, SARAH L	2623	2,525.19	Paper
2017-421	GIST, MEGAN D	4012	1,546.37	Paper
2017-421	HANDY, SHERRAL D	4285	121.04	Paper
2017-421	HERTZ, ELIZABETH A	886	2,368.33	Paper
2017-421	KNOWLES, MARJORIE F	1088	1,718.99	Paper
2017-421	LAWRENCE, RAELYN S	4557	1,314.90	Paper
2017-421	MCGILL, WHITNEY L	4366	1,567.46	Paper
2017-421	MEAD, KELLI P	2102	2,249.84	Paper
2017-421	MILTON, DONNA G	1274	2,312.91	Paper
2017-421	MONCADA, MARLON	2479	2,509.68	Paper
2017-421	MRACEK, KARIN M	271	2,400.81	Paper
2017-421	PALMER, JENNIFER R	4524	1,144.59	Paper
2017-421	ROWDON, JESSIE C	4418	1,612.92	Paper
2017-421	SCHOBER, JENNIFER A	3978	1,386.52	Paper
2017-421	TALAVERA, WENDY V	2986	2,084.92	Paper
2017-421	TRIPP, KIMBERLY L	3461	1,397.06	Paper
2017-421	WILSON, ADAM G	4160	1,237.66	Paper
2018-421	TUCKER, MORGAN H	3219	2,861.07	Paper
2020-421	GRAVES, JENNIFER C	4570	1,070.48	Paper
2020-421	TRIPP, WHITNEY C	3544	538.34	Paper
2505-422	BELT, STACEY A	2824	1,996.54	Paper
2505-422	CHARLES, ROBERT	179	4,004.67	Paper
2505-422	PRICE, SHELBY L	4209	520.14	Paper
2505-422	SCHNEIDER, RACHAEL A	4496	1,063.59	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
2505-422	SCHREIHANS, ROBERT	157	3,768.02	Paper
2512-422	ALBEE, DAN	303	5,409.47	Paper
2512-422	ARAMBURU, DIEGO F	2474	2,520.41	Paper
2512-422	ARNESON, JOHN	346	3,783.06	Paper
2512-422	ATTASHIAN, RAFFI P	2668	3,888.94	Paper
2512-422	BAKER, CURTIS D	3468	2,440.62	Paper
2512-422	BAKER, SCOTT W	304	3,518.46	Paper
2512-422	BERNARD, JONATHAN V	4278	3,469.73	Paper
2512-422	BOGGS, TRAVIS J	2654	2,304.03	Paper
2512-422	CARAS, LANCE E	1660	2,471.99	Paper
2512-422	COLATORTI, JAMES P	1661	3,378.72	Paper
2512-422	COOK, CRAIG A	4279	2,669.25	Paper
2512-422	COOK, ROBBIE A	2778	2,921.09	Paper
2512-422	DANEN, JASON T	1301	2,251.88	Paper
2512-422	DEHAVEN, TIMOTHY J	483	4,935.45	Paper
2512-422	DONNELLY, MATTHEW T	1267	8,096.42	Paper
2512-422	EASTERLING, JOHN R	1113	4,610.87	Paper
2512-422	FRIEDLANDER, JEFFREY M	2780	2,834.96	Paper
2512-422	GARDNER, JASON A	1662	2,944.95	Paper
2512-422	HIGMAN, ERIC M	4280	2,236.56	Paper
2512-422	HORTON, MICAH S	2152	5,601.42	Paper
2512-422	HOWE, TRAVIS W	1663	4,095.86	Paper
2512-422	HUNT, BRYON A	1474	3,976.87	Paper
2512-422	MASON, CHRISTOPHER J	2446	2,576.27	Paper
2512-422	MERRITT, MATTHEW P	1545	3,349.05	Paper
2512-422	MIHELIC, BRADLEY J	2994	3,547.74	Paper
2512-422	NYBERG, KEVIN J	3075	3,151.68	Paper
2512-422	O'BRIEN, SCOTT T	2784	1,965.31	Paper
2512-422	PETERSON, CLAYTON T	4543	2,313.63	Paper
2512-422	PETTY, CORY E	3076	3,100.93	Paper
2512-422	QUILICI, JIM	237	40,338.96	Paper
2512-422	RAW, THOMAS	426	3,473.11	Paper
2512-422	ROBERTS, BRENT L	4406	3,073.79	Paper
2512-422	SANTOS, MIKE	187	2,630.57	Paper
2512-422	SAUNDERS, SAMUEL B	2785	2,479.25	Paper
2512-422	SHARP, ALAN R	3857	2,732.73	Paper
2512-422	STOWE, AUSTIN W	3349	2,234.11	Paper
2512-422	TARULLI, THOMAS M	2998	4,425.51	Paper
2512-422	TRISTAO, JASON J	2445	2,148.66	Paper
2515-422	BARR, LORALEI	1204	1,913.47	Paper
2515-422	HORTON, LEE A	384	2,563.15	Paper
2515-422	RUBEN, DAVID M	4128	2,324.89	Paper
2515-422	SANFORD, JOSEPH P	4517	655.56	Paper
2520-422	PRADERE, KRISTEN J	4375	978.43	Paper
2520-422	SHIREY, DANIEL	532	3,025.00	Paper
2525-422	BROCCHINI, JOEDY C	4455	2,369.92	Paper
2525-422	BURT, CAMERON M	4542	2,397.09	Paper
2525-422	COONS, LAUREN E	4458	628.27	Paper
2525-422	COOPER, MATTHEW L	3631	3,473.50	Paper
2525-422	DAVIES, JEFF D	1211	3,293.29	Paper
2525-422	EWALD, TYLER P	4456	2,453.69	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
2525-422	GARRETT, GARY M	2618	1,608.52	Paper
2525-422	GELBMAN, DANIEL M	2993	2,484.73	Paper
2525-422	HARNS, CHAD	2782	2,008.68	Paper
2525-422	HILL, CAROL	830	1,367.76	Paper
2525-422	HOLLAND, SHELLEY L	3969	361.42	Paper
2525-422	KESLER, SCOTT K	4137	2,184.60	Paper
2525-422	KOKENGE, JR., THOMAS L	4018	1,551.89	Paper
2525-422	KOLBUS, JESSICA L	4413	981.85	Paper
2525-422	LINSCOTT, JEFF F	2783	1,911.51	Paper
2525-422	PEDRINI, JONATHON J	3348	2,402.78	Paper
2525-422	PRICHARD, EMILY A	4127	1,114.26	Paper
2525-422	RICHERS, TORREY H	3314	2,019.92	Paper
2525-422	ROBERTSON, ADAM C	4238	2,775.07	Paper
2525-422	TEMPLE, RODNEY	480	3,819.24	Paper
2525-422	WHITE, JAMES	981	3,729.76	Paper
2525-422	WISE, RACHELE E	4299	831.07	Paper
2545-422	BAILEY, RYAN R	4548	1,142.14	Paper
2545-422	BARTLETT, MICHAEL C	4549	517.01	Paper
2545-422	BERNTSON, HOUSTON J	4015	541.87	Paper
2545-422	GARCIA, NICOLAS R	4551	993.43	Paper
2545-422	HUGHES, DREW S	4016	170.21	Paper
2545-422	PHU, PETER L	4550	771.91	Paper
2545-422	RUMMEL, RODD L	4298	593.36	Paper
3005-430	HUNT, BRENDA L	3964	1,648.56	Paper
3005-430	JAMES, EDWIN D	3646	2,991.61	Paper
3005-430	LEFFLER, TONI M	3658	1,757.11	Paper
3005-430	NEDDENRIEP, DEBORAH L	3639	1,027.86	Paper
3005-430	WALKER, COURTNEY L	4165	1,481.89	Paper
3012-430	ALLEN, KATHLEEN A	4120	1,686.05	Paper
3012-430	ANDERSON, DARREN S	3937	1,841.05	Paper
3012-430	BORRELLI, RUTH M	4515	2,693.81	Paper
3012-430	CHURCHWARD, JENNIFER A	3985	1,329.53	Paper
3012-430	COOLEY, RICKY D	4106	3,751.41	Paper
3012-430	DOENGES, DANIEL	3445	2,381.61	Paper
3012-430	DOLLARHIDE, GRAHAM M	4217	1,647.99	Paper
3012-430	DOYAL, BRIAN A	1500	2,120.66	Paper
3012-430	ELDER, BRIAN W	4362	1,734.24	Paper
3012-430	FELLOWS, ROBERT D	2106	3,343.47	Paper
3012-430	GOERING, DIRK M	4441	2,044.01	Paper
3012-430	GOWER, CYNTHIA	414	1,688.17	Paper
3012-430	GRUNDY, TOM B	1613	2,745.51	Paper
3012-430	HOGEN, RORY A	262	2,156.37	Paper
3012-430	LEET, KAREN L	3036	2,184.93	Paper
3012-430	LEMONS, SHYLA K	3002	1,431.88	Paper
3012-430	LOWE, LEANNE N	3459	1,412.06	Paper
3012-430	MILLS, CINDY K	2799	2,284.09	Paper
3012-430	OTTINGER, DEBRA L	3752	1,552.81	Paper
3012-430	PARASA, LALITHA	2360	2,044.38	Paper
3012-430	PETRI, TONYA J	3927	1,232.86	Paper
3012-430	PITTENGER, PATRICK	3229	3,736.33	Paper
3012-430	PLATT, JOHN F	1104	1,928.13	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
3012-430	POTTEY, STEPHEN M	4518	2,521.45	Paper
3012-430	REDWINE, NICHOLAS A	4397	1,534.69	Paper
3012-430	RIORDAN, CHARLENE L	4257	1,270.29	Paper
3012-430	ROSENKOETTER, DAVID G	1850	2,299.36	Paper
3012-430	ROTTER, DANIEL L	4306	3,427.88	Paper
3012-430	SCHULZ, DARREN L	3678	4,432.15	Paper
3012-430	WHITE, KAREN L	1499	1,557.85	Paper
3014-424	RESECK, LENA E	3027	1,755.87	Paper
3014-424	WHEELER, SABRINA D	3309	1,325.80	Paper
3025-419	BADER, CHRISTOPHER J	4396	1,917.29	Paper
3025-419	GOOD, ZACH A	3836	2,529.24	Paper
3025-419	HARDCASTLE, RICHARD L	3535	2,194.41	Paper
3025-419	HINOJOSA, EDGAR L	4447	1,526.69	Paper
3025-419	MIGUEL, TONY G	3008	2,058.04	Paper
3025-419	RIGBY, ERIC C	3652	236.63	Paper
3025-419	WHITE, HANS H	4519	1,813.41	Paper
3038-431	ALBERTSON, GARY J	2804	1,365.42	Paper
3038-431	AMUNDSON, ROBERT C	1581	1,388.64	Paper
3038-431	BOOTH, JOSEPH D	1724	1,701.82	Paper
3038-431	BOWERS, KEITH L	4152	1,621.90	Paper
3038-431	BROWARD, STEVEN P	1986	1,478.70	Paper
3038-431	BROWN, JACK B	4186	1,257.74	Paper
3038-431	CASTILLO-SALAZAR, STEVE	4263	1,217.12	Paper
3038-431	CATLETT, JEFF W	3333	1,100.17	Paper
3038-431	ENGELS, ERIC B	3570	1,971.77	Paper
3038-431	HACKING, JAMES E	3647	1,118.23	Paper
3038-431	INGRAM, JACK H	2385	1,709.08	Paper
3038-431	KING, JON G	4522	1,243.88	Paper
3038-431	LAAKER, JOHN J	350	1,415.44	Paper
3038-431	MOORE, JASON	3443	1,943.78	Paper
3038-431	NOFTSKER, CHARLES A	2637	1,848.45	Paper
3038-431	POUARD, ROBERT	3448	1,726.77	Paper
3038-431	SCHROEDER, RICHARD E	1594	1,391.37	Paper
3038-431	SWANSON, TERRANCE A	4090	1,680.60	Paper
3038-431	TIEARNEY, JUSTIN C	1000	2,714.89	Paper
3038-431	TOMASCO, JOHN S	351	1,576.06	Paper
3038-431	WOOD, GARY N	4092	1,360.16	Paper
3201-434	BRADSHAW, JEFF R	1095	2,717.10	Paper
3201-434	BRUKETTA, DAVID M	4057	3,661.46	Paper
3201-434	CARTER, JOSEPH J	4377	1,423.99	Paper
3201-434	DIAMOND, JENNIFER L	4216	1,374.41	Paper
3201-434	ELIASEN, KRISTIN J	2746	1,682.46	Paper
3201-434	ESTRADA, HECTOR L	4221	1,674.01	Paper
3201-434	FONG, DOUGLAS G	1586	2,064.37	Paper
3201-434	FRAGER, GEORGE M	3960	2,903.32	Paper
3201-434	FREEMAN, JAMES R	3888	1,679.60	Paper
3201-434	GRAY, RANDALL H	4150	2,792.99	Paper
3201-434	HALE, KELLY A	3143	2,190.11	Paper
3201-434	IRWIN, MARK A	3216	1,557.58	Paper
3201-434	JACKLETT, JAMES V	2842	2,715.22	Paper
3201-434	KELLER, ERIC F	4028	2,014.01	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
3201-434	MCGOODWIN, JEFF W	401	1,817.00	Paper
3201-434	PECK, KENNETH S	3457	1,535.44	Paper
3201-434	SIMPSON, MARK	539	2,055.90	Paper
3201-434	WADE, CHRISTOPHER E	4501	1,139.56	Paper
3201-434	WHITAKER, DAVID W	3089	1,482.55	Paper
3201-434	WIESE, SHAWN L	3866	2,811.25	Paper
3502-435	AGRELLA, KEVIN T	2412	2,507.68	Paper
3502-435	BROWN, NICOLAS A	551	2,198.92	Paper
3502-435	BUTLER, CURTIS T	4516	1,089.38	Paper
3502-435	COLLIER, AARON S	3551	2,472.72	Paper
3502-435	ECHEVERRIA, LUKE C	4538	1,071.35	Paper
3502-435	ESTES, JAMES M	2829	1,511.15	Paper
3502-435	GORDON, THOMAS G	835	1,290.45	Paper
3502-435	HORTON, CURTIS W	168	3,485.74	Paper
3502-435	JOST, THEODORE R	3001	1,359.45	Paper
3502-435	KELLY, SHADOW L	3518	1,199.79	Paper
3502-435	MATHIESEN, BRANDON N	1262	2,135.52	Paper
3502-435	PALMER, RICHARD K	750	2,844.65	Paper
3502-435	REID, JERAD M	3410	1,208.53	Paper
3502-435	REYNA, KELLY J	3831	1,408.16	Paper
3502-435	RICHARDSON, NATHAN	3289	1,408.44	Paper
3502-435	THICKE, MICHAEL R	3246	1,430.21	Paper
3502-435	TIEARNEY, NATHAN J	4364	1,836.00	Paper
3502-435	TRUELL, JESSE A	3266	1,099.44	Paper
3502-435	VOELTZ, JEFFERY R	3056	1,850.91	Paper
3502-435	WISE, URIAH V	3032	1,113.48	Paper
3702-437	COPP, JOSHUA J	3550	1,651.40	Paper
3702-437	COX, GEORGE	862	1,269.41	Paper
3702-437	EISNER, DAVID F	3130	1,285.92	Paper
3702-437	MITCHELL, TODD D	273	2,238.24	Paper
3702-437	PIER, CAMERON M	3834	1,267.31	Paper
3702-437	SCHULZ, RAYMOND J	4378	1,104.88	Paper
3702-437	SULLI, NICHOLAS V	3225	1,180.30	Paper
4300-412	BREUER, TINA M	1477	1,714.56	Paper
4300-412	ERVEN, CHRISTINE	156	351.43	Paper
4300-412	GUTIERREZ, MARIBEL	836	1,889.33	Paper
4300-412	HALE, MARTIN G	3962	1,169.23	Paper
4300-412	OKEZIE, KIMBERLY A	3414	3,472.90	Paper
4505-423	ALLEN, VICKI-DAWN R	4552	1,233.28	Paper
4505-423	BANISTER, ALI M	4134	2,776.15	Paper
4505-423	BIANCHI, BEN	361	2,536.06	Paper
4505-423	CLAPHAM, MATTHEW J	2327	2,981.33	Paper
4505-423	CLAPHAM, NICOLE M	3060	1,568.16	Paper
4505-423	FELIX, RYAN J	4388	2,041.97	Paper
4505-423	JACKSON, ERIN M	4514	1,771.45	Paper
4505-423	LAUGHLIN, MICHELE J	4293	89.90	Paper
4505-423	LAWLOR, LINDA L	1784	2,539.12	Paper
4505-423	LAWRENCE, KATHRYN J	3861	1,364.10	Paper
4505-423	MENDOZA, EFREN	1004	2,368.31	Paper
4505-423	RAPISORA, MICHAEL B	4547	1,837.24	Paper
4505-423	URRUTIA, JOSE A	2219	2,266.07	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
4506-423	AIKINS, ALBERT	398	1,923.18	Paper
4506-423	BEER, PAULA	711	1,412.21	Paper
4506-423	CANNE, MICHAEL A	3466	1,768.21	Paper
4506-423	DANTZLER, FRANCES C	2882	1,698.40	Paper
4506-423	DAVIS, SCOTT B	1506	3,006.81	Paper
4506-423	ENEARL, CHRISTINA L	4534	1,385.52	Paper
4506-423	GARCIA GONZALEZ, MARIA LOREN	3453	1,470.18	Paper
4506-423	GREENLEE, RENE A C	4393	344.17	Paper
4506-423	HUGHES JR, WILLIAM A	4027	1,746.96	Paper
4506-423	JOHNSON, SARAH B	4301	2,095.81	Paper
4506-423	LAPAILLE, RENAY D	4083	1,703.72	Paper
4506-423	LUTU, JAMES S	3549	1,597.42	Paper
4506-423	MOURNIGHAN, FRANK J	2888	1,823.04	Paper
4506-423	PEKA, KRYSZYNA L	3966	1,586.98	Paper
4506-423	REYNOLDS, GINA L	4031	114.72	Paper
4506-423	RIGGIN, KEVIN R	4256	1,335.57	Paper
4700-412	ALEGRIA, VANESSA C	3338	1,317.74	Paper
4700-412	ARMSTRONG, THOMAS R	3931	3,875.45	Paper
4700-412	ASHTON, TRACY L	2441	2,692.46	Paper
4700-412	BENYAMEIN, KRISTOPHER N	4525	1,796.71	Paper
4700-412	COOPER, CRISTAL A	2815	1,672.32	Paper
4700-412	CORTES, MAXINE	3285	4,209.48	Paper
4700-412	DANIEL, TAWNYA S	2435	1,737.07	Paper
4700-412	FISCHER, CARIN	511	2,740.55	Paper
4700-412	FRANZ, CHRISTINE M	2680	2,075.56	Paper
4700-412	GONZALES, MELIAH H	2605	2,144.92	Paper
4700-412	GREENBURG, RAND J	4526	1,844.24	Paper
4700-412	GRIBBLE, CHRISTIE-LY	4008	1,213.52	Paper
4700-412	HARKLEROAD, JULIE C	1973	2,271.40	Paper
4700-412	HIGGINS, JOLIE C	1264	2,777.82	Paper
4700-412	JEFFRIES, ANGELA C	3912	2,196.87	Paper
4700-412	KUNIS, ASHLEY M	4276	1,180.78	Paper
4700-412	LOBATO MELGAREJO, CRISTINA	4544	1,220.39	Paper
4700-412	LOPEZ, JULIO A	952	2,228.55	Paper
4700-412	LOPEZ, SYLVIA C	405	2,373.79	Paper
4700-412	LOYOLA, MIRNA	3441	1,533.50	Paper
4700-412	NICHOLS, LESLIE A	2190	2,307.91	Paper
4700-412	PLANETA, TRACY E	4058	1,355.29	Paper
4700-412	PUTZ, AMBER B	3979	1,139.85	Paper
4700-412	ROACH, AUDREY M	4520	1,134.26	Paper
4700-412	TATRO, JOHN	667	4,062.34	Paper
4700-412	TINAJERO, MARTHA A	2649	1,738.62	Paper
4700-412	TORRES, BRENDA L	1551	1,128.66	Paper
4700-412	VAZQUEZ, TIMOTHY M	2251	2,668.12	Paper
4700-412	WAKELING, EVELYN S	3643	1,483.28	Paper
4700-412	WINDER, GINA M	255	1,850.65	Paper
4700-412	YANG, WENDY E	623	2,208.59	Paper
4705-412	BACA, REGINA M	4244	1,789.05	Paper
4705-412	CONTI, ROBERT M	3780	508.52	Paper
4705-412	DAVIS, KURT	85	762.73	Paper
4705-412	FISCHER, MIKE J	2067	15,935.85	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
4705-412	FLETCHER, TAD N	4239	3,238.11	Paper
4705-412	GUTHRIE, TIMOTHY L	4573	2,200.98	Paper
4705-412	GUZMAN, GINA M	4521	373.37	Paper
4705-412	MARSTELLER, MICHAEL	4578	312.03	Paper
4705-412	MUDGETT, ANGELA C	4459	1,280.25	Paper
4705-412	PARKER, ROBERT B	3263	357.56	Paper
4705-412	RYBA, JUSTIN M	3434	2,247.40	Paper
4705-412	SAAVEDRA, CLAUDIA	944	1,961.94	Paper
4705-412	SANDOVAL, CRYSTAL Y	4452	473.80	Paper
4705-412	TRACY, ROBERT P	86	710.94	Paper
4705-412	WOOMER, DANN F	3781	533.43	Paper
4705-412	WRIGHT, ROBERT A	4577	783.81	Paper
5005-452	BIDDLE, ALLAN A	1684	1,315.04	Paper
5005-452	KRAHN, VERN L	1243	2,527.03	Paper
5005-452	LIVESAY, APRIL G	3926	1,198.09	Paper
5005-452	MOANA, SHANON L	4588	998.30	Paper
5005-452	MOELLENDORF, ROGER A	2831	3,659.35	Paper
5005-452	WARNE, DANIEL	225	1,483.08	Paper
5005-452	WIRTH, DARIA A	1958	1,969.97	Paper
5012-452	ANDERSON, WILLIAM D	4442	986.93	Paper
5012-452	BOTELLO-BENITEZ, GILBERTO	4132	1,239.77	Paper
5012-452	BOTTOMS, DUANE R	2296	1,874.08	Paper
5012-452	DORAN, JOHN P	4159	1,511.75	Paper
5012-452	FAHRENBRUCH, SCOTT	533	3,016.06	Paper
5012-452	KASTENS, DANIEL D	4094	1,396.92	Paper
5012-452	KELLY, HEATHER C	3224	1,162.88	Paper
5012-452	NAVARRO, DAVID A	3203	2,176.86	Paper
5012-452	PICKEL, LANE A	4444	1,037.18	Paper
5012-452	STULTZ, JASON D	3399	1,206.53	Paper
5012-452	WENTWORTH, NICHOLAS A	4287	1,232.73	Paper
5034-419	ALBERTSON, ERICK J	2272	1,502.26	Paper
5034-419	BARFF, GEORGE H	4300	1,228.80	Paper
5034-419	BENSON, KIRT A	4309	1,693.59	Paper
5034-419	BIASOTTI, ANDREW J	2877	1,994.41	Paper
5034-419	DEVERAUX, SHANE D	2487	1,306.66	Paper
5034-419	FOSTER, JAMES S	4095	1,545.74	Paper
5034-419	GETZ, STEVEN W	4512	1,314.79	Paper
5034-419	MASON, STEVEN F	4435	1,309.01	Paper
5034-419	MEITZNER, ROBERT F	319	1,534.16	Paper
5034-419	OTERO, SERGIO A	2692	1,315.82	Paper
5034-419	REED, RONALD J	2808	2,363.16	Paper
5034-419	WILLIAMS, JUSTIN R	4539	1,430.28	Paper
5047-452	ANDERSON, DANIEL H	4481	100.27	Paper
5047-452	BOLLINGER, ANN P	3101	1,964.63	Paper
5047-452	COSTELLO, JOHN J	4582	1,218.47	Paper
5047-452	ESTERBY, TED J	4497	180.43	Paper
5047-452	WILKINSON, RICHARD S	4445	1,989.45	Paper
5055-451	ADAMS, VIRGINIA C	4332	25.16	Paper
5055-451	AMATO, ZACH M	4043	281.98	Paper
5055-451	BRANCO, KALYSTA J	4468	39.47	Paper
5055-451	BRENA GUTIERREZ, AMERICA A	4469	11.76	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
5055-451	CANFIELD, REECE K	4482	64.52	Paper
5055-451	CUMMING, KATELIN S	4472	129.64	Paper
5055-451	DOMIN, KAELA J	4554	102.14	Paper
5055-451	FINE, DELANEY E	4473	9.68	Paper
5055-451	GRATO, MIRANDA S	4047	264.40	Paper
5055-451	HARDGRAVE, ALBERT W	3176	561.63	Paper
5055-451	HINTON, SAMANTHA D	4321	26.93	Paper
5055-451	HOLCOMB, MARINA L	4044	153.42	Paper
5055-451	HOOD, ZACKERY W	4175	257.95	Paper
5055-451	JENNINGS, TAMI D	1386	1,990.68	Paper
5055-451	KRAHN, CHRISTY R	4475	16.41	Paper
5055-451	LIMON GONZALEZ, ELIZABETH	3944	45.20	Paper
5055-451	MARSHALL, ADA D	1726	1,163.00	Paper
5055-451	MERRINER, REBEKAH F	4483	20.90	Paper
5055-451	MERTZ, GAIL	4055	245.83	Paper
5055-451	MEYER, ASHLEY M	4176	24.41	Paper
5055-451	MEYER, KURT	354	9,267.78	Paper
5055-451	O'BRIEN, MYKELTI T	4476	137.22	Paper
5055-451	PECKHAM, CARLY X	4314	102.81	Paper
5055-451	PITTENGER, BRIAN M	4477	24.15	Paper
5055-451	POWELL, SHELBY L	3948	121.88	Paper
5055-451	QUINTERO, GLORIA	3947	464.69	Paper
5055-451	ROBERTS, BRENT A	4325	51.63	Paper
5055-451	ROWE, RICHARD V	4484	62.23	Paper
5055-451	SCHADECK, CALEB M	4183	457.64	Paper
5055-451	SOLLBERGER, CLAYTON A	4327	48.13	Paper
5055-451	TERRILL, JACQUE	3958	34.29	Paper
5055-451	THOMPSON, JOSHUA O	4480	44.83	Paper
5055-451	VILLANUEVA, LESLIE G	4328	123.92	Paper
5055-451	WONG-FORTUNATO, JENNA S	4345	172.53	Paper
5056-451	BARBA-GARCIA, NOE F	4589	120.31	Paper
5056-451	GOODNIGHT, SHEA	3879	305.93	Paper
5056-451	HUBBARD, DENNIS D	4564	150.23	Paper
5056-451	KIRCHOFF, KRISTINE E	4291	1,201.30	Paper
5056-451	KLUG, ERIC M	2878	1,856.51	Paper
5056-451	MELGAR, LUIS A	4231	20.94	Paper
5056-451	STARKS, JERRY C	4086	400.98	Paper
5056-451	TRIPP, NATHANIEL J	4108	123.39	Paper
5057-451	CORTEZ, SERGIO	4488	147.73	Paper
5057-451	CUSUMANO, JOSEPH M	4194	279.85	Paper
5057-451	DELLAVEDOVA, JACOB G	4349	241.53	Paper
5057-451	ECKART, DANAE M	4569	299.08	Paper
5057-451	FERNANDEZ, EMILY K	4195	36.42	Paper
5057-451	FOWZER, SIERRA R	3498	271.23	Paper
5057-451	GARCIA, TAYLOR L	4336	211.11	Paper
5057-451	GAULT, HEATHER R	4489	95.57	Paper
5057-451	GERBER-WINN, KAITLYN R	4490	176.09	Paper
5057-451	GUTIERREZ, RICARDO V	4560	179.02	Paper
5057-451	KRAHN, KATIE R	3809	358.35	Paper
5057-451	LAMPE, ADRIAN A	4491	99.05	Paper
5057-451	MCELFISH, LINDSEY R	3807	239.73	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
5057-451	OLIVARES, MAYRA	4493	69.66	Paper
5057-451	PAPKE, KYLE E	4341	116.10	Paper
5057-451	PHILLIPS, JAYE E	4248	1,774.17	Paper
5057-451	QUINTERO, TRISTEN M	4533	164.46	Paper
5057-451	SANCHEZ, ENRIQUE M	4073	233.60	Paper
5057-451	SMITH, LINDSEY R	4074	239.73	Paper
5057-451	SORACCO, MEAGAN S	1105	2,248.61	Paper
5057-451	TIEHM, EMILY A	4495	228.31	Paper
5057-451	TINNES, AMANDA K	4075	328.93	Paper
5057-451	WHITE, LEEANN N	4346	168.44	Paper
5057-451	WHITE, OKSANA P	4532	140.78	Paper
5060-451	ADAMS, ZACHARY B	3174	284.36	Paper
5060-451	ALLEN, BAILEY A	4583	92.54	Paper
5060-451	ALLEN, BRANDON J	3992	397.20	Paper
5060-451	ANDERSON, CHRISTIAN K	4460	170.26	Paper
5060-451	BRAGG JR, JOHN W	3729	173.07	Paper
5060-451	CHANEY, JEFFREY P	3925	895.93	Paper
5060-451	CHAPMAN, SCOTT M	2340	1,829.81	Paper
5060-451	FOSTER, RYAN J	4424	222.47	Paper
5060-451	GILLOTT, JASON F	3903	27.31	Paper
5060-451	GREENE, NICHOLAS K	4584	279.76	Paper
5060-451	HARRIS, BRADY M	4585	217.24	Paper
5060-451	KEY, TEIGEN J	4586	387.59	Paper
5060-451	MAURER, TREY U	4587	321.53	Paper
5060-451	MCALLISTER-DAGGS, TIANA M	3986	71.02	Paper
5060-451	MILES, RACHEL E	4251	161.62	Paper
5060-451	ROMAN, OSCAR A	4566	88.78	Paper
5060-451	SAYAFI, MOHAMAD A	3889	236.87	Paper
5060-451	SIMMS, ZACHARIAH R	4310	166.85	Paper
5060-451	SMITHEN, TIMOTHY J	4574	344.17	Paper
5060-451	TUTTLE, KANDIS A	4202	292.13	Paper
5060-451	WILSON, SAMUEL J	4464	224.44	Paper
5060-451	WRINKLE, ANGEL D	4427	212.03	Paper
5067-443	GLANCY, MICHAEL T	310	2,048.07	Paper
5067-443	ZUEND, TERRELL A	1990	1,166.18	Paper
6200-455	ASHAGRIE, MENEN G	4499	188.61	Paper
6200-455	BAIRD, HEATHER R	4080	1,969.38	Paper
6200-455	BAKER, DIANE L	4536	2,597.16	Paper
6200-455	DEVANEY, SANDRA D	846	1,388.60	Paper
6200-455	HAAKINSON, ROGER A	881	1,128.77	Paper
6200-455	JEFFRIES, PEPPER R	4449	107.58	Paper
6200-455	KAMINSKY, ELIZABETH F	4563	168.58	Paper
6200-455	LOYD, SENA M	4088	3,108.77	Paper
6200-455	MARCH, RACHEL M	2010	1,623.10	Paper
6200-455	MARCINKO, MONICA A	4503	273.15	Paper
6200-455	MOORE, ANDREA W	591	1,939.85	Paper
6200-455	RUSH, KATHY	3581	1,943.50	Paper
6200-455	SCHAR, ZOLEINNA B	4063	284.97	Paper
6200-455	SEILER, MARIA E	462	1,253.04	Paper
6200-455	SWIFT, HALEY C	4422	1,110.53	Paper
6200-455	WERLINGER, ELAINE J	329	1,535.31	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
6200-455	WERNETT, JAMES A	4502	262.23	Paper
6200-455	WHITE, AUBREY T	4187	1,033.07	Paper
6200-455	WHITE, ROBERT J	4504	204.97	Paper
6800-441	AAKER, NICOLA J	3230	3,623.07	Paper
6800-441	ARELLANO-ARROYO, IRMA	4166	1,258.57	Paper
6800-441	ASCHENBACH, NOEMI M	3782	1,812.40	Paper
6800-441	ASHLEY, FRANCES M	2946	1,583.68	Paper
6800-441	BARLOW, JUDY L	3868	2,144.24	Paper
6800-441	BAROSSO, ANGELA L	2823	2,691.59	Paper
6800-441	BERGENHEIER, ELAINE	3442	1,474.38	Paper
6800-441	BISCHOFF, STEFANIE F	4523	717.02	Paper
6800-441	BLOOMER, CORTNEY L	3667	2,057.52	Paper
6800-441	BOOTHE, DUSTIN	956	2,647.35	Paper
6800-441	CAUHAPE, VALERIE	3899	1,654.81	Paper
6800-441	CHANDLER, VICTORIA J	3728	984.07	Paper
6800-441	CLEMMENSEN, KARYN K	3028	433.61	Paper
6800-441	CORBIT, JUNE K	3878	976.36	Paper
6800-441	ELLIOTT, ROBERT L	4130	2,150.32	Paper
6800-441	FONSECA, NANCY M	3990	994.94	Paper
6800-441	GALAS, VERONICA M	3718	2,527.47	Paper
6800-441	GIBB, BRENDON M	4414	1,579.82	Paper
6800-441	GUERRERO, AIDA M	4084	1,078.15	Paper
6800-441	HENRY, JUNE A	3070	258.13	Paper
6800-441	HOLLOWAY, MARGARET	4059	2,141.16	Paper
6800-441	HOTALING, SALVANETTE O	3465	2,056.43	Paper
6800-441	INMAN, BRETТА D	4437	1,538.39	Paper
6800-441	JIMENEZ, ANA J	3916	2,284.18	Paper
6800-441	MILES, SALLYANNE L	3741	433.70	Paper
6800-441	MOHR, PEGGY A	4434	1,198.22	Paper
6800-441	MORENO, KAREN	4085	274.50	Paper
6800-441	PARKS, GREGORY P	4318	2,039.92	Paper
6800-441	PURKEY, BECKY W	3636	1,089.05	Paper
6800-441	RADTKE, TAYLOR N	3856	1,619.13	Paper
6800-441	RASNER, RACHAEL E	4003	1,970.27	Paper
6800-441	RODRIGUEZ-CHAVES, ADRIANA M	3795	903.48	Paper
6800-441	SANTILLO, CHERIE' L	1449	1,691.95	Paper
6800-441	SPROAT, MARK C	4302	1,691.62	Paper
6800-441	WARTGOW, SANDRA M	4236	2,250.99	Paper
6804-441	ANNETT, ALLEN J	2250	1,821.19	Paper
6804-441	ARELLANO, ABEL E	4022	1,007.73	Paper
6804-441	BLATNICK, KYLE J	4249	1,462.74	Paper
6804-441	BRODE-LUPO, THERESA A	4417	894.78	Paper
6804-441	GOWER, MITCHELL A	2283	1,321.24	Paper
6804-441	REYMUS-KOCHAMP, PATRICIA L	4367	958.30	Paper
6804-441	STEVENS, KERRY R	2271	1,698.20	Paper
7200-413	DUNN, JOEL	466	3,408.27	Paper
7200-413	HORVATH, J KYLE	4360	1,484.49	Paper
7200-413	HUFFMAN, LISA K	4163	299.08	Paper
7200-413	MACAULEY, LINDA K	3682	916.05	Paper
7200-413	MCQUEARY, CHRISTINE V	3560	1,706.78	Paper
7200-413	SALANOА, JAMES T	4255	700.37	Paper

Total Direct Deposits - 714 1,282,273.82

Paper Option - 714

Dept/Div Activity	Check Payee	Social Security	Check Number	Amount
500-413	PRUYT, GARRIT S	4594	217627	1,657.81
710-419	PHILLIPS, KENNETH C	4593	217628	2,841.09
710-419	SAYLOR, TYLER D	4450	217629	1,279.90
764-444	ROBISON, DEBRA J	4576	217630	493.87
	CARSON CITY SHERIFF'S OFFICE		217654	271.11
2005-421	COCKING, PATRICIA S	3922	217631	667.51
2005-421	RISENHOOVER, NORVAL B	3260	217632	294.95
2014-421	HUDSON, ZACHARY S	4565	217633	981.66
2512-422	LOCKHART, STEPHANIE M	4595	217634	1,060.09
	CARSON CITY SHERIFF'S OFFICE		217653	358.48
2520-422	SHIREY, DANIEL	532	217635	1,175.28
2525-422	SHULL, DENISE A	4545	217636	384.15
4506-423	MACIAS, EDGAR	4555	217637	1,423.11
4506-423	PRATT, CRISSY A	3563	217638	131.11
5055-451	AUNKST, MIA G	2097	217639	175.01
5055-451	CHANG, ERIN Y	3710	217640	160.43
5055-451	DA SILVA, FRANCISCO Y	4335	217641	78.80
5055-451	DALESSIO, CAITLIN P	3803	217642	148.34
5055-451	SOLLBERGER, TREVOR R	4184	217643	119.51
5057-451	VESTAL, ZACHARY P	4531	217644	125.13
5060-451	ALLEN, BAILEY A	4583	217645	30.84
5060-451	GALL, THOMAS B	4386	217646	170.26
5060-451	LOVE, ROBERT L	277	217647	264.74
5060-451	LOZANO-CADENA, MANUEL	3721	217648	205.41
5060-451	LOZANO-HERNANDEZ, DEYANIRA	3452	217649	169.35
6800-441	MELGAREJO, SUSANA E	4500	217650	338.31
6804-441	CRAM, BRUCE A	3331	217651	1,483.29
6804-441	SUMNER, KENNETH P	4596	217652	30.87
Total Checks -			28	16,520.41

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
100-411	ABOWD, KAREN L	3896	748.72	Paper
100-411	BAGWELL, LORRAINE H	4433	802.17	Paper
100-411	BONKOWSKI, BRAD	4121	810.12	Paper
100-411	CROWELL, ROBERT L	3625	988.76	Paper
100-411	SHIRK, JAMES C	4122	669.55	Paper
212-413	EGGERT, CHERYL A	4210	494.97	Paper
212-413	KING, KATHLEEN M	1541	2,380.71	Paper
212-413	PHELPS, ELIZABETH J	2894	1,489.82	Paper
212-413	WARREN, TAMAR S	3794	1,396.32	Paper
212-413	WELLS, CAROL S	3406	368.35	Paper
213-413	DURKEE, LINDA R	3102	1,322.29	Paper
213-413	HALL, TAMMY M	4062	343.37	Paper
213-413	HOUSTON, ROBIN M	245	1,645.48	Paper
213-413	IDE, JERRY L	451	2,021.55	Paper
213-413	MAXWELL, JO REITA	2626	420.53	Paper
213-413	MERRIWETHER, SUSAN J	1108	2,564.98	Paper
213-413	STONE, JOHN M	1555	1,820.69	Paper
216-413	HATCHELL, SAUNDRA J	3789	363.77	Paper
216-413	OSHEROFF, JENNIFER D	4580	361.29	Paper
216-413	ROWLATT, AUBREY L	4439	1,647.38	Paper
216-413	YASUMOTO, SYLVIA M	2705	1,104.29	Paper
217-413	MARZOLINE, DEBORAH	3897	1,890.48	Paper
217-413	WENGREN, NICOLE A	4315	1,119.09	Paper
300-413	CHEN, JENNY	4296	322.76	Paper
300-413	DUQUE-JONES, CHARLINE A	3200	1,464.05	Paper
300-413	HUCK, ELIZABETH A	358	2,045.89	Paper
300-413	KRAMER, LEAH M	3867	1,143.84	Paper
300-413	MANDEL, HEATHER V	2226	1,569.93	Paper
300-413	ROBERTSON, GAYLE H	4453	2,633.83	Paper
300-413	SCHMIDT, DANIELLE N	4419	174.82	Paper
400-413	ADAMS, KIMBERLY D	2007	1,986.54	Paper
400-413	DAWLEY, DAVID	470	2,647.61	Paper
400-413	GILLOTT, DENISE L	4297	1,856.57	Paper
400-413	MACHADO, CARON P	2335	1,503.35	Paper
400-413	MASSOW, DONALD P	4403	1,264.60	Paper
400-413	PRICE, RHONDA L	2822	1,026.53	Paper
400-413	SAPOSNEK, JEREMY M	4264	1,416.43	Paper
400-413	SHANNON, KEN	622	2,047.54	Paper
500-413	BERESFORD, MEREDITH N	4571	2,023.03	Paper
500-413	CHRISTIANSSEN, KIMBERLY	664	2,011.68	Paper
500-413	CRAWFORD, SUZANNE M	3961	1,390.87	Paper
500-413	FRALICK, ADRIANA G	4430	3,191.16	Paper
500-413	HAYNES, FRANKIE P	3536	1,647.93	Paper
500-413	HERRING, ANNA C	3488	1,282.01	Paper
500-413	JOHNSON, ORRIN J	4561	2,704.83	Paper
500-413	LEAGUE, TYSON D	4365	2,314.79	Paper
500-413	LUIS, KRISTIN N	1772	3,642.29	Paper
500-413	MCCOY, MEGAN A	3701	970.16	Paper
500-413	MEYER, GARRETT T	4379	369.40	Paper
500-413	OKUMA, BUFFY J	4507	3,054.27	Paper
500-413	PIER, MITCHELL R	4572	1,115.50	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
500-413	PORTER, MELANIE	3444	2,917.61	Paper
500-413	POWELL, VIRGINIA A	1714	1,688.51	Paper
500-413	PRUYT, GARRIT S	4594	2,597.56	Paper
500-413	ROWLAND, BETH ANNE M	4436	1,159.89	Paper
500-413	SAMSON, SHARON O	4304	1,263.08	Paper
500-413	WHITSON, JANA L	3935	1,531.26	Paper
500-413	WOODBURY, JASON D	4432	3,693.53	Paper
500-413	YOWELL, IRIS F	4133	2,760.68	Paper
600-413	BUSSE, JANET L	482	2,007.70	Paper
600-413	MARANO, NICHOLAS F	4351	5,470.90	Paper
600-413	PORCARI, RACHAEL N	4225	1,151.45	Paper
600-413	SALOGGA, MICHAEL J	3994	2,009.54	Paper
701-415	DEVAL, DEBBIE	316	2,731.78	Paper
701-415	GANGER, PAMALA A	4540	2,268.40	Paper
701-415	KEILLOR, JANICE M	3205	1,967.79	Paper
701-415	MILLS, ALANA N	4312	1,201.09	Paper
701-415	PAULSON, NANCY M	1524	3,329.15	Paper
701-415	POTTER, MELISSA L	4541	905.08	Paper
701-415	RUSSELL, SHERI M	3934	3,239.87	Paper
701-415	STEVENSON, JAMIE D	4410	1,396.75	Paper
704-415	MEYER, CECILIA A	3727	1,709.22	Paper
705-415	BRUKETTA, MELANIE	760	4,082.51	Paper
705-415	CASSINELLI, JACQUELINE A	4240	1,597.29	Paper
705-415	DUNN, SHERI L	4361	2,173.83	Paper
705-415	EVANS, SHANNON D	169	496.93	Paper
705-415	PEACH, BARBARA A	3575	1,502.68	Paper
706-415	SCHUELLER, LORA M	3048	1,878.93	Paper
710-419	BARNETT, KEITH A	4579	318.71	Paper
710-419	CALVAN, PATRICK M	3753	1,712.51	Paper
710-419	LEE, GINA D	2817	2,380.02	Paper
710-419	MILHOLLAND, CLARK W	3119	1,254.44	Paper
710-419	NAVARRO, DESI R	4451	1,538.68	Paper
710-419	ROYAL, SCOTT	1001	2,535.79	Paper
710-419	SAYLOR, TYLER D	4450	1,221.06	Paper
710-419	STEIN, KEVIN L	3150	2,585.18	Paper
710-419	VON SCHIMMELMANN, ERIC J	1664	3,920.07	Paper
710-419	WILLIAMS, JAMES R	3054	2,445.20	Paper
720-415	REINSCHMIDT, PETER	4288	111.07	Paper
720-415	RUPERT, GINO	3843	180.43	Paper
720-415	TADMAN, LAURA J	4513	2,290.31	Paper
764-444	DEZERGA, ADA E	3500	1,332.35	Paper
764-444	GIBSON, DAVID H	4188	1,308.84	Paper
764-444	GREGG, ANA C	3973	1,101.26	Paper
764-444	OSTRANDER, MARY JANE A	4081	2,353.79	Paper
764-444	RUIZ, HAZEL P	3146	1,346.37	Paper
764-444	STONER, MICHELLE R	3784	995.45	Paper
1000-461	BEATTY, KAREN M	4553	525.70	Paper
1425-419	CHWALISZ, EVA	453	1,517.08	Paper
1425-419	GREEN, KATHE F	1862	1,134.94	Paper
1425-419	MCCOY, KEVIN	215	1,747.40	Paper
1425-419	NEVILLS, KELLI	4498	1,358.12	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
1425-419	PANSKY, SUSAN D	4153	2,679.70	Paper
1425-419	PLEMEL, LEE A	2100	2,858.29	Paper
1425-419	THOMPSON, REA M	1556	1,287.47	Paper
1500-451	BECK, IDA D	468	1,801.89	Paper
1500-451	BOTTINO, WARREN J	3923	1,838.75	Paper
1500-451	WARNER, COURTNEY E	4508	3,213.38	Paper
2004-421	ALBERTSEN, STEVE L	2457	4,234.37	Paper
2004-421	DANIELS, SHARON E	4131	1,864.35	Paper
2004-421	FURLONG, KENNETH T	2458	3,721.23	Paper
2004-421	HEATH, CATHERINE	226	2,567.33	Paper
2004-421	SANDAGE, KENNETH L	362	3,824.49	Paper
2004-421	SAYLO, RAYMONT C	75	182.10	Paper
2004-421	TUTTLE, CHRISTINE A	4371	1,665.78	Paper
2004-421	WILSON, CARLA J	4226	83.97	Paper
2005-421	BENNETT, ROBIN S	4559	1,300.38	Paper
2005-421	DAVIS, LISA S	2863	1,534.22	Paper
2005-421	NEEP, REBECCA J	409	1,403.54	Paper
2005-421	PIROZZI, VINCENT G	485	513.16	Paper
2005-421	RHINES, RUTH	1796	1,532.85	Paper
2011-421	ACOSTA, SALVADOR	2612	3,957.72	Paper
2011-421	CHANNEY, JOSHUA E	4224	2,578.17	Paper
2011-421	COLLAZO, URIEL	3272	2,883.99	Paper
2011-421	GONZALES, DANIEL G	2593	2,982.42	Paper
2011-421	HATLEY, SAMUEL I	1971	2,670.26	Paper
2011-421	HUMPHREY, BRIAN C	486	4,278.03	Paper
2011-421	JONES, DANIEL L	3099	2,057.32	Paper
2011-421	LEGROS, DAVID A	2001	3,915.08	Paper
2011-421	MARTENSEN, MARIE E	1763	1,324.69	Paper
2011-421	MARTIN, ELIZABETH A	3128	2,356.08	Paper
2011-421	OLSON, JASON L	4340	1,657.93	Paper
2011-421	OLSON, STEVEN T	2793	2,411.17	Paper
2011-421	PULLEN, JEFF J	2255	3,983.24	Paper
2011-421	SPEEGLE, DOUGLAS E	2278	2,930.46	Paper
2011-421	STETLER, CHARLES D	2404	2,681.09	Paper
2011-421	URBANSKI, KURT J	2492	2,299.25	Paper
2012-421	ADAMS, JARROD P	1933	2,250.59	Paper
2012-421	APPLE, JOE T	3671	1,549.26	Paper
2012-421	BINDLEY, BRETT J	3025	2,338.18	Paper
2012-421	BOGGAN, JAMES T	3274	1,960.35	Paper
2012-421	BUENO, JASON J	2948	1,868.76	Paper
2012-421	CHRZANOWSKI, JESSICA A	3220	2,109.87	Paper
2012-421	COOK, KEVIN C	4242	1,961.97	Paper
2012-421	CULLEN, MICHAEL	605	2,482.23	Paper
2012-421	DENHAM, GARY M	3147	1,919.02	Paper
2012-421	DICKEY, JESSICA M	3218	2,130.35	Paper
2012-421	ENCINAS, RICK	463	2,507.12	Paper
2012-421	GIBSON, DONALD J	2018	1,863.59	Paper
2012-421	GIBSON, MICHAEL D	4125	2,321.97	Paper
2012-421	GUIMONT, ROBERT	788	2,139.21	Paper
2012-421	HITCH, JOHN R	3319	3,031.23	Paper
2012-421	HUTT, ERIC	577	1,799.06	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
2012-421	JALKSON III, CHRISTOPHER G	4243	1,788.94	Paper
2012-421	KEPLER, DERRICK D	3755	2,014.37	Paper
2012-421	LOCATELLI, RONALD G	3512	1,617.44	Paper
2012-421	LOWE, CRAIG E	2870	2,630.17	Paper
2012-421	LOYOLA, ISRAEL S	3719	2,328.68	Paper
2012-421	MAYS III, EARL A	1577	2,604.42	Paper
2012-421	MCDANIEL, JEFFREY S	2594	2,943.94	Paper
2012-421	MCDONALD, THOMAS D	3577	1,620.52	Paper
2012-421	MCMAHON, ERIN M	3520	1,841.02	Paper
2012-421	MEAD, GAGE M	4068	2,218.75	Paper
2012-421	MELVIN, JEFFRY	607	3,657.93	Paper
2012-421	MENDOZA, BRIAN P	2893	1,741.57	Paper
2012-421	MOTAMENPOUR, BAHRAM	1406	1,937.06	Paper
2012-421	MURRY, KEVIN R	4103	2,088.54	Paper
2012-421	PALAMAR, SEAN C	3411	1,725.98	Paper
2012-421	PINOCHI, NICHOLAS R	2241	2,149.54	Paper
2012-421	POPE, RICHARD D	189	2,804.25	Paper
2012-421	PRIMKA, JAMES W	938	2,993.39	Paper
2012-421	PUTZER, MATTHEW	253	2,418.09	Paper
2012-421	RIGGIN, DARIN G	3345	1,915.30	Paper
2012-421	RIVERA, CHRISTOPHER P	2307	2,311.90	Paper
2012-421	SIMPSON, NICHOLAS G	4387	1,920.00	Paper
2012-421	SITTON, ARIK M	4343	1,760.00	Paper
2012-421	SLOAN, DARRIN	609	2,802.99	Paper
2012-421	SMITH, KYLE A	4509	1,056.00	Paper
2012-421	SMITH, MATTHEW R	2985	1,864.79	Paper
2012-421	STONE, JONATHAN M	4311	1,885.71	Paper
2012-421	SURRATT, JIMMY A	3018	2,508.78	Paper
2012-421	TRAN, QUAN M	3454	2,303.67	Paper
2012-421	TROTTER, JOE C	2291	1,507.94	Paper
2012-421	VIGLIETTA, ANTHONY W	4219	2,275.01	Paper
2012-421	WHEELER, HARRY W	1559	1,513.86	Paper
2012-421	WILLIAMS, DEAN A	1222	2,456.15	Paper
2013-421	BEZOTTE, KARIE J	2477	1,562.84	Paper
2013-421	CARDINAL, SALLY L	4265	1,188.03	Paper
2013-421	FLETCHER, TOMI J	3963	1,245.45	Paper
2013-421	MAJOR II, LEE W	4511	512.64	Paper
2013-421	MCKINLEY, MILANI G	449	1,932.80	Paper
2013-421	PATTERSON, ELIZABETH	3245	1,449.62	Paper
2013-421	SMITH, KENNETH	3431	603.94	Paper
2013-421	THOMAS, KATHRYN L	4505	1,081.29	Paper
2013-421	WALL, ERIKA L	3572	2,090.08	Paper
2014-421	BINDLEY, CODY D	4546	1,896.04	Paper
2014-421	BREHM, NATHAN E	2805	3,176.50	Paper
2014-421	BURNHAM, TERENCE O	3773	2,112.41	Paper
2014-421	CARTER, JOSH J	2890	2,451.27	Paper
2014-421	ERVEN, CRAIG S	3275	1,807.95	Paper
2014-421	FRY, CARL V	1507	3,193.58	Paper
2014-421	GARCIA, JEREMY N	4590	1,933.62	Paper
2014-421	GOMES, DANIEL A	2396	4,339.47	Paper
2014-421	HENNEBERGER, DANIEL G	4568	1,712.34	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
2014-421	HUYNH, MICHAEL D	4268	1,971.85	Paper
2014-421	JERARD, MICHAEL C	4428	1,355.68	Paper
2014-421	KENNISON, RONALD C	2220	2,537.28	Paper
2014-421	LEE, KIPLAN M	3017	2,628.76	Paper
2014-421	LOTZ, CHRISTOPHER M	4408	1,950.88	Paper
2014-421	MAYS, BRIAN M	1731	2,976.53	Paper
2014-421	MCFALL, WILLIE J	3355	1,890.89	Paper
2014-421	MIERAS, TAYLOR M	4420	1,944.04	Paper
2014-421	MILLER, THOMAS T	2667	1,775.80	Paper
2014-421	MOORE, DENNIS E	4591	1,103.97	Paper
2014-421	PARODI, TERRY J	1313	2,462.84	Paper
2014-421	PENDRAGON, BRUCE	4558	1,532.94	Paper
2014-421	PRAZAK, JUSTIN C	4232	1,938.45	Paper
2014-421	RAMOS, CHRISTOPHER L	3413	1,886.26	Paper
2014-421	REECE, DANIEL J	4535	1,579.37	Paper
2014-421	RICHARDS, WILLIAM J	1723	2,152.22	Paper
2014-421	SCOTT, JEFFREY A	2315	2,742.84	Paper
2014-421	TORKEO, ANTHONY P	2565	1,859.21	Paper
2014-421	TSCHETTER, MARTHA A	2613	2,144.95	Paper
2014-421	WALL, FRED	492	5,029.30	Paper
2014-421	WHITE, DONALD T	817	2,905.25	Paper
2014-421	WHITEHEAD, JUSTIN J	4101	1,882.91	Paper
2014-421	WILDBLOOD, JASON A	2663	1,910.78	Paper
2017-421	BAUER, DENISE M	2611	2,083.44	Paper
2017-421	BURGESS, KATHRYN A	4357	1,373.72	Paper
2017-421	CEBALLOS, MARICELA	2690	1,986.73	Paper
2017-421	DAVIS, JENNIFER A	3902	1,417.71	Paper
2017-421	DAWSON, SARAH L	2623	2,406.55	Paper
2017-421	GIST, MEGAN D	4012	1,585.33	Paper
2017-421	HANDY, SHERRAL D	4285	174.44	Paper
2017-421	HERTZ, ELIZABETH A	886	1,668.02	Paper
2017-421	KNOWLES, MARJORIE F	1088	2,126.86	Paper
2017-421	LAWRENCE, RAELYN S	4557	1,202.60	Paper
2017-421	MCGILL, WHITNEY L	4366	1,114.04	Paper
2017-421	MEAD, KELLI P	2102	2,079.71	Paper
2017-421	MILTON, DONNA G	1274	2,301.31	Paper
2017-421	MONCADA, MARLON	2479	2,495.01	Paper
2017-421	MRACEK, KARIN M	271	2,333.97	Paper
2017-421	PALMER, JENNIFER R	4524	1,288.64	Paper
2017-421	ROWDON, JESSIE C	4418	1,692.74	Paper
2017-421	SCHOBER, JENNIFER A	3978	2,148.84	Paper
2017-421	TALAVERA, WENDY V	2986	1,995.87	Paper
2017-421	TRIPP, KIMBERLY L	3461	1,817.47	Paper
2017-421	WILSON, ADAM G	4160	4,187.43	Paper
2018-421	TUCKER, MORGAN H	3219	1,994.07	Paper
2020-421	GRAVES, JENNIFER C	4570	1,070.48	Paper
2020-421	TRIPP, WHITNEY C	3544	488.36	Paper
2505-422	BELT, STACEY A	2824	1,929.70	Paper
2505-422	CHARLES, ROBERT	179	3,948.23	Paper
2505-422	PRICE, SHELBY L	4209	440.90	Paper
2505-422	SCHNEIDER, RACHAEL A	4496	1,063.59	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
2505-422	SCHREIHANS, ROBERT	157	3,663.92	Paper
2512-422	ALBEE, DAN	303	3,192.99	Paper
2512-422	ARAMBURU, DIEGO F	2474	2,642.27	Paper
2512-422	ARNESON, JOHN	346	3,724.24	Paper
2512-422	ATTASHIAN, RAFFI P	2668	3,385.07	Paper
2512-422	BAKER, CURTIS D	3468	2,682.06	Paper
2512-422	BAKER, SCOTT W	304	2,846.14	Paper
2512-422	BERNARD, JONATHAN V	4278	2,060.47	Paper
2512-422	BOGGS, TRAVIS J	2654	3,833.39	Paper
2512-422	CARAS, LANCE E	1660	2,998.11	Paper
2512-422	COLATORTI, JAMES P	1661	4,384.11	Paper
2512-422	COOK, CRAIG A	4279	2,496.60	Paper
2512-422	COOK, ROBBIE A	2778	4,872.32	Paper
2512-422	DANEN, JASON T	1301	3,283.58	Paper
2512-422	DEHAVEN, TIMOTHY J	483	5,288.52	Paper
2512-422	DONNELLY, MATTHEW T	1267	3,413.81	Paper
2512-422	EASTERLING, JOHN R	1113	3,232.12	Paper
2512-422	FRIEDLANDER, JEFFREY M	2780	2,111.37	Paper
2512-422	GARDNER, JASON A	1662	2,984.05	Paper
2512-422	HIGMAN, ERIC M	4280	2,879.95	Paper
2512-422	HORTON, MICAH S	2152	3,571.34	Paper
2512-422	HOWE, TRAVIS W	1663	4,326.95	Paper
2512-422	HUNT, BRYON A	1474	3,798.11	Paper
2512-422	LOCKHART, STEPHANIE M	4595	1,897.85	Paper
2512-422	MASON, CHRISTOPHER J	2446	2,696.28	Paper
2512-422	MERRITT, MATTHEW P	1545	3,007.23	Paper
2512-422	MIHELIC, BRADLEY J	2994	2,400.67	Paper
2512-422	NYBERG, KEVIN J	3075	3,138.45	Paper
2512-422	O'BRIEN, SCOTT T	2784	2,313.50	Paper
2512-422	PETERSON, CLAYTON T	4543	2,206.54	Paper
2512-422	PETTY, CORY E	3076	3,172.75	Paper
2512-422	RAW, THOMAS	426	4,428.87	Paper
2512-422	ROBERTS, BRENT L	4406	2,223.14	Paper
2512-422	SANTOS, MIKE	187	4,272.64	Paper
2512-422	SAUNDERS, SAMUEL B	2785	2,597.38	Paper
2512-422	SHARP, ALAN R	3857	3,385.02	Paper
2512-422	STOWE, AUSTIN W	3349	2,234.11	Paper
2512-422	TARULLI, THOMAS M	2998	4,369.07	Paper
2512-422	TRISTAO, JASON J	2445	2,148.66	Paper
2515-422	BARR, LORALEI	1204	1,913.47	Paper
2515-422	HORTON, LEE A	384	2,504.31	Paper
2515-422	RUBEN, DAVID M	4128	2,258.05	Paper
2515-422	SANFORD, JOSEPH P	4517	655.56	Paper
2520-422	PRADERE, KRISTEN J	4375	978.43	Paper
2520-422	SHIREY, DANIEL	532	3,025.00	Paper
2525-422	BROCCHINI, JOEDY C	4455	2,213.50	Paper
2525-422	BURT, CAMERON M	4542	2,223.05	Paper
2525-422	CHALLINOR, MICHELLE S	4592	316.83	Paper
2525-422	COONS, LAUREN E	4458	264.92	Paper
2525-422	COOPER, MATTHEW L	3631	3,110.14	Paper
2525-422	DAVIES, JEFF D	1211	3,335.83	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
2525-422	EWALD, TYLER P	4456	1,967.56	Paper
2525-422	GARRETT, GARY M	2618	1,608.52	Paper
2525-422	GELBMAN, DANIEL M	2993	2,219.89	Paper
2525-422	HARNS, CHAD	2782	2,441.07	Paper
2525-422	HILL, CAROL	830	1,367.76	Paper
2525-422	HOLLAND, SHELLEY L	3969	284.73	Paper
2525-422	KESLER, SCOTT K	4137	2,184.60	Paper
2525-422	KOKENGE, JR., THOMAS L	4018	1,634.28	Paper
2525-422	KOLBUS, JESSICA L	4413	898.01	Paper
2525-422	LINSCOTT, JEFF F	2783	1,909.66	Paper
2525-422	PEDRINI, JONATHON J	3348	2,660.96	Paper
2525-422	PRICHARD, EMILY A	4127	1,154.97	Paper
2525-422	RICHES, TORREY H	3314	2,175.07	Paper
2525-422	ROBERTSON, ADAM C	4238	3,227.52	Paper
2525-422	TEMPLE, RODNEY	480	3,819.24	Paper
2525-422	WHITE, JAMES	981	2,802.02	Paper
2525-422	WISE, RACHELE E	4299	1,104.01	Paper
2545-422	BAILEY, RYAN R	4548	1,009.01	Paper
2545-422	BARTLETT, MICHAEL C	4549	632.78	Paper
2545-422	BERTSON, HOUSTON J	4015	532.45	Paper
2545-422	GARCIA, NICOLAS R	4551	976.07	Paper
2545-422	HUGHES, DREW S	4016	262.64	Paper
2545-422	PHU, PETER L	4550	1,081.58	Paper
2545-422	RUMMEL, RODD L	4298	330.68	Paper
3005-430	ABOWD, KAREN L	3896	78.84	Paper
3005-430	BONKOWSKI, BRAD	4121	78.84	Paper
3005-430	ERQUIAGA, CARL M	4141	72.84	Paper
3005-430	FIERRO, RAYMOND F	4140	72.84	Paper
3005-430	FRENSDORFF, DONALD K	4139	72.84	Paper
3005-430	HUNT, BRENDA L	3964	1,711.04	Paper
3005-430	JAMES, EDWIN D	3646	2,991.61	Paper
3005-430	JARDINE, DONALD	3660	72.84	Paper
3005-430	LEFFLER, TONI M	3658	1,757.11	Paper
3005-430	LYNN, GREGORY C	3626	72.84	Paper
3005-430	NEDDENRIEP, DEBORAH L	3639	1,052.47	Paper
3005-430	SCHANK, ERNEST C	3638	72.84	Paper
3005-430	STODIECK, FREDRIC	3663	72.84	Paper
3005-430	WALKER, COURTNEY L	4165	1,481.89	Paper
3012-430	ALLEN, KATHLEEN A	4120	1,702.82	Paper
3012-430	ANDERSON, DARREN S	3937	1,753.32	Paper
3012-430	BORRELLI, RUTH M	4515	2,375.86	Paper
3012-430	CHURCHWARD, JENNIFER A	3985	1,330.26	Paper
3012-430	COOLEY, RICKY D	4106	3,674.18	Paper
3012-430	DOENGES, DANIEL	3445	2,314.77	Paper
3012-430	DOLLARHIDE, GRAHAM M	4217	1,627.10	Paper
3012-430	DOYAL, BRIAN A	1500	2,063.67	Paper
3012-430	ELDER, BRIAN W	4362	1,715.86	Paper
3012-430	FELLOWS, ROBERT D	2106	3,276.63	Paper
3012-430	GOERING, DIRK M	4441	2,023.12	Paper
3012-430	GOWER, CYNTHIA	414	1,688.17	Paper
3012-430	GRUNDY, TOM B	1613	2,668.28	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
3012-430	HOGEN, RORY A	262	2,156.39	Paper
3012-430	LEET, KAREN L	3036	2,073.84	Paper
3012-430	LEMONS, SHYLA K	3002	1,431.88	Paper
3012-430	LOWE, LEANNE N	3459	1,412.70	Paper
3012-430	MILLS, CINDY K	2799	3,029.35	Paper
3012-430	OTTINGER, DEBRA L	3752	1,552.81	Paper
3012-430	PARASA, LALITHA	2360	1,987.26	Paper
3012-430	PETRI, TONYA J	3927	1,232.86	Paper
3012-430	PITTENGER, PATRICK	3229	3,624.18	Paper
3012-430	PLATT, JOHN F	1104	1,840.41	Paper
3012-430	POTTEY, STEPHEN M	4518	2,433.73	Paper
3012-430	REDWINE, NICHOLAS A	4397	1,446.96	Paper
3012-430	RIORDAN, CHARLENE L	4257	1,270.29	Paper
3012-430	ROSENKOETTER, DAVID G	1850	2,070.26	Paper
3012-430	ROTTER, DANIEL L	4306	3,340.15	Paper
3012-430	SCHULZ, DARREN L	3678	4,354.92	Paper
3012-430	WHITE, KAREN L	1499	1,557.86	Paper
3014-424	RESECK, LENA E	3027	1,755.87	Paper
3014-424	WHEELER, SABRINA D	3309	1,325.80	Paper
3025-419	BADER, CHRISTOPHER J	4396	1,421.04	Paper
3025-419	GOOD, ZACH A	3836	2,441.51	Paper
3025-419	HARDCASTLE, RICHARD L	3535	2,022.58	Paper
3025-419	HINOJOSA, EDGAR L	4447	1,549.98	Paper
3025-419	MIGUEL, TONY G	3008	2,231.64	Paper
3025-419	RIGBY, ERIC C	3652	1,252.58	Paper
3025-419	WHITE, HANS H	4519	1,442.01	Paper
3038-431	ALBERTSON, GARY J	2804	1,365.42	Paper
3038-431	AMUNDSON, ROBERT C	1581	1,639.66	Paper
3038-431	BOOTH, JOSEPH D	1724	1,857.98	Paper
3038-431	BOWERS, KEITH L	4152	1,416.44	Paper
3038-431	BROWARD, STEVEN P	1986	1,478.70	Paper
3038-431	BROWN, JACK B	4186	1,120.09	Paper
3038-431	CASTILLO-SALAZAR, STEVE	4263	1,339.69	Paper
3038-431	CATLETT, JEFF W	3333	1,012.21	Paper
3038-431	ENGELS, ERIC B	3570	1,898.95	Paper
3038-431	HACKING, JAMES E	3647	944.46	Paper
3038-431	INGRAM, JACK H	2385	1,684.88	Paper
3038-431	KING, JON G	4522	1,311.48	Paper
3038-431	LAAKER, JOHN J	350	1,367.14	Paper
3038-431	MOORE, JASON	3443	1,243.77	Paper
3038-431	NOFTSKER, CHARLES A	2637	1,672.46	Paper
3038-431	POUARD, ROBERT	3448	1,560.33	Paper
3038-431	SCHROEDER, RICHARD E	1594	1,241.36	Paper
3038-431	SWANSON, TERRANCE A	4090	1,449.38	Paper
3038-431	TIEARNEY, JUSTIN C	1000	2,728.91	Paper
3038-431	TOMASCO, JOHN S	351	1,576.06	Paper
3038-431	WOOD, GARY N	4092	1,335.04	Paper
3201-434	BRADSHAW, JEFF R	1095	2,254.58	Paper
3201-434	BRUKETTA, DAVID M	4057	3,584.24	Paper
3201-434	CARTER, JOSEPH J	4377	1,640.72	Paper
3201-434	DIAMOND, JENNIFER L	4216	1,361.23	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
3201-434	ELIASEN, KRISTIN J	2746	1,682.46	Paper
3201-434	ESTRADA, HECTOR L	4221	1,611.35	Paper
3201-434	FONG, DOUGLAS G	1586	2,248.57	Paper
3201-434	FRAGER, GEORGE M	3960	2,505.53	Paper
3201-434	FREEMAN, JAMES R	3888	1,679.60	Paper
3201-434	GRAY, RANDALL H	4150	2,727.99	Paper
3201-434	HALE, KELLY A	3143	2,190.11	Paper
3201-434	IRWIN, MARK A	3216	1,643.72	Paper
3201-434	JACKLETT, JAMES V	2842	2,627.49	Paper
3201-434	KELLER, ERIC F	4028	2,043.87	Paper
3201-434	MCGOODWIN, JEFF W	401	1,723.76	Paper
3201-434	PECK, KENNETH S	3457	1,606.85	Paper
3201-434	SIMPSON, MARK	539	1,586.81	Paper
3201-434	WADE, CHRISTOPHER E	4501	1,262.45	Paper
3201-434	WHITAKER, DAVID W	3089	1,696.99	Paper
3201-434	WIESE, SHAWN L	3866	2,766.23	Paper
3502-435	AGRELLA, KEVIN T	2412	1,705.11	Paper
3502-435	BROWN, NICOLAS A	551	2,938.94	Paper
3502-435	BUTLER, CURTIS T	4516	1,089.38	Paper
3502-435	COLLIER, AARON S	3551	1,512.19	Paper
3502-435	ECHEVERRIA, LUKE C	4538	1,071.35	Paper
3502-435	ESTES, JAMES M	2829	1,481.10	Paper
3502-435	GORDON, THOMAS G	835	1,290.45	Paper
3502-435	HORTON, CURTIS W	168	3,384.19	Paper
3502-435	JOST, THEODORE R	3001	1,848.67	Paper
3502-435	KELLY, SHADOW L	3518	1,199.79	Paper
3502-435	MATHIESEN, BRANDON N	1262	2,068.68	Paper
3502-435	PALMER, RICHARD K	750	2,767.42	Paper
3502-435	REID, JERAD M	3410	1,208.53	Paper
3502-435	REYNA, KELLY J	3831	1,408.16	Paper
3502-435	RICHARDSON, NATHAN	3289	1,281.37	Paper
3502-435	THICKE, MICHAEL R	3246	1,717.81	Paper
3502-435	TIEARNEY, NATHAN J	4364	1,191.60	Paper
3502-435	TRUELL, JESSE A	3266	1,099.44	Paper
3502-435	VOELTZ, JEFFERY R	3056	1,601.44	Paper
3502-435	WISE, URIAH V	3032	1,388.69	Paper
3702-437	COPP, JOSHUA J	3550	1,432.11	Paper
3702-437	COX, GEORGE	862	1,244.74	Paper
3702-437	EISNER, DAVID F	3130	1,128.23	Paper
3702-437	MITCHELL, TODD D	273	2,238.25	Paper
3702-437	PIER, CAMERON M	3834	1,431.31	Paper
3702-437	SCHULZ, RAYMOND J	4378	1,104.87	Paper
3702-437	SULLI, NICHOLAS V	3225	1,180.30	Paper
4300-412	BREUER, TINA M	1477	1,784.73	Paper
4300-412	GUTIERREZ, MARIBEL	836	1,889.33	Paper
4300-412	HALE, MARTIN G	3962	1,110.40	Paper
4300-412	OKEZIE, KIMBERLY A	3414	3,414.06	Paper
4505-423	ALLEN, VICKI-DAWN R	4552	1,233.28	Paper
4505-423	BANISTER, ALI M	4134	2,717.31	Paper
4505-423	BIANCHI, BEN	361	2,479.62	Paper
4505-423	CLAPHAM, MATTHEW J	2327	2,271.86	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
4505-423	CLAPHAM, NICOLE M	3060	1,509.32	Paper
4505-423	DUMAS, PAULA K	4556	262.22	Paper
4505-423	FELIX, RYAN J	4388	2,021.07	Paper
4505-423	JACKSON, ERIN M	4514	1,753.06	Paper
4505-423	LAUGHLIN, MICHELE J	4293	141.76	Paper
4505-423	LAWLOR, LINDA L	1784	2,700.35	Paper
4505-423	LAWRENCE, KATHRYN J	3861	1,364.10	Paper
4505-423	MENDOZA, EFREN	1004	1,200.00	Paper
4505-423	RAPISORA, MICHAEL B	4547	1,818.86	Paper
4505-423	URRUTIA, JOSE A	2219	2,245.14	Paper
4506-423	AIKINS, ALBERT	398	1,935.72	Paper
4506-423	BEER, PAULA	711	1,412.21	Paper
4506-423	CANNE, MICHAEL A	3466	1,773.08	Paper
4506-423	COUNCILMAN, SUE A	3555	114.72	Paper
4506-423	DANTZLER, FRANCES C	2882	1,922.87	Paper
4506-423	DAVIS, SCOTT B	1506	2,947.97	Paper
4506-423	ENEARL, CHRISTINA L	4534	1,385.52	Paper
4506-423	GARCIA GONZALEZ, MARIA LOREN	3453	1,489.43	Paper
4506-423	GREENLEE, RENE A C	4393	557.23	Paper
4506-423	HUGHES JR, WILLIAM A	4027	1,723.48	Paper
4506-423	JOHNSON, SARAH B	4301	1,560.43	Paper
4506-423	LAPAILLE, RENAY D	4083	1,703.72	Paper
4506-423	LUTU, JAMES S	3549	1,558.76	Paper
4506-423	MOURNIGHAN, FRANK J	2888	1,823.04	Paper
4506-423	PEKA, KRISTYNA L	3966	1,529.40	Paper
4506-423	RIGGIN, KEVIN R	4256	1,319.11	Paper
4700-412	ALEGRIA, VANESSA C	3338	1,317.74	Paper
4700-412	ARMSTRONG, THOMAS R	3931	3,816.61	Paper
4700-412	ASHTON, TRACY L	2441	2,552.27	Paper
4700-412	BENYAMEIN, KRISTOPHER N	4525	1,796.71	Paper
4700-412	COOPER, CRISTAL A	2815	1,603.04	Paper
4700-412	CORTES, MAXINE	3285	3,942.89	Paper
4700-412	DANIEL, TAWNYA S	2435	1,737.22	Paper
4700-412	FISCHER, CARIN	511	2,673.71	Paper
4700-412	FRANZ, CHRISTINE M	2680	2,265.06	Paper
4700-412	GONZALES, MELIAH H	2605	2,144.92	Paper
4700-412	GREENBURG, RAND J	4526	1,844.24	Paper
4700-412	GRIBBLE, CHRISTIE-LY	4008	1,213.52	Paper
4700-412	HARKLEROAD, JULIE C	1973	2,343.38	Paper
4700-412	HIGGINS, JOLIE C	1264	2,710.98	Paper
4700-412	JEFFRIES, ANGELA C	3912	2,196.87	Paper
4700-412	KUNIS, ASHLEY M	4276	1,180.78	Paper
4700-412	LOBATO MELGAREJO, CRISTINA	4544	1,220.39	Paper
4700-412	LOPEZ, JULIO A	952	2,228.56	Paper
4700-412	LOPEZ, SYLVIA C	405	2,314.95	Paper
4700-412	LOYOLA, MIRNA	3441	1,533.49	Paper
4700-412	NICHOLS, LESLIE A	2190	3,165.08	Paper
4700-412	PLANETA, TRACY E	4058	1,302.21	Paper
4700-412	PUTZ, AMBER B	3979	1,139.85	Paper
4700-412	ROACH, AUDREY M	4520	1,134.26	Paper
4700-412	TATRO, JOHN	667	4,003.50	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
4700-412	TINAJERO, MARTHA A	2649	1,738.64	Paper
4700-412	TORRES, BRENDA L	1551	1,158.66	Paper
4700-412	VAZQUEZ, TIMOTHY M	2251	2,712.68	Paper
4700-412	WAKELING, EVELYN S	3643	1,416.43	Paper
4700-412	WINDER, GINA M	255	1,850.65	Paper
4700-412	YANG, WENDY E	623	2,231.59	Paper
4705-412	BACA, REGINA M	4244	1,789.05	Paper
4705-412	CONTI, ROBERT M	3780	884.00	Paper
4705-412	DAVIS, KURT	85	410.66	Paper
4705-412	FLETCHER, TAD N	4239	3,179.27	Paper
4705-412	GUTHRIE, TIMOTHY L	4573	2,142.14	Paper
4705-412	GUZMAN, GINA M	4521	450.06	Paper
4705-412	MARSTELLER, MICHAEL	4578	605.93	Paper
4705-412	MUDGETT, ANGELA C	4459	1,267.71	Paper
4705-412	PARKER, ROBERT B	3263	470.92	Paper
4705-412	RYBA, JUSTIN M	3434	1,833.35	Paper
4705-412	SAAVEDRA, CLAUDIA	944	1,961.94	Paper
4705-412	SANDOVAL, CRYSTAL Y	4452	398.02	Paper
4705-412	TRACY, ROBERT P	86	484.24	Paper
4705-412	WOOMER, DANN F	3781	490.92	Paper
4705-412	WRIGHT, ROBERT A	4577	562.94	Paper
5005-452	BIDDLE, ALLAN A	1684	1,491.68	Paper
5005-452	KRAHN, VERN L	1243	2,506.14	Paper
5005-452	LIVESAY, APRIL G	3926	1,198.09	Paper
5005-452	MOANA, SHANON L	4588	1,136.27	Paper
5005-452	MOELLENDORF, ROGER A	2831	3,449.56	Paper
5005-452	WARNE, DANIEL	225	1,839.58	Paper
5005-452	WIRTH, DARIA A	1958	1,911.13	Paper
5012-452	ANDERSON, WILLIAM D	4442	986.92	Paper
5012-452	BOTELLO-BENITEZ, GILBERTO	4132	1,265.37	Paper
5012-452	BOTTOMS, DUANE R	2296	1,758.02	Paper
5012-452	DORAN, JOHN P	4159	1,444.92	Paper
5012-452	FAHRENBRUCH, SCOTT	533	2,959.62	Paper
5012-452	KASTENS, DANIEL D	4094	1,282.89	Paper
5012-452	KELLY, HEATHER C	3224	1,117.37	Paper
5012-452	NAVARRO, DAVID A	3203	2,165.22	Paper
5012-452	PICKEL, LANE A	4444	1,070.64	Paper
5012-452	STULTZ, JASON D	3399	1,295.71	Paper
5012-452	WENTWORTH, NICHOLAS A	4287	1,232.73	Paper
5034-419	ALBERTSON, ERICK J	2272	1,545.58	Paper
5034-419	BARFF, GEORGE H	4300	1,214.62	Paper
5034-419	BENSON, KIRT A	4309	1,439.34	Paper
5034-419	BIASOTTI, ANDREW J	2877	1,712.84	Paper
5034-419	DEVERAUX, SHANE D	2487	1,320.83	Paper
5034-419	FOSTER, JAMES S	4095	1,600.30	Paper
5034-419	GETZ, STEVEN W	4512	1,314.79	Paper
5034-419	MASON, STEVEN F	4435	1,528.32	Paper
5034-419	MEITZNER, ROBERT F	319	1,554.21	Paper
5034-419	OTERO, SERGIO A	2692	1,324.64	Paper
5034-419	REED, RONALD J	2808	2,296.32	Paper
5034-419	WILLIAMS, JUSTIN R	4539	1,666.80	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
5047-452	ANDERSON, DANIEL H	4481	408.97	Paper
5047-452	BOLLINGER, ANN P	3101	1,905.79	Paper
5047-452	COSTELLO, JOHN J	4582	1,197.58	Paper
5047-452	ESTERBY, TED J	4497	180.43	Paper
5047-452	WILKINSON, RICHARD S	4445	1,922.61	Paper
5055-451	ADAMS, VIRGINIA C	4332	36.70	Paper
5055-451	AMATO, ZACH M	4043	269.81	Paper
5055-451	BRANCO, KALYSTA J	4468	40.33	Paper
5055-451	BREEDING, EMMA S	4470	10.30	Paper
5055-451	BRENA GUTIERREZ, AMERICA A	4469	85.84	Paper
5055-451	BURROWS, CINDI E	3482	37.65	Paper
5055-451	CANFIELD, REECE K	4482	55.72	Paper
5055-451	CARROLL, STELLA M	4471	75.94	Paper
5055-451	CUMMING, KATELIN S	4472	119.11	Paper
5055-451	DOMIN, KAELA J	4554	207.47	Paper
5055-451	GRATO, MIRANDA S	4047	156.50	Paper
5055-451	HARDGRAVE, ALBERT W	3176	311.93	Paper
5055-451	HINTON, SAMANTHA D	4321	78.48	Paper
5055-451	HOLCOMB, MARINA L	4044	163.15	Paper
5055-451	HOOD, ZACKERY W	4175	198.39	Paper
5055-451	JENNINGS, TAMI D	1386	1,972.30	Paper
5055-451	LIMON GONZALEZ, ELIZABETH	3944	41.79	Paper
5055-451	MARSHALL, ADA D	1726	1,144.61	Paper
5055-451	MERRINER, REBEKAH F	4483	7.74	Paper
5055-451	MERTZ, GAIL	4055	229.45	Paper
5055-451	MEYER, ASHLEY M	4176	48.01	Paper
5055-451	O'BRIEN, MYKELTI T	4476	119.41	Paper
5055-451	PECKHAM, CARLY X	4314	23.51	Paper
5055-451	PITTENGER, BRIAN M	4477	118.52	Paper
5055-451	POWELL, SHELBY L	3948	112.17	Paper
5055-451	QUINTERO, GLORIA	3947	440.99	Paper
5055-451	ROWE, RICHARD V	4484	69.12	Paper
5055-451	SCHADECK, CALEB M	4183	391.25	Paper
5055-451	SOLLBERGER, TREVOR R	4184	131.57	Paper
5055-451	TERRILL, JACQUE	3958	89.55	Paper
5055-451	THOMPSON, JOSHUA O	4480	34.05	Paper
5055-451	TORRES-PEREZ, BET-NIMRA	4358	10.45	Paper
5055-451	VILLANUEVA, LESLIE G	4328	77.48	Paper
5055-451	WONG-FORTUNATO, JENNA S	4345	143.49	Paper
5056-451	BARBA-GARCIA, NOE F	4589	264.18	Paper
5056-451	GOODNIGHT, SHEA	3879	440.25	Paper
5056-451	HUBBARD, DENNIS D	4564	300.46	Paper
5056-451	KIRCHOFF, KRISTINE E	4291	1,201.31	Paper
5056-451	KLUG, ERIC M	2878	1,838.13	Paper
5056-451	MELGAR, LUIS A	4231	73.29	Paper
5056-451	STARKE, JERRY C	4086	400.98	Paper
5056-451	TRIPP, NATHANIEL J	4108	125.12	Paper
5057-451	CORTEZ, SERGIO	4488	189.46	Paper
5057-451	CUSUMANO, JOSEPH M	4194	310.53	Paper
5057-451	DELLAVEDOVA, JACOB G	4349	185.78	Paper
5057-451	DUNN, CAROL A	2161	156.33	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
5057-451	ECKART, DANAE M	4569	695.50	Paper
5057-451	FERNANDEZ, EMILY K	4195	247.13	Paper
5057-451	FOWZER, SIERRA R	3498	335.03	Paper
5057-451	GARCIA, TAYLOR L	4336	276.55	Paper
5057-451	GAULT, HEATHER R	4489	59.99	Paper
5057-451	GERBER-WINN, KAITLYN R	4490	137.41	Paper
5057-451	GUTIERREZ, RICARDO V	4560	161.65	Paper
5057-451	KRAHN, KATIE R	3809	15.94	Paper
5057-451	LAMPE, ADRIAN A	4491	116.44	Paper
5057-451	MCELFISH, LINDSEY R	3807	241.78	Paper
5057-451	OLIVARES, MAYRA	4493	135.46	Paper
5057-451	PAPKE, KYLE E	4341	178.03	Paper
5057-451	PHILLIPS, JAYE E	4248	1,774.17	Paper
5057-451	QUINTERO, TRISTEN M	4533	81.28	Paper
5057-451	SANCHEZ, ENRIQUE M	4073	272.45	Paper
5057-451	SMITH, LINDSEY R	4074	303.13	Paper
5057-451	SORACCO, MEAGAN S	1105	2,188.82	Paper
5057-451	STOCKTON, SHAYNA N	3297	22.76	Paper
5057-451	TIEHM, EMILY A	4495	302.38	Paper
5057-451	TINNES, AMANDA K	4075	234.46	Paper
5057-451	WHITE, LEEANN N	4346	384.15	Paper
5057-451	WHITE, OKSANA P	4532	135.57	Paper
5060-451	ADAMS, ZACHARY B	3174	199.39	Paper
5060-451	ALLEN, BAILEY A	4583	140.79	Paper
5060-451	ALLEN, BRANDON J	3992	339.94	Paper
5060-451	ANDERSON, CHRISTIAN K	4460	224.44	Paper
5060-451	BRAGG JR, JOHN W	3729	440.61	Paper
5060-451	CHANEY, JEFFREY P	3925	428.84	Paper
5060-451	CHAPMAN, SCOTT M	2340	1,829.81	Paper
5060-451	DUNGEY, JEREMY K	4206	7.74	Paper
5060-451	FOSTER, RYAN J	4424	279.82	Paper
5060-451	GILLOTT, JASON F	3903	361.93	Paper
5060-451	GREENE, NICHOLAS K	4584	403.17	Paper
5060-451	KEY, TEIGEN J	4586	260.70	Paper
5060-451	MAURER, TREY U	4587	274.63	Paper
5060-451	MCALLISTER-DAGGS, TIANA M	3986	126.44	Paper
5060-451	MILES, RACHEL E	4251	140.76	Paper
5060-451	ROMAN, OSCAR A	4566	266.32	Paper
5060-451	SAYAFI, MOHAMAD A	3889	246.69	Paper
5060-451	SIMMS, ZACHARIAH R	4310	132.07	Paper
5060-451	SMITHEN, TIMOTHY J	4574	593.25	Paper
5060-451	WILSON, SAMUEL J	4464	232.17	Paper
5060-451	WRINKLE, ANGEL D	4427	265.91	Paper
5067-443	GLANCY, MICHAEL T	310	1,927.25	Paper
5067-443	ZUEND, TERRELL A	1990	1,166.18	Paper
6200-455	ASHAGRIE, MENEN G	4499	139.53	Paper
6200-455	BAIRD, HEATHER R	4080	1,969.38	Paper
6200-455	BAKER, DIANE L	4536	2,568.00	Paper
6200-455	DEVANEY, SANDRA D	846	1,388.60	Paper
6200-455	HAAKINSON, ROGER A	881	1,128.77	Paper
6200-455	JEFFRIES, PEPPER R	4449	107.58	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
6200-455	KAMINSKY, ELIZABETH F	4563	95.57	Paper
6200-455	LOYD, SENA M	4088	3,108.77	Paper
6200-455	MARCH, RACHEL M	2010	1,623.10	Paper
6200-455	MARCINKO, MONICA A	4503	209.41	Paper
6200-455	MOORE, ANDREA W	591	1,955.35	Paper
6200-455	RUSH, KATHY	3581	1,943.50	Paper
6200-455	SCHAR, ZOLEINNA B	4063	293.87	Paper
6200-455	SEILER, MARIA E	462	1,253.04	Paper
6200-455	SWIFT, HALEY C	4422	1,110.53	Paper
6200-455	WERLINGER, ELAINE J	329	1,535.32	Paper
6200-455	WERNETT, JAMES A	4502	237.69	Paper
6200-455	WHITE, AUBREY T	4187	1,033.07	Paper
6200-455	WHITE, ROBERT J	4504	151.80	Paper
6800-441	AAKER, NICOLA J	3230	3,564.23	Paper
6800-441	ARELLANO-ARROYO, IRMA	4166	1,258.58	Paper
6800-441	ASCHENBACH, NOEMI M	3782	1,812.40	Paper
6800-441	ASHLEY, FRANCES M	2946	1,459.83	Paper
6800-441	BARLOW, JUDY L	3868	2,144.23	Paper
6800-441	BAROSSO, ANGELA L	2823	2,691.59	Paper
6800-441	BERGENHEIER, ELAINE	3442	1,457.35	Paper
6800-441	BISCHOFF, STEFANIE F	4523	669.21	Paper
6800-441	BLOOMER, CORTNEY L	3667	2,039.13	Paper
6800-441	BOOTHE, DUSTIN	956	2,544.16	Paper
6800-441	CAUHAPE, VALERIE	3899	1,708.88	Paper
6800-441	CERVANTES, CLAUDIA J	4262	130.20	Paper
6800-441	CHANDLER, VICTORIA J	3728	984.07	Paper
6800-441	CLEMMENSEN, KARYN K	3028	913.86	Paper
6800-441	CORBIT, JUNE K	3878	805.89	Paper
6800-441	ELLIOTT, ROBERT L	4130	2,129.43	Paper
6800-441	FONSECA, NANCY M	3990	1,020.86	Paper
6800-441	GALAS, VERONICA M	3718	2,468.63	Paper
6800-441	GIBB, BRENDON M	4414	1,561.44	Paper
6800-441	GUERRERO, AIDA M	4084	1,078.15	Paper
6800-441	HOLLOWAY, MARGARET	4059	2,141.16	Paper
6800-441	HOTALING, SALVANETTE O	3465	2,056.42	Paper
6800-441	INMAN, BRETTE D	4437	1,538.39	Paper
6800-441	JIMENEZ, ANA J	3916	2,284.18	Paper
6800-441	LIDDELL, TAWNY	3221	230.54	Paper
6800-441	MILES, SALLYANNE L	3741	286.80	Paper
6800-441	MOHR, PEGGY A	4434	1,228.25	Paper
6800-441	MORENO, KAREN	4085	512.39	Paper
6800-441	PARKS, GREGORY P	4318	2,019.04	Paper
6800-441	PURKEY, BECKY W	3636	1,573.20	Paper
6800-441	RADTKE, TAYLOR N	3856	1,619.13	Paper
6800-441	RASNER, RACHAEL E	4003	1,970.28	Paper
6800-441	RODRIGUEZ-CHAVES, ADRIANA M	3795	1,255.31	Paper
6800-441	SANTILLO, CHERIE' L	1449	1,691.95	Paper
6800-441	SPROAT, MARK C	4302	1,673.23	Paper
6800-441	WARTGOW, SANDRA M	4236	2,192.15	Paper
6804-441	ANNETT, ALLEN J	2250	1,710.10	Paper
6804-441	ARELLANO, ABEL E	4022	998.75	Paper

Dept/Div Activity	Payee	Social Security	Direct Deposit	Delivery Method
6804-441	BLATNICK, KYLE J	4249	1,435.98	Paper
6804-441	BRODE-LUPO, THERESA A	4417	900.52	Paper
6804-441	GOWER, MITCHELL A	2283	1,496.26	Paper
6804-441	REYMUS-KOCHAMP, PATRICIA L	4367	958.30	Paper
6804-441	STEVENS, KERRY R	2271	1,365.87	Paper
7200-413	DUNN, JOEL	466	3,351.83	Paper
7200-413	HORVATH, J KYLE	4360	1,484.49	Paper
7200-413	HUFFMAN, LISA K	4163	235.81	Paper
7200-413	MACAULEY, LINDA K	3682	1,026.70	Paper
7200-413	MCQUEARY, CHRISTINE V	3560	1,706.78	Paper
Total Direct Deposits -			724 1,203,719.75	
Paper Option -			724	
Email Option -				

Dept/Div Activity	Check Payee	Social Security	Check Number	Amount
500-413	COOREY, ALICIA A	4537	217660	999.49
500-413	YU, JENG DAW	4601	217661	707.42
710-419	PHILLIPS, KENNETH C	4593	217662	3,164.83
764-444	KAHABKA, HEATHER D	4597	217663	1,273.08
2005-421	COCKING, PATRICIA S	3922	217664	802.57
2005-421	RISENHOOVER, NORVAL B	3260	217665	315.40
2014-421	HUDSON, ZACHARY S	4565	217666	981.66
2505-422	AURAND, DAVID P	4598	217667	1,919.67
2512-422	FUHRMAN, DANIEL D	2781	217668	2,074.87
2515-422	ENGELS, KENNETH E	4064	217669	39.84
2520-422	SHIREY, DANIEL	532	217670	670.49
2525-422	SHULL, DENISE A	4545	217671	264.92
4300-412	CLARK, ROBIN M	4599	217672	664.92
4505-423	MENDOZA, EFREN	1004	217673	1,105.44
4506-423	MACIAS, EDGAR	4555	217674	1,425.27
4705-412	LEWIS, JOHN W	3777	217675	267.47
5055-451	AUNKST, MIA G	2097	217676	182.41
5055-451	BAEZA, GERARDO	4333	217677	36.22
5055-451	DA SILVA, FRANCISCO Y	4335	217678	158.44
5055-451	DALESSIO, CAITLIN P	3803	217679	180.54
5055-451	GARRETT, CASEY D	4173	217680	94.81
5055-451	PHAM, NGUYEN	4050	217681	158.21
5057-451	VESTAL, ZACHARY P	4531	217682	132.09
5060-451	ALLEN, BAILEY A	4583	217683	46.93
5060-451	GALL, THOMAS B	4386	217684	199.29
5060-451	LOVE, ROBERT L	277	217685	492.21
5060-451	LOZANO-CADENA, MANUEL	3721	217686	312.40
5060-451	LOZANO-HERNANDEZ, DEYANIRA	3452	217687	591.32
5060-451	TEETER, JEREMIAH A	2639	217688	262.22
6800-441	MARTIN, CYNTHIA K	3749	217689	254.94
6800-441	MELGAREJO, SUSANA E	4500	217690	627.76
6804-441	CRAM, BRUCE A	3331	217691	1,504.76
Total Checks -			32	21,911.89

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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

Staff Contact: Vern L. Krahn, Senior Park Planner (VKrahn@carson.org)

Agenda Title: For Possible Action: To approve submittal of a grant application to the Nevada Department of Wildlife for a vault toilet restroom and associated site improvements for the Carson City Rifle and Pistol Range.

Staff Summary: Parks and Recreation Department staff is seeking approval from the Board of Supervisors to submit a grant application to the Nevada Department of Wildlife (NDOW) for a vault toilet restroom and associated site improvement for the Carson City Rifle and Pistol Range. The City's grant policy requires any grant application over \$25,000 be approved by the Board of Supervisors prior to a grant application submittal by City staff.

Agenda Action: Formal Action/Motion

Time Requested: 10 Minutes

Proposed Motion

I move to approve submittal of a grant application to the Nevada Department of Wildlife for a vault toilet restroom and associated site improvements for the Carson City Rifle and Pistol Range.

Board's Strategic Goal

Quality of Life

Previous Action

Not Applicable

Background/Issues & Analysis

Parks and Recreation Department staff is preparing to submit a grant application to NDOW in March, 2016 for a vault toilet and associated site amenities for the Carson City Rifle and Pistol Range. The vault toilet will have both a men's and women's restroom. The project will include the vault toilet, clearing/grubbing, site grading, concrete parking pad, and sidewalk for ADA accessibility to the toilet, and all the required striping and signage. The NDOW grant requires a 25% Non-Federal/City match. If the City is awarded the grant, the required grant match will come from our project partner; the Carson City Foundation for Parks and Recreation/North Sierra Ladies Gun Club's Shootout Fundraiser and the City's Quality of Life (Q-18) Parks Capital - Rifle and Pistol Range account funds. If the Board approves this grant application submittal, City staff will begin working on this new grant application in February. A very preliminary cost estimate range for this project is between \$55,000 and \$60,000. The deadline for submitting this grant application is March 11, 2016.

Applicable Statute, Code, Policy, Rule or Regulation

The City's grant policy requires any grant application over \$25,000 be approved by the Board of Supervisors prior to a grant application submittal by City staff.

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: There is no fiscal impact at this time . However, if the City receives the NDOW grant there are funds available through the Carson City Foundation for Parks and Recreation/North Sierra Ladies Gun Club (Shootout Fundraiser: \$3,454.50), the Nevada Law Enforcement Instructors Association (Donation: \$2,756.00), and the Quality of Life (Q-18) Parks Capital - Rifle and Pistol Range Project Account (\$21,912.25) to meet the financial match requirements for this grant.

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: If the City receives the NDOW grant, staff will return later this year for the Board of Supervisors to accept the grant.

Alternatives

1) Direct City staff not to apply for the NDOW grant.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

**PARKS AND RECREATION COMMISSION
STAFF REPORT**

MEETING DATE: February 2, 2016

AGENDA ITEM NUMBER: 3E

APPLICANT: Scott Fahrenbruch, Deputy Director
Vern L. Krahn, Senior Park Planner

REQUEST: **For Possible Action:** To recommend to the Board of Supervisors approval of a grant application submittal to the Nevada Department of Wildlife for a vault toilet restroom and associated site improvements for the Rifle and Pistol Range and to authorize the Chairperson to sign a letter of support for the project. (Vern L. Krahn / Scott Fahrenbruch)

GENERAL DISCUSSION: In March, 2015 the Parks and Recreation Department submitted to the Nevada Department of Wildlife (NDOW) a grant application for security gates at the Carson City Rifle and Pistol Range. Currently, the facility is experiencing a significant amount of vandalism at night. In order to control access to the range after dark, our project will be proposing to install a solar powered security gate on Rifle Range Road approximately one mile from the range. During the day, the gate would remain open but would automatically close at sunset and reopen at sunrise. There will be a number of safety features associated with the gate, including sensors to allow vehicles to “escape”, if caught behind a closed gate after sunset. In addition, there are multiple off-road two track roads accessing the range. Staff will be using metal swing bar gates and large boulders to close this unauthorized access to the range from these two track roads.

Nick Marano, City Manager signed the \$18,708 NDOW grant award documents for the City on September 22, 2015. Currently, City staff has submitted the required paperwork for culture resource review on the project to the State Historic Preservation Office, the Washoe Tribe, and the Bureau of Land Management as required under the 2012 Omnibus Public Lands Management Act Programmatic Agreement. In addition, our department has started the process of contracting with a local fence company to install the gates. Work is expected to begin this spring, and in order to meet the grant requirements, all work associated with this project will need to be completed by June 30, 2016.

Parks and Recreation Department staff is preparing to submit a second grant application to NDOW in March, 2016 for a vault toilet and associated site amenities for the Rifle and Pistol Range (Refer to Exhibit A). The vault toilet will have both a men’s and women’s restroom.

The project will include the vault toilet, clearing/grubbing, site

grading, concrete parking pad, and sidewalk for ADA accessibility to the toilet, and all the required striping and signage. The NDOW grant requires a 25% Non-Federal/City match. This match will come from our two project partners: the Carson City Foundation for Parks and Recreation/North Sierra Ladies Gun Club – Shootout Fundraiser (\$3,454.00) and the Nevada Law Enforcement Instructors Association - Donation (\$2,756.00). The Quality of Life (Q-18) Parks Capital - Rifle and Pistol Range project account will make up the match difference. City staff will begin working on this new grant application in February. A very preliminary cost estimate range for this project is between \$55,000 and \$60,000. The deadline for submitting this grant application is March 11, 2016.

Staff is seeking a positive recommendation from the Parks and Recreation Commission to forward on to the Board of Supervisors. The City's grant policy requires any grant application over \$25,000 be approved by the Board of Supervisors prior to a grant application submittal by City staff.

RECOMMENDED ACTION:

I move to recommend to the Board of Supervisors approval of a grant application submittal to the Nevada Department of Wildlife for a vault toilet restroom and associated site improvements for the Rifle and Pistol Range and to authorize the Chairperson to sign a letter of support for the project.

(Revised: 02/03/2016)

Exhibit A





Buildings Textures & Professional Site Maintenance & Replacement Park Products Government
Colors Services & Install Warranty Parts Purchasing
Sales Region
Information

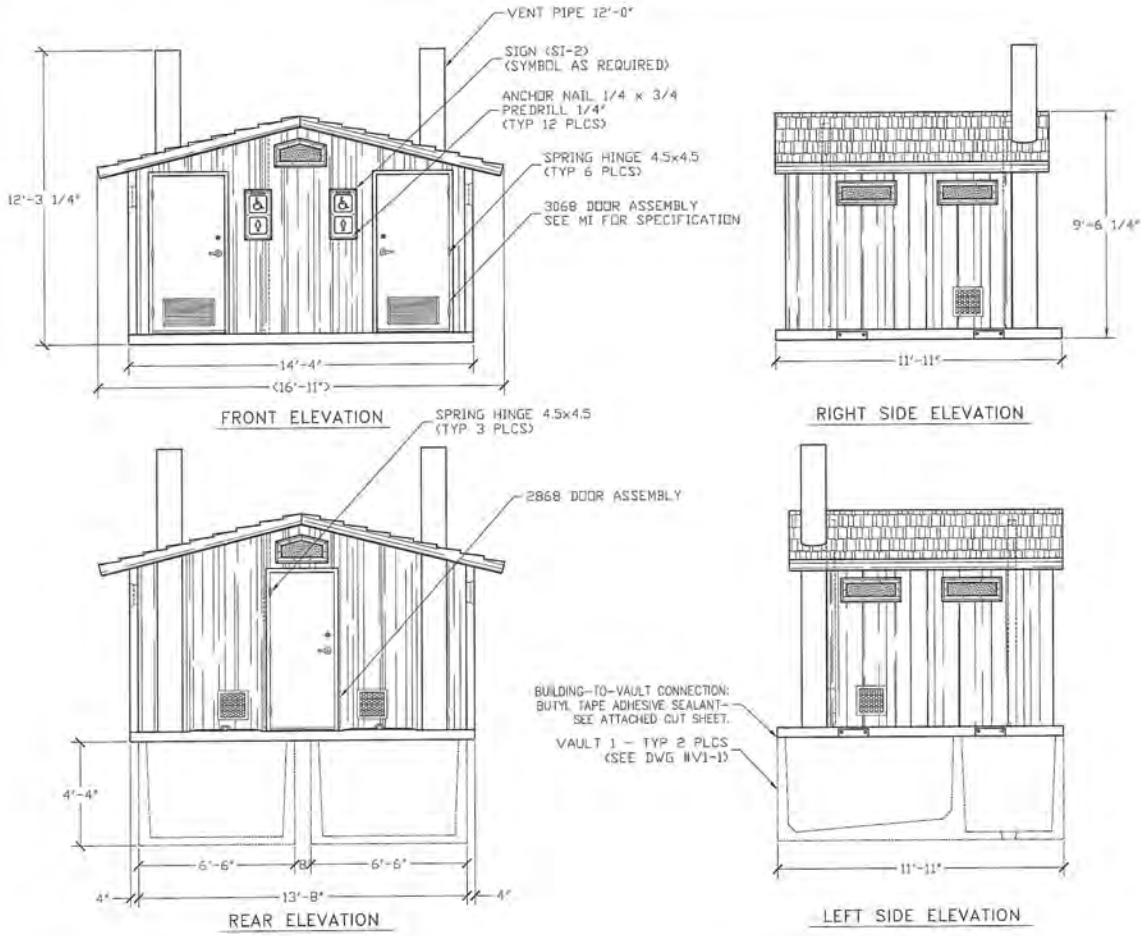
TIOGA DOUBLE VAULT RESTROOM

Fully accessible building



Barnwood Walls in Oatmeal Buff Cedar Shake Roof in Java Brown





EMBEDDED MATERIALS			
ITEM	QTY	VIEW	QTY
SI-2	2		
VENT PIPE 12'-0"	2		
3068 DOOR ASSEMBLY	2		
2868 DOOR ASSEMBLY	1		
ANCHOR NAIL 1/4x3/4	12		
SPRING HINGE 4.5x4.5	9		
DL FT CONC.	SL FT BWT.		APPROXIMATE HEIGHT

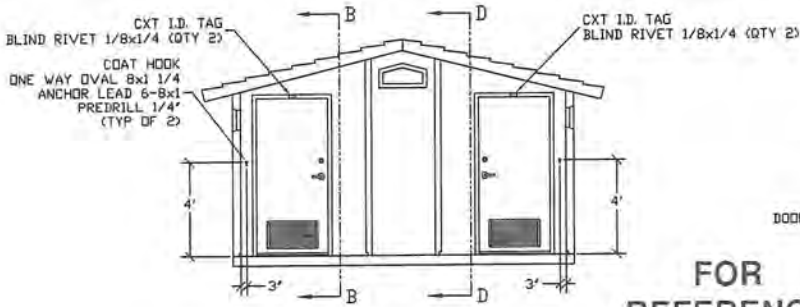
CXT
Precast Products
 PROJECT NO:
 TIOGA with CHASE
 CXT STANDARD BUILDING

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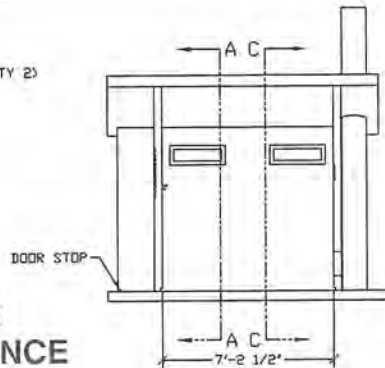
REV.	DESCRIPTION	DATE	APPROVAL	DATE

SCALE: 1/4"=1'-0" DATE: 03-28-05
 DRAWN: FILE NO.: TIO-TWC02
 CHECKED: PLOT: 46

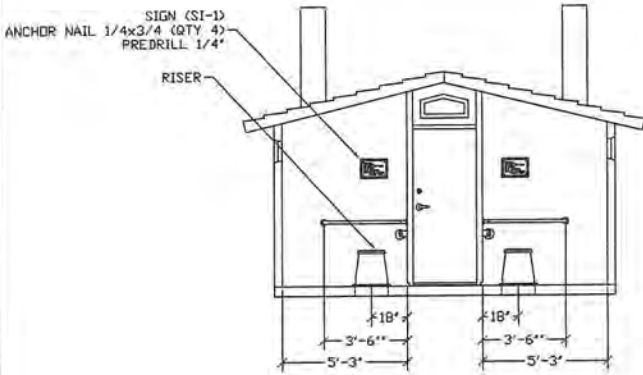
BUILDING ELEVATIONS		
DWG NO:	SHEET	REV.
TWC-02		



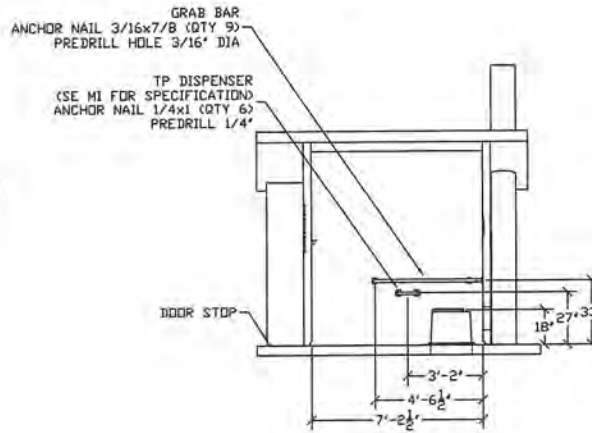
SECTION A - A



SECTION B - B



SECTION C - C



SECTION D - D

FOR
REFERENCE
ONLY

REQUIRED MATERIALS			
ITEM	QTY	REQ	QTY
TRUSS	2	ONE WAY OVAL 8x1 1/4	4
GRAB BAR	2	ANCHOR LEAD 5-8x1	4
TP DISPENSER	2		
TOILET PAPER ROLL	4-6		
COAT HOOK	2		
DOOR STOP	2		
SI-1	2		
BLIND RIVET 1/8x1/4	4		
CXT I.D. TAG	2		
ANCHOR NAIL 1/4x1	12		
ANCHOR NAIL 1/4x3/4	8		
ANCHOR NAIL 3/16x7/8	18		

DL PL. CONC. SB PL. R.W.P. APPROXIMATE WEIGHT

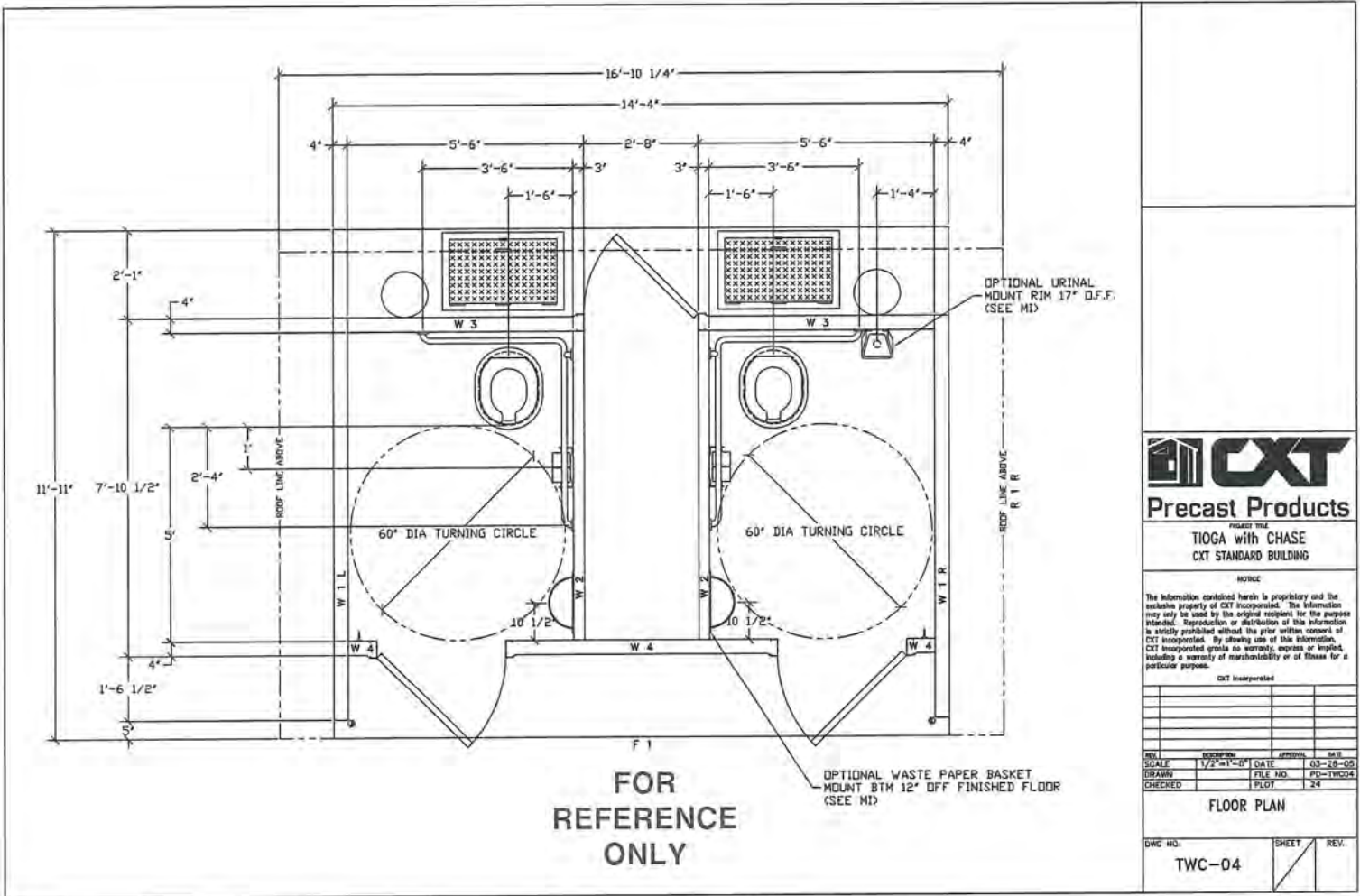


PROJECT TITLE
TIOGA with CHASE
CXT STANDARD BUILDING

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CXT Incorporated			
REV.	DESCRIPTION	APPROVAL	DATE

INTERIOR ELEVATIONS	
DWG. NO.	SHEET / REV.
TWC-03	1 / 1



**FOR
REFERENCE
ONLY**



PROJECT TITLE
TIOGA with CHASE
CXT STANDARD BUILDING

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CXT Incorporated			

NO.	DESCRIPTION	APPROVAL	DATE
SCALE	1/2" = 1'-0"	DATE	03-28-05
DRAWN	FILE NO.	PC-TW004	
CHECKED	PLOT	24	

FLOOR PLAN

DWG NO.	SHEET	REV.
TWC-04		



NEVADA DEPARTMENT OF WILDLIFE
HUNTER EDUCATION PROGRAM

Form rev.3/28/2012



2016 Shooting Range Grant Application

FEDERAL AID IN WILDLIFE RESTORATION ACT FUNDS

GENERAL INSTRUCTIONS – Detailed instructions inside. *Please keep a copy of your application materials.*

Application Deadline: 5 pm on Friday, March 11th, 2016

- **Grant Program Intent:** The intent of the grant program is to encourage significant improvements, prioritize safety and environmental concerns, increase hours and public accessibility and create more facilities to host hunter education program activities.
- **Eligibility:** Local municipal governments (county, city, township, etc.) that provide or are willing to provide shooting range access to the general public and hunter education class participants and participants. Non-profit organizations may apply through their local governments.
- **Grant Funding:** Applicants may request grants for up to 75% of the total project cost. Applicants must finance at least 25% of the total project cost through documented cash expenditures, donated materials and labor or other pre-approved in-kind matches.
- **Federal Funds:** Federal funds other than Wildlife Restoration Act funds cannot be applied for the same project purpose.
- **Regulatory Clearance:** The applicant must obtain all regulatory clearances (ESA, NEPA, SHPO, DSL, etc.) before USFWS will approve funding.
- **Attachments:** Attach additional documentation as needed (site maps, photos, drawings, plans, etc.)
- **Tax ID Number:** To qualify for reimbursement, a Tax ID number must be supplied.
- **Submission:** Submit Application materials to the NDOW Hunter Education Program Coordinator.

REVIEW PROCESS

1. The Shooting Range Grant Advisory Committee reviews all applications and makes recommendations to NDOW no more than 30 days after the application deadline (April 2016).
2. From the recommendations, NDOW determines a list of projects to be forwarded to USFWS for approval. (May 2016)
3. USFWS approves projects from the NDOW list. USFWS approves funding once applicant supplies regulatory clearances.
4. NDOW enters into a grant agreement with applicant(s) of approved project(s) (June/July 2016).
5. Construction of project begins (An advancement of up to 10% of the total project cost may be requested if funds are needed to begin construction, with each request reviewed by NDOW on a case by case basis).
6. Once construction is complete, applicant submits invoice documentation to begin the reimbursement process.
7. NDOW approves invoices and reimburses applicant.

To receive an electronic version of this form, contact the NDOW Hunter Education Program.

APPLICATION SUBMISSION

The following application materials must be submitted to the Hunter Education Program Coordinator no later than 5 pm on Friday, March 11th, 2016 to be considered for funding:

- 2016 Cost Share Grant Application (*pages 4-9 of this document*). **Note: Incomplete and older versions of the Shooting Range Grant Application will not be accepted.**
- Any supporting materials: map to site; photos; drawings; plans; and hydrologic or hydraulic analyses.
- Submit all application materials by mail, fax or email to the following address:
Nevada Department of Wildlife
Hunter Education Program
1100 Valley Road
Reno, NV 89512
Fax: (775) 688-1495
tdthomas@ndow.org
Faxed or emailed applications received after 5 pm on March 11, 2016 will not be accepted.

GENERAL INFORMATION

THE PROGRAM

- Funds are available through the Nevada Department of Wildlife for the construction, development and improvement of non-profit shooting ranges and associated facilities. The intent of the grant program is to encourage significant improvements, prioritize safety and environmental concerns, increase hours and public accessibility and create more facilities to host Hunter Education program activities.

The grant funding program is managed by the Department's Hunter Education Program.

PROJECTS ELIGIBLE FOR COST SHARE FUNDING

ELIGIBLE PROJECTS

Projects eligible for cost share funding include backstops, berms, target holders, benches, baffles, protective fencing, signs, lighting, field courses, platforms, roads, parking areas, sanitary facilities, storage rooms, shelter

buildings and classrooms. All range construction must be on lands owned by the applicant or lands controlled by the applicant by a use permit, lease or easement that ensures use for a minimum of 10 years.

INELIGIBLE PROJECTS

Ineligible projects include clubhouses, employee residences, similar or other facilities not essential to the operation of the shooting range or the conduct of hunter education classes, maintenance expenses, portable items that are easily stolen or lost, and items that do not have an expected life of at least 10 years.

ELIGIBILITY CRITERIA

The following criteria must be met to be eligible for consideration:

1. Project applicant is a local government that provides or is willing to provide shooting range access to the public. Non-profit organizations may apply through their local governments.
2. Project includes design, construction, and installation of shooting range improvements.
3. Project intent is to provide a significant improvement, prioritize safety and environmental concerns, increase hours and public accessibility or create more facilities to host hunter education program activities.
4. Project application includes commitment by one or more project operators or sponsors to assume all operation and maintenance costs for the life of the project.
5. Project application demonstrates commitment of at least 25% of total project cost from non-federal funding sources. Applicant cost share may include in-kind costs such as labor, equipment, fill material, material disposal areas, lands, easements, right-of-ways, relocations and other such project requirements.
6. Project application states that federal funding is not being received from any other source for the same specific project purpose.
7. Project application demonstrates coordination with and documents approval by project owner/operator and, if necessary, by



adjacent landowner(s) for required construction access.

RANKING CRITERIA

The Shooting Range Development Advisory Committee meets annually to review grant applications, determine amounts of grants to be awarded, monitor the status of approved grants and respond to related issues. Committee members may include the following organizations: Nevada Department of Wildlife, National Rifle Association, and the Nevada State Rifle and Pistol Association.

The committee will use the following criteria to rank applications:

1. Will the project improve accessibility or usefulness for Hunter Education students?
2. Will the project increase accessibility for mobility-impaired people?
3. Will the project increase accessibility for the general public?
4. Will the funds help grant recipient continue to provide access and services to the public?

5. Proposed project techniques and methodology have a high degree of likelihood of achieving proposed results.

6. Project demonstrates cost effectiveness in achieving project purposes compared to similar projects and alternative means of achieving the same proposed result.

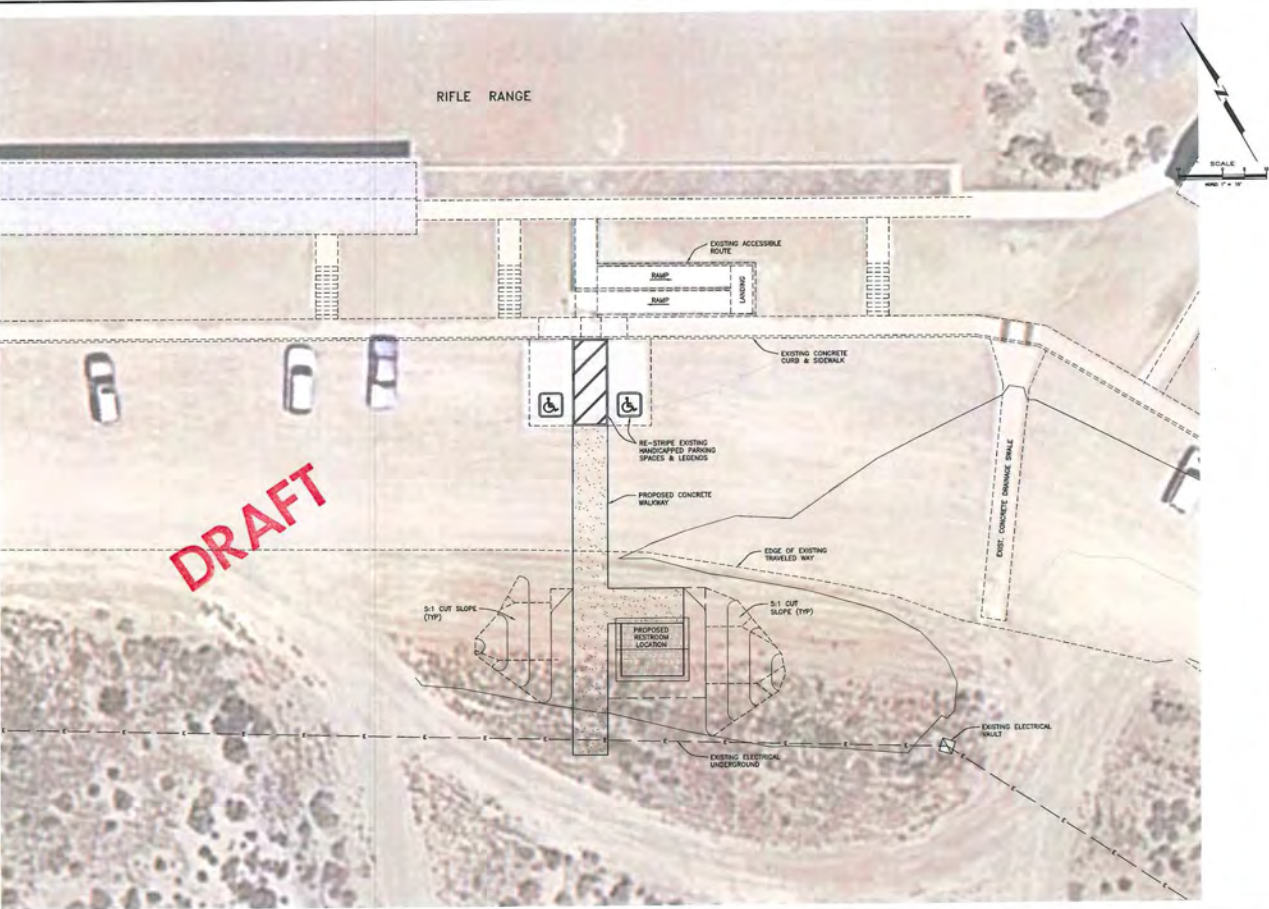
7. Project application demonstrates thorough coordination with appropriate federal, state, local, and private entities including local landowners.

8. Project can be completed within the same fiscal year for which the application is made. The fiscal year runs from July 1 to June 30.

QUESTIONS?

For questions concerning NDOW Shooting Range Grants or this application contact Statewide Range Grant Administrator, Chris Vasey at cvasey@ndow.org (775) 688-1553.

For questions concerning shooting range project development and shooting range requirements contact National Rifle Association Range Services at range@nrahq.org or (877) 672-7264



DRAFT

DESIGNED BY: JVE
 DRAWN BY: JVE
 DATE: 01/11/2018
 SCALE: 1" = 10'-0"
 PROJECT NAME: CARSON CITY RIFLE & PISTOL RANGE VAULT TOILET RESTROOM
 SHEET NAME: VAULT TOILET RESTROOM SITE PLAN #2

CARSON CITY ENGINEERING DIVISION
 3505 SOUTH WAY CARSON CITY, NEVADA 89701
 PH: 833-2385 FAX: 833-2312

REV	DATE	DESCRIPTION	BY	APP'D

CARSON CITY RIFLE & PISTOL RANGE VAULT TOILET RESTROOM
 PROJECT No. AC-2000X
 VAULT TOILET RESTROOM SITE PLAN #2

SHEET 1 OF 1

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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

Staff Contact: Daniel Rotter

Agenda Title: For Information Only: To review and discuss the Downtown Corridor Construction Business Support Plan (Daniel Rotter; DRotter@carson.org)

Staff Summary: The Business Support Plan has been formulated to provide up-to-date information on the upcoming construction of the Downtown Streetscape Project.

Agenda Action: Other/Presentation

Time Requested: 10 minutes

Proposed Motion

N/A.

Board's Strategic Goal

Economic Development

Previous Action

Background/Issues & Analysis

Throughout the public input phase of the Downtown Streetscape Project, staff has heard numerous requests to limit impacts to businesses affected by construction. One method to limit impacts has been to involve the CMAR contractor to limit construction schedule and provide for means and methods to provide best possible access. Another aspect staff is proposing is that the more information available, the better. This summary has been provided for review.

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

N/A.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Downtown Corridor Construction Business Support Plan

To limit the impact to businesses during the construction phase of the downtown revitalization project, we propose implementing the following tactics in support of the businesses in the corridor who could be adversely affected during construction.

- Currently, a weekly traffic report is submitted to the Nevada Appeal on Thursdays and runs in the Sunday paper. Through a coordinated effort between the Nevada Appeal, Carson City Transportation Manager and Carson City Public Works we will submit a supplemental section to the traffic report. The Downtown Cone Zone will be a styled piece, which will include detailed locations and descriptions of downtown construction happenings. We will include the names of the businesses affected most by the current location of construction, including where to park to enter their building and entrance to use where applicable.
- In addition to running in the Nevada Appeal on Sunday, the Downtown Cone Zone will be supplied to Carson Now, the Chamber of Commerce, The Downtown Business Association and Downtown 2020. It will also be posted on CarsonProud.com, Carson.org and CarsonProud and the City's social media pages. Additionally it will be sent out in the CarsonProud text notifications.
- A real time map will be available on CarsonProud.com, Carson.org, and linked from the Downtown Business Association, the Chamber of Commerce and the Carson City Convention and Visitors Bureau to aid residents and visitors to Carson City in the navigation of downtown. This live construction map will be a coordinated effort amongst Public Works, Q&D and Lumos and Associates.
- We will enable a downtown construction category on Carson Connect. Through this category anyone can submit a request or question regarding downtown or construction.
- A call in phone line will be established at the Public Works offices. This number will be public and anyone with questions or concerns regarding construction or business operations can call the number, leave a message and receive a response within 24 hours.
- A live chat function will be available on the CarsonProud website.
- A preconstruction meeting will be held prior to groundbreaking with invitations to all key stakeholders.

By providing outlets for questions and multiple avenues to receive real time construction updates residents, and businesses will feel less impacted by the downtown construction.

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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

Staff Contact: Stacey Belt, Carson City Deputy Emergency Manager

Agenda Title: For Presentation Only: Review of Emergency Operations Center Management. (Stacey Belt, sbelt@carson.org)

Staff Summary: A brief presentation by Stacey Belt, reviewing Emergency Operations Center (EOC) management and operations for Carson City.

Agenda Action: Other/Presentation

Time Requested: 20 minutes

Proposed Motion

N/A

Board's Strategic Goal

Safety

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

Staff Contact: Eric Von Schimmelmann, Chief Information Officer

Agenda Title: For Possible Action: Discussion and possible action to eliminate the full-time Office Specialist (CCEA Grade A2) position currently budgeted under the Fire Department and to approve budgeting a full-time Information Management Officer (Unclassified, Grade T1) position which will report to the Chief Information Officer.

Staff Summary: The Board of Supervisors identified a strategic goal of Efficient Government and Public Safety. In order to create a more efficient flow of information to the public and staff, staff is recommending the elimination of a full-time position from the Fire Department and the creation of a full-time position in Information Technology. The person who currently holds the Office Specialist position in the Fire Department has been performing the social media updates and public information for the Department. The City recently lost its part-time Social Media intern. This position will be primarily responsible for creation and distribution of social media content, website development and video production for all City Departments/Offices. The creation of this position will allow the City to distribute a consistent message to the public and reduce duplicative services being performed by each Department/Office. In addition, the Social Media Intern position will not be filled, as the duties will be performed by this new position.

Agenda Action: Formal Action/Motion

Time Requested: 30 minutes

Proposed Motion

I move to eliminate the full-time Office Specialist (CCEA Grade A2) position currently budgeted under the Fire Department and to approve budgeting a full-time Information Management Officer (Unclassified, Grade T1) position which will report to the Chief Information Officer.

Board's Strategic Goal Efficient Government

Previous Action

Background/Issues & Analysis

The City initially hired a part time Social Media Intern under the City Manager's office to provide social media services. It became evident immediately that this position should be a full time exempt position in order to properly report on all City events. Placing this position under the Information Technology Department and adding additional duties will enhance the information staff provides to the public. The Fire Department has a current full-time Office Specialist position that provides social media services for the Fire Department. This position is proposed to be eliminated and the funding of the position will be transferred to the Information Management Officer position. In addition to the current funds budgeted under Fire, funding will come from the elimination of other social media sources that are providing duplicative services, and the part-time funding that was used for the Social Media Intern position.

Applicable Statute, Code, Policy, Rule or Regulation N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: The current position is a Office Specialist, Grade A2 30,251.52-45,377.90 with CCEA benefits. The proposed new position will be a Information Management Officer, Grade T1 36,130.43-54,195.86 with Unclassified benefits. While there is a difference in the overall salaries between the two grades when topped out, this position will be moved over at its current rate which is in line with the new T1 grade with no immediate Fiscal Impact. Any overages will be covered by various departements hourly staff savings.

Alternatives

The Board can choose not to make this organizational change and keep the current budgeted position structure.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



JOB DESCRIPTION

JOB TITLE: Information Management Officer

FLSA:

Exempt

DEPARTMENT: ~~I.T.~~ Information Technology

GRADE: A2T1

REPORTS TO: Chief Information Officer
28-16

DATE: 1-

SUMMARY OF JOB PURPOSE:

Under general supervision, coordinates and assists with website design, social media and multi-media activities designed to ensure open avenues of communication and promote public understanding of City activities and objectives; assists in creating website content; organizes and coordinates web development efforts to represent the City's issues to the public; works with Departments/Elected Offices and community organizations on social media content; assists with multi-media production of Boards, Committees and Commissions meetings; implements program goals and objectives; and performs a variety of administrative tasks in support of the City websites, social media and multi-media.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Assists in updating the City's social media content and conducts research for social media content.
- Prepares clear and concise content for distribution on the City's social media platforms and City websites.
- Collaborates with City staff to establish policies, procedures and personnel competencies as they relate to social media.
- Recommends and establishes the implementation of goals and objectives; establishes schedules and methods for providing public information services; implements policies and procedures associated with the City's websites and social media accounts.
- Assists with ensuring consistency among City Departments/Offices on the websites and social media accounts.
- Monitors program performance; recommends and implements modifications to social media accounts, websites and procedures.
- Assists City Department/Office staff to prepare and distribute fact sheets, news releases, photographs, flyers, brochures, and video content to media representatives to keep the public informed of City programs, accomplishments and points of view.

- Stays abreast of new trends and innovations in the areas of communications, social media and marketing and makes recommendations and implements new social media platforms.
- Maintain website documents, templates, and graphics, as requested; produce and post web pages; participate in website content and website editing.

JOB DESCRIPTION Management Officer

Information

- Perform updates of the sites including graphic enhancement, content, photographs and other graphic documents; maintain and incorporate new technology; features and functions in the sites.
- Oversees and coordinates public information activities designed to ensure open avenues of communication and promote public understanding and support for City activities and objectives via the City's websites, Intranet, and social media accounts.
- Assists with training of end users on Content Management System for City's website development.
- Assists with training end users on proper procedures and etiquette for social media and website development and content.
- Assists with video production for all City Boards, Committees and Commission meetings.
- Provides consultation and technical support to Departments/Offices; provides critical information to external customers.
- Increases the number of social media likes, followers and content reach.
- Coordinates and maintains a calendar of with all sSpecial eEvents in the City.
- Works in conjunction with Emergency Management to coordinate the dissemination of emergency information and notifications. notify the public of emergencies with a common message

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

A bachelor's degree from an accredited college or university with major course work in communications, public administration, marketing, journalism, AND two (2) years of professional public information experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Possession of an appropriate, valid driver's license.

Required Knowledge and Skills

Knowledge of:

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Analyzing programs, policies and operational needs.
- [Principles and practices of all sSocial mMedia platforms](#)
- [Principles and practices of website development](#)
- Principles and practices of program development.
- Principles and practices of copy writing, editing, video production, news gathering and journalism.
- Recent developments, current literature and sources of information related to marketing, communication and social media.
- Public relations principles and techniques.
- Local government operations.
- Office procedures, methods and computer equipment, including common office software such as word processing, spreadsheet and email.
- Techniques for understanding and effectively communicating with individuals of various cultures.

JOB DESCRIPTION
Management Officer

Information

- Pertinent Federal, state and local laws.

Skill in:

- Working collaboratively and working independently with good organizational skills and ability to communicate effectively.
- Recommending and implementing goals and objectives for providing public information services.
- Editing and organizing information into an appropriate format for presentation.
- Write, edit and format articles, video pieces and other informational pieces used on the City's websites and social media platforms.
- Implementing standards and guidelines for websites and social media.
- [Ability to teach others in new technologies as they become available.](#)
- Responding to requests from the public.
- Working independently within established guidelines.
- Coordinating functions and activities between user departments and offices.
- Preparing complex reports and documentation of general or technical nature.
- Planning and preparing technical reports, memoranda and instructional manuals as documentation of program development.
- Writing and implementing policies and procedures.
- Coordinating multiple projects and complex tasks simultaneously.
- Communicating clearly and concisely, both orally and in writing, and the use of appropriate grammar and spelling.
- Planning and evaluating program goals and objectives and service delivery effectiveness.
- Identifying programmatic and operational problems, investigating and evaluating alternatives and implementing effective solutions.

- Using initiative and independent judgment within general policy guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.
- Making public presentations to large and small groups.
- Demonstrating courteous and cooperative behavior when interacting with staff and the public; acts in a manner that promotes a harmonious and effective workplace environment.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

JOB DESCRIPTION Management Officer

Information

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; work is subject to exposure to weather conditions, fumes, dust and hazardous chemicals.

CONDITIONS OF EMPLOYMENT:

1. *This classification is considered Unclassified. Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require*

working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$54.25 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required*

documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.

JOB DESCRIPTION	Information
Management Officer	

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

“Carson City is an Equal Opportunity Employer”

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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

Staff Contact: Janice Keillor, Grants Administrator

Agenda Title: For Possible Action: To authorize staff to submit an application to the National Endowment of the Arts (NEA) for the Art Works Grant program in the amount of \$40,000. (Janice Keillor, jkeillor@carson.org)

Staff Summary: The Art Works grant program supports the creation of art that meets the highest standards of excellence, public engagement and lifelong learning in the arts, and the strengthening of communities through the arts. Carson City would like to apply for this grant in the Visual Arts category and commission local artists to create art pieces to be included as part of the Downtown Streetscape Enhancement Project. There is a 1:1 match requirement, which has already been met through bench sponsorships and through a \$10,000 in-kind match from the Brewery Arts Center.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

I move to authorize staff to submit an application to the National Endowment of the Arts (NEA) for the Art Works Grant program in the amount of \$40,000.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

The National Endowment of the Arts believes that art enhances the value of individuals and communities and empowers creativity and innovation in our society and economy. The Downtown Streetscape Enhancement Project is currently being designed with specific areas set aside for art work. Incorporating art into this redevelopment project would enhance Carson City's downtown core and align with the Carson City Arts and Culture Master Plan.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: N/A

Alternatives

Do not authorize staff to submit the application.

Provide staff with alternative direction.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Art Works Grant Budget

Direct Costs	Amount
Solicitation	\$ 600.00
artist fees:	
art pieces to include base, lighting, and installation	\$ 88,500.00
Indirect Costs	
Administrative-de minimus 10%	\$ 9,900.00
Total Project Costs	\$ 99,000.00
Income	
1. Amount requested from NEA	\$ 40,000.00
2. Total Match for this project	\$ 59,000.00
Cash	
Chamber of Commerce/Carson City	\$ 49,000.00
Total cash	\$ 49,000.00
In-Kind	
Brewery Arts Center	\$ 10,000.00
Total In-Kind	\$ 10,000.00
Total Match for this project	\$ 59,000.00
Total project income	\$ 99,000.00

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GRANTS

ART WORKS Guidelines: Grant Program Description

The guiding principle of "Art Works" is at the center of everything we do at the NEA. "Art Works" refers to three things: the works of art themselves, the ways art works on audiences, and the fact that art is work for the artists and arts professionals who make up the field.

Art works by enhancing the value of individuals and communities, by connecting us to each other and to something greater than ourselves, and by empowering creativity and innovation in our society and economy. The arts exist for beauty itself, but they also are an inexhaustible source of meaning and inspiration.

The NEA recognizes these catalytic effects of excellent art, and the key role that arts and design organizations play in revitalizing them. To deepen and extend the arts' value, including their ability to foster new connections and to exemplify creativity and innovation, we welcome projects that:

- Are likely to prove transformative with the potential for meaningful change, whether in the development or enhancement of new or existing art forms, new approaches to the creation or presentation of art, or new ways of engaging the public with art;
- Are distinctive, offering fresh insights and new value for their fields and/or the public through unconventional solutions; and
- Have the potential to be shared and/or emulated, or are likely to lead to other advances in the field.

Beyond encouraging projects that demonstrate these characteristics, we want to achieve the following four objectives through the Art Works category:

- Creation: The creation of art that meets the highest standards of excellence,
- Engagement: Public engagement with diverse and excellent art,
- Learning: Lifelong learning in the arts, and

- Livability: The strengthening of communities through the arts.

Items of interest:

- Partnerships can be valuable to the success of projects. While not required, applicants are encouraged to consider partnerships among organizations, both in and outside of the arts, as appropriate to their project.
- American arts and design organizations must be inclusive of the full range of demographics of their communities, as well as individuals of all physical and cognitive abilities. Toward that end, we encourage projects for which NEA support is sought to strive for the highest level of inclusiveness in their audiences, programming, artists, governance, and staffing. We also welcome projects that will explicitly address the issue of inclusion.
- We are interested in projects that extend the arts to underserved populations -- those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability. This is achieved in part through the use of Challenge America funds.
- We are interested in projects, regardless of the size or type of applicant organization, that are of national, regional, or field-wide significance; that tour in several states; or that provide an unusual or especially valuable contribution because of geographic location. This includes local projects that can have significant effects within communities or that are likely to serve as models for a field.
- We urge organizations that apply under these guidelines to involve artists in their projects and to provide specific information on the participating artists in their applications.
- We are committed to supporting equitable opportunities for all applicants and to investing in diversity in the arts including works of all cultures and periods.
- We recognize that the significance of a project can be measured by excellence and invention, not solely by budget size, institutional stature, or the numbers of people or areas that are reached.
- We urge applicants to make accommodations for individuals with disabilities an integral part of their projects.

The Art Works category does not fund direct grants to individuals. Direct grants to individuals are offered only in the category of **Literature Fellowships**.

Grants generally will range from \$10,000 to \$100,000. No grants will be made below \$10,000. Grants of \$100,000 or more will be made only in rare instances, and only for projects that we determine demonstrate exceptional national or regional significance and impact. In the past few years, well over half of the agency's grants have been for amounts less than \$25,000.

To apply, choose a discipline

- **Artist Communities**
- **Arts Education**
- **Dance**
- **Design**
- **Folk & Traditional Arts**
- **Literature**
- **Local Arts Agencies**
- **Media Arts**
- **Museums**
- **Music**

- [Opera](#)
- [Presenting & Multidisciplinary Works](#)
- [Theater & Musical Theater](#)
- [Visual Arts](#)
- [Creativity Connects Projects](#)

If you have questions, **contact the staff** for the field/discipline that is most appropriate for your project.

ART WORKS BASICS

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GRANTS

ART WORKS Guidelines: Award Information

Grant Amounts & Matching Funds

All grants require a nonfederal match of at least 1 to 1. For example, if an organization receives a \$10,000 grant, the total eligible project costs must be at least \$20,000 and the organization must provide at least \$10,000 toward the project from nonfederal sources.

Grants generally will range from \$10,000 to \$100,000. No grants will be made below \$10,000. Grants of \$100,000 or more will be made only in rare instances, and only for projects that we determine demonstrate exceptional national or regional significance and impact.

In developing an application, we urge all applicants to consider the level of recent awards and to request a realistic grant amount. Applicants should review the **lists of grants** on our website to see recent grant award levels and project types. In the past few years, well over half of the agency's grants have been for amounts less than \$25,000.

Applicants whose grants are recommended for less than the amount that is requested will have the opportunity to revise the project budget to reflect any necessary changes to the project, based on the recommended funding amount. We reserve the right to limit support of a project to a particular portion(s) or cost(s).

Period of Performance

The National Endowment for the Arts' support of a project can start no sooner than the "Earliest Beginning Date for National Endowment for the Arts Period of Performance" listed on the **Application Calendar**. Grants awarded under these guidelines generally may cover a period of performance of up to two years. **The two-year period is intended to allow an applicant sufficient time to plan, execute, and close out its project, not to repeat a one-year project for a second year.**

Any planning costs that are included as part of the project must be incurred during the established period of performance. No pre-award costs are allowable in the Project Budget. Project costs that are incurred before the "Earliest Beginning Date for National Endowment for the Arts Period of Performance" will be removed from the Project Budget.

A grantee may not receive more than one National Endowment for the Arts grant for the same project during the same period of performance.

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GRANTS

ART WORKS Guidelines: Visual Arts

Visual Arts activity in the nation is undertaken by a variety of organizations and institutions—from large and small, rural and urban, emerging and established, public or private non-profit—many of which have solely artistic missions. Others are community-based organizations whose portfolios may, on occasion, include the visual arts.

The National Endowment for the Arts is committed to supporting visual arts activity—painting, sculpture, photography, printmaking, drawing, craft, and public art -- that demonstrates exceptional aesthetic investigation and meaningful community engagement.

Specifically, the National Endowment for the Arts is interested in supporting contemporary artists and the projects they undertake, such as exhibitions, residencies, publications, commissions, public art works, conservation, documentation, services to the field, and public programs. The National Endowment for the Arts is committed to encouraging individual artistic development, experimentation, and dialogue between artists and the public.

Deadlines

Art Works applications will be accepted under two deadlines. All project types are accepted under both deadlines. Generally, an organization is limited to one application per year under the Art Works category.

First Art Works Deadline:

Step 1 - Submit SF-424 to Grants.gov	February 18, 2016
Step 2 - Submit Materials to NEA-GO	February 25, 2016 to March 3, 2016
Earliest Announcement of Grant Award or Rejection	November 2016

Earliest Beginning Date for National Endowment for the Arts Period of Performance	January 1, 2017
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Second Art Works Deadline:

Step 1 - Submit SF-424 to Grants.gov	July 14, 2016
Step 2 - Submit Materials to NEA-GO	July 21, 2016 to July 28, 2016
Earliest Announcement of Grant Award or Rejection	April 2017
Earliest Beginning Date for National Endowment for the Arts Period of Performance	June 1, 2017

Project Types

- Exhibitions and related activities.
- Commissions or public art.
- Residencies.
- Periodicals, publications, or catalogues.
- Public programming such as workshops, lectures and symposia, or other outreach activities.
- Conservation, preservation, and/or restoration.
- Education and related activities for youth, adults, intergenerational groups, and schools. (If your project is for youth, see "**Choosing the Right Discipline for Youth Projects**" to help you in your discipline selection.
- Innovative uses of technology.
- Services to the field.

ART WORKS BASICS

- Grant Program Description
- We Fund/We Do Not Fund
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TO APPLY: VISUAL ARTS

- [Visual Arts](#)
 - [How to Prepare and Submit an Application](#)
 - [Step 1: Submit the SF-424 to Grants.gov](#)
 - [Step 2: Submit Materials to NEA-GO](#)

ART WORKS RESOURCES

- [Art Works Guidelines Webinar Archive](#)
- [Online Tutorial: Using the Grant Application Form \(GAF\)](#)
- [Sample Application Narratives](#)
- [Application Checklist](#)
- [Accessibility Checklist](#)
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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: 02/18/16

Staff Contact: Nancy Paulson , Chief Financial Officer (npaulson@carson.org)

Agenda Title: For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through February 5, 2016 per NRS 251.030 and NRS 354.290.

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 County Commissioners (or in our case 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: 5 minutes

Proposed Motion

I move to accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through February 5, 2016 per NRS 251.030 and NRS 354.290.

Board’s Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

A “Statement of Cash Receipts and Disbursements” 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 5, 2016.

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, revenue reports are only prepared twice a month and there is usually a lag time between when the reports are prepared and when they are entered into the system.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 251.030, NRS 354.290

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: N/A

Alternatives

N/A

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
CITY OF CARSON CITY
AS OF 02-05-2016**

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
101 GENERAL FUND	7,122,451.65	8,123,031.39	7,837,712.31	7,407,770.73
201 AIRPORT	0.07	31,097.00	-	31,097.07
202 COOPERATIVE EXTENSION	280,271.88	23,985.11	3,449.75	300,807.24
208 SUPPLEMENTAL INDIGENT	645,715.42	87,274.11	341,109.88	391,879.65
210 CAPITAL PROJECTS	522,500.65	37,953.81	29,424.43	531,030.03
215 SENIOR CITIZENS	175,367.89	38,136.15	33,108.90	180,395.14
225 CARSON CITY TRANSIT FUND	415,834.07	7,815.73	103,689.78	319,960.02
230 LIBRARY GIFT	113,917.67	1,020.99	8,982.33	105,956.33
236 ADMINISTRATIVE ASSESSMENT	74,517.14	2,734.00	396.00	76,855.14
240 TRAFFIC/TRANSPORTATION	7,530.06	2,472.00	3,595.35	6,406.71
245 CAMPO	34,192.94	28,763.02	28,763.02	34,192.94
250 REGIONAL TRANSPORTATION	482,960.35	305,700.53	387,518.37	401,142.51
253 V&T SPEC. INFRASTRUCTURE	62,863.70	93,989.04	-	156,852.74
254 QUALITY OF LIFE	1,243,303.53	190,567.15	298,324.76	1,135,545.92
256 STREET MAINTENANCE	204,128.87	671,348.03	518,365.25	357,111.65
257 INFRASTRUCTURE TAX	11,775,852.20	388,760.32	929,089.95	11,235,522.57
275 GRANT FUND	(62,485.38)	303,943.57	320,270.83	(78,812.64) 1
280 COMMISSARY FUND	94,717.33	18,092.43	17,135.89	95,673.87
287 911 SURCHARGE	472,251.64	19,017.26	8,649.10	482,619.80
340 EXTRAORDINARY MAINTENANCE	16,067.00	-	-	16,067.00
350 RESIDENTIAL CONSTRUCTION	151,245.12	3,000.00	1,000.00	153,245.12
410 DEBT SVC - CARSON CITY	(365,690.24)	403,211.84	-	37,521.60
501 AMBULANCE	376,233.70	79,436.58	207,710.34	247,959.94
505 STORMWATER DRAINAGE	96,322.96	110,102.16	35,670.64	170,754.48
510 SEWER OPERATION	6,989,712.45	826,666.69	332,601.84	7,483,777.30
520 WATER	3,003,446.66	941,583.92	628,617.99	3,316,412.59
525 BUILDING PERMITS	247,405.11	74,585.01	60,667.80	261,322.32
530 CEMETERY	166,684.07	-	18,402.93	148,281.14
560 FLEET MANAGEMENT	940,902.15	63,684.19	115,659.87	888,926.47
570 GROUP MEDICAL INSURANCE	99,728.67	687,418.87	617,504.48	169,643.06
580 WORKERS COMPENSATION INS.	3,075,810.75	115,234.25	50,255.12	3,140,789.88
590 INSURANCE FUND	1,476,669.75	1,971.13	20,949.56	1,457,691.32
602 REDEVELOPMENT: ADMINIST.	265,891.08	40.00	10,231.50	255,699.58
603 REDEVELOPMENT: REVOLVING	806,244.91	20,833.35	51,013.00	776,065.26
604 REDEVELOPMENT: TAX INCRE.	521,992.04	188,776.83	-	710,768.87
730 SCHOOL DEBT SERVICE	9,398,750.56	354,066.91	44.61	9,752,772.86
740 TOURISM AUTHORITY	1,299,153.82	31,458.00	42,451.16	1,288,160.66
748 SCHOOL OPERATING FUND	1,415,424.24	570,929.77	1,415,502.05	570,851.96
749 TRICOUNTY RAILWAY COMMISS	388,282.81	36,674.59	4,402.72	420,554.68
750 STATE OF NEVADA	950,350.51	181,593.30	950,534.15	181,409.66
752 RANGE IMPROVEMENT	131.70	-	-	131.70
754 SIERRA FOREST FIRE PROT	459.49	2.67	-	462.16
756 EAGLE VALLEY WTR DIST	4,989.04	1,122.17	4,989.04	1,122.17
760 SUB-CONSERVANCY DISTRICT	(36,164.09)	60,469.29	93,850.40	(69,545.20) 1
765 FISH AND GAME FUND	2,961.81	-	-	2,961.81
770 FORFEITURE ACCOUNT	27,551.79	2,321.00	2,488.96	27,383.83
793 CONTROLLER TRUST FUND	8,503.39	-	195.93	8,307.46
GRAND TOTAL - 47 FUNDS	54,994,952.93	15,130,884.16	15,534,329.99	54,591,507.10

1. Timing differences - waiting for reimbursements and some revenues for the 2nd half of January have not been posted.

Note: Until the month of January 2016 has been closed, this report may not include all February 2016 transactions.

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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: 02/18/2016

Staff Contact: Debbie Devall

Agenda Title: For Possible Action: To allow the Finance Department to delete capital assets from the Governmental Funds Capital Asset Listing for fiscal year 2014-2015. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Finance Department, in concurrence with our auditors, EideBailly, request that they be allowed to delete from the Governmental Capital Asset Listing \$112,862 out of \$456,883,706 of total assets.

Agenda Action: Formal Action/Motion

Time Requested: 5 Minutes

Proposed Motion

I move to allow the Finance Department to delete capital assets from the Governmental Capital Asset Listing for fiscal year 2014-2015.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

Generally Accepted Accounting Principles

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: Loss on disposal of capital assets of \$112,862, (book value), plus trade in value of \$307,200 resulting in a gain on disposal of \$194,338, as reflected in the 2015 Comprehensive Annual Financial Report.

(CAFR)

Alternatives

Modify Fixed Asset Listings.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

FY2015 GOVERNMENTAL FUNDS CAPITAL ASSET DELETIONS

ASSET #	DESCRIPTION	LOC DESCRIPTION	PURCHASE COST	ACC DEP	BOOK VALUE	TRADE IN \$ RECEIVED	REASON FOR DISPOSITION	ACTIVITY	FUND
1450	2001 GMC UNIT 5123	ANIMAL SERVICES	19,232.87	19,232.87	0.00	0.00	DONATED TO HUMAN SOCIETY	442	510
2385	2006 FORD F250 UNIT 5504	ANIMAL SERVICES	37,169.96	26,018.98	11,150.98	0.00	DONATED TO HUMAN SOCIETY	442	210
2643	2008 FORD F250 UNIT #5519	ANIMAL SERVICES	20,700.25	12,420.16	8,280.09	0.00	DONATED TO HUMAN SOCIETY	442	101
1081	1996 FORD RANGER UNIT #5025	ENGINEERING	9,581.00	9,581.00	0.00	0.00	OTHER-FULLY DEPRECIATED TRF TO CEMETERY	443	530
2383	HUMAN SERVICES TRAILER NIT #8832	HEALTH DEPT	5,622.23	3,935.54	1,686.69	0.00	OTHER-GIVEN TO DOUGLAS CNTY - BOARD APPROVED 9/4/14	441	101
2206	CANON IR3530 LEASED COPIER	JUV DETENTION	6,658.00	6,658.00	0.00	0.00	OTHER-RETURNED TO VENDER	423	101
1913	2004 855G WHEEL LOADER UNIT #8201	LANDFILL	271,434.83	271,434.82	0.01	62,000.00	TRADED IN FOR UNIT #8206	441	550
3340	HYDRAULIC EXCAVATOR UNIT #7902	LANDFILL	0.00	0.00	0.00	22,000.00	TRADED IN FOR UNIT #7911	441	256
1609	TRACK TYPE TRACTOR MODEL D8R UNIT #7903	LANDFILL	411,077.00	411,077.00	0.00	120,000.00	TRADED IN FOR UNIT #8211	441	101
3345	1997 DUMP TRUCK UNIT #6430	LANDFILL	0.00	0.00	0.00	0.00	AUCTION-APPROVED BY BOS	441	256
17	TRAULSEN EVEN THAW FREEZER	SENIOR CENTER	7,978.00	7,978.00	0.00	0.00	DONATED TO BASBALL FIELD	451	215
21	MONTAGUE DOUBLE OVEN	SENIOR CENTER	9,350.00	9,350.00	0.00	0.00	JUNKED	451	215
704	SOFTWARE, JAIL INFO MGT SYS FY87-88	SHERIFF-DETENTION	19,599.00	19,599.00	0.00	0.00	OBSOLETE	421	101
2037	PSC SECURITY SYSTEM	SHERIFF-DETENTION	70,604.55	63,544.10	7,060.45	0.00	OTHER-UNABLE TO LOCATE	421	101
219	GPS COMMAND CETER PKG	SHERIFF - INVESTIGATIONS	7,831.73	6,265.37	1,566.36	0.00	OTHER-DO NOT HAVE	421	220
224	RECON XT 3X ZOOM LENSE	SHERIFF - INVESTIGATIONS	7,268.56	5,814.85	1,453.71	0.00	OTHER-DO NOT HAVE	421	275
225	RECON XT 3X ZOOM LENSE	SHERIFF - INVESTIGATIONS	7,268.56	5,814.85	1,453.71	0.00	OTHER-DO NOT HAVE	421	275
2035	VIDEO VEST	SHERIFF - INVESTIGATIONS	13,592.00	12,232.80	1,359.20	0.00	OBSOLETE	421	101
2036	VIDEO CAMERA	SHERIFF - INVESTIGATIONS	22,095.00	19,885.50	2,209.50	0.00	OBSOLETE	421	101
2045	TACTICAL SURVEILLANCE SYS	SHERIFF - INVESTIGATIONS	5,162.61	4,646.34	516.27	0.00	OBSOLETE	421	101
3165	RICOH MPC2800 LEASED COPIER	SHERIFF - INVESTIGATIONS	10,623.83	8,499.06	2,124.77	0.00	OTHER-RETURNED TO VENDER	421	101
2685	G946 MOTOR GRADER UNIT #8005	STREET VEHICLES	185,000.62	111,000.36	74,000.26	103,200.00	TRADED IN FOR UNIT #8006	431	256
3005	1998 CHEVY BLAZER UNIT #2211	VEHICLE MOTOR POOL	0.00	0.00	0.00	0.00	OTHER-FULLY DEPRECIATED TRF TO HEALTH	413	101
849	1990 CHEV CAVALIER UNIT #1119	VEHICLE MOTOR POOL	16,867.60	16,867.60	0.00	0.00	AUCTION-APPROVED BY BOS	413	101
TOTALS			1,164,718.20	1,051,856.20	112,862.00	307,200.00			



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: 02/18/2016

Staff Contact: Debbie Devall

Agenda Title: For Possible Action: To allow the Finance Department to delete capital assets from the Business Type Activity Funds Capital Asset Listing for fiscal year 2014-2015. (Nancy Paulson, npaulson@carson.org).

Staff Summary: The Finance Department, in concurrence with our auditors, EideBailly request that they be allowed to delete from the Ambulance Fund net book value of \$4,800 out of \$710,950 of total assets, the Sewer Fund net book value of \$13,166.56 out of \$127,340,719, the Storm Drain Fund net book value of \$32,911.78 out of \$10,539,341.

Agenda Action: Formal Action/Motion

Time Requested: 5 Minutes

Proposed Motion

I move to allow the Finance Department to delete capital assets from the Business Type Activity Funds Capital Asset Listing for fiscal year 2014-2015.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

Generally Accepted Accounting Principles

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: Loss on disposal of capital assets of \$50,878.34, (book value), plus trade in value of \$24,300, resulting in a loss on disposal of \$26,578.34, as reflected in the 2015 Comprehensive Annual Financial Report. (CAFR)

Alternatives

Modify Fixed Asset Listings.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

FY2015 BUSINESS TYPE ACTIVITIES DELETIONS

ASSET #	DESCRIPTION	LOC DESCRIPTION	PURCHASE COST	ACC DEP	BOOK VALUE	TRADE IN \$ RECEIVED	REASON FOR DISPOSITION	ACTIVITY	FUND
296	DEFIBRILLATOR, ZOLL MI BI PACING	AMBULANCE	12,000.00	7,200.00	4,800.00	7,500.00	TRADED IN FOR ASSET #3851	422	501
128	DEFIBRILLATOR, ZOLL, 1600	AMBULANCE	4,999.50	4,999.50	0.00	0.00	JUNKED	422	501
129	DEFIBRILLATOR, ZOLL, 1600	AMBULANCE	4,999.50	4,999.50	0.00	0.00	JUNKED	422	501
			21,999.00		4,800.00	7,500.00			
908	1988 FORD F250 PU UNIT #5506	CEMETERY	10,304.02	10,304.02	0.00	0.00	OTHER-BURNED IN FIRE	443	530
			10,304.02		0.00	0.00			
27	01-02-04 PUMP MOYO 103-3	SEWER MAINTENANCE	5,800.00	5,220.00	580.00	0.00	JUNKED-BROKEN BEYOND REPAIR	434	510
1613	CAMEL 200 W/EJECTOR BODY UNIT #8408	SEWER	205,547.98	205,547.98	0.00	0.00	AUCTION-APPROVED BY BOS	434	510
2686	G946 MOTOR GRADER UNIT #8005 SWR PORTION	SEWER VEHICLES	30,116.38	18,069.82	12,046.56	16,800.00	TRADED IN FOR UNIT #8006	434	510
74	01-08 PEABODY PUMP S#710	WWTP	5,400.00	4,860.00	540.00	0.00	JUNKED-BROKEN BEYOND REPAIR	434	510
94	ATOMIC ABSORPTION SPECTROMETER	WWTP	19,755.00	19,755.00	0.00	0.00	JUNKED-CANT GET REPAIR PARTS	434	510
95	FIAS 200	WWTP	7,875.00	7,875.00	0.00	0.00	JUNKED-CANT GET REPAIR PARTS	434	510
			274,494.36		13,166.56	16,800.00			
2101	2005 SCHWARZE A8000 SWEEPER UNIT #8301	STORM DRAIN	164,574.48	148,117.03	16,457.45	0.00	AUCTION-APPROVED BY BOS	437	505
2121	SCHWARZE A8000 SWEEPER UNIT #8302	STORM DRAIN	164,543.20	148,088.87	16,454.33	0.00	AUCTION-APPROVED BY BOS	437	505
			329,117.68		32,911.78	0.00			
1902	2004 CHEVY MALIBU UNIT #1101	WATER	12,481.25	12,481.25	0.00	0.00	OTHER-FULLY DEPRECIATED TRF TO COMM DEV	435	520
1037	1995 FORD PU UNIT #5309	WATER	14,764.00	14,764.00	0.00	0.00	OTHER-FULLY DEPRECIATED TRF TO STREETS	434	510
1643	2002 CHEVY TAHOE UNIT #2202	WATER	26,797.92	26,797.92	0.00	0.00	OTHER-FULLY DEPRECIATED TRF TO PARKS	435	520
1258	1999 4X4 DODGE PU UNIT #5116	WATER	14,800.00	14,800.00	0.00	0.00	OTHER-FULLY DEPRECIATED TRF TO SEWER	435	520
1189	1998 GMC TRUCK UNIT #5702	WATER	25,723.20	25,723.20	0.00	0.00	OTHER-FULLY DEPRECIATED TRF TO SEWER	435	520
1734	2003 FORD F450 PU UNIT #6301	WATER	37,050.36	37,050.36	0.00	0.00	OTHER-FULLY DEPRECIATED TRF TO CEMETERY	435	520
1735	2003 FORD F450 PU #6302	WATER	37,050.36	37,050.36	0.00	0.00	OTHER-FULLY DEPRECIATED TRF TO PARKS	435	520
1342	JOHN DEER BACKHOE UNIT #8113	WATER	76,355.09	76,355.09	0.00	0.00	OTHER-FULLY DEPRECIATED TRF TO LANDFILL	435	520
			113,405.45		0.00	0.00			
TOTALS			880,937.24	830,058.90	50,878.34	24,300.00			

BUSINESS TYPE ACTIVITIES
DELETION RECAP AT 6/30/2015

1. SALE / AUCTION

2. TRADED IN

3. JUNKED

GRAND TOTAL

AMBULANCE FUND

SEWER FUND

STORM DRAIN FUND

GRAND TOTAL

32,911.78

16,846.56

1,120.00

50,878.34

4,800.00

13,166.56

32,911.78

50,878.34

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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: 2/18/16

Staff Contact: Nancy Paulson, Chief Financial Officer (npaulson@carson.org), Sheri Russell, Deputy Chief Financial Officer (srussell@carson.org)

Agenda Title: For Possible Action: To accept the Carson City Cost Allocation Plan for the fiscal year ended June, 30, 2015. NRS 354

Staff Summary: City staff is requesting that the Board accept the Cost Allocation Plan prepared by Mahoney and Associates using financial information for the fiscal year ended June 30, 2015 for use in preparing the FY 2017 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: 10 minutes

Proposed Motion

I move to accept the Carson City Cost Allocation Plan for the fiscal year ended June 30, 2015 for use in preparing the Fiscal Year 2017 Carson City Budget.

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, 2015 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 financial statements for the year ended June 30, 2015. 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 OMB Circular A-87 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.

Per NRS 354.613 1 (c), the item must be heard under a nonconsent item at a regularly scheduled meeting.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 354

Financial Information

Is there a fiscal impact? Yes No

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? Yes No

Explanation of Fiscal Impact: If approved, it will be incorporated in the preparation of the FY17 Carson City Budget.

Alternatives

Reject and reperform cost allocation plan.

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY, NEVADA
FULL COST ALLOCATION PLAN

Fiscal Year 2015
Prepared February 1, 2016

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

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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, 2015. Statistics used to allocate costs were taken from FY 2015 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 that 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 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 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.

Prepared by:



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.

Prepared by:



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.

Prepared by:



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

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Carson City, Nevada
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>Economic Development</u>	<u>Geographic Information Svstems</u>	<u>Northgate</u>	<u>Welfare</u>	<u>Planning</u>
Building Use Charge			\$3,112	\$4,961						\$8,730
Equipment Use Charge										
Board of Supervisors Clerk	\$1,165	\$840		\$3,472	\$7,506	\$3,284	\$1,370	\$157	\$1,618	\$3,026
Recorder	\$173									
Public Safety Complex			\$1,739							
Treasurer				\$4,650						
District Attorney				\$9,477						\$37,021
City Manager	\$2,078	\$1,497		\$6,193	\$13,387	\$5,856	\$2,443	\$280	\$2,885	\$5,397
Finance	\$2,741	\$1,123		\$4,696	\$16,024	\$7,010	\$2,924	\$335	\$3,634	\$4,137
Human Resources	\$894	\$255		\$2,121		\$2,885			\$767	\$894
Information Technology	\$3,002	\$2,898		\$38,597		\$450			\$4,048	\$25,770
Purchasing	\$185	\$108		\$455	\$2,000	\$875	\$365	\$41	\$2,363	\$405
City Hall				\$14,027					\$6,052	
Internal Auditor	\$485	\$350		\$1,446	\$3,126	\$1,367	\$570	\$66	\$674	\$1,261
Dispatch										
Public Works										
Facilities Maintenance			\$1,095	\$7,476						\$9,114
Subtotal	<u>\$10,723</u>	<u>\$7,071</u>	<u>\$5,946</u>	<u>\$97,571</u>	<u>\$42,043</u>	<u>\$21,727</u>	<u>\$7,672</u>	<u>\$879</u>	<u>\$22,041</u>	<u>\$95,755</u>
Proposed Costs	\$10,723	\$7,071	\$5,946	\$97,571	\$42,043	\$21,727	\$7,672	\$879	\$22,041	\$95,755

Carson City, Nevada
Allocated Costs by Department

Central Service Departments	<u>Business License</u>	<u>Chartered Admin</u>	<u>Sheriff Administration</u>	<u>Investigations</u>	<u>Sheriff Operations</u>	<u>Sheriff General Services</u>	<u>Detention Facility</u>	<u>Trinet Grant</u>	<u>Fire Administration</u>	<u>Fire Operations</u>
Building Use Charge	\$4,366						\$51,774			
Equipment Use Charge										
Board of Supervisors Clerk	\$665	\$4,836	\$3,635	\$10,416	\$29,718	\$3,361	\$20,822	\$818	\$2,071	\$39,089
Recorder										
Public Safety Complex			\$642				\$37,280			
Treasurer	\$3,231		\$4,006							\$129
District Attorney			\$46,203						\$18,955	
City Manager	\$1,186	\$8,624	\$6,482	\$18,574	\$52,997	\$5,994	\$37,133	\$1,460	\$3,693	\$69,708
Finance	\$600	\$5,534	\$7,076	\$13,317	\$36,151	\$4,669	\$24,695	\$925	\$2,899	\$42,475
Human Resources		\$1,028	\$37,824	\$2,045	\$6,134	\$1,022	\$3,323	\$128	\$25,607	\$4,857
Information Technology	\$1,730	\$15,355	\$458,876	\$30,635	\$93,047	\$10,546	\$60,902	\$2,476	\$129,197	\$114,551
Purchasing	\$10	\$288	\$692	\$1,124	\$2,860	\$367	\$1,799	\$61	\$243	\$2,480
City Hall										
Internal Auditor	\$277	\$2,016	\$1,513	\$4,338	\$12,376	\$1,400	\$8,671	\$341	\$862	\$16,279
Dispatch					\$1,786,524					\$18,765
Public Works										
Facilities Maintenance	\$1,285		\$75,436			\$6,071	\$91,719		\$64,175	
Subtotal	\$13,350	\$37,681	\$642,385	\$80,449	\$2,019,807	\$33,430	\$338,118	\$6,209	\$247,702	\$308,333
Proposed Costs	\$13,350	\$37,681	\$642,385	\$80,449	\$2,019,807	\$33,430	\$338,118	\$6,209	\$247,702	\$308,333

Carson City, Nevada
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 Court</u>	<u>Juvenile Probation</u>	<u>Juvenile Detention</u>	<u>Justice Court</u>	<u>Alternative Sentencing</u>	<u>Justice Court</u>
Building Use Charge								\$282,060		
Equipment Use Charge										
Board of Supervisors Clerk	\$1,848	\$1,820	\$1,458	\$1,601	\$2,300	\$7,095	\$7,142	\$18,311	\$5,079	\$1,180
Recorder								\$242,317		
Public Safety Complex Treasurer					\$388	\$5,074	\$516	\$4,781	\$1,939	
District Attorney					\$86,478					
City Manager	\$3,295	\$3,246	\$2,599	\$2,856	\$4,101	\$12,652	\$12,735	\$32,654	\$9,056	\$2,106
Finance	\$2,991	\$2,483	\$1,469	\$3,731	\$3,593	\$8,833	\$10,019	\$23,391	\$7,413	\$2,521
Human Resources	\$894	\$255		\$894	\$6,409	\$22,503	\$2,300	\$19,696	\$5,164	
Information Technology	\$5,877	\$4,435	\$3,468	\$2,225	\$6,140	\$22,790	\$22,690	\$120,706	\$14,549	
Purchasing	\$170	\$221	\$55	\$212	\$346	\$659	\$774	\$1,963	\$440	\$487
City Hall Internal Auditor	\$769	\$758	\$607	\$667	\$957	\$2,954	\$2,974	\$7,626	\$2,115	\$492
Dispatch Public Works										
Facilities Maintenance		\$4,509				\$34,018	\$27,618	\$99,223		
Subtotal	<u>\$15,844</u>	<u>\$17,727</u>	<u>\$9,656</u>	<u>\$12,186</u>	<u>\$110,712</u>	<u>\$116,578</u>	<u>\$86,768</u>	<u>\$1,019,017</u>	<u>\$45,755</u>	<u>\$6,786</u>
Proposed Costs	\$15,844	\$17,727	\$9,656	\$12,186	\$110,712	\$116,578	\$86,768	\$1,019,017	\$45,755	\$6,786

Carson City, Nevada
Allocated Costs by Department

Central Service Departments	<u>Parks Administration</u>	<u>Park Maintenance</u>	<u>Grants, Gifts, Donations</u>	<u>Swimming Pool</u>	<u>Community Center</u>	<u>Recreation</u>	<u>Pony Express Pavilion</u>	<u>Ice Rink</u>	<u>Sports</u>	<u>Library</u>
Building Use Charge										
Equipment Use Charge										
Board of Supervisors	\$3,150	\$5,199	\$646	\$3,380	\$1,873	\$1,822	\$100	\$351	\$1,781	\$8,089
Clerk										
Recorder										
Public Safety Complex										
Treasurer	\$1,310					\$3,489				\$1,809
District Attorney	\$40,576									\$19,843
City Manager	\$5,618	\$9,271	\$1,152	\$6,026	\$3,341	\$3,248	\$179	\$626	\$3,177	\$14,424
Finance	\$4,111	\$8,508	\$1,380	\$17,690	\$4,823	\$6,971	\$182	\$549	\$10,925	\$13,350
Human Resources	\$5,462	\$10,232		\$10,844	\$2,633	\$8,843			\$5,565	\$13,410
Information Technology	\$11,178	\$13,587		\$7,282	\$3,856	\$10,574	\$70	\$422	\$3,004	\$20,098
Purchasing	\$329	\$970	\$172	\$1,054	\$291	\$141	\$20	\$53	\$3,326	\$1,114
City Hall										
Internal Auditor	\$1,312	\$2,165	\$269	\$1,407	\$780	\$759	\$42	\$146	\$742	\$3,369
Dispatch										
Public Works										
Facilities Maintenance	\$142,548			\$70,580	\$99,282	\$2,150		\$64,036		\$26,409
Subtotal	<u>\$215,594</u>	<u>\$49,932</u>	<u>\$3,619</u>	<u>\$118,263</u>	<u>\$116,879</u>	<u>\$37,997</u>	<u>\$593</u>	<u>\$66,183</u>	<u>\$28,520</u>	<u>\$121,915</u>
Proposed Costs	\$215,594	\$49,932	\$3,619	\$118,263	\$116,879	\$37,997	\$593	\$66,183	\$28,520	\$121,915

Carson City, Nevada
Allocated Costs by Department

Central Service Departments	<u>Health</u>	<u>Landfill Admin</u>	<u>Medical</u>	<u>Environmental Health</u>	<u>Animal Services</u>	<u>Airport</u>	<u>Cooperative Extension</u>	<u>Supplemental Indigent</u>	<u>Capital Projects</u>	<u>Senior Citizens</u>
Building Use Charge										
Equipment Use Charge										
Board of Supervisors	\$2,621	\$6,858	\$2,398	\$1,989	\$3,957		\$935	\$5,574	\$1,403	\$2,568
Clerk						\$26,541				
Recorder										
Public Safety Complex										
Treasurer	\$21,319	\$21,884			\$5,944	\$388			\$1,091	
District Attorney	\$21,917									
City Manager	\$4,673	\$12,230	\$4,276	\$3,547	\$7,057		\$1,668	\$9,940	\$2,502	\$4,580
Finance	\$11,015	\$11,384	\$4,448	\$1,732	\$7,214		\$1,836	\$10,941	\$13,781	\$4,840
Human Resources	\$23,966	\$1,022								\$1,689
Information Technology	\$25,003	\$12,779	\$1,415	\$5,306	\$2,605					\$6,521
Purchasing	\$1,604	\$5,555	\$502	\$20	\$1,391		\$250	\$1,486	\$4,960	\$300
City Hall										
Internal Auditor	\$1,092	\$2,856	\$998	\$828	\$1,648		\$389	\$2,321	\$585	\$1,069
Dispatch										
Public Works		\$82,784								
Facilities Maintenance	\$60,671				\$15,904		\$9,231			\$92,474
Subtotal	<u>\$173,881</u>	<u>\$157,352</u>	<u>\$14,037</u>	<u>\$13,422</u>	<u>\$45,720</u>	<u>\$26,929</u>	<u>\$14,309</u>	<u>\$30,262</u>	<u>\$24,322</u>	<u>\$114,041</u>
Proposed Costs	\$173,881	\$157,352	\$14,037	\$13,422	\$45,720	\$26,929	\$14,309	\$30,262	\$24,322	\$114,041

Carson City, Nevada
Allocated Costs by Department

Central Service Departments	<u>Carson City Transit</u>	<u>Library Gift</u>	<u>Administrative Assessment</u>	<u>Traffic/Transport ation</u>	<u>Regional Transportation</u>	<u>V&T</u>	<u>Quality of Life</u>	<u>Street Maintenance</u>	<u>Infrastructure Tax</u>	<u>Grant Fund</u>
Building Use Charge										
Equipment Use Charge										
Board of Supervisors	\$5,267	\$507	\$249	\$339	\$532	\$2	\$3,915	\$21,067	\$23	\$16,959
Clerk					\$26,541		\$33,176			
Recorder										
Public Safety Complex										
Treasurer	\$6,013			\$25,473	\$1,746	\$1,746				
District Attorney	\$889				\$12,439		\$6,812	\$889		
City Manager	\$9,393	\$903	\$444	\$604	\$949	\$2	\$6,983	\$37,569	\$41	\$30,242
Finance	\$9,978	\$990	\$489	\$233	\$8,190	\$1,840	\$16,609	\$32,974	\$30	\$15,769
Human Resources				\$858			\$512	\$3,347		
Information Technology	\$760	\$6		\$912	\$435		\$6,741	\$32,455		\$36,996
Purchasing	\$1,330	\$134	\$66	\$2,150	\$4,723		\$17,865	\$5,148	\$72	\$15,224
City Hall										
Internal Auditor	\$2,193	\$211	\$103	\$141	\$221	\$1	\$1,630	\$8,774	\$11	\$7,063
Dispatch										
Public Works	\$7,967				\$103,125			\$55,885		
Facilities Maintenance	\$232				\$208			\$21,269		
Subtotal	<u>\$44,022</u>	<u>\$2,751</u>	<u>\$1,351</u>	<u>\$30,710</u>	<u>\$159,109</u>	<u>\$3,591</u>	<u>\$94,243</u>	<u>\$219,377</u>	<u>\$177</u>	<u>\$122,253</u>
Proposed Costs	\$44,022	\$2,751	\$1,351	\$30,710	\$159,109	\$3,591	\$94,243	\$219,377	\$177	\$122,253

Carson City, Nevada
Allocated Costs by Department

Central Service Departments	<u>Commissary Fund</u>	<u>911 Surcharge</u>	<u>Residential Construction</u>	<u>Debt Svc-Carson City</u>	<u>Ambulance</u>	<u>Stormwater Drainage</u>	<u>Sewer Operation</u>	<u>Sewer Capitalization</u>	<u>Water</u>	<u>Building Permits</u>
Building Use Charge										\$6,548
Equipment Use Charge										
Board of Supervisors	\$1,061	\$833			\$14,080	\$1,466	\$20,719		\$32,521	\$2,615
Clerk				\$4,424						
Recorder										
Public Safety Complex										
Treasurer		\$1,731		\$11,887	\$10,078	\$57,799	\$70,616		\$71,181	\$6,848
District Attorney					\$889	\$1,481	\$7,108		\$9,182	\$889
City Manager	\$1,891	\$1,486			\$25,108	\$2,616	\$36,950		\$57,994	\$4,664
Finance	\$1,732	\$3,475		\$9,190	\$16,183	(\$4,886)	\$14,618		\$35,440	\$4,189
Human Resources	\$128				\$2,812	\$1,100	\$5,329		\$4,601	\$1,764
Information Technology	\$1,151				\$39,445	\$4,976	\$37,003		\$47,382	\$3,472
Purchasing	\$172	\$222	\$53		\$1,498	\$567	\$37,033	\$398	\$35,458	\$526
City Hall										
Internal Auditor	\$441	\$347			\$5,863	\$610	\$8,629		\$13,543	\$1,090
Dispatch					\$156,967					
Public Works						\$168,815	\$714,233		\$688,957	\$9,486
Facilities Maintenance						\$6,325	\$33,275		\$5,925	\$11,218
Subtotal	<u>\$6,576</u>	<u>\$8,094</u>	<u>\$53</u>	<u>\$25,501</u>	<u>\$272,923</u>	<u>\$240,869</u>	<u>\$985,513</u>	<u>\$398</u>	<u>\$1,002,184</u>	<u>\$53,309</u>
Proposed Costs	\$6,576	\$8,094	\$53	\$25,501	\$272,923	\$240,869	\$985,513	\$398	\$1,002,184	\$53,309

Carson City, Nevada
Allocated Costs by Department

Central Service Departments	<u>Cemetery</u>	<u>Fleet Management</u>	<u>Group Medical Insurance</u>	<u>Workers Compensation Ins</u>	<u>Insurance Fund</u>	<u>Redevelopment</u>	<u>Redevelopment Revolving</u>	<u>School Debt Service</u>	<u>Tourism Authority</u>	<u>Tricounty Railway</u>
Building Use Charge			\$576	\$1,619						
Equipment Use Charge										
Board of Supervisors	\$995	\$5,901	\$3,807	\$5,406	\$8,577	\$1,723	\$590		\$1,706	\$2,110
Clerk							\$26,541			
Recorder										
Public Safety Complex										
Treasurer	\$259							\$3,055	\$773	
District Attorney				\$2,370	\$18,955	\$23,101				
City Manager	\$1,774	\$10,523	\$6,788	\$9,641	\$15,296	\$3,072	\$1,052		\$3,043	\$3,762
Finance	\$1,171	\$8,039	(\$5,804)	(\$2,678)	\$348	\$1,868	\$1,159		\$2,616	\$4,142
Human Resources	\$255	\$2,862	\$181,746	\$28,968					\$894	
Information Technology	\$3,127	\$11,912	\$4,298	\$4,205	\$1,916	\$3,199			\$5,412	
Purchasing	\$127	\$37,098	\$682	\$1,117	\$2,712	\$273	\$867		\$177	\$562
City Hall			\$692	\$2,953						
Internal Auditor	\$415	\$2,458	\$1,585	\$2,252	\$3,572	\$718	\$246		\$711	\$879
Dispatch										
Public Works		\$32,464								
Facilities Maintenance	\$5,206	\$9,774	\$1,152	\$3,241						
Subtotal	<u>\$13,329</u>	<u>\$121,031</u>	<u>\$195,522</u>	<u>\$59,094</u>	<u>\$51,376</u>	<u>\$33,954</u>	<u>\$30,455</u>	<u>\$3,055</u>	<u>\$15,332</u>	<u>\$11,455</u>
Proposed Costs	\$13,329	\$121,031	\$195,522	\$59,094	\$51,376	\$33,954	\$30,455	\$3,055	\$15,332	\$11,455

Carson City, Nevada
Allocated Costs by Department

Central Service Departments	<u>Sierra Forest Fire Protect</u>	<u>Sub-Conservanc y District</u>	<u>Controller Trust Fund</u>	<u>All Other</u>	<u>Subtotal</u>	<u>Direct Billed</u>	<u>Unallocated</u>	<u>Total</u>
Building Use Charge					\$363,746			\$363,746
Equipment Use Charge								
Board of Supervisors	\$245	\$2,245	\$23		\$395,880			\$395,880
Clerk					\$117,223			\$117,223
Recorder					\$242,490		\$514,455	\$756,945
Public Safety Complex					\$205,950			\$205,950
Treasurer				\$20,562	\$371,715		\$128,397	\$500,112
District Attorney					\$365,474		\$1,911,470	\$2,276,944
City Manager	\$436	\$4,005	\$41		\$705,974			\$705,974
Finance	\$480	\$4,974	\$46	\$17,462	\$583,955	\$142,699		\$726,654
Human Resources		\$2,300			\$469,041	\$119,238		\$588,279
Information Technology		\$6,875			\$1,571,338			\$1,571,338
Purchasing	\$65	\$100	\$6		\$212,011			\$212,011
City Hall					\$23,724			\$23,724
Internal Auditor	\$101	\$935	\$9		\$164,866			\$164,866
Dispatch				\$66,746	\$2,029,002			\$2,029,002
Public Works					\$1,863,716	\$393,711	\$75,099	\$2,332,526
Facilities Maintenance				\$262,575	\$1,365,424			\$1,365,424
Subtotal	<u>\$1,327</u>	<u>\$21,434</u>	<u>\$125</u>	<u>\$367,345</u>	<u>\$11,051,529</u>	<u>\$655,648</u>	<u>\$2,629,421</u>	<u>\$14,336,598</u>
Proposed Costs	\$1,327	\$21,434	\$125	\$367,345	\$11,051,529	\$655,648	\$2,629,421	\$14,336,598

Carson City, Nevada
Summary of Allocated Costs

Departments	<u>Total Expenditures</u>	<u>Cost Adjustments</u>	<u>Total Allocated</u>
Building Use Charge		\$566,386	
Equipment Use Charge		\$237,171	
Board of Supervisors	\$222,993		
Clerk	\$259,378		
Recorder	\$561,874		
Public Safety Complex	\$284,178		
Treasurer	\$454,547		
District Attorney	\$2,350,938		
City Manager	\$791,186	(\$166,567)	
Finance	\$614,168	\$142,700	
Human Resources	\$382,537	\$119,238	
Information Technology	\$1,632,628		
Purchasing	\$128,984		
City Hall	\$105,468		
Internal Auditor	\$171,841		
Dispatch	\$1,818,271		
Public Works	\$1,803,023	\$393,710	
Facilities Maintenance	\$1,461,946		
Elections			\$10,723
Pulbic Guardian			\$7,071
Collections			\$5,946
Assessor			\$97,571
Public Defender			\$42,043
Economic Development			\$21,727
Geographic Information Systems			\$7,672
Northgate			\$879
Welfare			\$22,041
Planning			\$95,755
Business License			\$13,350
Chartered Admin			\$37,681
Sheriff Administration			\$642,385
Investigations			\$80,449
Sheriff Operations			\$2,019,807
Sheriff General Services			\$33,430
Detention Facility			\$338,118
Trinet Grant			\$6,209
Fire Administration			\$247,702
Fire Operations			\$308,333
Fire Prevention			\$15,844
Fire Training			\$17,727
Emergency Management			\$9,656
Wildland Fire Management			\$12,186

Carson City, Nevada
Summary of Allocated Costs

Departments	<u>Total Expenditures</u>	<u>Cost Adjustments</u>	<u>Total Allocated</u>
Juvenile Court			\$110,712
Juvenile Probation			\$116,578
Juvenile Detention			\$86,768
Justice Court			\$1,019,017
Alternative Sentencing			\$45,755
Justice Court			\$6,786
Parks Administration			\$215,594
Park Maintenance			\$49,932
Grants, Gifts, Donations			\$3,619
Swimming Pool			\$118,263
Community Center			\$116,879
Recreation			\$37,997
Pony Express Pavilion			\$593
Ice Rink			\$66,183
Sports			\$28,520
Library			\$121,915
Health			\$173,881
Landfill Administration			\$74,568
Medical			\$14,037
Environmental Health			\$13,422
Animal Services			\$45,720
Airport			\$26,929
Cooperative Extension			\$14,309
Supplemental Indigent			\$30,262
Capital Projects			\$24,322
Senior Citizens			\$114,041
Carson City Transit			\$44,022
Library Gift			\$2,751
Administrative Assessment			\$1,351
Traffic/Transportation			\$30,710
Regional Transportation			\$159,109
V&T Spec. Infrastructure			\$3,591
Quality of Life			\$94,243
Street Maintenance			\$219,377
Infrastructure Tax			\$177
Grant Fund			\$122,253
Commissary Fund			\$6,576
911 Surcharge			\$8,094
Residential Construction			\$53
Debt Svc-Carson City			\$25,501
Ambulance			\$272,923
Stormwater Drainage			\$240,869
Sewer Operation			\$985,513

Carson City, Nevada
Summary of Allocated Costs

Departments	<u>Total Expenditures</u>	<u>Cost Adjustments</u>	<u>Total Allocated</u>
Sewer Capitalization			\$398
Water			\$1,002,184
Building Permits			\$53,309
Cemetery			\$13,329
CC Sanitary Landfill			\$82,784
Fleet Management			\$121,031
Group Medical Insurance			\$195,522
Workers Compensation Ins			\$59,094
Insurance Fund			\$51,376
Redevelopment			\$33,954
Redevelopment Revolving			\$30,455
School Debt Service			\$3,055
Tourism Authority			\$15,332
Tricounty Railway			\$11,455
Sierra Forest Fire Protect			\$1,327
Sub-Conservancy District			\$21,434
Controller Trust Fund			\$125
All Other			\$367,345
Unallocated			\$2,629,421
Direct Billed			\$655,648
Total	<u>\$13,043,960</u>	<u>\$1,292,638</u>	<u>\$14,336,598</u>

Detail of Allocated Costs

Departments	<u>Building Use Charge</u>	<u>Equip Use 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 Use Charge	(\$566,583)	\$0	\$0	\$0	\$0	\$0	\$197	\$0	\$0
Equipment Use Charge	\$0	(\$237,171)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board of Supervisors	\$2,463	\$0	(\$460,992)	\$152,740	\$2,323	\$0	\$0	\$58,507	\$1,849
Clerk	\$0	\$0	\$1,317	(\$283,233)	\$4,998	\$0	\$0	\$0	\$2,151
Recorder	\$75,456	\$2,093	\$2,854	\$0	(\$764,266)	\$42,561	\$5,945	\$19,781	\$4,660
Public Safety Complex	\$0	\$0	\$1,443	\$0	\$0	(\$291,730)	\$0	\$0	\$2,357
Treasurer	\$6,612	\$406	\$2,308	\$0	\$0	\$0	(\$510,587)	\$0	\$3,770
District Attorney	\$68,149	\$8,516	\$11,939	\$0	\$0	\$43,219	\$0	(\$2,613,200)	\$19,497
City Manager	\$11,521	\$1,022	\$4,018	\$0	\$0	\$0	\$0	\$115,804	(\$813,790)
Finance	\$5,439	\$1,176	\$3,119	\$0	\$0	\$0	\$0	\$10,366	\$5,562
Human Resources	\$10,723	\$0	\$1,943	\$0	\$0	\$0	\$2,782	\$51,534	\$3,464
Information Technology	\$7,122	\$107,150	\$8,291	\$0	\$0	\$0	\$0	\$2,962	\$14,787
Purchasing	\$0	\$1,305	\$655	\$0	\$0	\$0	\$0	\$45,019	\$1,169
City Hall	\$0	\$0	\$536	\$0	\$0	\$0	\$0	\$0	\$956
Internal Auditor	\$499	\$0	\$873	\$13,270	\$0	\$0	\$0	\$0	\$1,556
Dispatch	\$12,668	\$107,316	\$9,234	\$0	\$0	\$0	\$0	\$0	\$16,468
Public Works	\$2,185	\$775	\$9,157	\$0	\$0	\$0	\$1,551	\$32,283	\$16,330
Facilities Maintenance	\$0	\$7,412	\$7,425	\$0	\$0	\$0	\$0	\$0	\$13,240
Elections	\$0	\$0	\$1,165	\$0	\$173	\$0	\$0	\$0	\$2,078
Pulbic Guardian	\$0	\$0	\$840	\$0	\$0	\$0	\$0	\$0	\$1,497
Collections	\$3,112	\$0	\$0	\$0	\$0	\$1,739	\$0	\$0	\$0
Assessor	\$4,961	\$0	\$3,472	\$0	\$0	\$0	\$4,650	\$9,477	\$6,193
Public Defender	\$0	\$0	\$7,506	\$0	\$0	\$0	\$0	\$0	\$13,387
Economic Development	\$0	\$0	\$3,284	\$0	\$0	\$0	\$0	\$0	\$5,856
Geographic Information Systems	\$0	\$0	\$1,370	\$0	\$0	\$0	\$0	\$0	\$2,443
Northgate	\$0	\$0	\$157	\$0	\$0	\$0	\$0	\$0	\$280
Welfare	\$0	\$0	\$1,618	\$0	\$0	\$0	\$0	\$0	\$2,885
Planning	\$8,730	\$0	\$3,026	\$0	\$0	\$0	\$0	\$37,021	\$5,397
Business License	\$4,366	\$0	\$665	\$0	\$0	\$0	\$3,231	\$0	\$1,186
Chartered Admin	\$0	\$0	\$4,836	\$0	\$0	\$0	\$0	\$0	\$8,624
Sheriff Administration	\$0	\$0	\$3,635	\$0	\$0	\$642	\$4,006	\$46,203	\$6,482
Investigations	\$0	\$0	\$10,416	\$0	\$0	\$0	\$0	\$0	\$18,574
Sheriff Operations	\$0	\$0	\$29,718	\$0	\$0	\$0	\$0	\$0	\$52,997
Sheriff General Services	\$0	\$0	\$3,361	\$0	\$0	\$0	\$0	\$0	\$5,994
Detention Facility	\$51,774	\$0	\$20,822	\$0	\$0	\$37,280	\$0	\$0	\$37,133
Trinet Grant	\$0	\$0	\$818	\$0	\$0	\$0	\$0	\$0	\$1,460
Fire Administration	\$0	\$0	\$2,071	\$0	\$0	\$0	\$0	\$18,955	\$3,693
Fire Operations	\$0	\$0	\$39,089	\$0	\$0	\$0	\$129	\$0	\$69,708
Fire Prevention	\$0	\$0	\$1,848	\$0	\$0	\$0	\$0	\$0	\$3,295
Fire Training	\$0	\$0	\$1,820	\$0	\$0	\$0	\$0	\$0	\$3,246
Emergency Management	\$0	\$0	\$1,458	\$0	\$0	\$0	\$0	\$0	\$2,599

Detail of Allocated Costs

Departments	<u>Finance</u>	<u>Human Resources</u>	<u>Information Technology</u>	<u>Purchasing</u>	<u>City Hall</u>	<u>Internal Auditor</u>	<u>Dispatch</u>	<u>Public Works</u>	<u>Facilities Maintenance</u>
Schedule:	10.013	11.008	12.010	13.007	14.006	15.005	16.005	17.005	18.008
Building Use Charge	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Use Charge	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board of Supervisors	\$1,794	\$586	\$4,444	\$254	\$7,778	\$461	\$0	\$0	\$4,800
Clerk	\$1,949	\$1,280	\$11,461	\$163	\$0	\$536	\$0	\$0	\$0
Recorder	\$3,916	\$937	\$15,534	\$321	\$0	\$1,161	\$0	\$0	\$27,173
Public Safety Complex	\$2,794	\$0	\$0	\$371	\$0	\$587	\$0	\$0	\$0
Treasurer	\$3,196	\$852	\$12,222	\$291	\$12,557	\$939	\$0	\$0	\$12,887
District Attorney	\$12,330	\$4,798	\$64,265	\$860	\$0	\$4,856	\$0	\$0	\$23,833
City Manager	\$5,530	\$469	\$7,881	\$1,616	\$17,223	\$1,634	\$0	\$0	\$22,453
Finance	(\$856,781)	\$6,685	\$42,086	\$429	\$13,182	\$1,269	\$0	\$0	\$10,600
Human Resources	\$3,305	(\$618,810)	\$4,957	\$334	\$16,304	\$790	\$0	\$0	\$20,899
Information Technology	\$12,317	\$4,345	(\$1,825,114)	\$1,164	\$17,096	\$3,372	\$0	\$0	\$13,880
Purchasing	\$43,036	\$255	\$1,748	(\$222,437)	\$0	\$266	\$0	\$0	\$0
City Hall	\$1,143	\$0	\$0	\$143	(\$108,464)	\$218	\$0	\$0	\$0
Internal Auditor	\$1,863	\$0	\$0	\$232	\$600	(\$191,706)	\$0	\$0	\$972
Dispatch	\$12,431	\$2,557	\$29,484	\$1,084	\$0	\$3,846	(\$2,029,002)	\$0	\$15,643
Public Works	\$13,496	\$6,361	\$34,395	\$1,492	\$0	\$3,813	\$0	(\$2,332,526)	\$13,955
Facilities Maintenance	\$11,027	\$1,406	\$25,299	\$1,672	\$0	\$3,092	\$0	\$0	(\$1,532,519)
Elections	\$2,741	\$894	\$3,002	\$185	\$0	\$485	\$0	\$0	\$0
Pulbic Guardian	\$1,123	\$255	\$2,898	\$108	\$0	\$350	\$0	\$0	\$0
Collections	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,095
Assessor	\$4,696	\$2,121	\$38,597	\$455	\$14,027	\$1,446	\$0	\$0	\$7,476
Public Defender	\$16,024	\$0	\$0	\$2,000	\$0	\$3,126	\$0	\$0	\$0
Economic Development	\$7,010	\$2,885	\$450	\$875	\$0	\$1,367	\$0	\$0	\$0
Geographic Information Systems	\$2,924	\$0	\$0	\$365	\$0	\$570	\$0	\$0	\$0
Northgate	\$335	\$0	\$0	\$41	\$0	\$66	\$0	\$0	\$0
Welfare	\$3,634	\$767	\$4,048	\$2,363	\$6,052	\$674	\$0	\$0	\$0
Planning	\$4,137	\$894	\$25,770	\$405	\$0	\$1,261	\$0	\$0	\$9,114
Business License	\$600	\$0	\$1,730	\$10	\$0	\$277	\$0	\$0	\$1,285
Chartered Admin	\$5,534	\$1,028	\$15,355	\$288	\$0	\$2,016	\$0	\$0	\$0
Sheriff Administration	\$7,076	\$37,824	\$458,876	\$692	\$0	\$1,513	\$0	\$0	\$75,436
Investigations	\$13,317	\$2,045	\$30,635	\$1,124	\$0	\$4,338	\$0	\$0	\$0
Sheriff Operations	\$36,151	\$6,134	\$93,047	\$2,860	\$0	\$12,376	\$1,786,524	\$0	\$0
Sheriff General Services	\$4,669	\$1,022	\$10,546	\$367	\$0	\$1,400	\$0	\$0	\$6,071
Detention Facility	\$24,695	\$3,323	\$60,902	\$1,799	\$0	\$8,671	\$0	\$0	\$91,719
Trinet Grant	\$925	\$128	\$2,476	\$61	\$0	\$341	\$0	\$0	\$0
Fire Administration	\$2,899	\$25,607	\$129,197	\$243	\$0	\$862	\$0	\$0	\$64,175
Fire Operations	\$42,475	\$4,857	\$114,551	\$2,480	\$0	\$16,279	\$18,765	\$0	\$0
Fire Prevention	\$2,991	\$894	\$5,877	\$170	\$0	\$769	\$0	\$0	\$0
Fire Training	\$2,483	\$255	\$4,435	\$221	\$0	\$758	\$0	\$0	\$4,509
Emergency Management	\$1,469	\$0	\$3,468	\$55	\$0	\$607	\$0	\$0	\$0

Departments	<u>Total Plan</u> <u>Allocated</u>
Schedule:	
Building Use Charge	\$0
Equipment Use Charge	\$0
Board of Supervisors	\$0
Clerk	\$0
Recorder	\$0
Public Safety Complex	\$0
Treasurer	\$0
District Attorney	\$0
City Manager	\$0
Finance	\$0
Human Resources	\$0
Information Technology	\$0
Purchasing	\$0
City Hall	\$0
Internal Auditor	\$0
Dispatch	\$0
Public Works	\$0
Facilities Maintenance	\$0
Elections	\$10,723
Pulbic Guardian	\$7,071
Collections	\$5,946
Assessor	\$97,571
Public Defender	\$42,043
Economic Development	\$21,727
Geographic Information Systems	\$7,672
Northgate	\$879
Welfare	\$22,041
Planning	\$95,755
Business License	\$13,350
Chartered Admin	\$37,681
Sheriff Administration	\$642,385
Investigations	\$80,449
Sheriff Operations	\$2,019,807
Sheriff General Services	\$33,430
Detention Facility	\$338,118
Trinet Grant	\$6,209
Fire Administration	\$247,702
Fire Operations	\$308,333
Fire Prevention	\$15,844
Fire Training	\$17,727
Emergency Management	\$9,656

Detail of Allocated Costs

Departments	<u>Building Use</u> Charge	<u>Equip Use</u> Charge	<u>Board of</u> Supervisors	<u>Clerk</u>	<u>Recorder</u>	<u>Public Safety</u> Complex	<u>Treasurer</u>	<u>District Attorney</u>	<u>City Manager</u>
Wildland Fire Management	\$0	\$0	\$1,601	\$0	\$0	\$0	\$0	\$0	\$2,856
Juvenile Court	\$0	\$0	\$2,300	\$0	\$0	\$0	\$388	\$86,478	\$4,101
Juvenile Probation	\$0	\$0	\$7,095	\$0	\$0	\$0	\$5,074	\$0	\$12,652
Juvenile Detention	\$0	\$0	\$7,142	\$0	\$0	\$0	\$516	\$0	\$12,735
Justice Court	\$282,060	\$0	\$18,311	\$0	\$242,317	\$166,289	\$4,781	\$0	\$32,654
Alternative Sentencing	\$0	\$0	\$5,079	\$0	\$0	\$0	\$1,939	\$0	\$9,056
Justice Court	\$0	\$0	\$1,180	\$0	\$0	\$0	\$0	\$0	\$2,106
Parks Administration	\$0	\$0	\$3,150	\$0	\$0	\$0	\$1,310	\$40,576	\$5,618
Park Maintenance	\$0	\$0	\$5,199	\$0	\$0	\$0	\$0	\$0	\$9,271
Grants, Gifts, Donations	\$0	\$0	\$646	\$0	\$0	\$0	\$0	\$0	\$1,152
Swimming Pool	\$0	\$0	\$3,380	\$0	\$0	\$0	\$0	\$0	\$6,026
Community Center	\$0	\$0	\$1,873	\$0	\$0	\$0	\$0	\$0	\$3,341
Recreation	\$0	\$0	\$1,822	\$0	\$0	\$0	\$3,489	\$0	\$3,248
Pony Express Pavilion	\$0	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$179
Ice Rink	\$0	\$0	\$351	\$0	\$0	\$0	\$0	\$0	\$626
Sports	\$0	\$0	\$1,781	\$0	\$0	\$0	\$0	\$0	\$3,177
Library	\$0	\$0	\$8,089	\$0	\$0	\$0	\$1,809	\$19,843	\$14,424
Health	\$0	\$0	\$2,621	\$0	\$0	\$0	\$21,319	\$21,917	\$4,673
Landfill Administration	\$0	\$0	\$6,858	\$0	\$0	\$0	\$21,884	\$0	\$12,230
Medical	\$0	\$0	\$2,398	\$0	\$0	\$0	\$0	\$0	\$4,276
Environmental Health	\$0	\$0	\$1,989	\$0	\$0	\$0	\$0	\$0	\$3,547
Animal Services	\$0	\$0	\$3,957	\$0	\$0	\$0	\$5,944	\$0	\$7,057
Airport	\$0	\$0	\$0	\$26,541	\$0	\$0	\$388	\$0	\$0
Cooperative Extension	\$0	\$0	\$935	\$0	\$0	\$0	\$0	\$0	\$1,668
Supplemental Indigent	\$0	\$0	\$5,574	\$0	\$0	\$0	\$0	\$0	\$9,940
Capital Projects	\$0	\$0	\$1,403	\$0	\$0	\$0	\$1,091	\$0	\$2,502
Senior Citizens	\$0	\$0	\$2,568	\$0	\$0	\$0	\$0	\$0	\$4,580
Carson City Transit	\$0	\$0	\$5,267	\$0	\$0	\$0	\$6,013	\$889	\$9,393
Library Gift	\$0	\$0	\$507	\$0	\$0	\$0	\$0	\$0	\$903
Administrative Assessment	\$0	\$0	\$249	\$0	\$0	\$0	\$0	\$0	\$444
Traffic/Transportation	\$0	\$0	\$339	\$0	\$0	\$0	\$25,473	\$0	\$604
Regional Transportation	\$0	\$0	\$532	\$26,541	\$0	\$0	\$1,746	\$12,439	\$949
V&T Spec. Infrastructure	\$0	\$0	\$2	\$0	\$0	\$0	\$1,746	\$0	\$2
Quality of Life	\$0	\$0	\$3,915	\$33,176	\$0	\$0	\$0	\$6,812	\$6,983
Street Maintenance	\$0	\$0	\$21,067	\$0	\$0	\$0	\$0	\$889	\$37,569
Infrastructure Tax	\$0	\$0	\$23	\$0	\$0	\$0	\$0	\$0	\$41
Grant Fund	\$0	\$0	\$16,959	\$0	\$0	\$0	\$0	\$0	\$30,242
Commissary Fund	\$0	\$0	\$1,061	\$0	\$0	\$0	\$0	\$0	\$1,891
911 Surcharge	\$0	\$0	\$833	\$0	\$0	\$0	\$1,731	\$0	\$1,486
Residential Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Svc-Carson City	\$0	\$0	\$0	\$4,424	\$0	\$0	\$11,887	\$0	\$0
Ambulance	\$0	\$0	\$14,080	\$0	\$0	\$0	\$10,078	\$889	\$25,108
Stormwater Drainage	\$0	\$0	\$1,466	\$0	\$0	\$0	\$57,799	\$1,481	\$2,616

Detail of Allocated Costs

Departments	<u>Finance</u>	<u>Human Resources</u>	<u>Information Technology</u>	<u>Purchasing</u>	<u>City Hall</u>	<u>Internal Auditor</u>	<u>Dispatch</u>	<u>Public Works</u>	<u>Facilities Maintenance</u>
Wildland Fire Management	\$3,731	\$894	\$2,225	\$212	\$0	\$667	\$0	\$0	\$0
Juvenile Court	\$3,593	\$6,409	\$6,140	\$346	\$0	\$957	\$0	\$0	\$0
Juvenile Probation	\$8,833	\$22,503	\$22,790	\$659	\$0	\$2,954	\$0	\$0	\$34,018
Juvenile Detention	\$10,019	\$2,300	\$22,690	\$774	\$0	\$2,974	\$0	\$0	\$27,618
Justice Court	\$23,391	\$19,696	\$120,706	\$1,963	\$0	\$7,626	\$0	\$0	\$99,223
Alternative Sentencing	\$7,413	\$5,164	\$14,549	\$440	\$0	\$2,115	\$0	\$0	\$0
Justice Court	\$2,521	\$0	\$0	\$487	\$0	\$492	\$0	\$0	\$0
Parks Administration	\$4,111	\$5,462	\$11,178	\$329	\$0	\$1,312	\$0	\$0	\$142,548
Park Maintenance	\$8,508	\$10,232	\$13,587	\$970	\$0	\$2,165	\$0	\$0	\$0
Grants, Gifts, Donations	\$1,380	\$0	\$0	\$172	\$0	\$269	\$0	\$0	\$0
Swimming Pool	\$17,690	\$10,844	\$7,282	\$1,054	\$0	\$1,407	\$0	\$0	\$70,580
Community Center	\$4,823	\$2,633	\$3,856	\$291	\$0	\$780	\$0	\$0	\$99,282
Recreation	\$6,971	\$8,843	\$10,574	\$141	\$0	\$759	\$0	\$0	\$2,150
Pony Express Pavilion	\$182	\$0	\$70	\$20	\$0	\$42	\$0	\$0	\$0
Ice Rink	\$549	\$0	\$422	\$53	\$0	\$146	\$0	\$0	\$64,036
Sports	\$10,925	\$5,565	\$3,004	\$3,326	\$0	\$742	\$0	\$0	\$0
Library	\$13,350	\$13,410	\$20,098	\$1,114	\$0	\$3,369	\$0	\$0	\$26,409
Health	\$11,015	\$23,966	\$25,003	\$1,604	\$0	\$1,092	\$0	\$0	\$60,671
Landfill Administration	\$11,384	\$1,022	\$12,779	\$5,555	\$0	\$2,856	\$0	\$0	\$0
Medical	\$4,448	\$0	\$1,415	\$502	\$0	\$998	\$0	\$0	\$0
Environmental Health	\$1,732	\$0	\$5,306	\$20	\$0	\$828	\$0	\$0	\$0
Animal Services	\$7,214	\$0	\$2,605	\$1,391	\$0	\$1,648	\$0	\$0	\$15,904
Airport	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cooperative Extension	\$1,836	\$0	\$0	\$250	\$0	\$389	\$0	\$0	\$9,231
Supplemental Indigent	\$10,941	\$0	\$0	\$1,486	\$0	\$2,321	\$0	\$0	\$0
Capital Projects	\$13,781	\$0	\$0	\$4,960	\$0	\$585	\$0	\$0	\$0
Senior Citizens	\$4,840	\$1,689	\$6,521	\$300	\$0	\$1,069	\$0	\$0	\$92,474
Carson City Transit	\$9,978	\$0	\$760	\$1,330	\$0	\$2,193	\$0	\$7,967	\$232
Library Gift	\$990	\$0	\$6	\$134	\$0	\$211	\$0	\$0	\$0
Administrative Assessment	\$489	\$0	\$0	\$66	\$0	\$103	\$0	\$0	\$0
Traffic/Transportation	\$233	\$858	\$912	\$2,150	\$0	\$141	\$0	\$0	\$0
Regional Transportation	\$8,190	\$0	\$435	\$4,723	\$0	\$221	\$0	\$103,125	\$208
V&T Spec. Infrastructure	\$1,840	\$0	\$0	\$0	\$0	\$1	\$0	\$0	\$0
Quality of Life	\$16,609	\$512	\$6,741	\$17,865	\$0	\$1,630	\$0	\$0	\$0
Street Maintenance	\$32,974	\$3,347	\$32,455	\$5,148	\$0	\$8,774	\$0	\$55,885	\$21,269
Infrastructure Tax	\$30	\$0	\$0	\$72	\$0	\$11	\$0	\$0	\$0
Grant Fund	\$15,769	\$0	\$36,996	\$15,224	\$0	\$7,063	\$0	\$0	\$0
Commissary Fund	\$1,732	\$128	\$1,151	\$172	\$0	\$441	\$0	\$0	\$0
911 Surcharge	\$3,475	\$0	\$0	\$222	\$0	\$347	\$0	\$0	\$0
Residential Construction	\$0	\$0	\$0	\$53	\$0	\$0	\$0	\$0	\$0
Debt Svc-Carson City	\$9,190	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ambulance	\$16,183	\$2,812	\$39,445	\$1,498	\$0	\$5,863	\$156,967	\$0	\$0
Stormwater Drainage	(\$4,886)	\$1,100	\$4,976	\$567	\$0	\$610	\$0	\$168,815	\$6,325

Detail of Allocated Costs

Departments	<u>Total Plan</u> <u>Allocated</u>
Wildland Fire Management	\$12,186
Juvenile Court	\$110,712
Juvenile Probation	\$116,578
Juvenile Detention	\$86,768
Justice Court	\$1,019,017
Alternative Sentencing	\$45,755
Justice Court	\$6,786
Parks Administration	\$215,594
Park Maintenance	\$49,932
Grants, Gifts, Donations	\$3,619
Swimming Pool	\$118,263
Community Center	\$116,879
Recreation	\$37,997
Pony Express Pavilion	\$593
Ice Rink	\$66,183
Sports	\$28,520
Library	\$121,915
Health	\$173,881
Landfill Administration	\$74,568
Medical	\$14,037
Environmental Health	\$13,422
Animal Services	\$45,720
Airport	\$26,929
Cooperative Extension	\$14,309
Supplemental Indigent	\$30,262
Capital Projects	\$24,322
Senior Citizens	\$114,041
Carson City Transit	\$44,022
Library Gift	\$2,751
Administrative Assessment	\$1,351
Traffic/Transportation	\$30,710
Regional Transportation	\$159,109
V&T Spec. Infrastructure	\$3,591
Quality of Life	\$94,243
Street Maintenance	\$219,377
Infrastructure Tax	\$177
Grant Fund	\$122,253
Commissary Fund	\$6,576
911 Surcharge	\$8,094
Residential Construction	\$53
Debt Svc-Carson City	\$25,501
Ambulance	\$272,923
Stormwater Drainage	\$240,869

Detail of Allocated Costs

Departments	<u>Building Use</u> Charge	<u>Equip Use</u> Charge	<u>Board of</u> <u>Supervisors</u>	<u>Clerk</u>	<u>Recorder</u>	<u>Public Safety</u> <u>Complex</u>	<u>Treasurer</u>	<u>District Attorney</u>	<u>City Manager</u>
Sewer Operation	\$0	\$0	\$20,719	\$0	\$0	\$0	\$70,616	\$7,108	\$36,950
Sewer Capitalization	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$0	\$0	\$32,521	\$0	\$0	\$0	\$71,181	\$9,182	\$57,994
Building Permits	\$6,548	\$0	\$2,615	\$0	\$0	\$0	\$6,848	\$889	\$4,664
Cemetery	\$0	\$0	\$995	\$0	\$0	\$0	\$259	\$0	\$1,774
CC Sanitary Landfill	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fleet Management	\$0	\$0	\$5,901	\$0	\$0	\$0	\$0	\$0	\$10,523
Group Medical Insurance	\$576	\$0	\$3,807	\$0	\$0	\$0	\$0	\$0	\$6,788
Workers Compensation Ins	\$1,619	\$0	\$5,406	\$0	\$0	\$0	\$0	\$2,370	\$9,641
Insurance Fund	\$0	\$0	\$8,577	\$0	\$0	\$0	\$0	\$18,955	\$15,296
Redevelopment	\$0	\$0	\$1,723	\$0	\$0	\$0	\$0	\$23,101	\$3,072
Redevelopment Revolving	\$0	\$0	\$590	\$26,541	\$0	\$0	\$0	\$0	\$1,052
School Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$3,055	\$0	\$0
Tourism Authority	\$0	\$0	\$1,706	\$0	\$0	\$0	\$773	\$0	\$3,043
Tricounty Railway	\$0	\$0	\$2,110	\$0	\$0	\$0	\$0	\$0	\$3,762
Sierra Forest Fire Protect	\$0	\$0	\$245	\$0	\$0	\$0	\$0	\$0	\$436
Sub-Conservancy District	\$0	\$0	\$2,245	\$0	\$0	\$0	\$0	\$0	\$4,005
Controller Trust Fund	\$0	\$0	\$23	\$0	\$0	\$0	\$0	\$0	\$41
All Other	\$0	\$0	\$0	\$0	\$0	\$0	\$20,562	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0	(\$514,455)	\$0	(\$128,397)	(\$1,911,470)	\$0
Direct Bill									
Unallocated					\$514,455		\$128,397	\$1,911,470	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Detail of Allocated Costs

Departments	<u>Finance</u>	<u>Human Resources</u>	<u>Information Technology</u>	<u>Purchasing</u>	<u>City Hall</u>	<u>Internal Auditor</u>	<u>Dispatch</u>	<u>Public Works</u>	<u>Facilities Maintenance</u>
Sewer Operation	\$14,618	\$5,329	\$37,003	\$37,033	\$0	\$8,629	\$0	\$714,233	\$33,275
Sewer Capitalization	\$0	\$0	\$0	\$398	\$0	\$0	\$0	\$0	\$0
Water	\$35,440	\$4,601	\$47,382	\$35,458	\$0	\$13,543	\$0	\$688,957	\$5,925
Building Permits	\$4,189	\$1,764	\$3,472	\$526	\$0	\$1,090	\$0	\$9,486	\$11,218
Cemetery	\$1,171	\$255	\$3,127	\$127	\$0	\$415	\$0	\$0	\$5,206
CC Sanitary Landfill	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$82,784	\$0
Fleet Management	\$8,039	\$2,862	\$11,912	\$37,098	\$0	\$2,458	\$0	\$32,464	\$9,774
Group Medical Insurance	(\$5,804)	\$181,746	\$4,298	\$682	\$692	\$1,585	\$0	\$0	\$1,152
Workers Compensation Ins	(\$2,678)	\$28,968	\$4,205	\$1,117	\$2,953	\$2,252	\$0	\$0	\$3,241
Insurance Fund	\$348	\$0	\$1,916	\$2,712	\$0	\$3,572	\$0	\$0	\$0
Redevelopment	\$1,868	\$0	\$3,199	\$273	\$0	\$718	\$0	\$0	\$0
Redevelopment Revolving	\$1,159	\$0	\$0	\$867	\$0	\$246	\$0	\$0	\$0
School Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tourism Authority	\$2,616	\$894	\$5,412	\$177	\$0	\$711	\$0	\$0	\$0
Tricounty Railway	\$4,142	\$0	\$0	\$562	\$0	\$879	\$0	\$0	\$0
Sierra Forest Fire Protect	\$480	\$0	\$0	\$65	\$0	\$101	\$0	\$0	\$0
Sub-Conservancy District	\$4,974	\$2,300	\$6,875	\$100	\$0	\$935	\$0	\$0	\$0
Controller Trust Fund	\$46	\$0	\$0	\$6	\$0	\$9	\$0	\$0	\$0
All Other	\$17,462	\$0	\$0	\$0	\$0	\$0	\$66,746	\$0	\$262,575
Subtotal	(\$142,699)	(\$119,238)	\$0	\$0	\$0	\$0	\$0	(\$468,810)	\$0
Direct Bill	\$142,699	\$119,238						\$393,711	
Unallocated								\$75,099	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Carson City, Nevada
Detail of Allocated Costs

Departments	<u>Total Plan</u> <u>Allocated</u>
Sewer Operation	\$985,513
Sewer Capitalization	\$398
Water	\$1,002,184
Building Permits	\$53,309
Cemetery	\$13,329
CC Sanitary Landfill	\$82,784
Fleet Management	\$121,031
Group Medical Insurance	\$195,522
Workers Compensation Ins	\$59,094
Insurance Fund	\$51,376
Redevelopment	\$33,954
Redevelopment Revolving	\$30,455
School Debt Service	\$3,055
Tourism Authority	\$15,332
Tricounty Railway	\$11,455
Sierra Forest Fire Protect	\$1,327
Sub-Conservancy District	\$21,434
Controller Trust Fund	\$125
All Other	\$367,345
Subtotal	\$11,051,529
Direct Bill	\$655,648
Unallocated	\$2,629,421
Total	\$14,336,598

Carson City, Nevada
Summary of allocation basis

Department

1 - Building Use Charge

- 1.004 City Hall
- 1.005 Public Safety Complex
- 1.006 BRIC Building
- 1.007 Dispatch

2 - Equipment Use 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 Investments
- 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

1010701 - Finance

- 10.004 Payroll

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
Equal Allocation To All Funds Serviced
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
Direct Allocation to Juvenile Probation

Departmental Support

Total Expenditures By Dept/Fund (Exc. Capital, Debt)

Number of FTE by Department/Fund - Including PT/Seasonal

Carson City, Nevada
Summary of allocation basis

Department

- 10.005 Budget
- 10.006 Accounts Payable
- 10.007 Accounting
- 10.008 Debt Management
- 10.009 Contracts
- 10.010 Workers Compensation
- 10.011 General Liability
- 10.012 Audit Fees

1010705 - Human Resources

- 11.004 Recruitment
- 11.005 Payroll
- 11.006 Benefitis
- 11.007 Workers Compensation

1010710 - Information Technology

- 12.004 PC/Telephone Support
- 12.005 Citywide Support
- 12.006 Contract Services
- 12.007 PC/Software
- 12.008 Sheriff
- 12.009 Fire

1010720 - Purchasing

- 13.004 General Purchasing
- 13.005 Purchasing Contracts
- 13.006 Mail

1010730 - City Hall

- 14.004 Utilities
- 14.005 Common Costs

1010800 - Internal Auditor

- 15.004 Internal Audit

1012017 - Dispatch

- 16.004 Dispatch

1013012 - Public Works

- 17.004 Departmental Support

1015034 - Facilities Maintenance

- 18.004 City Hall

Basis of allocation

- Total Expenditures By Dept/Fund (Exc. Capital, Debt)
- Operating Services and Supplies
- Total Expenditures By Dept/Fund (Exc. Capital, Debt)
- Number of Bonds Issued by Fund
- Direct Allocation to Purchasing (0720)
- Direct Allocation to Workers Compensation Fund 580
- Direct Allocation to Insurance Fund 590
- Total Expenditures by Department for General Fund Departments

- Number of Applications by Department for Open Positions
- Number of FTE by Department/Fund - Including PT/Seasonal
- Direct Allocation to Group Medical Fund 570
- Direct Allocation to Workers Compansation Fund 580

- Number Of PC's By Department using FTE's
- Total Salary Expenditures By Dept/Fund (Exc. Capital, Debt)
- Cost of Contracted Services Identified By Department
- Value of Equipment/Software by department or fund
- Direct Allocation to Sheriff - Dept 2005
- Direct Allocation to Fire - Dept 2505

- Total Operating Expenditures By Dept/Fund
- Purchasing Contracts by Department/Fund
- Number of FTE by Department/Fund

- Total Square Footage Occupied By Department
- Number Of Positions By Department/Fund

- Total Expenditures By Department/Fund

- Number Of Radio Calls By Department

- Salary Support by Fund

- Total Square Footage Occupied By Department

Summary of allocation basis

Department

- 18.005 Public Safety
- 18.006 Direct Maintenance Support
- 18.007 Custodial Services

Basis of allocation

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

SCHEDULE 1.01

BUILDING USE CHARGE

NATURE AND EXTENT OF SERVICE

Building use charges are allowable for plan purposes. Carson City tracks depreciation of component units of each facility. Components are depreciated over 30, 40, or 50 years depending on the useful life. Land acquisition costs are disallowed and have not been included in the cost from which use charges are determined. The following facilities are reflected in this schedule:

Building	Cost Through 6/30/2015	Building Use Charge
City Hall	\$2,576,120	\$51,535
Public Safety Complex	24,027,561	480,551
BRIC Building	1,081,617	21,632
Dispatch	<u>633,398</u>	<u>12,668</u>
Total	<u>\$28,318,696</u>	<u>\$566,386</u>

Use charges for these buildings have been allocated based on usable departmental square footage.

Prepared by:



**Building Use Charge
Costs to be allocated**

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:				
Allocated additions:				
1010300 - Treasurer		\$197	\$197	
Total allocated additions:		<u>\$197</u>	<u>\$197</u>	<u>\$197</u>
Departmental cost adjustments:				
City Hall	\$51,535			
Public Safety Complex	\$480,551			
BRIC Building	\$21,632			
Dispatch	\$12,668			
Total departmental cost adjustments:	<u>\$566,386</u>			<u>\$566,386</u>
Total to be allocated	<u>\$566,386</u>	<u>\$197</u>		<u>\$566,583</u>

**Building Use 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	\$51,535		\$51,535			
Public Safety Complex	\$480,551			\$480,551		
BRIC Building	\$21,632				\$21,632	
Dispatch	\$12,668					\$12,668
Functional Cost	\$566,386		\$51,535	\$480,551	\$21,632	\$12,668
Allocable Costs	\$566,386		\$51,535	\$480,551	\$21,632	\$12,668
1st Allocation	\$566,386		\$51,535	\$480,551	\$21,632	\$12,668
Additions: 2nd						
Treasurer	\$197				\$197	
Functional Cost	\$197				\$197	
Allocable Costs	\$197				\$197	
2nd Allocation	\$197				\$197	
Total allocated	\$566,583		\$51,535	\$480,551	\$21,829	\$12,668

**Building Use 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 %	\$2,463		\$2,463		\$2,463
Treasurer	1,882	12.831 %	\$6,612		\$6,612		\$6,612
Assessor	1,412	9.626 %	\$4,961		\$4,961		\$4,961
City Manager	3,279	22.355 %	\$11,521		\$11,521		\$11,521
Finance	1,548	10.554 %	\$5,439		\$5,439		\$5,439
Human Resources	3,052	20.807 %	\$10,723		\$10,723		\$10,723
Information Technology	2,027	13.819 %	\$7,122		\$7,122		\$7,122
Internal Auditor	142	0.968 %	\$499		\$499		\$499
Group Medical Insurance	164	1.118 %	\$576		\$576		\$576
Workers Compensation Ins	461	3.143 %	\$1,619		\$1,619		\$1,619
Total	<u>14,668</u>	<u>100.000 %</u>	<u>\$51,535</u>		<u>\$51,535</u>		<u>\$51,535</u>

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

Source: Facilities Maintenance

**Building Use Charge
Detail allocation of
Public Safety Complex**

<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>
Recorder	8,147	15.702 %	\$75,456		\$75,456		\$75,456
Collections	336	0.648 %	\$3,112		\$3,112		\$3,112
District Attorney	7,358	14.181 %	\$68,149		\$68,149		\$68,149
Detention Facility	5,590	10.774 %	\$51,774		\$51,774		\$51,774
Justice Court	30,454	58.695 %	\$282,060		\$282,060		\$282,060
Total	51,885	100.000 %	\$480,551		\$480,551		\$480,551

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

Source: Facilities Maintenance

Building Use 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 %	\$8,651		\$8,651	\$79	\$8,730
Building Permits	2,770	29.998 %	\$6,489		\$6,489	\$59	\$6,548
Business License	1,847	20.002 %	\$4,327		\$4,327	\$39	\$4,366
Public Works	924	10.006 %	\$2,165		\$2,165	\$20	\$2,185
Total	9,234	100.000 %	\$21,632		\$21,632	\$197	\$21,829

(A) Alloc basis:

Source:

Building Use 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 %	\$12,668		\$12,668		\$12,668
Total	1	100.000 %	\$12,668		\$12,668		\$12,668

(A) Alloc basis: Direct Allocation to Dispatch

Source: Facilities Maintenance

**Building Use 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	\$2,463	\$2,463			
Recorder	\$75,456		\$75,456		
Treasurer	\$6,612	\$6,612			
District Attorney	\$68,149		\$68,149		
City Manager	\$11,521	\$11,521			
Finance	\$5,439	\$5,439			
Human Resources	\$10,723	\$10,723			
Information Technology	\$7,122	\$7,122			
Internal Auditor	\$499	\$499			
Dispatch	\$12,668				\$12,668
Public Works	\$2,185			\$2,185	
Collections	\$3,112		\$3,112		
Assessor	\$4,961	\$4,961			
Planning	\$8,730			\$8,730	
Business License	\$4,366			\$4,366	
Detention Facility	\$51,774		\$51,774		
Justice Court	\$282,060		\$282,060		
Building Permits	\$6,548			\$6,548	
Group Medical Insurance	\$576	\$576			
Workers Compensation Ins	\$1,619	\$1,619			
Total	\$566,583	\$51,535	\$480,551	\$21,829	\$12,668

SCHEDULE 2.01

EQUIPMENT USE CHARGE

NATURE AND EXTENT OF SERVICE

Equipment use allowance or depreciation is allowable for plan purposes for all County-owned equipment, including furniture and fixtures, data processing equipment, and vehicles. These classifications of equipment use the separate rates itemized as follows:

Category	Useful Life	Rate Applied	Equipment Value Through June 30, 2015	Use Charge
Equipment	15 years	6 and 2/3%	\$3,557,566	\$237,171
Total			<u>\$3,557,566</u>	<u>\$237,171</u>

Costs have been allocated to central service departments based on the current depreciation of equipment as determined by Carson City Fixed Asset Allowances.

Prepared by:



Equipment Use 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	\$237,171			
Total departmental cost adjustments:	<u>\$237,171</u>			<u>\$237,171</u>
Total to be allocated	<u>\$237,171</u>			<u>\$237,171</u>

Equipment Use 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	\$237,171		\$237,171
Functional Cost	<u>\$237,171</u>		<u>\$237,171</u>
Allocable Costs	<u>\$237,171</u>		<u>\$237,171</u>
1st Allocation	<u>\$237,171</u>		<u>\$237,171</u>
Functional Cost			
Allocable Costs			
2nd Allocation			
Total allocated	<u>\$237,171</u>		<u>\$237,171</u>

Equipment Use 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>
Treasurer	6,093	0.171 %	\$406		\$406		\$406
District Attorney	127,741	3.591 %	\$8,516		\$8,516		\$8,516
City Manager	15,330	0.431 %	\$1,022		\$1,022		\$1,022
Information Technology	1,607,253	45.178 %	\$107,150		\$107,150		\$107,150
Purchasing	19,578	0.550 %	\$1,305		\$1,305		\$1,305
Public Works	11,620	0.327 %	\$775		\$775		\$775
Dispatch	1,609,742	45.248 %	\$107,316		\$107,316		\$107,316
Finance	17,646	0.496 %	\$1,176		\$1,176		\$1,176
Facilities Maintenance	111,184	3.125 %	\$7,412		\$7,412		\$7,412
Recorder	31,379	0.883 %	\$2,093		\$2,093		\$2,093
Total	<u>3,557,566</u>	<u>100.000 %</u>	<u>\$237,171</u>		<u>\$237,171</u>		<u>\$237,171</u>

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

Source: Fixed Assets Current Operations Report

Equipment Use Charge
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Furniture, Fixtures & Equip</u>
Recorder	\$2,093	\$2,093
Treasurer	\$406	\$406
District Attorney	\$8,516	\$8,516
City Manager	\$1,022	\$1,022
Finance	\$1,176	\$1,176
Information Technology	\$107,150	\$107,150
Purchasing	\$1,305	\$1,305
Dispatch	\$107,316	\$107,316
Public Works	\$775	\$775
Facilities Maintenance	\$7,412	\$7,412
Total	<u>\$237,171</u>	<u>\$237,171</u>

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.

Prepared by:



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>
	\$222,993			\$222,993
Allocated additions:				
1 - Building Use Charge	\$2,463		\$2,463	
1010212 - Clerk		\$152,740	\$152,740	
1010213 - Recorder		\$2,323	\$2,323	
1010500 - District Attorney		\$58,507	\$58,507	
1010600 - City Manager		\$1,849	\$1,849	
1010701 - Finance		\$1,794	\$1,794	
1010705 - Human Resources		\$586	\$586	
1010710 - Information Technology		\$4,444	\$4,444	
1010720 - Purchasing		\$254	\$254	
1010730 - City Hall		\$7,778	\$7,778	
1010800 - Internal Auditor		\$461	\$461	
1015034 - Facilities Maintenance		\$4,800	\$4,800	
Total allocated additions:	<u>\$2,463</u>	<u>\$235,536</u>	<u>\$237,999</u>	<u>\$237,999</u>
Total to be allocated	<u><u>\$225,456</u></u>	<u><u>\$235,536</u></u>		<u><u>\$460,992</u></u>

Board of Supervisors
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Countywide Support</u>
Wages & Benefits			
SALARIES & WAGES	\$122,116		\$122,116
FRINGE BENEFITS	\$89,645		\$89,645
Other Expense and Cost			
SERVICE AND SUPPLIES	\$11,232		\$11,232
Departmental Expenditures	\$222,993		\$222,993
Additions: 1st			
Other	\$2,463	\$2,463	
Functional Cost	\$225,456	\$2,463	\$222,993
Reallocate Admin		(\$2,463)	\$2,463
Allocable Costs	\$225,456		\$225,456
1st Allocation	\$225,456		\$225,456
Additions: 2nd			
Other	\$235,536	\$235,536	
Functional Cost	\$235,536	\$235,536	
Reallocate Admin		(\$235,536)	\$235,536
Allocable Costs	\$235,536		\$235,536
2nd Allocation	\$235,536		\$235,536
Total allocated	\$460,992		\$460,992

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	259,378	0.286 %	\$644		\$644	\$673	\$1,317
Recorder	561,874	0.619 %	\$1,396		\$1,396	\$1,458	\$2,854
Public Safety Complex	284,178	0.313 %	\$706		\$706	\$737	\$1,443
Elections	229,482	0.253 %	\$570		\$570	\$595	\$1,165
Treasurer	454,547	0.501 %	\$1,129		\$1,129	\$1,179	\$2,308
Assessor	683,759	0.753 %	\$1,698		\$1,698	\$1,774	\$3,472
District Attorney	2,350,938	2.590 %	\$5,839		\$5,839	\$6,100	\$11,939
City Manager	791,186	0.872 %	\$1,965		\$1,965	\$2,053	\$4,018
Public Defender	1,478,073	1.628 %	\$3,671		\$3,671	\$3,835	\$7,506
Economic Development	646,534	0.712 %	\$1,606		\$1,606	\$1,678	\$3,284
Finance	614,168	0.677 %	\$1,525		\$1,525	\$1,594	\$3,119
Human Resources	382,537	0.421 %	\$950		\$950	\$993	\$1,943
Information Technology	1,632,628	1.799 %	\$4,055		\$4,055	\$4,236	\$8,291
Geographic Information Systems	269,751	0.297 %	\$670		\$670	\$700	\$1,370
Purchasing	128,984	0.142 %	\$320		\$320	\$335	\$655
City Hall	105,468	0.116 %	\$262		\$262	\$274	\$536
Welfare	318,563	0.351 %	\$791		\$791	\$827	\$1,618
Internal Auditor	171,841	0.189 %	\$427		\$427	\$446	\$873
Planning	595,961	0.657 %	\$1,480		\$1,480	\$1,546	\$3,026
Business License	130,998	0.144 %	\$325		\$325	\$340	\$665
Sheriff Administration	715,638	0.788 %	\$1,778		\$1,778	\$1,857	\$3,635
Sheriff Operations	5,851,598	6.447 %	\$14,534		\$14,534	\$15,184	\$29,718
Sheriff General Services	661,843	0.729 %	\$1,644		\$1,644	\$1,717	\$3,361
Detention Facility	4,099,947	4.517 %	\$10,183		\$10,183	\$10,639	\$20,822
Dispatch	1,818,271	2.003 %	\$4,516		\$4,516	\$4,718	\$9,234
Trinet Grant	161,200	0.178 %	\$400		\$400	\$418	\$818
Fire Administration	407,806	0.449 %	\$1,013		\$1,013	\$1,058	\$2,071
Fire Operations	7,696,645	8.479 %	\$19,117		\$19,117	\$19,972	\$39,089
Fire Prevention	363,827	0.401 %	\$904		\$904	\$944	\$1,848
Fire Training	358,362	0.395 %	\$890		\$890	\$930	\$1,820
Emergency Management	287,021	0.316 %	\$713		\$713	\$745	\$1,458
Public Works	1,803,023	1.986 %	\$4,478		\$4,478	\$4,679	\$9,157
Juvenile Court	452,744	0.499 %	\$1,125		\$1,125	\$1,175	\$2,300
Juvenile Probation	1,396,876	1.539 %	\$3,470		\$3,470	\$3,625	\$7,095
Juvenile Detention	1,406,125	1.549 %	\$3,493		\$3,493	\$3,649	\$7,142
Justice Court	3,605,494	3.972 %	\$8,955		\$8,955	\$9,356	\$18,311
Alternative Sentencing	999,884	1.102 %	\$2,484		\$2,484	\$2,595	\$5,079
Parks Administration	620,234	0.683 %	\$1,541		\$1,541	\$1,609	\$3,150
Park Maintenance	1,023,664	1.128 %	\$2,543		\$2,543	\$2,656	\$5,199
Grants, Gifts, Donations	127,205	0.140 %	\$316		\$316	\$330	\$646
Swimming Pool	665,398	0.733 %	\$1,653		\$1,653	\$1,727	\$3,380

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>
Community Center	368,817	0.406 %	\$916		\$916	\$957	\$1,873
Recreation	358,631	0.395 %	\$891		\$891	\$931	\$1,822
Pony Express Pavilion	19,722	0.022 %	\$49		\$49	\$51	\$100
Sports	350,826	0.386 %	\$871		\$871	\$910	\$1,781
Library	1,592,638	1.755 %	\$3,956		\$3,956	\$4,133	\$8,089
Health	515,961	0.568 %	\$1,282		\$1,282	\$1,339	\$2,621
Landfill Administration	1,350,339	1.488 %	\$3,354		\$3,354	\$3,504	\$6,858
Animal Services	779,226	0.858 %	\$1,935		\$1,935	\$2,022	\$3,957
Cooperative Extension	184,185	0.203 %	\$457		\$457	\$478	\$935
Supplemental Indigent	1,097,516	1.209 %	\$2,726		\$2,726	\$2,848	\$5,574
Senior Citizens	505,670	0.557 %	\$1,256		\$1,256	\$1,312	\$2,568
Carson City Transit	1,037,161	1.143 %	\$2,576		\$2,576	\$2,691	\$5,267
Library Gift	99,679	0.110 %	\$248		\$248	\$259	\$507
Administrative Assessment	49,022	0.054 %	\$122		\$122	\$127	\$249
Traffic/Transportation	66,697	0.073 %	\$166		\$166	\$173	\$339
Regional Transportation	104,751	0.115 %	\$260		\$260	\$272	\$532
Quality of Life	770,945	0.849 %	\$1,915		\$1,915	\$2,000	\$3,915
Street Maintenance	4,148,147	4.570 %	\$10,303		\$10,303	\$10,764	\$21,067
Grant Fund	3,339,156	3.679 %	\$8,294		\$8,294	\$8,665	\$16,959
Commissary Fund	208,797	0.230 %	\$519		\$519	\$542	\$1,061
Ambulance	2,772,271	3.054 %	\$6,886		\$6,886	\$7,194	\$14,080
Stormwater Drainage	288,787	0.318 %	\$717		\$717	\$749	\$1,466
Sewer Operation	4,079,718	4.495 %	\$10,133		\$10,133	\$10,586	\$20,719
Water	6,403,390	7.055 %	\$15,905		\$15,905	\$16,616	\$32,521
Building Permits	515,008	0.567 %	\$1,279		\$1,279	\$1,336	\$2,615
Cemetery	195,875	0.216 %	\$487		\$487	\$508	\$995
Fleet Management	1,161,859	1.280 %	\$2,886		\$2,886	\$3,015	\$5,901
Group Medical Insurance	749,554	0.826 %	\$1,862		\$1,862	\$1,945	\$3,807
Workers Compensation Ins	1,064,531	1.173 %	\$2,644		\$2,644	\$2,762	\$5,406
Insurance Fund	1,688,825	1.861 %	\$4,195		\$4,195	\$4,382	\$8,577
Redevelopment	339,251	0.374 %	\$843		\$843	\$880	\$1,723
Redevelopment Revolving	116,172	0.128 %	\$289		\$289	\$301	\$590
Tourism Authority	335,894	0.370 %	\$834		\$834	\$872	\$1,706
Tricounty Railway	415,406	0.458 %	\$1,032		\$1,032	\$1,078	\$2,110
Sierra Forest Fire Protect	48,140	0.053 %	\$120		\$120	\$125	\$245
Sub-Conservancy District	442,182	0.487 %	\$1,098		\$1,098	\$1,147	\$2,245
Controller Trust Fund	4,542	0.005 %	\$11		\$11	\$12	\$23
Medical	472,059	0.520 %	\$1,173		\$1,173	\$1,225	\$2,398
Environmental Health	391,688	0.432 %	\$973		\$973	\$1,016	\$1,989
Investigations	2,050,879	2.259 %	\$5,094		\$5,094	\$5,322	\$10,416
Justice Court	232,443	0.256 %	\$577		\$577	\$603	\$1,180

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>
Ice Rink	69,109	0.076 %	\$172		\$172	\$179	\$351
Northgate	30,820	0.034 %	\$77		\$77	\$80	\$157
Capital Projects	276,260	0.304 %	\$686		\$686	\$717	\$1,403
911 Surcharge	164,056	0.181 %	\$407		\$407	\$426	\$833
Wildland Fire Management	315,277	0.347 %	\$783		\$783	\$818	\$1,601
Facilities Maintenance	1,461,946	1.611 %	\$3,631		\$3,631	\$3,794	\$7,425
Pulbic Guardian	165,358	0.182 %	\$411		\$411	\$429	\$840
Chartered Admin	952,199	1.049 %	\$2,365		\$2,365	\$2,471	\$4,836
V&T Spec. Infrastructure	250		\$1		\$1	\$1	\$2
Infrastructure Tax	4,875	0.006 %	\$10		\$10	\$13	\$23
Total	<u>90,770,163</u>	<u>100.000 %</u>	<u>\$225,456</u>		<u>\$225,456</u>	<u>\$235,536</u>	<u>\$460,992</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	\$1,317	\$1,317
Recorder	\$2,854	\$2,854
Public Safety Complex	\$1,443	\$1,443
Treasurer	\$2,308	\$2,308
District Attorney	\$11,939	\$11,939
City Manager	\$4,018	\$4,018
Finance	\$3,119	\$3,119
Human Resources	\$1,943	\$1,943
Information Technology	\$8,291	\$8,291
Purchasing	\$655	\$655
City Hall	\$536	\$536
Internal Auditor	\$873	\$873
Dispatch	\$9,234	\$9,234
Public Works	\$9,157	\$9,157
Facilities Maintenance	\$7,425	\$7,425
Elections	\$1,165	\$1,165
Public Guardian	\$840	\$840
Assessor	\$3,472	\$3,472
Public Defender	\$7,506	\$7,506
Economic Development	\$3,284	\$3,284
Geographic Information Systems	\$1,370	\$1,370
Northgate	\$157	\$157
Welfare	\$1,618	\$1,618
Planning	\$3,026	\$3,026
Business License	\$665	\$665
Chartered Admin	\$4,836	\$4,836
Sheriff Administration	\$3,635	\$3,635
Investigations	\$10,416	\$10,416
Sheriff Operations	\$29,718	\$29,718
Sheriff General Services	\$3,361	\$3,361
Detention Facility	\$20,822	\$20,822
Trinet Grant	\$818	\$818
Fire Administration	\$2,071	\$2,071
Fire Operations	\$39,089	\$39,089
Fire Prevention	\$1,848	\$1,848
Fire Training	\$1,820	\$1,820
Emergency Management	\$1,458	\$1,458
Wildland Fire Management	\$1,601	\$1,601
Juvenile Court	\$2,300	\$2,300
Juvenile Probation	\$7,095	\$7,095
Juvenile Detention	\$7,142	\$7,142

Board of Supervisors
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Countywide Support</u>
Justice Court	\$18,311	\$18,311
Alternative Sentencing	\$5,079	\$5,079
Justice Court	\$1,180	\$1,180
Parks Administration	\$3,150	\$3,150
Park Maintenance	\$5,199	\$5,199
Grants, Gifts, Donations	\$646	\$646
Swimming Pool	\$3,380	\$3,380
Community Center	\$1,873	\$1,873
Recreation	\$1,822	\$1,822
Pony Express Pavilion	\$100	\$100
Ice Rink	\$351	\$351
Sports	\$1,781	\$1,781
Library	\$8,089	\$8,089
Health	\$2,621	\$2,621
Landfill Administration	\$6,858	\$6,858
Medical	\$2,398	\$2,398
Environmental Health	\$1,989	\$1,989
Animal Services	\$3,957	\$3,957
Cooperative Extension	\$935	\$935
Supplemental Indigent	\$5,574	\$5,574
Capital Projects	\$1,403	\$1,403
Senior Citizens	\$2,568	\$2,568
Carson City Transit	\$5,267	\$5,267
Library Gift	\$507	\$507
Administrative Assessment	\$249	\$249
Traffic/Transportation	\$339	\$339
Regional Transportation	\$532	\$532
V&T Spec. Infrastructure	\$2	\$2
Quality of Life	\$3,915	\$3,915
Street Maintenance	\$21,067	\$21,067
Infrastructure Tax	\$23	\$23
Grant Fund	\$16,959	\$16,959
Commissary Fund	\$1,061	\$1,061
911 Surcharge	\$833	\$833
Ambulance	\$14,080	\$14,080
Stormwater Drainage	\$1,466	\$1,466
Sewer Operation	\$20,719	\$20,719
Water	\$32,521	\$32,521
Building Permits	\$2,615	\$2,615
Cemetery	\$995	\$995
Fleet Management	\$5,901	\$5,901

Board of Supervisors
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Countywide Support</u>
Group Medical Insurance	\$3,807	\$3,807
Workers Compensation Ins	\$5,406	\$5,406
Insurance Fund	\$8,577	\$8,577
Redevelopment	\$1,723	\$1,723
Redevelopment Revolving	\$590	\$590
Tourism Authority	\$1,706	\$1,706
Tricounty Railway	\$2,110	\$2,110
Sierra Forest Fire Protect	\$245	\$245
Sub-Conservancy District	\$2,245	\$2,245
Controller Trust Fund	\$23	\$23
Total	<u>\$460,992</u>	<u>\$460,992</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:



Clerk
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$259,378			\$259,378
Allocated additions:				
1010100 - Board of Supervisors	\$644	\$673	\$1,317	
1010213 - Recorder		\$4,998	\$4,998	
1010600 - City Manager		\$2,151	\$2,151	
1010701 - Finance		\$1,949	\$1,949	
1010705 - Human Resources		\$1,280	\$1,280	
1010710 - Information Technology		\$11,461	\$11,461	
1010720 - Purchasing		\$163	\$163	
1010800 - Internal Auditor		\$536	\$536	
Total allocated additions:	\$644	\$23,211	\$23,855	\$23,855
Total to be allocated	<u>\$260,022</u>	<u>\$23,211</u>		<u>\$283,233</u>

Clerk
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Boards & Commission</u>
Wages & Benefits			
SALARIES & WAGES	\$187,609		\$187,609
FRINGE BENEFITS	\$57,602		\$57,602
Other Expense and Cost			
SERVICE AND SUPPLIES	\$14,167		\$14,167
Departmental Expenditures	\$259,378		\$259,378
Additions: 1st			
Other	\$644	\$644	
Functional Cost	\$260,022	\$644	\$259,378
Reallocate Admin		(\$644)	\$644
Allocable Costs	\$260,022		\$260,022
1st Allocation	\$260,022		\$260,022
Additions: 2nd			
Other	\$23,211	\$23,211	
Functional Cost	\$23,211	\$23,211	
Reallocate Admin		(\$23,211)	\$23,211
Allocable Costs	\$23,211		\$23,211
2nd Allocation	\$23,211		\$23,211
Total allocated	\$283,233		\$283,233

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>
Board of Supervisors	84	58.741 %	\$152,740		\$152,740		\$152,740
Internal Auditor	6	4.196 %	\$10,910		\$10,910	\$2,360	\$13,270
Airport	12	8.392 %	\$21,820		\$21,820	\$4,721	\$26,541
Regional Transportation	12	8.392 %	\$21,820		\$21,820	\$4,721	\$26,541
Quality of Life	15	10.490 %	\$27,275		\$27,275	\$5,901	\$33,176
Debt Svc-Carson City	2	1.399 %	\$3,637		\$3,637	\$787	\$4,424
Redevelopment Revolving	12	8.390 %	\$21,820		\$21,820	\$4,721	\$26,541
Total	143	100.000 %	\$260,022		\$260,022	\$23,211	\$283,233

(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	\$152,740	\$152,740
Internal Auditor	\$13,270	\$13,270
Airport	\$26,541	\$26,541
Regional Transportation	\$26,541	\$26,541
Quality of Life	\$33,176	\$33,176
Debt Svc-Carson City	\$4,424	\$4,424
Redevelopment Revolving	\$26,541	\$26,541
Total	<u>\$283,233</u>	<u>\$283,233</u>

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:



Recorder
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$561,874			\$561,874
Allocated additions:				
1 - Building Use Charge	\$75,456		\$75,456	
2 - Equipment Use Charge	\$2,093		\$2,093	
1010100 - Board of Supervisors	\$1,396	\$1,458	\$2,854	
1010215 - Public Safety Complex		\$42,561	\$42,561	
1010300 - Treasurer		\$5,945	\$5,945	
1010500 - District Attorney		\$19,781	\$19,781	
1010600 - City Manager		\$4,660	\$4,660	
1010701 - Finance		\$3,916	\$3,916	
1010705 - Human Resources		\$937	\$937	
1010710 - Information Technology		\$15,534	\$15,534	
1010720 - Purchasing		\$321	\$321	
1010800 - Internal Auditor		\$1,161	\$1,161	
1015034 - Facilities Maintenance		\$27,173	\$27,173	
Total allocated additions:	<u>\$78,945</u>	<u>\$123,447</u>	<u>\$202,392</u>	<u>\$202,392</u>
Total to be allocated	<u><u>\$640,819</u></u>	<u><u>\$123,447</u></u>		<u><u>\$764,266</u></u>

Recorder
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>General Government</u>	<u>Records Management</u>
Wages & Benefits				
SALARIES & WAGES	\$355,459	\$107,988	\$159,317	\$88,154
FRINGE BENEFITS	\$143,592	\$43,623	\$64,358	\$35,611
Other Expense and Cost				
SERVICES & SUPPLIES	\$7,937	\$2,411	\$3,557	\$1,969
MAINTENANCE SVC CONTRACTS	\$7,546		\$3,773	\$3,773
MICROFILM SUPPLIES	\$3,051			\$3,051
TECHNOLOGY	\$44,289		\$44,289	
Departmental Expenditures	\$561,874	\$154,022	\$275,294	\$132,558
Additions: 1st				
Equipment Use Charge	\$2,093			\$2,093
Other	\$76,852	\$76,852		
Functional Cost	\$640,819	\$230,874	\$275,294	\$134,651
Reallocate Admin		(\$230,874)	\$155,836	\$75,038
Allocable Costs	\$640,819		\$431,130	\$209,689
Unallocated	(\$431,130)		(\$431,130)	
1st Allocation	\$209,689			\$209,689
Additions: 2nd				
Other	\$123,447	\$123,447		
Functional Cost	\$123,447	\$123,447		
Reallocate Admin		(\$123,447)	\$83,325	\$40,122
Allocable Costs	\$123,447		\$83,325	\$40,122
Unallocated	(\$83,325)		(\$83,325)	
2nd Allocation	\$40,122			\$40,122
Total allocated	\$249,811			\$249,811

**Recorder
Detail allocation of
Records Management**

<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>
Clerk	49,740	2.383 %	\$4,998		\$4,998		\$4,998
Justice Court	2,012,627	96.440 %	\$202,224		\$202,224	\$40,093	\$242,317
Elections	1,434	0.069 %	\$144		\$144	\$29	\$173
Board of Supervisors	23,122	1.108 %	\$2,323		\$2,323		\$2,323
Total	2,086,923	100.000 %	\$209,689		\$209,689	\$40,122	\$249,811

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

Source: Jon Stone - Monthly Count For Records Management

Recorder
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Records Management</u>
Board of Supervisors	\$2,323	\$2,323
Clerk	\$4,998	\$4,998
Elections	\$173	\$173
Justice Court	\$242,317	\$242,317
Total	<u>\$249,811</u>	<u>\$249,811</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:



Public Safety Complex
Costs to be allocated

Expenditures Per Financial Statement:

1st Allocation
\$284,178

2nd Allocation

Sub-total

Total
\$284,178

Allocated additions:

1010100 - Board of Supervisors
1010600 - City Manager
1010701 - Finance
1010720 - Purchasing
1010800 - Internal Auditor

\$706

\$737

\$1,443

\$2,357

\$2,357

\$2,794

\$2,794

\$371

\$371

\$587

\$587

Total allocated additions:

\$706

\$6,846

\$7,552

\$7,552

Total to be allocated

\$284,884

\$6,846

\$291,730

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	\$23,735			\$23,735
POWER	\$180,332		\$180,332	
HEATING	\$73,172		\$73,172	
R&M SERVICES	\$6,939		\$6,939	
Departmental Expenditures	\$284,178		\$260,443	\$23,735
Additions: 1st				
Other	\$706	\$706		
Functional Cost	\$284,884	\$706	\$260,443	\$23,735
Reallocate Admin		(\$706)	\$647	\$59
Allocable Costs	\$284,884		\$261,090	\$23,794
1st Allocation	\$284,884		\$261,090	\$23,794
Additions: 2nd				
Other	\$6,846	\$6,846		
Functional Cost	\$6,846	\$6,846		
Reallocate Admin		(\$6,846)	\$6,274	\$572
Allocable Costs	\$6,846		\$6,274	\$572
2nd Allocation	\$6,846		\$6,274	\$572
Total allocated	\$291,730		\$267,364	\$24,366

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 %	\$40,996		\$40,996		\$40,996
Collections	336	0.648 %	\$1,691		\$1,691	\$48	\$1,739
District Attorney	7,358	14.181 %	\$37,026		\$37,026	\$1,055	\$38,081
Detention Facility	5,590	10.774 %	\$28,129		\$28,129	\$802	\$28,931
Justice Court	30,454	58.695 %	\$153,248		\$153,248	\$4,369	\$157,617
Total	51,885	100.000 %	\$261,090		\$261,090	\$6,274	\$267,364

(A) Alloc basis: Square Footage by Department

Source: Facilities Maintenance

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	5	6.579 %	\$1,565		\$1,565		\$1,565
District Attorney	16	21.053 %	\$5,009		\$5,009	\$129	\$5,138
Sheriff Administration	2	2.632 %	\$626		\$626	\$16	\$642
Detention Facility	26	34.211 %	\$8,140		\$8,140	\$209	\$8,349
Justice Court	27	35.525 %	\$8,454		\$8,454	\$218	\$8,672
Total	76	100.000 %	\$23,794		\$23,794	\$572	\$24,366

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

Source: Personnel Position Control Report

Public Safety Complex
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Utilities</u>	<u>Common Costs</u>
Recorder	\$42,561	\$40,996	\$1,565
District Attorney	\$43,219	\$38,081	\$5,138
Collections	\$1,739	\$1,739	
Sheriff Administration	\$642		\$642
Detention Facility	\$37,280	\$28,931	\$8,349
Justice Court	\$166,289	\$157,617	\$8,672
Total	<u>\$291,730</u>	<u>\$267,364</u>	<u>\$24,366</u>

SCHEDULE 7.01

TREASURER

NATURE AND EXTENT OF SERVICE

The Treasurer’s Office receives revenues owed to the City, maintains a record of the receipts and balances and 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. These costs are allocated evenly between the Sewer (Fund 510), Water (Fund 520) and Storm Water Drainage (Fund 505).
- **Investment** – These costs are the time spent investing and reconciling custody bank statements and recording deposits. The level of effort by the department is not related to fund size. These costs are allocated evenly to all fund serviced by the Treasurer.
- **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).
- **JAC** – These costs are related to time spent selling Jump Around Carson bus tickets and are allocated directly to Carson City Transit (Fund 225).
- **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 collections and are allocated directly to the Juvenile Probation Services Department

Prepared by:



Treasurer
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$454,547			\$454,547
Allocated additions:				
1 - Building Use Charge	\$6,612		\$6,612	
2 - Equipment Use Charge	\$406		\$406	
1010100 - Board of Supervisors	\$1,129	\$1,179	\$2,308	
1010600 - City Manager		\$3,770	\$3,770	
1010701 - Finance		\$3,196	\$3,196	
1010705 - Human Resources		\$852	\$852	
1010710 - Information Technology		\$12,222	\$12,222	
1010720 - Purchasing		\$291	\$291	
1010730 - City Hall		\$12,557	\$12,557	
1010800 - Internal Auditor		\$939	\$939	
1015034 - Facilities Maintenance		\$12,887	\$12,887	
Total allocated additions:	<u>\$8,147</u>	<u>\$47,893</u>	<u>\$56,040</u>	<u>\$56,040</u>
Total to be allocated	<u>\$462,694</u>	<u>\$47,893</u>		<u>\$510,587</u>

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>Investments</u>	<u>Revenue Reconciliation</u>	<u>Tax Collection</u>	<u>Parking Ticket Collections</u>	<u>Landfill Collections</u>	<u>JAC Collections</u>
Wages & Benefits										
SALARIES & WAGES	\$287,209	\$57,585	\$9,420	\$73,382	\$16,543	\$51,698	\$57,126	\$11,833	\$4,682	\$1,292
FRINGE BENEFITS	\$127,388	\$25,541	\$4,178	\$32,548	\$7,338	\$22,930	\$25,337	\$5,248	\$2,076	\$573
Other Expense and Cost										
SERVICES & SUPPLIES	\$25,958	\$5,205	\$851	\$6,632	\$1,495	\$4,672	\$5,163	\$1,069	\$423	\$117
BANKING FEES	\$7,230	\$723		\$4,338			\$2,169			
MAINT SERVICE CONTRAC	\$6,762	\$1,691		\$3,381			\$1,690			
Departmental Expenditures	\$454,547	\$90,745	\$14,449	\$120,281	\$25,376	\$79,300	\$91,485	\$18,150	\$7,181	\$1,982
Additions: 1st										
Other	\$8,147	\$8,147								
Functional Cost	\$462,694	\$98,892	\$14,449	\$120,281	\$25,376	\$79,300	\$91,485	\$18,150	\$7,181	\$1,982
Reallocate Admin		(\$98,892)	\$3,928	\$32,696	\$6,898	\$21,556	\$24,868	\$4,934	\$1,952	\$539
Allocable Costs	\$462,694		\$18,377	\$152,977	\$32,274	\$100,856	\$116,353	\$23,084	\$9,133	\$2,521
Unallocated	(\$116,353)						(\$116,353)			
1st Allocation	\$346,341		\$18,377	\$152,977	\$32,274	\$100,856		\$23,084	\$9,133	\$2,521
Additions: 2nd										
Other	\$47,893	\$47,893								
Functional Cost	\$47,893	\$47,893								
Reallocate Admin		(\$47,893)	\$1,902	\$15,834	\$3,341	\$10,440	\$12,044	\$2,389	\$945	\$261
Allocable Costs	\$47,893		\$1,902	\$15,834	\$3,341	\$10,440	\$12,044	\$2,389	\$945	\$261
Unallocated	(\$12,044)						(\$12,044)			
2nd Allocation	\$35,849		\$1,902	\$15,834	\$3,341	\$10,440		\$2,389	\$945	\$261
Total allocated	\$382,190		\$20,279	\$168,811	\$35,615	\$111,296		\$25,473	\$10,078	\$2,782

Treasurer
Schedule of costs to be
allocated by function

	<u>Human Resources</u>	<u>Juvenile Probation</u>
<u>Wages & Benefits</u>		
SALARIES & WAGES	\$1,292	\$2,356
FRINGE BENEFITS	\$573	\$1,046
<u>Other Expense and Cost</u>		
SERVICES & SUPPLIES	\$117	\$214
BANKING FEES		
MAINT SERVICE CONTRAC		
Departmental Expenditures	<u>\$1,982</u>	<u>\$3,616</u>
Additions: 1st		
Other		
Functional Cost	<u>\$1,982</u>	<u>\$3,616</u>
Reallocate Admin	\$539	\$982
Allocable Costs	<u>\$2,521</u>	<u>\$4,598</u>
Unallocated		
1st Allocation	<u>\$2,521</u>	<u>\$4,598</u>
Additions: 2nd		
Other		
Functional Cost		
Reallocate Admin	<u>\$261</u>	<u>\$476</u>
Allocable Costs	<u>\$261</u>	<u>\$476</u>
Unallocated		
2nd Allocation	<u>\$261</u>	<u>\$476</u>
Total allocated	<u>\$2,782</u>	<u>\$5,074</u>

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>
Capital Projects	5	5.376 %	\$988		\$988	\$103	\$1,091
V&T Spec. Infrastructure	8	8.602 %	\$1,581		\$1,581	\$165	\$1,746
Stormwater Drainage	7	7.527 %	\$1,383		\$1,383	\$145	\$1,528
Sewer Operation	16	17.204 %	\$3,162		\$3,162	\$331	\$3,493
Water	18	19.355 %	\$3,557		\$3,557	\$372	\$3,929
School Debt Service	14	15.054 %	\$2,766		\$2,766	\$289	\$3,055
Parks Administration	6	6.452 %	\$1,186		\$1,186	\$124	\$1,310
All Other	6	6.452 %	\$1,186		\$1,186	\$124	\$1,310
Regional Transportation	8	8.602 %	\$1,581		\$1,581	\$165	\$1,746
Landfill Administration	2	2.151 %	\$395		\$395	\$41	\$436
911 Surcharge	2	2.151 %	\$395		\$395	\$43	\$438
Building Use Charge	1	1.074 %	\$197		\$197		\$197
Total	93	100.000 %	\$18,377		\$18,377	\$1,902	\$20,279

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

Source: Al Kramer

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>
Sewer Operation	33	33.333 %	\$50,992		\$50,992	\$5,278	\$56,270
Water	33	33.333 %	\$50,992		\$50,992	\$5,278	\$56,270
Stormwater Drainage	33	33.334 %	\$50,993		\$50,993	\$5,278	\$56,271
Total	99	100.000 %	\$152,977		\$152,977	\$15,834	\$168,811

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

Source: Treasurer

Treasurer
Detail allocation of
Investments

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	36	3.152 %	\$1,017		\$1,017	\$110	\$1,127
Business License	25	2.189 %	\$707		\$707	\$77	\$784
Building Permits	53	4.641 %	\$1,498		\$1,498	\$162	\$1,660
Cemetery	2	0.175 %	\$57		\$57	\$6	\$63
Justice Court	37	3.240 %	\$1,046		\$1,046	\$113	\$1,159
Debt Svc-Carson City	92	8.056 %	\$2,600		\$2,600	\$282	\$2,882
Ambulance	78	6.830 %	\$2,204		\$2,204	\$239	\$2,443
Health	165	14.448 %	\$4,663		\$4,663	\$505	\$5,168
Library	14	1.226 %	\$396		\$396	\$43	\$439
Recorder	51	4.466 %	\$1,441		\$1,441		\$1,441
Recreation	27	2.364 %	\$763		\$763	\$83	\$846
Juvenile Court	3	0.263 %	\$85		\$85	\$9	\$94
Landfill Administration	88	7.706 %	\$2,487		\$2,487	\$269	\$2,756
Alternative Sentencing	15	1.313 %	\$424		\$424	\$46	\$470
Water	85	7.443 %	\$2,402		\$2,402	\$260	\$2,662
Sewer Operation	84	7.356 %	\$2,374		\$2,374	\$257	\$2,631
Animal Services	46	4.028 %	\$1,300		\$1,300	\$141	\$1,441
Carson City Transit	25	2.189 %	\$707		\$707	\$77	\$784
Public Works	12	1.051 %	\$339		\$339	\$37	\$376
All Other	149	13.047 %	\$4,211		\$4,211	\$456	\$4,667
Sheriff Administration	31	2.715 %	\$876		\$876	\$95	\$971
Fire Operations	1	0.088 %	\$28		\$28	\$3	\$31
Juvenile Detention	4	0.350 %	\$113		\$113	\$12	\$125
Airport	3	0.263 %	\$85		\$85	\$9	\$94
911 Surcharge	10	0.876 %	\$283		\$283	\$31	\$314
Tourism Authority	6	0.525 %	\$168		\$168	\$19	\$187
Total	<u>1,142</u>	<u>100.000 %</u>	<u>\$32,274</u>		<u>\$32,274</u>	<u>\$3,341</u>	<u>\$35,615</u>

(A) Alloc basis: Equal Allocation To All Funds Serviced

Source: Treasurer

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	36	3.152 %	\$3,179		\$3,179	\$344	\$3,523
Business License	25	2.189 %	\$2,208		\$2,208	\$239	\$2,447
Building Permits	53	4.641 %	\$4,681		\$4,681	\$507	\$5,188
Cemetery	2	0.175 %	\$177		\$177	\$19	\$196
Justice Court	37	3.240 %	\$3,268		\$3,268	\$354	\$3,622
Debt Svc-Carson City	92	8.056 %	\$8,125		\$8,125	\$880	\$9,005
Ambulance	78	6.830 %	\$6,889		\$6,889	\$746	\$7,635
Health	165	14.448 %	\$14,572		\$14,572	\$1,579	\$16,151
Library	14	1.226 %	\$1,236		\$1,236	\$134	\$1,370
Recorder	51	4.466 %	\$4,504		\$4,504		\$4,504
Recreation	27	2.364 %	\$2,385		\$2,385	\$258	\$2,643
Juvenile Court	3	0.263 %	\$265		\$265	\$29	\$294
Landfill Administration	88	7.706 %	\$7,772		\$7,772	\$842	\$8,614
Alternative Sentencing	15	1.313 %	\$1,325		\$1,325	\$144	\$1,469
Water	85	7.443 %	\$7,507		\$7,507	\$813	\$8,320
Sewer Operation	84	7.356 %	\$7,418		\$7,418	\$804	\$8,222
Animal Services	46	4.028 %	\$4,063		\$4,063	\$440	\$4,503
Carson City Transit	25	2.189 %	\$2,208		\$2,208	\$239	\$2,447
Public Works	12	1.051 %	\$1,060		\$1,060	\$115	\$1,175
All Other	149	13.047 %	\$13,159		\$13,159	\$1,426	\$14,585
Sheriff Administration	31	2.715 %	\$2,738		\$2,738	\$297	\$3,035
Fire Operations	1	0.088 %	\$88		\$88	\$10	\$98
Juvenile Detention	4	0.350 %	\$353		\$353	\$38	\$391
Airport	3	0.263 %	\$265		\$265	\$29	\$294
911 Surcharge	10	0.876 %	\$883		\$883	\$96	\$979
Tourism Authority	6	0.525 %	\$528		\$528	\$58	\$586
Total	1,142	100.000 %	\$100,856		\$100,856	\$10,440	\$111,296

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

Source:

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>
Traffic/Transportation	1	100.000 %	\$23,084		\$23,084	\$2,389	\$25,473
Total	1	100.000 %	\$23,084		\$23,084	\$2,389	\$25,473

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

Source: Treasurer

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 %	\$9,133		\$9,133	\$945	\$10,078
Total	1	100.000 %	\$9,133		\$9,133	\$945	\$10,078

(A) Alloc basis: Direct Allocation to Landfill 6804

Source: Treasurer

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>
Carson City Transit	1	100.000 %	\$2,521		\$2,521	\$261	\$2,782
Total	1	100.000 %	\$2,521		\$2,521	\$261	\$2,782

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

Source:

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 %	\$2,521		\$2,521	\$261	\$2,782
Total	1	100.000 %	\$2,521		\$2,521	\$261	\$2,782

(A) Alloc basis: Direct Allocation to Human Resources

Source:

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 %	\$4,598		\$4,598	\$476	\$5,074
Total	1	100.000 %	\$4,598		\$4,598	\$476	\$5,074

(A) Alloc basis: Direct Allocation to Juvenile Probation

Source:

Treasurer
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Debt Management</u>	<u>Utility Collect</u>	<u>Investments</u>	<u>Revenue Reconciliation</u>	<u>Parking Ticket Collections</u>	<u>Landfill Collections</u>	<u>JAC Collections</u>	<u>Human Resources</u>	<u>Juvenile Probation</u>
Building Use Charge	\$197	\$197								
Recorder	\$5,945			\$1,441	\$4,504					
Human Resources	\$2,782							\$2,782		
Public Works	\$1,551			\$376	\$1,175					
Assessor	\$4,650			\$1,127	\$3,523					
Business License	\$3,231			\$784	\$2,447					
Sheriff Administration	\$4,006			\$971	\$3,035					
Fire Operations	\$129			\$31	\$98					
Juvenile Court	\$388			\$94	\$294					
Juvenile Probation	\$5,074									\$5,074
Juvenile Detention	\$516			\$125	\$391					
Justice Court	\$4,781			\$1,159	\$3,622					
Alternative Sentencing	\$1,939			\$470	\$1,469					
Parks Administration	\$1,310	\$1,310								
Recreation	\$3,489			\$846	\$2,643					
Library	\$1,809			\$439	\$1,370					
Health	\$21,319			\$5,168	\$16,151					
Landfill Administration	\$21,884	\$436		\$2,756	\$8,614		\$10,078			
Animal Services	\$5,944			\$1,441	\$4,503					
Airport	\$388			\$94	\$294					
Capital Projects	\$1,091	\$1,091								
Carson City Transit	\$6,013			\$784	\$2,447			\$2,782		
Traffic/Transportation	\$25,473					\$25,473				
Regional Transportation	\$1,746	\$1,746								
V&T Spec. Infrastructure	\$1,746	\$1,746								
911 Surcharge	\$1,731	\$438		\$314	\$979					
Debt Svc-Carson City	\$11,887			\$2,882	\$9,005					
Ambulance	\$10,078			\$2,443	\$7,635					
Stormwater Drainage	\$57,799	\$1,528	\$56,271							
Sewer Operation	\$70,616	\$3,493	\$56,270	\$2,631	\$8,222					
Water	\$71,181	\$3,929	\$56,270	\$2,662	\$8,320					
Building Permits	\$6,848			\$1,660	\$5,188					
Cemetery	\$259			\$63	\$196					
School Debt Service	\$3,055	\$3,055								
Tourism Authority	\$773			\$187	\$586					
All Other	\$20,562	\$1,310		\$4,667	\$14,585					
Total	\$382,190	\$20,279	\$168,811	\$35,615	\$111,296	\$25,473	\$10,078	\$2,782	\$2,782	\$5,074

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:



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>
	\$2,350,938			\$2,350,938
Allocated additions:				
1 - Building Use Charge	\$68,149		\$68,149	
2 - Equipment Use Charge	\$8,516		\$8,516	
1010100 - Board of Supervisors	\$5,839	\$6,100	\$11,939	
1010215 - Public Safety Complex	\$42,035	\$1,184	\$43,219	
1010600 - City Manager		\$19,497	\$19,497	
1010701 - Finance		\$12,330	\$12,330	
1010705 - Human Resources		\$4,798	\$4,798	
1010710 - Information Technology		\$64,265	\$64,265	
1010720 - Purchasing		\$860	\$860	
1010800 - Internal Auditor		\$4,856	\$4,856	
1015034 - Facilities Maintenance		\$23,833	\$23,833	
Total allocated additions:	<u>\$124,539</u>	<u>\$137,723</u>	<u>\$262,262</u>	<u>\$262,262</u>
Total to be allocated	<u>\$2,475,477</u>	<u>\$137,723</u>		<u>\$2,613,200</u>

District Attorney
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Departmental Support</u>	<u>Prosecution</u>
Wages & Benefits				
SALARIES & WAGES	\$1,625,476	\$200,746	\$387,839	\$1,036,891
FRINGE BENEFITS	\$652,627	\$80,599	\$155,717	\$416,311
Other Expense and Cost				
SERVICES & SUPPLIES	\$44,884	\$5,543	\$10,709	\$28,632
PROSECUTION SERVICE & SUPPLIES	\$27,951			\$27,951
Departmental Expenditures	\$2,350,938	\$286,888	\$554,265	\$1,509,785
Additions: 1st				
Other	\$124,539	\$124,539		
Functional Cost	\$2,475,477	\$411,427	\$554,265	\$1,509,785
Reallocate Admin		(\$411,427)	\$110,482	\$300,945
Allocable Costs	\$2,475,477		\$664,747	\$1,810,730
Unallocated	(\$1,810,730)			(\$1,810,730)
1st Allocation	\$664,747		\$664,747	
Additions: 2nd				
Other	\$137,723	\$137,723		
Functional Cost	\$137,723	\$137,723		
Reallocate Admin		(\$137,723)	\$36,983	\$100,740
Allocable Costs	\$137,723		\$36,983	\$100,740
Unallocated	(\$100,740)			(\$100,740)
2nd Allocation	\$36,983		\$36,983	
Total allocated	\$701,730		\$701,730	

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	210	8.801 %	\$58,507		\$58,507		\$58,507
Recorder	71	2.976 %	\$19,781		\$19,781		\$19,781
City Manager	391	16.387 %	\$108,934		\$108,934	\$6,870	\$115,804
Human Resources	174	7.293 %	\$48,477		\$48,477	\$3,057	\$51,534
Purchasing	152	6.370 %	\$42,348		\$42,348	\$2,671	\$45,019
Sheriff Administration	156	6.538 %	\$43,462		\$43,462	\$2,741	\$46,203
Fire Administration	64	2.682 %	\$17,831		\$17,831	\$1,124	\$18,955
Public Works	109	4.568 %	\$30,368		\$30,368	\$1,915	\$32,283
Library	67	2.808 %	\$18,666		\$18,666	\$1,177	\$19,843
Health	74	3.101 %	\$20,617		\$20,617	\$1,300	\$21,917
Carson City Transit	3	0.126 %	\$836		\$836	\$53	\$889
Regional Transportation	42	1.760 %	\$11,701		\$11,701	\$738	\$12,439
Finance	35	1.467 %	\$9,751		\$9,751	\$615	\$10,366
Planning	125	5.239 %	\$34,825		\$34,825	\$2,196	\$37,021
Street Maintenance	3	0.126 %	\$836		\$836	\$53	\$889
Ambulance	3	0.126 %	\$836		\$836	\$53	\$889
Stormwater Drainage	5	0.210 %	\$1,393		\$1,393	\$88	\$1,481
Sewer Operation	24	1.006 %	\$6,686		\$6,686	\$422	\$7,108
Water	31	1.299 %	\$8,637		\$8,637	\$545	\$9,182
Building Permits	3	0.126 %	\$836		\$836	\$53	\$889
Insurance Fund	64	2.682 %	\$17,831		\$17,831	\$1,124	\$18,955
Redevelopment	78	3.269 %	\$21,731		\$21,731	\$1,370	\$23,101
Information Technology	10	0.419 %	\$2,786		\$2,786	\$176	\$2,962
Quality of Life	23	0.964 %	\$6,408		\$6,408	\$404	\$6,812
Parks Administration	137	5.742 %	\$38,169		\$38,169	\$2,407	\$40,576
Workers Compensation Ins	8	0.335 %	\$2,229		\$2,229	\$141	\$2,370
Assessor	32	1.341 %	\$8,915		\$8,915	\$562	\$9,477
Juvenile Court	292	12.239 %	\$81,350		\$81,350	\$5,128	\$86,478
Total	2,386	100.000 %	\$664,747		\$664,747	\$36,983	\$701,730

(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	\$58,507	\$58,507
Recorder	\$19,781	\$19,781
City Manager	\$115,804	\$115,804
Finance	\$10,366	\$10,366
Human Resources	\$51,534	\$51,534
Information Technology	\$2,962	\$2,962
Purchasing	\$45,019	\$45,019
Public Works	\$32,283	\$32,283
Assessor	\$9,477	\$9,477
Planning	\$37,021	\$37,021
Sheriff Administration	\$46,203	\$46,203
Fire Administration	\$18,955	\$18,955
Juvenile Court	\$86,478	\$86,478
Parks Administration	\$40,576	\$40,576
Library	\$19,843	\$19,843
Health	\$21,917	\$21,917
Carson City Transit	\$889	\$889
Regional Transportation	\$12,439	\$12,439
Quality of Life	\$6,812	\$6,812
Street Maintenance	\$889	\$889
Ambulance	\$889	\$889
Stormwater Drainage	\$1,481	\$1,481
Sewer Operation	\$7,108	\$7,108
Water	\$9,182	\$9,182
Building Permits	\$889	\$889
Workers Compensation Ins	\$2,370	\$2,370
Insurance Fund	\$18,955	\$18,955
Redevelopment	\$23,101	\$23,101
Total	<u>\$701,730</u>	<u>\$701,730</u>

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.

Prepared by:



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>
	\$791,186			\$791,186
Deductions:				
SESQUICENTENNIAL FAIR	(\$166,567)			
Total deductions:	<u>(\$166,567)</u>			<u>(\$166,567)</u>
Allocated additions:				
1 - Building Use Charge	\$11,521		\$11,521	
2 - Equipment Use Charge	\$1,022		\$1,022	
1010100 - Board of Supervisors	\$1,965	\$2,053	\$4,018	
1010500 - District Attorney	\$108,934	\$6,870	\$115,804	
1010701 - Finance		\$5,530	\$5,530	
1010705 - Human Resources		\$469	\$469	
1010710 - Information Technology		\$7,881	\$7,881	
1010720 - Purchasing		\$1,616	\$1,616	
1010730 - City Hall		\$17,223	\$17,223	
1010800 - Internal Auditor		\$1,634	\$1,634	
1015034 - Facilities Maintenance		\$22,453	\$22,453	
Total allocated additions:	<u>\$123,442</u>	<u>\$65,729</u>	<u>\$189,171</u>	<u>\$189,171</u>
Total to be allocated	<u>\$748,061</u>	<u>\$65,729</u>		<u>\$813,790</u>

City Manager
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>City Manager</u>
Wages & Benefits			
SALARIES & WAGES	\$349,752		\$349,752
FRINGE BENEFITS	\$138,503		\$138,503
Other Expense and Cost			
SERVICES & SUPPLIES	\$80,523		\$80,523
LOBBYIST	\$55,841		\$55,841
SESQUICENTENNIAL FAIR	\$166,567	\$166,567	
Departmental Expenditures	\$791,186	\$166,567	\$624,619
Cost Adjustments			
Deductions	(\$166,567)	(\$166,567)	
Additions: 1st			
Other	\$123,442	\$123,442	
Functional Cost	\$748,061	\$123,442	\$624,619
Reallocate Admin		(\$123,442)	\$123,442
Allocable Costs	\$748,061		\$748,061
1st Allocation	\$748,061		\$748,061
Additions: 2nd			
Other	\$65,729	\$65,729	
Functional Cost	\$65,729	\$65,729	
Reallocate Admin		(\$65,729)	\$65,729
Allocable Costs	\$65,729		\$65,729
2nd Allocation	\$65,729		\$65,729
Total allocated	\$813,790		\$813,790

**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	222,993	0.247 %	\$1,849		\$1,849		\$1,849
Clerk	259,378	0.288 %	\$2,151		\$2,151		\$2,151
Recorder	561,874	0.623 %	\$4,660		\$4,660		\$4,660
Public Safety Complex	284,178	0.315 %	\$2,357		\$2,357		\$2,357
Elections	229,482	0.254 %	\$1,903		\$1,903	\$175	\$2,078
Treasurer	454,547	0.504 %	\$3,770		\$3,770		\$3,770
Assessor	683,759	0.758 %	\$5,671		\$5,671	\$522	\$6,193
District Attorney	2,350,938	2.606 %	\$19,497		\$19,497		\$19,497
Public Defender	1,478,073	1.639 %	\$12,258		\$12,258	\$1,129	\$13,387
Economic Development	646,534	0.717 %	\$5,362		\$5,362	\$494	\$5,856
Finance	614,168	0.681 %	\$5,093		\$5,093	\$469	\$5,562
Human Resources	382,537	0.424 %	\$3,172		\$3,172	\$292	\$3,464
Information Technology	1,632,628	1.810 %	\$13,540		\$13,540	\$1,247	\$14,787
Geographic Information Systems	269,751	0.299 %	\$2,237		\$2,237	\$206	\$2,443
Purchasing	128,984	0.143 %	\$1,070		\$1,070	\$99	\$1,169
City Hall	105,468	0.117 %	\$875		\$875	\$81	\$956
Welfare	318,563	0.353 %	\$2,642		\$2,642	\$243	\$2,885
Internal Auditor	171,841	0.191 %	\$1,425		\$1,425	\$131	\$1,556
Planning	595,961	0.661 %	\$4,942		\$4,942	\$455	\$5,397
Business License	130,998	0.145 %	\$1,086		\$1,086	\$100	\$1,186
Sheriff Administration	715,638	0.793 %	\$5,935		\$5,935	\$547	\$6,482
Sheriff Operations	5,851,598	6.487 %	\$48,528		\$48,528	\$4,469	\$52,997
Sheriff General Services	661,843	0.734 %	\$5,489		\$5,489	\$505	\$5,994
Detention Facility	4,099,947	4.545 %	\$34,002		\$34,002	\$3,131	\$37,133
Dispatch	1,818,271	2.016 %	\$15,079		\$15,079	\$1,389	\$16,468
Trinet Grant	161,200	0.179 %	\$1,337		\$1,337	\$123	\$1,460
Fire Administration	407,806	0.452 %	\$3,382		\$3,382	\$311	\$3,693
Fire Operations	7,696,645	8.533 %	\$63,830		\$63,830	\$5,878	\$69,708
Fire Prevention	363,827	0.403 %	\$3,017		\$3,017	\$278	\$3,295
Fire Training	358,362	0.397 %	\$2,972		\$2,972	\$274	\$3,246
Emergency Management	287,021	0.318 %	\$2,380		\$2,380	\$219	\$2,599
Public Works	1,803,023	1.999 %	\$14,953		\$14,953	\$1,377	\$16,330
Juvenile Court	452,744	0.502 %	\$3,755		\$3,755	\$346	\$4,101
Juvenile Probation	1,396,876	1.549 %	\$11,585		\$11,585	\$1,067	\$12,652
Juvenile Detention	1,406,125	1.559 %	\$11,661		\$11,661	\$1,074	\$12,735
Justice Court	3,605,494	3.997 %	\$29,901		\$29,901	\$2,753	\$32,654
Alternative Sentencing	999,884	1.108 %	\$8,292		\$8,292	\$764	\$9,056
Parks Administration	620,234	0.688 %	\$5,144		\$5,144	\$474	\$5,618
Park Maintenance	1,023,664	1.135 %	\$8,489		\$8,489	\$782	\$9,271
Grants, Gifts, Donations	127,205	0.141 %	\$1,055		\$1,055	\$97	\$1,152
Swimming Pool	665,398	0.738 %	\$5,518		\$5,518	\$508	\$6,026

**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>
Community Center	368,817	0.409 %	\$3,059		\$3,059	\$282	\$3,341
Recreation	358,631	0.398 %	\$2,974		\$2,974	\$274	\$3,248
Pony Express Pavilion	19,722	0.022 %	\$164		\$164	\$15	\$179
Sports	350,826	0.389 %	\$2,909		\$2,909	\$268	\$3,177
Library	1,592,638	1.766 %	\$13,208		\$13,208	\$1,216	\$14,424
Health	515,961	0.572 %	\$4,279		\$4,279	\$394	\$4,673
Landfill Administration	1,350,339	1.497 %	\$11,199		\$11,199	\$1,031	\$12,230
Animal Services	779,226	0.864 %	\$6,462		\$6,462	\$595	\$7,057
Cooperative Extension	184,185	0.204 %	\$1,527		\$1,527	\$141	\$1,668
Supplemental Indigent	1,097,516	1.217 %	\$9,102		\$9,102	\$838	\$9,940
Senior Citizens	505,670	0.561 %	\$4,194		\$4,194	\$386	\$4,580
Carson City Transit	1,037,161	1.150 %	\$8,601		\$8,601	\$792	\$9,393
Library Gift	99,679	0.111 %	\$827		\$827	\$76	\$903
Administrative Assessment	49,022	0.054 %	\$407		\$407	\$37	\$444
Traffic/Transportation	66,697	0.074 %	\$553		\$553	\$51	\$604
Regional Transportation	104,751	0.116 %	\$869		\$869	\$80	\$949
Quality of Life	770,945	0.855 %	\$6,394		\$6,394	\$589	\$6,983
Street Maintenance	4,148,147	4.599 %	\$34,401		\$34,401	\$3,168	\$37,569
Grant Fund	3,339,156	3.702 %	\$27,692		\$27,692	\$2,550	\$30,242
Commissary Fund	208,797	0.231 %	\$1,732		\$1,732	\$159	\$1,891
Ambulance	2,772,271	3.073 %	\$22,991		\$22,991	\$2,117	\$25,108
Stormwater Drainage	288,787	0.320 %	\$2,395		\$2,395	\$221	\$2,616
Sewer Operation	4,079,718	4.523 %	\$33,834		\$33,834	\$3,116	\$36,950
Water	6,403,390	7.099 %	\$53,104		\$53,104	\$4,890	\$57,994
Building Permits	515,008	0.571 %	\$4,271		\$4,271	\$393	\$4,664
Cemetery	195,875	0.217 %	\$1,624		\$1,624	\$150	\$1,774
Fleet Management	1,161,859	1.288 %	\$9,636		\$9,636	\$887	\$10,523
Group Medical Insurance	749,554	0.831 %	\$6,216		\$6,216	\$572	\$6,788
Workers Compensation Ins	1,064,531	1.180 %	\$8,828		\$8,828	\$813	\$9,641
Insurance Fund	1,688,825	1.872 %	\$14,006		\$14,006	\$1,290	\$15,296
Redevelopment	339,251	0.376 %	\$2,813		\$2,813	\$259	\$3,072
Redevelopment Revolving	116,172	0.129 %	\$963		\$963	\$89	\$1,052
Tourism Authority	335,894	0.372 %	\$2,786		\$2,786	\$257	\$3,043
Tricounty Railway	415,406	0.461 %	\$3,445		\$3,445	\$317	\$3,762
Sierra Forest Fire Protect	48,140	0.053 %	\$399		\$399	\$37	\$436
Sub-Conservancy District	442,182	0.490 %	\$3,667		\$3,667	\$338	\$4,005
Controller Trust Fund	4,542	0.005 %	\$38		\$38	\$3	\$41
Medical	472,059	0.523 %	\$3,915		\$3,915	\$361	\$4,276
Environmental Health	391,688	0.434 %	\$3,248		\$3,248	\$299	\$3,547
Investigations	2,050,879	2.274 %	\$17,008		\$17,008	\$1,566	\$18,574
Justice Court	232,443	0.258 %	\$1,928		\$1,928	\$178	\$2,106

**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>
Ice Rink	69,109	0.077 %	\$573		\$573	\$53	\$626
Northgate	30,820	0.034 %	\$256		\$256	\$24	\$280
Capital Projects	276,260	0.306 %	\$2,291		\$2,291	\$211	\$2,502
911 Surcharge	164,056	0.182 %	\$1,361		\$1,361	\$125	\$1,486
Wildland Fire Management	315,277	0.350 %	\$2,615		\$2,615	\$241	\$2,856
Facilities Maintenance	1,461,946	1.621 %	\$12,124		\$12,124	\$1,116	\$13,240
Pulbic Guardian	165,358	0.183 %	\$1,371		\$1,371	\$126	\$1,497
Chartered Admin	952,199	1.056 %	\$7,897		\$7,897	\$727	\$8,624
V&T Spec. Infrastructure	250		\$2		\$2		\$2
Infrastructure Tax	4,875	0.003 %	\$39		\$39	\$2	\$41
Total	<u>90,201,970</u>	<u>100.000 %</u>	<u>\$748,061</u>		<u>\$748,061</u>	<u>\$65,729</u>	<u>\$813,790</u>

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

Source: General Ledger

City Manager
Departmental Cost
Allocation Summary

	Total	City Manager
Board of Supervisors	\$1,849	\$1,849
Clerk	\$2,151	\$2,151
Recorder	\$4,660	\$4,660
Public Safety Complex	\$2,357	\$2,357
Treasurer	\$3,770	\$3,770
District Attorney	\$19,497	\$19,497
Finance	\$5,562	\$5,562
Human Resources	\$3,464	\$3,464
Information Technology	\$14,787	\$14,787
Purchasing	\$1,169	\$1,169
City Hall	\$956	\$956
Internal Auditor	\$1,556	\$1,556
Dispatch	\$16,468	\$16,468
Public Works	\$16,330	\$16,330
Facilities Maintenance	\$13,240	\$13,240
Elections	\$2,078	\$2,078
Pulbic Guardian	\$1,497	\$1,497
Assessor	\$6,193	\$6,193
Public Defender	\$13,387	\$13,387
Economic Development	\$5,856	\$5,856
Geographic Information Systems	\$2,443	\$2,443
Northgate	\$280	\$280
Welfare	\$2,885	\$2,885
Planning	\$5,397	\$5,397
Business License	\$1,186	\$1,186
Chartered Admin	\$8,624	\$8,624
Sheriff Administration	\$6,482	\$6,482
Investigations	\$18,574	\$18,574
Sheriff Operations	\$52,997	\$52,997
Sheriff General Services	\$5,994	\$5,994
Detention Facility	\$37,133	\$37,133
Trinet Grant	\$1,460	\$1,460
Fire Administration	\$3,693	\$3,693
Fire Operations	\$69,708	\$69,708
Fire Prevention	\$3,295	\$3,295
Fire Training	\$3,246	\$3,246
Emergency Management	\$2,599	\$2,599
Wildland Fire Management	\$2,856	\$2,856
Juvenile Court	\$4,101	\$4,101
Juvenile Probation	\$12,652	\$12,652
Juvenile Detention	\$12,735	\$12,735
Justice Court	\$32,654	\$32,654

City Manager
Departmental Cost
Allocation Summary

	Total	City Manager
Alternative Sentencing	\$9,056	\$9,056
Justice Court	\$2,106	\$2,106
Parks Administration	\$5,618	\$5,618
Park Maintenance	\$9,271	\$9,271
Grants, Gifts, Donations	\$1,152	\$1,152
Swimming Pool	\$6,026	\$6,026
Community Center	\$3,341	\$3,341
Recreation	\$3,248	\$3,248
Pony Express Pavilion	\$179	\$179
Ice Rink	\$626	\$626
Sports	\$3,177	\$3,177
Library	\$14,424	\$14,424
Health	\$4,673	\$4,673
Landfill Administration	\$12,230	\$12,230
Medical	\$4,276	\$4,276
Environmental Health	\$3,547	\$3,547
Animal Services	\$7,057	\$7,057
Cooperative Extension	\$1,668	\$1,668
Supplemental Indigent	\$9,940	\$9,940
Capital Projects	\$2,502	\$2,502
Senior Citizens	\$4,580	\$4,580
Carson City Transit	\$9,393	\$9,393
Library Gift	\$903	\$903
Administrative Assessment	\$444	\$444
Traffic/Transportation	\$604	\$604
Regional Transportation	\$949	\$949
V&T Spec. Infrastructure	\$2	\$2
Quality of Life	\$6,983	\$6,983
Street Maintenance	\$37,569	\$37,569
Infrastructure Tax	\$41	\$41
Grant Fund	\$30,242	\$30,242
Commissary Fund	\$1,891	\$1,891
911 Surcharge	\$1,486	\$1,486
Ambulance	\$25,108	\$25,108
Stormwater Drainage	\$2,616	\$2,616
Sewer Operation	\$36,950	\$36,950
Water	\$57,994	\$57,994
Building Permits	\$4,664	\$4,664
Cemetery	\$1,774	\$1,774
Fleet Management	\$10,523	\$10,523
Group Medical Insurance	\$6,788	\$6,788
Workers Compensation Ins	\$9,641	\$9,641

City Manager
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>City Manager</u>
Insurance Fund	\$15,296	\$15,296
Redevelopment	\$3,072	\$3,072
Redevelopment Revolving	\$1,052	\$1,052
Tourism Authority	\$3,043	\$3,043
Tricounty Railway	\$3,762	\$3,762
Sierra Forest Fire Protect	\$436	\$436
Sub-Conservancy District	\$4,005	\$4,005
Controller Trust Fund	\$41	\$41
Total	<u>\$813,790</u>	<u>\$813,790</u>

SCHEDULE 10.01

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 bonds issued by Fund.
- **Contracts** – These costs are allocated directly to Purchasing.
- **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.

Prepared by:



Finance
Costs to be allocated

Expenditures Per Financial Statement:

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$614,168			\$614,168
Allocated additions:				
1 - Building Use Charge	\$5,439		\$5,439	
2 - Equipment Use Charge	\$1,176		\$1,176	
1010100 - Board of Supervisors	\$1,525	\$1,594	\$3,119	
1010500 - District Attorney	\$9,751	\$615	\$10,366	
1010600 - City Manager	\$5,093	\$469	\$5,562	
1010705 - Human Resources		\$6,685	\$6,685	
1010710 - Information Technology		\$42,086	\$42,086	
1010720 - Purchasing		\$429	\$429	
1010730 - City Hall		\$13,182	\$13,182	
1010800 - Internal Auditor		\$1,269	\$1,269	
1015034 - Facilities Maintenance		\$10,600	\$10,600	
Total allocated additions:	<u>\$22,984</u>	<u>\$76,929</u>	<u>\$99,913</u>	<u>\$99,913</u>
Departmental cost adjustments:				
SALARIES - DIRECT BILL	\$142,700			
Total departmental cost adjustments:	<u>\$142,700</u>			<u>\$142,700</u>
Total to be allocated	<u>\$779,852</u>	<u>\$76,929</u>		<u>\$856,781</u>

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>
Wages & Benefits										
SALARIES & WAGES	\$379,570	\$16,170	\$62,401	\$70,258	\$88,212	\$65,666	\$28,164	\$19,244	\$14,727	\$14,728
FRINGE BENEFITS	\$162,519	\$6,923	\$26,718	\$30,082	\$37,769	\$28,116	\$12,059	\$8,240	\$6,306	\$6,306
Other Expense and Cost										
SERVICES & SUPPLIES	\$19,241	\$820	\$3,163	\$3,562	\$4,472	\$3,329	\$1,428	\$976	\$747	\$744
AUDITING FEES	\$42,338									
PROFESSIONAL SERVICE	\$10,500		\$10,500							
Departmental Expenditures	\$614,168	\$23,913	\$102,782	\$103,902	\$130,453	\$97,111	\$41,651	\$28,460	\$21,780	\$21,778
Cost Adjustments										
SALARIES - DIRECT BILL	\$142,700	\$6,079	\$23,460	\$26,414	\$33,163	\$24,687	\$10,588	\$7,235	\$5,537	\$5,537
Additions: 1st										
Other	\$22,984	\$22,984								
Functional Cost	\$779,852	\$52,976	\$126,242	\$130,316	\$163,616	\$121,798	\$52,239	\$35,695	\$27,317	\$27,315
Reallocate Admin		(\$52,976)	\$9,201	\$9,498	\$11,925	\$8,877	\$3,807	\$2,602	\$1,991	\$1,991
Allocable Costs	\$779,852		\$135,443	\$139,814	\$175,541	\$130,675	\$56,046	\$38,297	\$29,308	\$29,306
1st Allocation	\$779,852		\$135,443	\$139,814	\$175,541	\$130,675	\$56,046	\$38,297	\$29,308	\$29,306
Additions: 2nd										
Other	\$76,929	\$76,929								
Functional Cost	\$76,929	\$76,929								
Reallocate Admin		(\$76,929)	\$13,361	\$13,792	\$17,316	\$12,891	\$5,529	\$3,778	\$2,891	\$2,891
Allocable Costs	\$76,929		\$13,361	\$13,792	\$17,316	\$12,891	\$5,529	\$3,778	\$2,891	\$2,891
2nd Allocation	\$76,929		\$13,361	\$13,792	\$17,316	\$12,891	\$5,529	\$3,778	\$2,891	\$2,891
Total allocated	\$856,781		\$148,804	\$153,606	\$192,857	\$143,566	\$61,575	\$42,075	\$32,199	\$32,197

Finance
Schedule of costs to be
allocated by function

Audit Fees

<u>Wages & Benefits</u>	
SALARIES & WAGES	
FRINGE BENEFITS	
<u>Other Expense and Cost</u>	
SERVICES & SUPPLIES	
AUDITING FEES	\$42,338
PROFESSIONAL SERVICE	
Departmental Expenditures	<u>\$42,338</u>
<u>Cost Adjustments</u>	
SALARIES - DIRECT BILL	
Additions: 1st	
Other	
Functional Cost	<u>\$42,338</u>
Reallocate Admin	<u>\$3,084</u>
Allocable Costs	<u>\$45,422</u>
1st Allocation	<u>\$45,422</u>
Additions: 2nd	
Other	
Functional Cost	
Reallocate Admin	<u>\$4,480</u>
Allocable Costs	<u>\$4,480</u>
2nd Allocation	<u>\$4,480</u>
Total allocated	<u>\$49,902</u>

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	0.652 %	\$883		\$883		\$883
Clerk	5	0.652 %	\$883		\$883		\$883
Treasurer	7	0.913 %	\$1,236		\$1,236		\$1,236
Elections	7	0.913 %	\$1,236		\$1,236	\$130	\$1,366
Recorder	8	1.043 %	\$1,413		\$1,413		\$1,413
Assessor	8	1.043 %	\$1,413		\$1,413	\$148	\$1,561
District Attorney	17	2.216 %	\$3,002		\$3,002		\$3,002
City Manager	4	0.522 %	\$706		\$706		\$706
Human Resources	5	0.652 %	\$883		\$883	\$93	\$976
Information Technology	9	1.173 %	\$1,589		\$1,589	\$167	\$1,756
Purchasing	2	0.261 %	\$353		\$353	\$37	\$390
Planning	7	0.913 %	\$1,236		\$1,236	\$130	\$1,366
Sheriff Administration	6	0.782 %	\$1,060		\$1,060	\$111	\$1,171
Sheriff Operations	48	6.258 %	\$8,476		\$8,476	\$889	\$9,365
Sheriff General Services	8	1.043 %	\$1,413		\$1,413	\$148	\$1,561
Detention Facility	26	3.390 %	\$4,591		\$4,591	\$482	\$5,073
Dispatch	20	2.608 %	\$3,532		\$3,532	\$371	\$3,903
Trinet Grant	1	0.130 %	\$177		\$177	\$19	\$196
Fire Administration	5	0.652 %	\$883		\$883	\$93	\$976
Fire Operations	38	4.954 %	\$6,710		\$6,710	\$704	\$7,414
Fire Prevention	7	0.913 %	\$1,236		\$1,236	\$130	\$1,366
Fire Training	2	0.261 %	\$353		\$353	\$37	\$390
Juvenile Court	5	0.652 %	\$883		\$883	\$93	\$976
Juvenile Probation	10	1.304 %	\$1,766		\$1,766	\$185	\$1,951
Juvenile Detention	18	2.347 %	\$3,179		\$3,179	\$334	\$3,513
Justice Court	27	3.520 %	\$4,768		\$4,768	\$500	\$5,268
Alternative Sentencing	13	1.695 %	\$2,296		\$2,296	\$241	\$2,537
Parks Administration	7	0.913 %	\$1,236		\$1,236	\$130	\$1,366
Park Maintenance	11	1.434 %	\$1,942		\$1,942	\$204	\$2,146
Swimming Pool	69	8.996 %	\$12,185		\$12,185	\$1,279	\$13,464
Community Center	12	1.565 %	\$2,119		\$2,119	\$222	\$2,341
Recreation	27	3.520 %	\$4,768		\$4,768	\$500	\$5,268
Sports	43	5.606 %	\$7,593		\$7,593	\$797	\$8,390
Library	20	2.608 %	\$3,532		\$3,532	\$371	\$3,903
Health	40	5.215 %	\$7,064		\$7,064	\$741	\$7,805
Senior Citizens	3	0.391 %	\$530		\$530	\$56	\$586
Street Maintenance	20	2.608 %	\$3,532		\$3,532	\$371	\$3,903
Commissary Fund	1	0.130 %	\$177		\$177	\$19	\$196
Stormwater Drainage	7	0.913 %	\$1,236	(\$7,857)	(\$6,621)	\$130	(\$6,491)
Sewer Operation	21	2.738 %	\$3,708	(\$15,714)	(\$12,006)	\$389	(\$11,617)
Building Permits	2	0.261 %	\$353		\$353	\$37	\$390

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>
Cemetery	2	0.261 %	\$353		\$353	\$37	\$390
Fleet Management	6	0.782 %	\$1,060		\$1,060	\$111	\$1,171
Workers Compensation Ins	1	0.130 %	\$177		\$177	\$19	\$196
Public Works	28	3.651 %	\$4,944		\$4,944	\$519	\$5,463
Landfill Administration	8	1.043 %	\$1,413		\$1,413	\$148	\$1,561
Investigations	16	2.086 %	\$2,825		\$2,825	\$296	\$3,121
Facilities Maintenance	11	1.434 %	\$1,942		\$1,942	\$204	\$2,146
Wildland Fire Management	7	0.913 %	\$1,236		\$1,236	\$130	\$1,366
Group Medical Insurance	2	0.261 %	\$353	(\$11,786)	(\$11,433)	\$37	(\$11,396)
Water	18	2.347 %	\$3,179	(\$15,715)	(\$12,536)	\$334	(\$12,202)
Quality of Life	4	0.522 %	\$706		\$706	\$74	\$780
Welfare	6	0.782 %	\$1,060		\$1,060	\$111	\$1,171
Sub-Conservancy District	18	2.347 %	\$3,179		\$3,179	\$334	\$3,513
Tourism Authority	7	0.913 %	\$1,236		\$1,236	\$130	\$1,366
Ambulance	22	2.868 %	\$3,885		\$3,885	\$408	\$4,293
Pulbic Guardian	2	0.261 %	\$353		\$353	\$37	\$390
Chartered Admin	8	1.039 %	\$1,411		\$1,411	\$144	\$1,555
Subtotal	<u>767</u>	<u>100.000 %</u>	<u>\$135,443</u>	<u>(\$51,072)</u>	<u>\$84,371</u>	<u>\$13,361</u>	<u>\$97,732</u>
Direct Billed				<u>\$51,072</u>	<u>\$51,072</u>		<u>\$51,072</u>
Total	<u>767</u>	<u>100.000 %</u>	<u>\$135,443</u>	<u>\$0</u>	<u>\$135,443</u>	<u>\$13,361</u>	<u>\$148,804</u>

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

Source: Personnel Position Control Report

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	222,993	0.247 %	\$345		\$345		\$345
Clerk	259,378	0.287 %	\$401		\$401		\$401
Recorder	561,874	0.622 %	\$869		\$869		\$869
Public Safety Complex	284,178	0.314 %	\$440		\$440		\$440
Elections	229,482	0.254 %	\$355		\$355	\$37	\$392
Treasurer	454,547	0.503 %	\$703		\$703		\$703
Assessor	683,759	0.757 %	\$1,058		\$1,058	\$110	\$1,168
District Attorney	2,350,938	2.601 %	\$3,637		\$3,637		\$3,637
City Manager	791,186	0.875 %	\$1,224		\$1,224		\$1,224
Public Defender	1,478,073	1.635 %	\$2,287		\$2,287	\$239	\$2,526
Economic Development	646,534	0.715 %	\$1,000		\$1,000	\$104	\$1,104
Human Resources	382,537	0.423 %	\$592		\$592	\$62	\$654
Information Technology	1,632,628	1.806 %	\$2,526		\$2,526	\$264	\$2,790
Geographic Information Systems	269,751	0.298 %	\$417		\$417	\$44	\$461
Purchasing	128,984	0.143 %	\$200		\$200	\$21	\$221
City Hall	105,468	0.117 %	\$163		\$163	\$17	\$180
Welfare	318,563	0.352 %	\$493		\$493	\$51	\$544
Internal Auditor	171,841	0.190 %	\$266		\$266	\$28	\$294
Planning	595,961	0.659 %	\$922		\$922	\$96	\$1,018
Business License	130,998	0.145 %	\$203		\$203	\$21	\$224
Sheriff Administration	715,638	0.792 %	\$1,107		\$1,107	\$116	\$1,223
Sheriff Operations	5,851,598	6.475 %	\$9,052		\$9,052	\$944	\$9,996
Sheriff General Services	661,843	0.732 %	\$1,024		\$1,024	\$107	\$1,131
Detention Facility	4,099,947	4.536 %	\$6,343		\$6,343	\$662	\$7,005
Dispatch	1,818,271	2.012 %	\$2,813		\$2,813	\$293	\$3,106
Trinet Grant	161,200	0.178 %	\$249		\$249	\$26	\$275
Fire Administration	407,806	0.451 %	\$631		\$631	\$66	\$697
Fire Operations	7,696,645	8.516 %	\$11,907		\$11,907	\$1,242	\$13,149
Fire Prevention	363,827	0.403 %	\$563		\$563	\$59	\$622
Fire Training	358,362	0.397 %	\$554		\$554	\$58	\$612
Emergency Management	287,021	0.318 %	\$444		\$444	\$46	\$490
Public Works	1,803,023	1.995 %	\$2,789		\$2,789	\$291	\$3,080
Juvenile Court	452,744	0.501 %	\$700		\$700	\$73	\$773
Juvenile Probation	1,396,876	1.546 %	\$2,161		\$2,161	\$225	\$2,386
Juvenile Detention	1,406,125	1.556 %	\$2,175		\$2,175	\$227	\$2,402
Justice Court	3,605,494	3.989 %	\$5,578		\$5,578	\$582	\$6,160
Alternative Sentencing	999,884	1.106 %	\$1,547		\$1,547	\$161	\$1,708
Parks Administration	620,234	0.686 %	\$959		\$959	\$100	\$1,059
Park Maintenance	1,023,664	1.133 %	\$1,584		\$1,584	\$165	\$1,749
Grants, Gifts, Donations	127,205	0.141 %	\$197		\$197	\$21	\$218
Swimming Pool	665,398	0.736 %	\$1,029		\$1,029	\$107	\$1,136

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>
Community Center	368,817	0.408 %	\$571		\$571	\$60	\$631
Recreation	358,631	0.397 %	\$555		\$555	\$58	\$613
Pony Express Pavilion	19,722	0.022 %	\$31		\$31	\$3	\$34
Sports	350,826	0.388 %	\$543		\$543	\$57	\$600
Library	1,592,638	1.762 %	\$2,464		\$2,464	\$257	\$2,721
Health	515,961	0.571 %	\$798		\$798	\$83	\$881
Landfill Administration	1,350,339	1.494 %	\$2,089		\$2,089	\$218	\$2,307
Animal Services	779,226	0.862 %	\$1,205		\$1,205	\$126	\$1,331
Cooperative Extension	184,185	0.204 %	\$285		\$285	\$30	\$315
Supplemental Indigent	1,097,516	1.214 %	\$1,698		\$1,698	\$177	\$1,875
Senior Citizens	505,670	0.559 %	\$782		\$782	\$82	\$864
Carson City Transit	1,037,161	1.148 %	\$1,604		\$1,604	\$167	\$1,771
Library Gift	99,679	0.110 %	\$154		\$154	\$16	\$170
Administrative Assessment	49,022	0.054 %	\$76		\$76	\$8	\$84
Traffic/Transportation	66,697	0.074 %	\$103		\$103	\$11	\$114
Regional Transportation	104,751	0.116 %	\$162		\$162	\$17	\$179
Quality of Life	770,945	0.853 %	\$1,193		\$1,193	\$124	\$1,317
Street Maintenance	4,148,147	4.590 %	\$6,417		\$6,417	\$669	\$7,086
Grant Fund	3,339,156	3.695 %	\$5,166		\$5,166	\$539	\$5,705
Commissary Fund	208,797	0.231 %	\$323		\$323	\$34	\$357
Ambulance	2,772,271	3.067 %	\$4,289		\$4,289	\$447	\$4,736
Stormwater Drainage	288,787	0.320 %	\$447		\$447	\$47	\$494
Sewer Operation	4,079,718	4.514 %	\$6,311		\$6,311	\$658	\$6,969
Water	6,403,390	7.085 %	\$9,906		\$9,906	\$1,033	\$10,939
Building Permits	515,008	0.570 %	\$797		\$797	\$83	\$880
Cemetery	195,875	0.217 %	\$303		\$303	\$32	\$335
Fleet Management	1,161,859	1.286 %	\$1,797		\$1,797	\$188	\$1,985
Group Medical Insurance	749,554	0.829 %	\$1,160		\$1,160	\$121	\$1,281
Workers Compensation Ins	1,064,531	1.178 %	\$1,647		\$1,647	\$172	\$1,819
Insurance Fund	1,688,825	1.869 %	\$2,613		\$2,613	\$273	\$2,886
Redevelopment	339,251	0.375 %	\$525		\$525	\$55	\$580
Redevelopment Revolving	116,172	0.129 %	\$180		\$180	\$19	\$199
Tourism Authority	335,894	0.372 %	\$520		\$520	\$54	\$574
Tricounty Railway	415,406	0.460 %	\$643		\$643	\$67	\$710
Sierra Forest Fire Protect	48,140	0.053 %	\$74		\$74	\$8	\$82
Sub-Conservancy District	442,182	0.489 %	\$684		\$684	\$71	\$755
Controller Trust Fund	4,542	0.005 %	\$7		\$7	\$1	\$8
Medical	472,059	0.522 %	\$730		\$730	\$76	\$806
Environmental Health	391,688	0.433 %	\$606		\$606	\$63	\$669
Investigations	2,050,879	2.269 %	\$3,173		\$3,173	\$331	\$3,504
Justice Court	232,443	0.257 %	\$360		\$360	\$38	\$398

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>
Ice Rink	69,109	0.076 %	\$107		\$107	\$11	\$118
Northgate	30,820	0.034 %	\$48		\$48	\$5	\$53
Capital Projects	276,260	0.306 %	\$427		\$427	\$45	\$472
911 Surcharge	164,056	0.182 %	\$254		\$254	\$26	\$280
Wildland Fire Management	315,277	0.349 %	\$488		\$488	\$51	\$539
Facilities Maintenance	1,461,946	1.618 %	\$2,262		\$2,262	\$236	\$2,498
Pulbic Guardian	165,358	0.183 %	\$256		\$256	\$27	\$283
Chartered Admin	952,199	1.054 %	\$1,473		\$1,473	\$154	\$1,627
V&T Spec. Infrastructure	250						
Infrastructure Tax	4,875	0.005 %	\$1		\$1	(\$1)	
Total	<u>90,378,988</u>	<u>100.000 %</u>	<u>\$139,814</u>		<u>\$139,814</u>	<u>\$13,792</u>	<u>\$153,606</u>

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

Source: General Ledger

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	11,232	0.039 %	\$68		\$68		\$68
Clerk	14,167	0.049 %	\$86		\$86		\$86
Recorder	62,823	0.217 %	\$380		\$380		\$380
Public Safety Complex	284,178	0.979 %	\$1,719		\$1,719		\$1,719
Elections	62,527	0.216 %	\$378		\$378	\$38	\$416
Assessor	41,745	0.144 %	\$253		\$253	\$26	\$279
District Attorney	72,835	0.251 %	\$441		\$441		\$441
City Manager	302,931	1.044 %	\$1,833		\$1,833		\$1,833
Economic Development	646,534	2.228 %	\$3,912		\$3,912	\$397	\$4,309
Human Resources	109,765	0.378 %	\$664		\$664	\$67	\$731
Information Technology	561,377	1.935 %	\$3,396		\$3,396	\$344	\$3,740
Geographic Information Systems	269,751	0.930 %	\$1,632		\$1,632	\$165	\$1,797
Purchasing	4,758	0.016 %	\$29		\$29	\$3	\$32
City Hall	105,468	0.363 %	\$638		\$638	\$65	\$703
Welfare	169,888	0.586 %	\$1,028		\$1,028	\$104	\$1,132
Internal Auditor	171,841	0.592 %	\$1,040		\$1,040	\$105	\$1,145
Planning	42,094	0.145 %	\$255		\$255	\$26	\$281
Sheriff Administration	437,506	1.508 %	\$2,647		\$2,647	\$268	\$2,915
Sheriff Operations	351,588	1.212 %	\$2,127		\$2,127	\$216	\$2,343
Sheriff General Services	51,396	0.177 %	\$311		\$311	\$32	\$343
Detention Facility	374,485	1.291 %	\$2,266		\$2,266	\$230	\$2,496
Dispatch	140,107	0.483 %	\$848		\$848	\$86	\$934
Trinet Grant	8,420	0.029 %	\$51		\$51	\$5	\$56
Fire Administration	32,736	0.113 %	\$198		\$198	\$20	\$218
Fire Operations	436,892	1.506 %	\$2,643		\$2,643	\$268	\$2,911
Fire Prevention	15,683	0.054 %	\$95		\$95	\$10	\$105
Fire Training	89,551	0.309 %	\$542		\$542	\$55	\$597
Juvenile Court	109,136	0.376 %	\$660		\$660	\$67	\$727
Juvenile Probation	157,013	0.541 %	\$950		\$950	\$96	\$1,046
Juvenile Detention	95,000	0.327 %	\$575		\$575	\$58	\$633
Justice Court	459,469	1.584 %	\$2,780		\$2,780	\$282	\$3,062
Alternative Sentencing	105,002	0.362 %	\$635		\$635	\$64	\$699
Parks Administration	23,135	0.080 %	\$140		\$140	\$14	\$154
Park Maintenance	313,020	1.079 %	\$1,894		\$1,894	\$192	\$2,086
Grants, Gifts, Donations	127,205	0.438 %	\$770		\$770	\$78	\$848
Swimming Pool	217,413	0.749 %	\$1,315		\$1,315	\$133	\$1,448
Community Center	141,093	0.486 %	\$854		\$854	\$87	\$941
Recreation	30,808	0.106 %	\$186		\$186	\$19	\$205
Pony Express Pavilion	14,677	0.051 %	\$89		\$89	\$9	\$98
Sports	160,524	0.553 %	\$971		\$971	\$98	\$1,069
Library	419,292	1.445 %	\$2,537		\$2,537	\$257	\$2,794

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>
Health	158,319	0.546 %	\$958		\$958	\$97	\$1,055
Animal Services	594,131	2.048 %	\$3,595		\$3,595	\$364	\$3,959
Cooperative Extension	184,185	0.635 %	\$1,114		\$1,114	\$113	\$1,227
Supplemental Indigent	1,097,516	3.783 %	\$6,640		\$6,640	\$673	\$7,313
Senior Citizens	111,728	0.385 %	\$676		\$676	\$69	\$745
Carson City Transit	983,133	3.388 %	\$5,948		\$5,948	\$603	\$6,551
Library Gift	99,121	0.342 %	\$600		\$600	\$61	\$661
Administrative Assessment	49,022	0.169 %	\$297		\$297	\$30	\$327
Traffic/Transportation	1,920	0.007 %	\$12		\$12	\$1	\$13
Regional Transportation	73,848	0.255 %	\$447		\$447	\$45	\$492
Street Maintenance	2,305,261	7.945 %	\$13,947		\$13,947	\$1,414	\$15,361
Commissary Fund	126,997	0.438 %	\$768		\$768	\$78	\$846
Ambulance	409,460	1.411 %	\$2,477		\$2,477	\$251	\$2,728
Stormwater Drainage	97,348	0.336 %	\$589		\$589	\$60	\$649
Sewer Operation	1,913,669	6.596 %	\$11,578		\$11,578	\$1,174	\$12,752
Water	3,973,706	13.695 %	\$24,041		\$24,041	\$2,438	\$26,479
Building Permits	314,607	1.084 %	\$1,903		\$1,903	\$193	\$2,096
Cemetery	19,984	0.069 %	\$121		\$121	\$12	\$133
Fleet Management	454,371	1.566 %	\$2,749		\$2,749	\$279	\$3,028
Group Medical Insurance	467,280	1.610 %	\$2,827		\$2,827	\$287	\$3,114
Workers Compensation Ins	788,888	2.719 %	\$4,773		\$4,773	\$484	\$5,257
Insurance Fund	1,552,649	5.351 %	\$9,394		\$9,394	\$952	\$10,346
Redevelopment	111,890	0.386 %	\$677		\$677	\$69	\$746
Redevelopment Revolving	116,172	0.400 %	\$703		\$703	\$71	\$774
Tricounty Railway	415,406	1.432 %	\$2,513		\$2,513	\$255	\$2,768
Sierra Forest Fire Protect	48,140	0.166 %	\$291		\$291	\$30	\$321
Grant Fund	710,148	2.448 %	\$4,296		\$4,296	\$436	\$4,732
Emergency Management	40,619	0.140 %	\$246		\$246	\$25	\$271
Public Works	75,391	0.260 %	\$456		\$456	\$46	\$502
Quality of Life	338,210	1.166 %	\$2,046		\$2,046	\$207	\$2,253
Business License	8,014	0.028 %	\$48		\$48	\$5	\$53
Landfill Administration	627,581	2.163 %	\$3,797		\$3,797	\$385	\$4,182
Medical	371,486	1.280 %	\$2,248		\$2,248	\$228	\$2,476
Environmental Health	14,613	0.050 %	\$88		\$88	\$9	\$97
Investigations	244,566	0.843 %	\$1,480		\$1,480	\$150	\$1,630
Justice Court	232,443	0.801 %	\$1,406		\$1,406	\$143	\$1,549
Ice Rink	39,108	0.135 %	\$237		\$237	\$24	\$261
Northgate	30,820	0.106 %	\$186		\$186	\$19	\$205
Capital Projects	276,260	0.952 %	\$1,671		\$1,671	\$169	\$1,840
911 Surcharge	164,056	0.565 %	\$993		\$993	\$101	\$1,094
Public Defender	1,478,073	5.094 %	\$8,942		\$8,942	\$907	\$9,849

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>
Wildland Fire Management	157,150	0.542 %	\$951		\$951	\$96	\$1,047
Tourism Authority	20,811	0.072 %	\$126		\$126	\$13	\$139
Facilities Maintenance	416,183	1.434 %	\$2,518		\$2,518	\$255	\$2,773
Controller Trust Fund	4,542	0.016 %	\$27		\$27	\$3	\$30
Treasurer	39,950	0.138 %	\$242		\$242		\$242
V&T Spec. Infrastructure	250	0.001 %	\$2		\$2		\$2
Pulbic Guardian	5,746	0.020 %	\$35		\$35	\$4	\$39
Infrastructure Tax	4,875	0.013 %	\$26		\$26	\$4	\$30
Total	29,014,711	100.000 %	\$175,541		\$175,541	\$17,316	\$192,857

(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	222,993	0.247 %	\$322		\$322		\$322
Clerk	259,378	0.287 %	\$375		\$375		\$375
Recorder	561,874	0.622 %	\$812		\$812		\$812
Public Safety Complex	284,178	0.314 %	\$411		\$411		\$411
Elections	229,482	0.254 %	\$332		\$332	\$35	\$367
Treasurer	454,547	0.503 %	\$657		\$657		\$657
Assessor	683,759	0.757 %	\$989		\$989	\$103	\$1,092
District Attorney	2,350,938	2.601 %	\$3,399		\$3,399		\$3,399
City Manager	791,186	0.875 %	\$1,144		\$1,144		\$1,144
Public Defender	1,478,073	1.635 %	\$2,137		\$2,137	\$223	\$2,360
Economic Development	646,534	0.715 %	\$935		\$935	\$98	\$1,033
Human Resources	382,537	0.423 %	\$553		\$553	\$58	\$611
Information Technology	1,632,628	1.806 %	\$2,361		\$2,361	\$246	\$2,607
Geographic Information Systems	269,751	0.298 %	\$390		\$390	\$41	\$431
Purchasing	128,984	0.143 %	\$186		\$186	\$19	\$205
City Hall	105,468	0.117 %	\$152		\$152	\$16	\$168
Welfare	318,563	0.352 %	\$461		\$461	\$48	\$509
Internal Auditor	171,841	0.190 %	\$248		\$248	\$26	\$274
Planning	595,961	0.659 %	\$862		\$862	\$90	\$952
Business License	130,998	0.145 %	\$189		\$189	\$20	\$209
Sheriff Administration	715,638	0.792 %	\$1,035		\$1,035	\$108	\$1,143
Sheriff Operations	5,851,598	6.475 %	\$8,461		\$8,461	\$883	\$9,344
Sheriff General Services	661,843	0.732 %	\$957		\$957	\$100	\$1,057
Detention Facility	4,099,947	4.536 %	\$5,928		\$5,928	\$618	\$6,546
Dispatch	1,818,271	2.012 %	\$2,629		\$2,629	\$274	\$2,903
Trinet Grant	161,200	0.178 %	\$233		\$233	\$24	\$257
Fire Administration	407,806	0.451 %	\$590		\$590	\$62	\$652
Fire Operations	7,696,645	8.516 %	\$11,128		\$11,128	\$1,161	\$12,289
Fire Prevention	363,827	0.403 %	\$526		\$526	\$55	\$581
Fire Training	358,362	0.397 %	\$518		\$518	\$54	\$572
Emergency Management	287,021	0.318 %	\$415		\$415	\$43	\$458
Public Works	1,803,023	1.995 %	\$2,607		\$2,607	\$272	\$2,879
Juvenile Court	452,744	0.501 %	\$655		\$655	\$68	\$723
Juvenile Probation	1,396,876	1.546 %	\$2,020		\$2,020	\$211	\$2,231
Juvenile Detention	1,406,125	1.556 %	\$2,033		\$2,033	\$212	\$2,245
Justice Court	3,605,494	3.989 %	\$5,213		\$5,213	\$544	\$5,757
Alternative Sentencing	999,884	1.106 %	\$1,446		\$1,446	\$151	\$1,597
Parks Administration	620,234	0.686 %	\$897		\$897	\$94	\$991
Park Maintenance	1,023,664	1.133 %	\$1,480		\$1,480	\$154	\$1,634
Grants, Gifts, Donations	127,205	0.141 %	\$184		\$184	\$19	\$203
Swimming Pool	665,398	0.736 %	\$962		\$962	\$100	\$1,062

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>
Community Center	368,817	0.408 %	\$533		\$533	\$56	\$589
Recreation	358,631	0.397 %	\$519		\$519	\$54	\$573
Pony Express Pavilion	19,722	0.022 %	\$29		\$29	\$3	\$32
Sports	350,826	0.388 %	\$507		\$507	\$53	\$560
Library	1,592,638	1.762 %	\$2,303		\$2,303	\$240	\$2,543
Health	515,961	0.571 %	\$746		\$746	\$78	\$824
Landfill Administration	1,350,339	1.494 %	\$1,952		\$1,952	\$204	\$2,156
Animal Services	779,226	0.862 %	\$1,127		\$1,127	\$118	\$1,245
Cooperative Extension	184,185	0.204 %	\$266		\$266	\$28	\$294
Supplemental Indigent	1,097,516	1.214 %	\$1,587		\$1,587	\$166	\$1,753
Senior Citizens	505,670	0.559 %	\$731		\$731	\$76	\$807
Carson City Transit	1,037,161	1.148 %	\$1,500		\$1,500	\$156	\$1,656
Library Gift	99,679	0.110 %	\$144		\$144	\$15	\$159
Administrative Assessment	49,022	0.054 %	\$71		\$71	\$7	\$78
Traffic/Transportation	66,697	0.074 %	\$96		\$96	\$10	\$106
Regional Transportation	104,751	0.116 %	\$151		\$151	\$16	\$167
Quality of Life	770,945	0.853 %	\$1,115		\$1,115	\$116	\$1,231
Street Maintenance	4,148,147	4.590 %	\$5,998		\$5,998	\$626	\$6,624
Grant Fund	3,339,156	3.695 %	\$4,828		\$4,828	\$504	\$5,332
Commissary Fund	208,797	0.231 %	\$302		\$302	\$31	\$333
Ambulance	2,772,271	3.067 %	\$4,008		\$4,008	\$418	\$4,426
Stormwater Drainage	288,787	0.320 %	\$418		\$418	\$44	\$462
Sewer Operation	4,079,718	4.514 %	\$5,899		\$5,899	\$615	\$6,514
Water	6,403,390	7.085 %	\$9,258		\$9,258	\$966	\$10,224
Building Permits	515,008	0.570 %	\$745		\$745	\$78	\$823
Cemetery	195,875	0.217 %	\$283		\$283	\$30	\$313
Fleet Management	1,161,859	1.286 %	\$1,680		\$1,680	\$175	\$1,855
Group Medical Insurance	749,554	0.829 %	\$1,084		\$1,084	\$113	\$1,197
Workers Compensation Ins	1,064,531	1.178 %	\$1,539		\$1,539	\$161	\$1,700
Insurance Fund	1,688,825	1.869 %	\$2,442		\$2,442	\$255	\$2,697
Redevelopment	339,251	0.375 %	\$491		\$491	\$51	\$542
Redevelopment Revolving	116,172	0.129 %	\$168		\$168	\$18	\$186
Tourism Authority	335,894	0.372 %	\$486		\$486	\$51	\$537
Tricounty Railway	415,406	0.460 %	\$601		\$601	\$63	\$664
Sierra Forest Fire Protect	48,140	0.053 %	\$70		\$70	\$7	\$77
Sub-Conservancy District	442,182	0.489 %	\$639		\$639	\$67	\$706
Controller Trust Fund	4,542	0.005 %	\$7		\$7	\$1	\$8
Medical	472,059	0.522 %	\$683		\$683	\$71	\$754
Environmental Health	391,688	0.433 %	\$566		\$566	\$59	\$625
Investigations	2,050,879	2.269 %	\$2,965		\$2,965	\$309	\$3,274
Justice Court	232,443	0.257 %	\$336		\$336	\$35	\$371

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>
Ice Rink	69,109	0.076 %	\$100		\$100	\$10	\$110
Northgate	30,820	0.034 %	\$45		\$45	\$5	\$50
Capital Projects	276,260	0.306 %	\$399		\$399	\$42	\$441
911 Surcharge	164,056	0.182 %	\$237		\$237	\$25	\$262
Wildland Fire Management	315,277	0.349 %	\$456		\$456	\$48	\$504
Facilities Maintenance	1,461,946	1.618 %	\$2,114		\$2,114	\$221	\$2,335
Pulbic Guardian	165,358	0.183 %	\$239		\$239	\$25	\$264
Chartered Admin	952,199	1.054 %	\$1,377		\$1,377	\$144	\$1,521
V&T Spec. Infrastructure	250						
Infrastructure Tax	4,875	0.005 %	\$3		\$3	(\$3)	
Total	90,378,988	100.000 %	\$130,675		\$130,675	\$12,891	\$143,566

(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>
Regional Transportation	8	11.940 %	\$6,692		\$6,692	\$660	\$7,352
Debt Svc-Carson City	10	14.925 %	\$8,365		\$8,365	\$825	\$9,190
Capital Projects	12	17.910 %	\$10,038		\$10,038	\$990	\$11,028
Quality of Life	12	17.910 %	\$10,038		\$10,038	\$990	\$11,028
Senior Citizens	2	2.985 %	\$1,673		\$1,673	\$165	\$1,838
V&T Spec. Infrastructure	2	2.985 %	\$1,673		\$1,673	\$165	\$1,838
All Other	19	28.358 %	\$15,894		\$15,894	\$1,568	\$17,462
911 Surcharge	2	2.987 %	\$1,673		\$1,673	\$166	\$1,839
Total	67	100.000 %	\$56,046		\$56,046	\$5,529	\$61,575

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

Source: Finance

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>
Purchasing	100	100.000 %	\$38,297		\$38,297	\$3,778	\$42,075
Total	100	100.000 %	\$38,297		\$38,297	\$3,778	\$42,075

(A) Alloc basis: Direct Allocation to Purchasing (0720)

Source: Finance Salary & Wage Analysis

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>
Workers Compensation Ins	100	100.000 %	\$29,308	(\$43,849)	(\$14,541)	\$2,891	(\$11,650)
Subtotal	100	100.000 %	\$29,308	(\$43,849)	(\$14,541)	\$2,891	(\$11,650)
Direct Billed				\$43,849	\$43,849		\$43,849
Total	100	100.000 %	\$29,308	\$0	\$29,308	\$2,891	\$32,199

(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>
Insurance Fund	100	100.000 %	\$29,306	(\$47,778)	(\$18,472)	\$2,891	(\$15,581)
Subtotal	100	100.000 %	\$29,306	(\$47,778)	(\$18,472)	\$2,891	(\$15,581)
Direct Billed				\$47,778	\$47,778		\$47,778
Total	100	100.000 %	\$29,306	\$0	\$29,306	\$2,891	\$32,197

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

Source: Finance Salary & Wage Analysis

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	222,993	0.386 %	\$176		\$176		\$176
Clerk	259,378	0.450 %	\$204		\$204		\$204
Recorder	561,874	0.974 %	\$442		\$442		\$442
Public Safety Complex	284,178	0.493 %	\$224		\$224		\$224
Elections	229,482	0.398 %	\$181		\$181	\$19	\$200
Treasurer	454,547	0.788 %	\$358		\$358		\$358
Assessor	683,759	1.185 %	\$538		\$538	\$58	\$596
District Attorney	2,350,938	4.074 %	\$1,851		\$1,851		\$1,851
City Manager	791,186	1.371 %	\$623		\$623		\$623
Public Defender	1,478,073	2.562 %	\$1,164		\$1,164	\$125	\$1,289
Economic Development	646,534	1.121 %	\$509		\$509	\$55	\$564
Human Resources	382,537	0.663 %	\$301		\$301	\$32	\$333
Information Technology	1,632,628	2.829 %	\$1,285		\$1,285	\$139	\$1,424
Geographic Information Systems	269,751	0.468 %	\$212		\$212	\$23	\$235
Purchasing	128,984	0.224 %	\$102		\$102	\$11	\$113
Northgate	30,820	0.053 %	\$24		\$24	\$3	\$27
City Hall	105,468	0.183 %	\$83		\$83	\$9	\$92
Welfare	318,563	0.552 %	\$251		\$251	\$27	\$278
Internal Auditor	171,841	0.298 %	\$135		\$135	\$15	\$150
Planning	595,961	1.033 %	\$469		\$469	\$51	\$520
Business License	130,998	0.227 %	\$103		\$103	\$11	\$114
Sheriff Administration	715,638	1.240 %	\$563		\$563	\$61	\$624
Investigations	2,050,879	3.554 %	\$1,614		\$1,614	\$174	\$1,788
Sheriff Operations	5,851,598	10.141 %	\$4,606		\$4,606	\$497	\$5,103
Sheriff General Services	661,843	1.147 %	\$521		\$521	\$56	\$577
Detention Facility	4,099,947	7.106 %	\$3,227		\$3,227	\$348	\$3,575
Dispatch	1,818,271	3.151 %	\$1,431		\$1,431	\$154	\$1,585
Trinet Grant	161,200	0.279 %	\$127		\$127	\$14	\$141
Fire Administration	407,806	0.707 %	\$321		\$321	\$35	\$356
Fire Operations	7,696,645	13.339 %	\$6,059		\$6,059	\$653	\$6,712
Fire Prevention	363,827	0.631 %	\$286		\$286	\$31	\$317
Fire Training	358,362	0.621 %	\$282		\$282	\$30	\$312
Emergency Management	287,021	0.497 %	\$226		\$226	\$24	\$250
Wildland Fire Management	315,277	0.546 %	\$248		\$248	\$27	\$275
Public Works	1,803,023	3.125 %	\$1,419		\$1,419	\$153	\$1,572
Juvenile Court	452,744	0.785 %	\$356		\$356	\$38	\$394
Juvenile Probation	1,396,876	2.421 %	\$1,100		\$1,100	\$119	\$1,219
Juvenile Detention	1,406,125	2.437 %	\$1,107		\$1,107	\$119	\$1,226
Justice Court	3,605,494	6.249 %	\$2,838		\$2,838	\$306	\$3,144
Alternative Sentencing	999,884	1.733 %	\$787		\$787	\$85	\$872
Justice Court	232,443	0.403 %	\$183		\$183	\$20	\$203

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>
Parks Administration	620,234	1.075 %	\$488		\$488	\$53	\$541
Park Maintenance	1,023,664	1.774 %	\$806		\$806	\$87	\$893
Grants, Gifts, Donations	127,205	0.220 %	\$100		\$100	\$11	\$111
Swimming Pool	665,398	1.153 %	\$524		\$524	\$56	\$580
Community Center	368,817	0.639 %	\$290		\$290	\$31	\$321
Recreation	358,631	0.622 %	\$282		\$282	\$30	\$312
Pony Express Pavilion	19,722	0.034 %	\$16		\$16	\$2	\$18
Ice Rink	69,109	0.120 %	\$54		\$54	\$6	\$60
Sports	350,826	0.608 %	\$276		\$276	\$30	\$306
Library	1,592,638	2.760 %	\$1,254		\$1,254	\$135	\$1,389
Health	515,961	0.894 %	\$406		\$406	\$44	\$450
Landfill Administration	1,350,339	2.340 %	\$1,063		\$1,063	\$115	\$1,178
Medical	472,059	0.818 %	\$372		\$372	\$40	\$412
Environmental Health	391,688	0.679 %	\$308		\$308	\$33	\$341
Animal Services	779,226	1.350 %	\$613		\$613	\$66	\$679
Facilities Maintenance	1,461,946	2.534 %	\$1,151		\$1,151	\$124	\$1,275
Chartered Admin	952,199	1.650 %	\$750		\$750	\$81	\$831
Pulbic Guardian	165,358	0.286 %	\$133		\$133	\$14	\$147
Total	<u>57,700,416</u>	<u>100.000 %</u>	<u>\$45,422</u>		<u>\$45,422</u>	<u>\$4,480</u>	<u>\$49,902</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	\$1,794	\$883	\$345	\$68	\$322				
Clerk	\$1,949	\$883	\$401	\$86	\$375				
Recorder	\$3,916	\$1,413	\$869	\$380	\$812				
Public Safety Complex	\$2,794		\$440	\$1,719	\$411				
Treasurer	\$3,196	\$1,236	\$703	\$242	\$657				
District Attorney	\$12,330	\$3,002	\$3,637	\$441	\$3,399				
City Manager	\$5,530	\$706	\$1,224	\$1,833	\$1,144				
Human Resources	\$3,305	\$976	\$654	\$731	\$611				
Information Technology	\$12,317	\$1,756	\$2,790	\$3,740	\$2,607				
Purchasing	\$43,036	\$390	\$221	\$32	\$205		\$42,075		
City Hall	\$1,143		\$180	\$703	\$168				
Internal Auditor	\$1,863		\$294	\$1,145	\$274				
Dispatch	\$12,431	\$3,903	\$3,106	\$934	\$2,903				
Public Works	\$13,496	\$5,463	\$3,080	\$502	\$2,879				
Facilities Maintenance	\$11,027	\$2,146	\$2,498	\$2,773	\$2,335				
Elections	\$2,741	\$1,366	\$392	\$416	\$367				
Pulbic Guardian	\$1,123	\$390	\$283	\$39	\$264				
Assessor	\$4,696	\$1,561	\$1,168	\$279	\$1,092				
Public Defender	\$16,024		\$2,526	\$9,849	\$2,360				
Economic Development	\$7,010		\$1,104	\$4,309	\$1,033				
Geographic Information Systems	\$2,924		\$461	\$1,797	\$431				
Northgate	\$335		\$53	\$205	\$50				
Welfare	\$3,634	\$1,171	\$544	\$1,132	\$509				
Planning	\$4,137	\$1,366	\$1,018	\$281	\$952				
Business License	\$600		\$224	\$53	\$209				
Chartered Admin	\$5,534	\$1,555	\$1,627		\$1,521				
Sheriff Administration	\$7,076	\$1,171	\$1,223	\$2,915	\$1,143				
Investigations	\$13,317	\$3,121	\$3,504	\$1,630	\$3,274				
Sheriff Operations	\$36,151	\$9,365	\$9,996	\$2,343	\$9,344				
Sheriff General Services	\$4,669	\$1,561	\$1,131	\$343	\$1,057				
Detention Facility	\$24,695	\$5,073	\$7,005	\$2,496	\$6,546				
Trinet Grant	\$925	\$196	\$275	\$56	\$257				
Fire Administration	\$2,899	\$976	\$697	\$218	\$652				
Fire Operations	\$42,475	\$7,414	\$13,149	\$2,911	\$12,289				
Fire Prevention	\$2,991	\$1,366	\$622	\$105	\$581				
Fire Training	\$2,483	\$390	\$612	\$597	\$572				
Emergency Management	\$1,469		\$490	\$271	\$458				
Wildland Fire Management	\$3,731	\$1,366	\$539	\$1,047	\$504				
Juvenile Court	\$3,593	\$976	\$773	\$727	\$723				
Juvenile Probation	\$8,833	\$1,951	\$2,386	\$1,046	\$2,231				
Juvenile Detention	\$10,019	\$3,513	\$2,402	\$633	\$2,245				

Finance
Departmental Cost
Allocation Summary

Audit Fees

Board of Supervisors	\$176
Clerk	\$204
Recorder	\$442
Public Safety Complex	\$224
Treasurer	\$358
District Attorney	\$1,851
City Manager	\$623
Human Resources	\$333
Information Technology	\$1,424
Purchasing	\$113
City Hall	\$92
Internal Auditor	\$150
Dispatch	\$1,585
Public Works	\$1,572
Facilities Maintenance	\$1,275
Elections	\$200
Pulbic Guardian	\$147
Assessor	\$596
Public Defender	\$1,289
Economic Development	\$564
Geographic Information Systems	\$235
Northgate	\$27
Welfare	\$278
Planning	\$520
Business License	\$114
Chartered Admin	\$831
Sheriff Administration	\$624
Investigations	\$1,788
Sheriff Operations	\$5,103
Sheriff General Services	\$577
Detention Facility	\$3,575
Trinet Grant	\$141
Fire Administration	\$356
Fire Operations	\$6,712
Fire Prevention	\$317
Fire Training	\$312
Emergency Management	\$250
Wildland Fire Management	\$275
Juvenile Court	\$394
Juvenile Probation	\$1,219
Juvenile Detention	\$1,226

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>
Justice Court	\$23,391	\$5,268	\$6,160	\$3,062	\$5,757				
Alternative Sentencing	\$7,413	\$2,537	\$1,708	\$699	\$1,597				
Justice Court	\$2,521		\$398	\$1,549	\$371				
Parks Administration	\$4,111	\$1,366	\$1,059	\$154	\$991				
Park Maintenance	\$8,508	\$2,146	\$1,749	\$2,086	\$1,634				
Grants, Gifts, Donations	\$1,380		\$218	\$848	\$203				
Swimming Pool	\$17,690	\$13,464	\$1,136	\$1,448	\$1,062				
Community Center	\$4,823	\$2,341	\$631	\$941	\$589				
Recreation	\$6,971	\$5,268	\$613	\$205	\$573				
Pony Express Pavilion	\$182		\$34	\$98	\$32				
Ice Rink	\$549		\$118	\$261	\$110				
Sports	\$10,925	\$8,390	\$600	\$1,069	\$560				
Library	\$13,350	\$3,903	\$2,721	\$2,794	\$2,543				
Health	\$11,015	\$7,805	\$881	\$1,055	\$824				
Landfill Administration	\$11,384	\$1,561	\$2,307	\$4,182	\$2,156				
Medical	\$4,448		\$806	\$2,476	\$754				
Environmental Health	\$1,732		\$669	\$97	\$625				
Animal Services	\$7,214		\$1,331	\$3,959	\$1,245				
Cooperative Extension	\$1,836		\$315	\$1,227	\$294				
Supplemental Indigent	\$10,941		\$1,875	\$7,313	\$1,753				
Capital Projects	\$13,781		\$472	\$1,840	\$441	\$11,028			
Senior Citizens	\$4,840	\$586	\$864	\$745	\$807	\$1,838			
Carson City Transit	\$9,978		\$1,771	\$6,551	\$1,656				
Library Gift	\$990		\$170	\$661	\$159				
Administrative Assessment	\$489		\$84	\$327	\$78				
Traffic/Transportation	\$233		\$114	\$13	\$106				
Regional Transportation	\$8,190		\$179	\$492	\$167	\$7,352			
V&T Spec. Infrastructure	\$1,840			\$2		\$1,838			
Quality of Life	\$16,609	\$780	\$1,317	\$2,253	\$1,231	\$11,028			
Street Maintenance	\$32,974	\$3,903	\$7,086	\$15,361	\$6,624				
Infrastructure Tax	\$30			\$30					
Grant Fund	\$15,769		\$5,705	\$4,732	\$5,332				
Commissary Fund	\$1,732	\$196	\$357	\$846	\$333				
911 Surcharge	\$3,475		\$280	\$1,094	\$262	\$1,839			
Debt Svc-Carson City	\$9,190					\$9,190			
Ambulance	\$16,183	\$4,293	\$4,736	\$2,728	\$4,426				
Stormwater Drainage	(\$4,886)	(\$6,491)	\$494	\$649	\$462				
Sewer Operation	\$14,618	(\$11,617)	\$6,969	\$12,752	\$6,514				
Water	\$35,440	(\$12,202)	\$10,939	\$26,479	\$10,224				
Building Permits	\$4,189	\$390	\$880	\$2,096	\$823				
Cemetery	\$1,171	\$390	\$335	\$133	\$313				

Finance
Departmental Cost
Allocation Summary

Audit Fees

Justice Court	\$3,144
Alternative Sentencing	\$872
Justice Court	\$203
Parks Administration	\$541
Park Maintenance	\$893
Grants, Gifts, Donations	\$111
Swimming Pool	\$580
Community Center	\$321
Recreation	\$312
Pony Express Pavilion	\$18
Ice Rink	\$60
Sports	\$306
Library	\$1,389
Health	\$450
Landfill Administration	\$1,178
Medical	\$412
Environmental Health	\$341
Animal Services	\$679
Cooperative Extension	
Supplemental Indigent	
Capital Projects	
Senior Citizens	
Carson City Transit	
Library Gift	
Administrative Assessment	
Traffic/Transportation	
Regional Transportation	
V&T Spec. Infrastructure	
Quality of Life	
Street Maintenance	
Infrastructure Tax	
Grant Fund	
Commissary Fund	
911 Surcharge	
Debt Svc-Carson City	
Ambulance	
Stormwater Drainage	
Sewer Operation	
Water	
Building Permits	
Cemetery	

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>
Fleet Management	\$8,039	\$1,171	\$1,985	\$3,028	\$1,855				
Group Medical Insurance	(\$5,804)	(\$11,396)	\$1,281	\$3,114	\$1,197				
Workers Compensation Ins	(\$2,678)	\$196	\$1,819	\$5,257	\$1,700			(\$11,650)	
Insurance Fund	\$348		\$2,886	\$10,346	\$2,697				(\$15,581)
Redevelopment	\$1,868		\$580	\$746	\$542				
Redevelopment Revolving	\$1,159		\$199	\$774	\$186				
Tourism Authority	\$2,616	\$1,366	\$574	\$139	\$537				
Tricounty Railway	\$4,142		\$710	\$2,768	\$664				
Sierra Forest Fire Protect	\$480		\$82	\$321	\$77				
Sub-Conservancy District	\$4,974	\$3,513	\$755		\$706				
Controller Trust Fund	\$46		\$8	\$30	\$8				
All Other	\$17,462					\$17,462			
Subtotal	\$714,082	\$97,732	\$153,606	\$192,857	\$143,566	\$61,575	\$42,075	(\$11,650)	(\$15,581)
Direct Billed	\$142,699	\$51,072						\$43,849	\$47,778
Total	\$856,781	\$148,804	\$153,606	\$192,857	\$143,566	\$61,575	\$42,075	\$32,199	\$32,197

Finance
Departmental Cost
Allocation Summary

Audit Fees

Fleet Management	
Group Medical Insurance	
Workers Compensation Ins	
Insurance Fund	
Redevelopment	
Redevelopment Revolving	
Tourism Authority	
Tricounty Railway	
Sierra Forest Fire Protect	
Sub-Conservancy District	
Controller Trust Fund	
All Other	
Subtotal	\$49,902
Direct Billed	
Total	\$49,902

SCHEDULE 11.01

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 application 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:



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>
	\$382,537			\$382,537
Allocated additions:				
1 - Building Use Charge	\$10,723		\$10,723	
1010100 - Board of Supervisors	\$950	\$993	\$1,943	
1010300 - Treasurer	\$2,521	\$261	\$2,782	
1010500 - District Attorney	\$48,477	\$3,057	\$51,534	
1010600 - City Manager	\$3,172	\$292	\$3,464	
1010701 - Finance	\$2,993	\$312	\$3,305	
1010710 - Information Technology		\$4,957	\$4,957	
1010720 - Purchasing		\$334	\$334	
1010730 - City Hall		\$16,304	\$16,304	
1010800 - Internal Auditor		\$790	\$790	
1015034 - Facilities Maintenance		\$20,899	\$20,899	
Total allocated additions:	<u>\$68,836</u>	<u>\$48,199</u>	<u>\$117,035</u>	<u>\$117,035</u>
Departmental cost adjustments:				
SALARIES - DIRECT BILL	\$119,238			
Total departmental cost adjustments:	<u>\$119,238</u>			<u>\$119,238</u>
Total to be allocated	<u><u>\$570,611</u></u>	<u><u>\$48,199</u></u>		<u><u>\$618,810</u></u>

Human Resources
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Recruitment</u>	<u>Payroll</u>	<u>Benefitis</u>	<u>Workers Compensation</u>
Wages & Benefits						
SALARIES & WAGES	\$198,852	\$55,738	\$43,211	\$22,848	\$65,979	\$11,076
FRINGE BENEFITS	\$73,920	\$20,720	\$16,063	\$8,493	\$24,527	\$4,117
Other Expense and Cost						
SERVICES & SUPPLIES	\$105,839	\$29,667	\$22,999	\$12,161	\$35,117	\$5,895
BACKGROUND SCREENING	\$3,926		\$3,926			
Departmental Expenditures	\$382,537	\$106,125	\$86,199	\$43,502	\$125,623	\$21,088
Cost Adjustments						
SALARIES - DIRECT BILL	\$119,238	\$33,422	\$25,910	\$13,700	\$39,563	\$6,643
Additions: 1st						
Other	\$68,836	\$68,836				
Functional Cost	\$570,611	\$208,383	\$112,109	\$57,202	\$165,186	\$27,731
Reallocate Admin		(\$208,383)	\$64,494	\$32,907	\$95,028	\$15,954
Allocable Costs	\$570,611		\$176,603	\$90,109	\$260,214	\$43,685
1st Allocation	\$570,611		\$176,603	\$90,109	\$260,214	\$43,685
Additions: 2nd						
Other	\$48,199	\$48,199				
Functional Cost	\$48,199	\$48,199				
Reallocate Admin		(\$48,199)	\$14,918	\$7,611	\$21,980	\$3,690
Allocable Costs	\$48,199		\$14,918	\$7,611	\$21,980	\$3,690
2nd Allocation	\$48,199		\$14,918	\$7,611	\$21,980	\$3,690
Total allocated	\$618,810		\$191,521	\$97,720	\$282,194	\$47,375

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>
Alternative Sentencing	102	1.821 %	\$3,216		\$3,216	\$287	\$3,503
Health	549	9.802 %	\$17,310		\$17,310	\$1,544	\$18,854
Clerk	22	0.393 %	\$694		\$694		\$694
District Attorney	89	1.589 %	\$2,806		\$2,806		\$2,806
Fire Administration	727	12.980 %	\$22,923		\$22,923	\$2,045	\$24,968
Juvenile Probation	618	11.034 %	\$19,486		\$19,486	\$1,739	\$21,225
Library	316	5.642 %	\$9,964		\$9,964	\$889	\$10,853
Recreation	157	2.803 %	\$4,950		\$4,950	\$442	\$5,392
Swimming Pool	59	1.053 %	\$1,860		\$1,860	\$166	\$2,026
Public Works	81	1.446 %	\$2,554		\$2,554	\$228	\$2,782
Street Maintenance	23	0.411 %	\$725		\$725	\$65	\$790
Sheriff Administration	1,079	19.264 %	\$34,022		\$34,022	\$3,035	\$37,057
Community Center	32	0.571 %	\$1,009		\$1,009	\$90	\$1,099
Sports	2	0.036 %	\$63		\$63	\$6	\$69
Sewer Operation	77	1.375 %	\$2,428		\$2,428	\$217	\$2,645
Water	67	1.196 %	\$2,113		\$2,113	\$188	\$2,301
Assessor	32	0.571 %	\$1,009		\$1,009	\$90	\$1,099
Justice Court	473	8.445 %	\$14,914		\$14,914	\$1,331	\$16,245
Finance	186	3.321 %	\$5,865		\$5,865		\$5,865
Parks Administration	133	2.375 %	\$4,194		\$4,194	\$374	\$4,568
Stormwater Drainage	6	0.107 %	\$189		\$189	\$17	\$206
Fleet Management	61	1.089 %	\$1,923		\$1,923	\$172	\$2,095
Information Technology	93	1.660 %	\$2,932		\$2,932	\$262	\$3,194
Juvenile Court	168	2.999 %	\$5,297		\$5,297	\$473	\$5,770
Economic Development	84	1.500 %	\$2,649		\$2,649	\$236	\$2,885
Park Maintenance	257	4.588 %	\$8,103		\$8,103	\$723	\$8,826
Traffic/Transportation	25	0.446 %	\$788		\$788	\$70	\$858
Senior Citizens	38	0.678 %	\$1,198		\$1,198	\$107	\$1,305
Treasurer	1	0.018 %	\$32		\$32		\$32
Building Permits	44	0.787 %	\$1,387		\$1,387	\$122	\$1,509
Total	<u>5,601</u>	<u>100.000 %</u>	<u>\$176,603</u>		<u>\$176,603</u>	<u>\$14,918</u>	<u>\$191,521</u>

(A) Alloc basis: Number of Applications by Department for Open Positions

Source: Personnel Department

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>
Board of Supervisors	5	0.650 %	\$586		\$586		\$586
Clerk	5	0.650 %	\$586		\$586		\$586
Treasurer	7	0.910 %	\$820		\$820		\$820
Elections	7	0.910 %	\$820		\$820	\$74	\$894
Recorder	8	1.040 %	\$937		\$937		\$937
Assessor	8	1.040 %	\$937		\$937	\$85	\$1,022
District Attorney	17	2.211 %	\$1,992		\$1,992		\$1,992
City Manager	4	0.520 %	\$469		\$469		\$469
Finance	7	0.910 %	\$820		\$820		\$820
Information Technology	9	1.170 %	\$1,055		\$1,055	\$96	\$1,151
Purchasing	2	0.260 %	\$234		\$234	\$21	\$255
Planning	7	0.910 %	\$820		\$820	\$74	\$894
Sheriff Administration	6	0.780 %	\$703		\$703	\$64	\$767
Sheriff Operations	48	6.242 %	\$5,624		\$5,624	\$510	\$6,134
Sheriff General Services	8	1.040 %	\$937		\$937	\$85	\$1,022
Detention Facility	26	3.381 %	\$3,047		\$3,047	\$276	\$3,323
Dispatch	20	2.601 %	\$2,344		\$2,344	\$213	\$2,557
Trinet Grant	1	0.130 %	\$117		\$117	\$11	\$128
Fire Administration	5	0.650 %	\$586		\$586	\$53	\$639
Fire Operations	38	4.941 %	\$4,453		\$4,453	\$404	\$4,857
Fire Prevention	7	0.910 %	\$820		\$820	\$74	\$894
Fire Training	2	0.260 %	\$234		\$234	\$21	\$255
Juvenile Court	5	0.650 %	\$586		\$586	\$53	\$639
Juvenile Probation	10	1.300 %	\$1,172		\$1,172	\$106	\$1,278
Juvenile Detention	18	2.341 %	\$2,109		\$2,109	\$191	\$2,300
Justice Court	27	3.511 %	\$3,164		\$3,164	\$287	\$3,451
Alternative Sentencing	13	1.691 %	\$1,523		\$1,523	\$138	\$1,661
Parks Administration	7	0.910 %	\$820		\$820	\$74	\$894
Park Maintenance	11	1.430 %	\$1,289		\$1,289	\$117	\$1,406
Swimming Pool	69	8.973 %	\$8,085		\$8,085	\$733	\$8,818
Community Center	12	1.560 %	\$1,406		\$1,406	\$128	\$1,534
Recreation	27	3.511 %	\$3,164		\$3,164	\$287	\$3,451
Sports	43	5.592 %	\$5,039		\$5,039	\$457	\$5,496
Library	20	2.601 %	\$2,344		\$2,344	\$213	\$2,557
Health	40	5.202 %	\$4,687		\$4,687	\$425	\$5,112
Senior Citizens	3	0.390 %	\$352		\$352	\$32	\$384
Street Maintenance	20	2.601 %	\$2,344		\$2,344	\$213	\$2,557
Commissary Fund	1	0.130 %	\$117		\$117	\$11	\$128
Stormwater Drainage	7	0.910 %	\$820		\$820	\$74	\$894
Sewer Operation	21	2.731 %	\$2,461		\$2,461	\$223	\$2,684
Building Permits	2	0.260 %	\$234		\$234	\$21	\$255

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>
Cemetery	2	0.260 %	\$234		\$234	\$21	\$255
Fleet Management	6	0.780 %	\$703		\$703	\$64	\$767
Workers Compensation Ins	1	0.130 %	\$117		\$117	\$11	\$128
Public Works	28	3.641 %	\$3,281		\$3,281	\$298	\$3,579
Landfill Administration	8	1.040 %	\$937		\$937	\$85	\$1,022
Investigations	16	2.081 %	\$1,875		\$1,875	\$170	\$2,045
Facilities Maintenance	11	1.430 %	\$1,289		\$1,289	\$117	\$1,406
Wildland Fire Management	7	0.910 %	\$820		\$820	\$74	\$894
Group Medical Insurance	2	0.260 %	\$234		\$234	\$21	\$255
Water	18	2.341 %	\$2,109		\$2,109	\$191	\$2,300
Quality of Life	4	0.520 %	\$469		\$469	\$43	\$512
Welfare	6	0.780 %	\$703		\$703	\$64	\$767
Sub-Conservancy District	18	2.341 %	\$2,109		\$2,109	\$191	\$2,300
Tourism Authority	7	0.910 %	\$820		\$820	\$74	\$894
Ambulance	22	2.861 %	\$2,578		\$2,578	\$234	\$2,812
Pulbic Guardian	2	0.260 %	\$234		\$234	\$21	\$255
Chartered Admin	8	1.045 %	\$940		\$940	\$88	\$1,028
Total	<u>769</u>	<u>100.000 %</u>	<u>\$90,109</u>		<u>\$90,109</u>	<u>\$7,611</u>	<u>\$97,720</u>

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

Source: Personnel

**Human Resources
Detail allocation of
Benefitis**

<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>
Group Medical Insurance	100	100.000 %	\$260,214	(\$100,703)	\$159,511	\$21,980	\$181,491
Subtotal	100	100.000 %	\$260,214	(\$100,703)	\$159,511	\$21,980	\$181,491
Direct Billed				\$100,703	\$100,703		\$100,703
Total	100	100.000 %	\$260,214	\$0	\$260,214	\$21,980	\$282,194

(A) Alloc basis: Direct Allocation to Group Medical Fund 570

Source: Human Resources Salary & Wage Analysis

**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>
Workers Compensation Ins	100	100.000 %	\$43,685	(\$18,535)	\$25,150	\$3,690	\$28,840
Subtotal	100	100.000 %	\$43,685	(\$18,535)	\$25,150	\$3,690	\$28,840
Direct Billed				\$18,535	\$18,535		\$18,535
Total	<u>100</u>	<u>100.000 %</u>	<u>\$43,685</u>	<u>\$0</u>	<u>\$43,685</u>	<u>\$3,690</u>	<u>\$47,375</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>Benefitis</u>	<u>Workers Compensation</u>
Board of Supervisors	\$586		\$586		
Clerk	\$1,280	\$694	\$586		
Recorder	\$937		\$937		
Treasurer	\$852	\$32	\$820		
District Attorney	\$4,798	\$2,806	\$1,992		
City Manager	\$469		\$469		
Finance	\$6,685	\$5,865	\$820		
Information Technology	\$4,345	\$3,194	\$1,151		
Purchasing	\$255		\$255		
Dispatch	\$2,557		\$2,557		
Public Works	\$6,361	\$2,782	\$3,579		
Facilities Maintenance	\$1,406		\$1,406		
Elections	\$894		\$894		
Pulbic Guardian	\$255		\$255		
Assessor	\$2,121	\$1,099	\$1,022		
Economic Development	\$2,885	\$2,885			
Welfare	\$767		\$767		
Planning	\$894		\$894		
Chartered Admin	\$1,028		\$1,028		
Sheriff Administration	\$37,824	\$37,057	\$767		
Investigations	\$2,045		\$2,045		
Sheriff Operations	\$6,134		\$6,134		
Sheriff General Services	\$1,022		\$1,022		
Detention Facility	\$3,323		\$3,323		
Trinet Grant	\$128		\$128		
Fire Administration	\$25,607	\$24,968	\$639		
Fire Operations	\$4,857		\$4,857		
Fire Prevention	\$894		\$894		
Fire Training	\$255		\$255		
Wildland Fire Management	\$894		\$894		
Juvenile Court	\$6,409	\$5,770	\$639		
Juvenile Probation	\$22,503	\$21,225	\$1,278		
Juvenile Detention	\$2,300		\$2,300		
Justice Court	\$19,696	\$16,245	\$3,451		
Alternative Sentencing	\$5,164	\$3,503	\$1,661		
Parks Administration	\$5,462	\$4,568	\$894		
Park Maintenance	\$10,232	\$8,826	\$1,406		
Swimming Pool	\$10,844	\$2,026	\$8,818		
Community Center	\$2,633	\$1,099	\$1,534		
Recreation	\$8,843	\$5,392	\$3,451		
Sports	\$5,565	\$69	\$5,496		

Human Resources
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Recruitment</u>	<u>Payroll</u>	<u>Benefitis</u>	<u>Workers Compensation</u>
Library	\$13,410	\$10,853	\$2,557		
Health	\$23,966	\$18,854	\$5,112		
Landfill Administration	\$1,022		\$1,022		
Senior Citizens	\$1,689	\$1,305	\$384		
Traffic/Transportation	\$858	\$858			
Quality of Life	\$512		\$512		
Street Maintenance	\$3,347	\$790	\$2,557		
Commissary Fund	\$128		\$128		
Ambulance	\$2,812		\$2,812		
Stormwater Drainage	\$1,100	\$206	\$894		
Sewer Operation	\$5,329	\$2,645	\$2,684		
Water	\$4,601	\$2,301	\$2,300		
Building Permits	\$1,764	\$1,509	\$255		
Cemetery	\$255		\$255		
Fleet Management	\$2,862	\$2,095	\$767		
Group Medical Insurance	\$181,746		\$255	\$181,491	
Workers Compensation Ins	\$28,968		\$128		\$28,840
Tourism Authority	\$894		\$894		
Sub-Conservancy District	\$2,300		\$2,300		
Subtotal	\$499,572	\$191,521	\$97,720	\$181,491	\$28,840
Direct Billed	\$119,238			\$100,703	\$18,535
Total	\$618,810	\$191,521	\$97,720	\$282,194	\$47,375

SCHEDULE 12.01

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:

- **PC/Telephone Support** – These costs are time spent by staff working on various computers and telephones throughout the City. These costs are allocated based on the Personnel Computers by department using FTE's.
- **Citywide Support** – These costs are time spent in support of the citywide network and servers. These costs are allocated citywide based on total salary and benefit expenditures by department.
- **Contract Services** - These costs are professional service expenses and are allocated directly to departments incurring the costs.
- **PC/Software** – These costs are associated with the cost of new personal computers and software. Costs are allocated based on the value of the equipment and software by department or fund.
- **Sheriff** – These costs are associated with time spent directly in support of the Sheriff department. Costs are allocated directly to Sheriff (Department 2005).
- **Fire** – These costs are associated with time spent directly in support of the Fire department. Costs are allocated directly to Fire (Department 2505).

Prepared by:



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>
	\$1,632,628			\$1,632,628
Allocated additions:				
1 - Building Use Charge	\$7,122		\$7,122	
2 - Equipment Use Charge	\$107,150		\$107,150	
1010100 - Board of Supervisors	\$4,055	\$4,236	\$8,291	
1010500 - District Attorney	\$2,786	\$176	\$2,962	
1010600 - City Manager	\$13,540	\$1,247	\$14,787	
1010701 - Finance	\$11,157	\$1,160	\$12,317	
1010705 - Human Resources	\$3,987	\$358	\$4,345	
1010710 - Information Technology		\$17,360	\$17,360	
1010720 - Purchasing		\$1,164	\$1,164	
1010730 - City Hall		\$17,096	\$17,096	
1010800 - Internal Auditor		\$3,372	\$3,372	
1015034 - Facilities Maintenance		\$13,880	\$13,880	
Total allocated additions:	<u>\$149,797</u>	<u>\$60,049</u>	<u>\$209,846</u>	<u>\$209,846</u>
Total to be allocated	<u>\$1,782,425</u>	<u>\$60,049</u>		<u>\$1,842,474</u>

Information Technology
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>PC/Telephone Support</u>	<u>Citywide Support</u>	<u>Contract Services</u>	<u>PC/Software</u>	<u>Sheriff</u>	<u>Fire</u>
Wages & Benefits								
SALARIES & WAGES	\$782,436	\$65,099	\$98,822	\$384,411	\$117,522		\$65,959	\$50,623
FRINGE BENEFITS	\$288,815	\$24,029	\$36,477	\$141,895	\$43,380		\$24,347	\$18,687
Other Expense and Cost								
SERVICES & SUPPLIES	\$62,151	\$5,171	\$7,850	\$30,535	\$9,335		\$5,239	\$4,021
MAINT SERVICE CONTRACT	\$53,133			\$44,437			\$8,696	
SOFTWARE MAINT CONTRACT	\$390,630			\$77,755	\$312,875			
OPP HARDWARE	\$55,463			\$45,777		\$9,686		
Departmental Expenditures	\$1,632,628	\$94,299	\$143,149	\$724,810	\$483,112	\$9,686	\$104,241	\$73,331
Additions: 1st								
Other	\$149,797	\$149,797						
Functional Cost	\$1,782,425	\$244,096	\$143,149	\$724,810	\$483,112	\$9,686	\$104,241	\$73,331
Reallocate Admin		(\$244,096)	\$22,714	\$115,010	\$76,658	\$1,537	\$16,541	\$11,636
Allocable Costs	\$1,782,425		\$165,863	\$839,820	\$559,770	\$11,223	\$120,782	\$84,967
1st Allocation	\$1,782,425		\$165,863	\$839,820	\$559,770	\$11,223	\$120,782	\$84,967
Additions: 2nd								
Other	\$60,049	\$60,049						
Functional Cost	\$60,049	\$60,049						
Reallocate Admin		(\$60,049)	\$5,588	\$28,293	\$18,858	\$378	\$4,069	\$2,863
Allocable Costs	\$60,049		\$5,588	\$28,293	\$18,858	\$378	\$4,069	\$2,863
2nd Allocation	\$60,049		\$5,588	\$28,293	\$18,858	\$378	\$4,069	\$2,863
Total allocated	\$1,842,474		\$171,451	\$868,113	\$578,628	\$11,601	\$124,851	\$87,830

Information Technology
Detail allocation of
PC/Telephone 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	5	0.947 %	\$1,571		\$1,571		\$1,571
Clerk	3	0.568 %	\$942		\$942		\$942
Treasurer	5	0.947 %	\$1,571		\$1,571		\$1,571
Elections	2	0.379 %	\$628		\$628	\$24	\$652
Recorder	5	0.947 %	\$1,571		\$1,571		\$1,571
Assessor	8	1.515 %	\$2,513		\$2,513	\$95	\$2,608
District Attorney	16	3.030 %	\$5,026		\$5,026		\$5,026
City Manager	4	0.758 %	\$1,257		\$1,257		\$1,257
Finance	7	1.326 %	\$2,199		\$2,199		\$2,199
Human Resources	4	0.758 %	\$1,257		\$1,257		\$1,257
Information Technology	9	1.705 %	\$2,827		\$2,827		\$2,827
Planning	7	1.326 %	\$2,199		\$2,199	\$83	\$2,282
Sheriff Administration	2	0.379 %	\$628		\$628	\$24	\$652
Sheriff Operations	48	9.091 %	\$15,078		\$15,078	\$571	\$15,649
Sheriff General Services	6	1.136 %	\$1,885		\$1,885	\$71	\$1,956
Detention Facility	26	4.924 %	\$8,167		\$8,167	\$309	\$8,476
Dispatch	18	3.409 %	\$5,654		\$5,654	\$214	\$5,868
Trinet Grant	1	0.189 %	\$314		\$314	\$12	\$326
Fire Administration	4	0.758 %	\$1,257		\$1,257	\$48	\$1,305
Fire Operations	38	7.197 %	\$11,937		\$11,937	\$452	\$12,389
Fire Prevention	3	0.568 %	\$942		\$942	\$36	\$978
Juvenile Court	4	0.758 %	\$1,257		\$1,257	\$48	\$1,305
Juvenile Probation	9	1.705 %	\$2,827		\$2,827	\$107	\$2,934
Juvenile Detention	13	2.462 %	\$4,084		\$4,084	\$155	\$4,239
Justice Court	27	5.114 %	\$8,482		\$8,482	\$321	\$8,803
Alternative Sentencing	6	1.136 %	\$1,885		\$1,885	\$71	\$1,956
Parks Administration	6	1.136 %	\$1,885		\$1,885	\$71	\$1,956
Park Maintenance	11	2.083 %	\$3,455		\$3,455	\$131	\$3,586
Swimming Pool	3	0.568 %	\$942		\$942	\$36	\$978
Community Center	2	0.379 %	\$628		\$628	\$24	\$652
Recreation	2	0.379 %	\$628		\$628	\$24	\$652
Sports	1	0.189 %	\$314		\$314	\$12	\$326
Library	11	2.083 %	\$3,455		\$3,455	\$131	\$3,586
Health	28	5.303 %	\$8,796		\$8,796	\$333	\$9,129
Senior Citizens	3	0.568 %	\$942		\$942	\$36	\$978
Street Maintenance	20	3.788 %	\$6,283		\$6,283	\$238	\$6,521
Stormwater Drainage	7	1.326 %	\$2,199		\$2,199	\$83	\$2,282
Sewer Operation	20	3.788 %	\$6,283		\$6,283	\$238	\$6,521
Building Permits	2	0.379 %	\$628		\$628	\$24	\$652
Cemetery	2	0.379 %	\$628		\$628	\$24	\$652
Fleet Management	6	1.136 %	\$1,885		\$1,885	\$71	\$1,956

Information Technology
Detail allocation of
PC/Telephone 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>
Workers Compensation Ins	1	0.189 %	\$314		\$314	\$12	\$326
Fire Training	2	0.379 %	\$628		\$628	\$24	\$652
Public Works	28	5.303 %	\$8,796		\$8,796	\$333	\$9,129
Landfill Administration	8	1.515 %	\$2,513		\$2,513	\$95	\$2,608
Investigations	16	3.030 %	\$5,026		\$5,026	\$190	\$5,216
Facilities Maintenance	10	1.894 %	\$3,141		\$3,141	\$119	\$3,260
Group Medical Insurance	1	0.189 %	\$314		\$314	\$12	\$326
Water	18	3.409 %	\$5,654		\$5,654	\$214	\$5,868
Quality of Life	2	0.379 %	\$628		\$628	\$24	\$652
Welfare	6	1.136 %	\$1,885		\$1,885	\$71	\$1,956
Sub-Conservancy District	2	0.379 %	\$628		\$628	\$24	\$652
Tourism Authority	3	0.568 %	\$942		\$942	\$36	\$978
Ambulance	19	3.598 %	\$5,969		\$5,969	\$226	\$6,195
Pulbic Guardian	2	0.379 %	\$628		\$628	\$24	\$652
Chartered Admin	6	1.137 %	\$1,888		\$1,888	\$67	\$1,955
Total	<u>528</u>	<u>100.000 %</u>	<u>\$165,863</u>		<u>\$165,863</u>	<u>\$5,588</u>	<u>\$171,451</u>

(A) Alloc basis: Number Of PC's By Department using FTE's

Source: Personnel

Information Technology
Detail allocation of
Citywide 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	211,761	0.342 %	\$2,873		\$2,873		\$2,873
Clerk	245,211	0.396 %	\$3,327		\$3,327		\$3,327
Recorder	499,051	0.806 %	\$6,770		\$6,770		\$6,770
Elections	166,955	0.270 %	\$2,265		\$2,265	\$85	\$2,350
Treasurer	414,597	0.670 %	\$5,624		\$5,624		\$5,624
Assessor	642,014	1.037 %	\$8,710		\$8,710	\$325	\$9,035
District Attorney	2,278,103	3.680 %	\$30,905		\$30,905		\$30,905
City Manager	488,255	0.789 %	\$6,624		\$6,624		\$6,624
Finance	542,089	0.876 %	\$7,354		\$7,354		\$7,354
Human Resources	272,772	0.441 %	\$3,700		\$3,700		\$3,700
Information Technology	1,071,251	1.730 %	\$14,533		\$14,533		\$14,533
Welfare	148,675	0.240 %	\$2,017		\$2,017	\$75	\$2,092
Planning	553,867	0.895 %	\$7,514		\$7,514	\$280	\$7,794
Business License	122,984	0.199 %	\$1,668		\$1,668	\$62	\$1,730
Sheriff Administration	278,132	0.449 %	\$3,773		\$3,773	\$141	\$3,914
Sheriff Operations	5,500,010	8.884 %	\$74,613		\$74,613	\$2,785	\$77,398
Sheriff General Services	610,447	0.986 %	\$8,281		\$8,281	\$309	\$8,590
Detention Facility	3,725,462	6.018 %	\$50,540		\$50,540	\$1,886	\$52,426
Dispatch	1,678,164	2.711 %	\$22,766		\$22,766	\$850	\$23,616
Trinet Grant	152,780	0.247 %	\$2,073		\$2,073	\$77	\$2,150
Fire Administration	375,070	0.606 %	\$5,088		\$5,088	\$190	\$5,278
Fire Operations	7,259,753	11.727 %	\$98,486		\$98,486	\$3,676	\$102,162
Fire Prevention	348,144	0.562 %	\$4,723		\$4,723	\$176	\$4,899
Fire Training	268,811	0.434 %	\$3,647		\$3,647	\$136	\$3,783
Emergency Management	246,402	0.398 %	\$3,343		\$3,343	\$125	\$3,468
Public Works	1,727,632	2.791 %	\$23,437		\$23,437	\$875	\$24,312
Juvenile Court	343,608	0.555 %	\$4,661		\$4,661	\$174	\$4,835
Juvenile Probation	1,239,863	2.003 %	\$16,820		\$16,820	\$628	\$17,448
Juvenile Detention	1,311,125	2.118 %	\$17,787		\$17,787	\$664	\$18,451
Justice Court	3,146,025	5.082 %	\$42,679		\$42,679	\$1,593	\$44,272
Alternative Sentencing	894,882	1.446 %	\$12,140		\$12,140	\$453	\$12,593
Parks Administration	597,099	0.965 %	\$8,100		\$8,100	\$302	\$8,402
Park Maintenance	710,644	1.148 %	\$9,641		\$9,641	\$360	\$10,001
Swimming Pool	447,985	0.724 %	\$6,077		\$6,077	\$227	\$6,304
Community Center	227,724	0.368 %	\$3,089		\$3,089	\$115	\$3,204
Recreation	327,823	0.530 %	\$4,447		\$4,447	\$166	\$4,613
Sports	190,302	0.307 %	\$2,582		\$2,582	\$96	\$2,678
Library	1,173,346	1.895 %	\$15,918		\$15,918	\$594	\$16,512
Health	357,642	0.578 %	\$4,852		\$4,852	\$181	\$5,033
Landfill Administration	722,758	1.168 %	\$9,805		\$9,805	\$366	\$10,171
Medical	100,573	0.162 %	\$1,364		\$1,364	\$51	\$1,415

Information Technology
Detail allocation of
Citywide 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>
Environmental Health	377,075	0.609 %	\$5,115		\$5,115	\$191	\$5,306
Animal Services	185,095	0.299 %	\$2,511		\$2,511	\$94	\$2,605
Senior Citizens	393,942	0.636 %	\$5,344		\$5,344	\$199	\$5,543
Traffic/Transportation	64,777	0.105 %	\$879		\$879	\$33	\$912
Regional Transportation	30,903	0.050 %	\$419		\$419	\$16	\$435
Quality of Life	432,735	0.699 %	\$5,870		\$5,870	\$219	\$6,089
Street Maintenance	1,842,886	2.977 %	\$25,001		\$25,001	\$933	\$25,934
Grant Fund	2,629,008	4.247 %	\$35,665		\$35,665	\$1,331	\$36,996
Commissary Fund	81,800	0.132 %	\$1,110		\$1,110	\$41	\$1,151
Ambulance	2,362,811	3.817 %	\$32,054		\$32,054	\$1,196	\$33,250
Stormwater Drainage	191,439	0.309 %	\$2,597		\$2,597	\$97	\$2,694
Sewer Operation	2,166,049	3.499 %	\$29,385		\$29,385	\$1,097	\$30,482
Water	2,429,684	3.925 %	\$32,961		\$32,961	\$1,230	\$34,191
Building Permits	200,401	0.324 %	\$2,719		\$2,719	\$101	\$2,820
Cemetery	175,891	0.284 %	\$2,386		\$2,386	\$89	\$2,475
Fleet Management	707,488	1.143 %	\$9,598		\$9,598	\$358	\$9,956
Group Medical Insurance	282,274	0.456 %	\$3,829		\$3,829	\$143	\$3,972
Workers Compensation Ins	275,643	0.445 %	\$3,739		\$3,739	\$140	\$3,879
Insurance Fund	136,176	0.220 %	\$1,847		\$1,847	\$69	\$1,916
Redevelopment	227,361	0.367 %	\$3,084		\$3,084	\$115	\$3,199
Tourism Authority	315,083	0.509 %	\$4,274		\$4,274	\$160	\$4,434
Sub-Conservancy District	442,182	0.714 %	\$5,999		\$5,999	\$224	\$6,223
Investigations	1,806,313	2.918 %	\$24,504		\$24,504	\$915	\$25,419
Ice Rink	30,001	0.048 %	\$407		\$407	\$15	\$422
Wildland Fire Management	158,127	0.255 %	\$2,145		\$2,145	\$80	\$2,225
Carson City Transit	54,028	0.087 %	\$733		\$733	\$27	\$760
Purchasing	124,226	0.201 %	\$1,685		\$1,685	\$63	\$1,748
Facilities Maintenance	1,045,763	1.689 %	\$14,187		\$14,187	\$529	\$14,716
Pulbic Guardian	159,612	0.258 %	\$2,165		\$2,165	\$81	\$2,246
Chartered Admin	952,199	1.538 %	\$12,918		\$12,918	\$482	\$13,400
Pony Express Pavilion	5,045	0.008 %	\$68		\$68	\$2	\$70
Library Gift	558	-0.001%	\$6		\$6		\$6
Total	<u>61,906,366</u>	<u>100.000 %</u>	<u>\$839,820</u>		<u>\$839,820</u>	<u>\$28,293</u>	<u>\$868,113</u>

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

Source: Expenditure Worksheet

Information Technology
Detail allocation of
Contract 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>
Assessor	14,497	4.633 %	\$25,937		\$25,937	\$1,017	\$26,954
Finance	18,184	5.812 %	\$32,533		\$32,533		\$32,533
Fire Administration	18,708	5.979 %	\$33,471		\$33,471	\$1,313	\$34,784
Health	5,831	1.864 %	\$10,432		\$10,432	\$409	\$10,841
Juvenile Probation	1,295	0.414 %	\$2,317		\$2,317	\$91	\$2,408
Sheriff Administration	175,956	56.238 %	\$314,806		\$314,806	\$12,348	\$327,154
Treasurer	2,810	0.898 %	\$5,027		\$5,027		\$5,027
Planning	8,441	2.698 %	\$15,102		\$15,102	\$592	\$15,694
Justice Court	36,085	11.533 %	\$64,560		\$64,560	\$2,532	\$67,092
Facilities Maintenance	3,939	1.259 %	\$7,047		\$7,047	\$276	\$7,323
Clerk	3,677	1.175 %	\$6,579		\$6,579		\$6,579
Recorder	3,677	1.175 %	\$6,579		\$6,579		\$6,579
District Attorney	15,796	5.049 %	\$28,261		\$28,261		\$28,261
Water	3,939	1.259 %	\$7,047		\$7,047	\$276	\$7,323
Recreation	40	0.014 %	\$72		\$72	\$4	\$76
Total	<u>312,875</u>	<u>100.000 %</u>	<u>\$559,770</u>		<u>\$559,770</u>	<u>\$18,858</u>	<u>\$578,628</u>

(A) Alloc basis: Cost of Contracted Services Identified By Department

Source: Software Maintenance Account Activity Listing

Information Technology
Detail allocation of
PC/Software

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	530	5.472 %	\$614		\$614		\$614
Clerk	529	5.461 %	\$613		\$613		\$613
District Attorney	63	0.650 %	\$73		\$73		\$73
Economic Development	374	3.861 %	\$433		\$433	\$17	\$450
Justice Court	448	4.625 %	\$519		\$519	\$20	\$539
Parks Administration	682	7.041 %	\$790		\$790	\$30	\$820
Sheriff Administration	1,916	19.781 %	\$2,220		\$2,220	\$85	\$2,305
Public Works	793	8.187 %	\$919		\$919	\$35	\$954
Recreation	4,351	44.922 %	\$5,042		\$5,042	\$191	\$5,233
Total	9,686	100.000 %	\$11,223		\$11,223	\$378	\$11,601

(A) Alloc basis: Value of Equipment/Software by department or fund

Source:

Information Technology
Detail allocation of
Sheriff

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	100	100.000 %	\$120,782		\$120,782	\$4,069	\$124,851
Total	100	100.000 %	\$120,782		\$120,782	\$4,069	\$124,851

(A) Alloc basis: Direct Allocation to Sheriff - Dept 2005

Source: Salary & Wage Analysis

Information Technology
Detail allocation of
Fire

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	100	100.000 %	\$84,967		\$84,967	\$2,863	\$87,830
Total	100	100.000 %	\$84,967		\$84,967	\$2,863	\$87,830

(A) Alloc basis: Direct Allocation to Fire - Dept 2505

Source: Salary & Wage Analysis

Information Technology
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>PC/Telephone Support</u>	<u>Citywide Support</u>	<u>Contract Services</u>	<u>PC/Software</u>	<u>Sheriff</u>	<u>Fire</u>
Board of Supervisors	\$4,444	\$1,571	\$2,873				
Clerk	\$11,461	\$942	\$3,327	\$6,579	\$613		
Recorder	\$15,534	\$1,571	\$6,770	\$6,579	\$614		
Treasurer	\$12,222	\$1,571	\$5,624	\$5,027			
District Attorney	\$64,265	\$5,026	\$30,905	\$28,261	\$73		
City Manager	\$7,881	\$1,257	\$6,624				
Finance	\$42,086	\$2,199	\$7,354	\$32,533			
Human Resources	\$4,957	\$1,257	\$3,700				
Information Technology	\$17,360	\$2,827	\$14,533				
Purchasing	\$1,748		\$1,748				
Dispatch	\$29,484	\$5,868	\$23,616				
Public Works	\$34,395	\$9,129	\$24,312		\$954		
Facilities Maintenance	\$25,299	\$3,260	\$14,716	\$7,323			
Elections	\$3,002	\$652	\$2,350				
Publc Guardian	\$2,898	\$652	\$2,246				
Assessor	\$38,597	\$2,608	\$9,035	\$26,954			
Economic Development	\$450				\$450		
Welfare	\$4,048	\$1,956	\$2,092				
Planning	\$25,770	\$2,282	\$7,794	\$15,694			
Business License	\$1,730		\$1,730				
Chartered Admin	\$15,355	\$1,955	\$13,400				
Sheriff Administration	\$458,876	\$652	\$3,914	\$327,154	\$2,305	\$124,851	
Investigations	\$30,635	\$5,216	\$25,419				
Sheriff Operations	\$93,047	\$15,649	\$77,398				
Sheriff General Services	\$10,546	\$1,956	\$8,590				
Detention Facility	\$60,902	\$8,476	\$52,426				
Trinet Grant	\$2,476	\$326	\$2,150				
Fire Administration	\$129,197	\$1,305	\$5,278	\$34,784			\$87,830
Fire Operations	\$114,551	\$12,389	\$102,162				
Fire Prevention	\$5,877	\$978	\$4,899				
Fire Training	\$4,435	\$652	\$3,783				
Emergency Management	\$3,468		\$3,468				
Wildland Fire Management	\$2,225		\$2,225				
Juvenile Court	\$6,140	\$1,305	\$4,835				
Juvenile Probation	\$22,790	\$2,934	\$17,448	\$2,408			
Juvenile Detention	\$22,690	\$4,239	\$18,451				
Justice Court	\$120,706	\$8,803	\$44,272	\$67,092	\$539		
Alternative Sentencing	\$14,549	\$1,956	\$12,593				
Parks Administration	\$11,178	\$1,956	\$8,402		\$820		
Park Maintenance	\$13,587	\$3,586	\$10,001				
Swimming Pool	\$7,282	\$978	\$6,304				

Information Technology
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>PC/Telephone Support</u>	<u>Citywide Support</u>	<u>Contract Services</u>	<u>PC/Software</u>	<u>Sheriff</u>	<u>Fire</u>
Community Center	\$3,856	\$652	\$3,204				
Recreation	\$10,574	\$652	\$4,613	\$76	\$5,233		
Pony Express Pavilion	\$70		\$70				
Ice Rink	\$422		\$422				
Sports	\$3,004	\$326	\$2,678				
Library	\$20,098	\$3,586	\$16,512				
Health	\$25,003	\$9,129	\$5,033	\$10,841			
Landfill Administration	\$12,779	\$2,608	\$10,171				
Medical	\$1,415		\$1,415				
Environmental Health	\$5,306		\$5,306				
Animal Services	\$2,605		\$2,605				
Senior Citizens	\$6,521	\$978	\$5,543				
Carson City Transit	\$760		\$760				
Library Gift	\$6		\$6				
Traffic/Transportation	\$912		\$912				
Regional Transportation	\$435		\$435				
Quality of Life	\$6,741	\$652	\$6,089				
Street Maintenance	\$32,455	\$6,521	\$25,934				
Grant Fund	\$36,996		\$36,996				
Commissary Fund	\$1,151		\$1,151				
Ambulance	\$39,445	\$6,195	\$33,250				
Stormwater Drainage	\$4,976	\$2,282	\$2,694				
Sewer Operation	\$37,003	\$6,521	\$30,482				
Water	\$47,382	\$5,868	\$34,191	\$7,323			
Building Permits	\$3,472	\$652	\$2,820				
Cemetery	\$3,127	\$652	\$2,475				
Fleet Management	\$11,912	\$1,956	\$9,956				
Group Medical Insurance	\$4,298	\$326	\$3,972				
Workers Compensation Ins	\$4,205	\$326	\$3,879				
Insurance Fund	\$1,916		\$1,916				
Redevelopment	\$3,199		\$3,199				
Tourism Authority	\$5,412	\$978	\$4,434				
Sub-Conservancy District	\$6,875	\$652	\$6,223				
Total	\$1,842,474	\$171,451	\$868,113	\$578,628	\$11,601	\$124,851	\$87,830

SCHEDULE 14.01

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:



Purchasing
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$128,984			\$128,984
Allocated additions:				
2 - Equipment Use Charge	\$1,305		\$1,305	
1010100 - Board of Supervisors	\$320	\$335	\$655	
1010500 - District Attorney	\$42,348	\$2,671	\$45,019	
1010600 - City Manager	\$1,070	\$99	\$1,169	
1010701 - Finance	\$39,167	\$3,869	\$43,036	
1010705 - Human Resources	\$234	\$21	\$255	
1010710 - Information Technology	\$1,685	\$63	\$1,748	
1010800 - Internal Auditor		\$266	\$266	
Total allocated additions:	<u>\$86,129</u>	<u>\$7,324</u>	<u>\$93,453</u>	<u>\$93,453</u>
Total to be allocated	<u><u>\$215,113</u></u>	<u><u>\$7,324</u></u>		<u><u>\$222,437</u></u>

**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	\$89,428		\$15,793	\$63,136	\$10,499
FRINGE BENEFITS	\$34,798		\$6,145	\$24,567	\$4,086
<u>Other Expense and Cost</u>					
SERVICES & SUPPLIES	\$4,758		\$840	\$3,359	\$559
Departmental Expenditures	\$128,984		\$22,778	\$91,062	\$15,144
Additions: 1st					
Other	\$86,129	\$86,129			
Functional Cost	\$215,113	\$86,129	\$22,778	\$91,062	\$15,144
Reallocate Admin		(\$86,129)	\$15,210	\$60,807	\$10,112
Allocable Costs	\$215,113		\$37,988	\$151,869	\$25,256
1st Allocation	\$215,113		\$37,988	\$151,869	\$25,256
Additions: 2nd					
Other	\$7,324	\$7,324			
Functional Cost	\$7,324	\$7,324			
Reallocate Admin		(\$7,324)	\$1,293	\$5,171	\$860
Allocable Costs	\$7,324		\$1,293	\$5,171	\$860
2nd Allocation	\$7,324		\$1,293	\$5,171	\$860
Total allocated	\$222,437		\$39,281	\$157,040	\$26,116

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>
Board of Supervisors	11,232	0.039 %	\$15		\$15		\$15
Clerk	14,167	0.049 %	\$19		\$19		\$19
Recorder	62,823	0.216 %	\$82		\$82		\$82
Public Safety Complex	284,178	0.977 %	\$371		\$371		\$371
Elections	62,527	0.215 %	\$82		\$82	\$3	\$85
Assessor	41,745	0.144 %	\$55		\$55	\$2	\$57
District Attorney	72,835	0.250 %	\$95		\$95		\$95
City Manager	302,931	1.042 %	\$396		\$396		\$396
Economic Development	646,534	2.223 %	\$845		\$845	\$30	\$875
Finance	72,079	0.248 %	\$94		\$94		\$94
Human Resources	109,765	0.377 %	\$143		\$143		\$143
Information Technology	561,377	1.930 %	\$733		\$733		\$733
Geographic Information Systems	269,751	0.928 %	\$352		\$352	\$13	\$365
City Hall	105,468	0.363 %	\$138		\$138	\$5	\$143
Welfare	169,888	0.584 %	\$222		\$222	\$8	\$230
Internal Auditor	171,841	0.591 %	\$224		\$224	\$8	\$232
Planning	42,094	0.145 %	\$55		\$55	\$2	\$57
Sheriff Administration	437,506	1.504 %	\$571		\$571	\$21	\$592
Sheriff Operations	351,588	1.209 %	\$459		\$459	\$17	\$476
Sheriff General Services	51,396	0.177 %	\$67		\$67	\$2	\$69
Detention Facility	374,485	1.288 %	\$489		\$489	\$18	\$507
Dispatch	140,107	0.482 %	\$183		\$183	\$7	\$190
Trinet Grant	8,420	0.029 %	\$11		\$11		\$11
Fire Administration	32,736	0.113 %	\$43		\$43	\$2	\$45
Fire Operations	436,892	1.502 %	\$571		\$571	\$21	\$592
Fire Prevention	15,683	0.054 %	\$20		\$20	\$1	\$21
Fire Training	89,551	0.308 %	\$117		\$117	\$4	\$121
Juvenile Court	109,136	0.375 %	\$143		\$143	\$5	\$148
Juvenile Probation	157,013	0.540 %	\$205		\$205	\$7	\$212
Juvenile Detention	95,000	0.327 %	\$124		\$124	\$4	\$128
Justice Court	459,469	1.580 %	\$600		\$600	\$22	\$622
Alternative Sentencing	105,002	0.361 %	\$137		\$137	\$5	\$142
Parks Administration	23,135	0.080 %	\$30		\$30	\$1	\$31
Park Maintenance	313,020	1.076 %	\$409		\$409	\$15	\$424
Grants, Gifts, Donations	127,205	0.437 %	\$166		\$166	\$6	\$172
Swimming Pool	217,413	0.748 %	\$284		\$284	\$10	\$294
Community Center	141,093	0.485 %	\$184		\$184	\$7	\$191
Recreation	30,808	0.106 %	\$40		\$40	\$1	\$41
Pony Express Pavilion	14,677	0.050 %	\$19		\$19	\$1	\$20
Sports	160,524	0.552 %	\$210		\$210	\$8	\$218
Library	419,292	1.442 %	\$548		\$548	\$20	\$568

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>
Health	158,319	0.544 %	\$207		\$207	\$7	\$214
Animal Services	594,131	2.043 %	\$776		\$776	\$28	\$804
Cooperative Extension	184,185	0.633 %	\$241		\$241	\$9	\$250
Supplemental Indigent	1,097,516	3.774 %	\$1,434		\$1,434	\$52	\$1,486
Senior Citizens	111,728	0.384 %	\$146		\$146	\$5	\$151
Carson City Transit	983,133	3.381 %	\$1,284		\$1,284	\$46	\$1,330
Library Gift	99,121	0.341 %	\$129		\$129	\$5	\$134
Administrative Assessment	49,022	0.169 %	\$64		\$64	\$2	\$66
Traffic/Transportation	1,920	0.007 %	\$3		\$3		\$3
Regional Transportation	73,848	0.254 %	\$96		\$96	\$3	\$99
Street Maintenance	2,305,261	7.927 %	\$3,011		\$3,011	\$108	\$3,119
Commissary Fund	126,997	0.437 %	\$166		\$166	\$6	\$172
Ambulance	409,460	1.408 %	\$535		\$535	\$19	\$554
Stormwater Drainage	97,348	0.335 %	\$127		\$127	\$5	\$132
Sewer Operation	1,913,669	6.580 %	\$2,500		\$2,500	\$90	\$2,590
Water	3,973,706	13.664 %	\$5,191		\$5,191	\$186	\$5,377
Building Permits	314,607	1.082 %	\$411		\$411	\$15	\$426
Cemetery	19,984	0.069 %	\$26		\$26	\$1	\$27
Fleet Management	454,371	1.562 %	\$594		\$594	\$21	\$615
Group Medical Insurance	467,280	1.607 %	\$610		\$610	\$22	\$632
Workers Compensation Ins	788,888	2.713 %	\$1,030		\$1,030	\$37	\$1,067
Insurance Fund	1,552,649	5.339 %	\$2,028		\$2,028	\$73	\$2,101
Redevelopment	111,890	0.385 %	\$146		\$146	\$5	\$151
Redevelopment Revolving	116,172	0.399 %	\$152		\$152	\$5	\$157
Tricounty Railway	415,406	1.428 %	\$543		\$543	\$19	\$562
Sierra Forest Fire Protect	48,140	0.166 %	\$63		\$63	\$2	\$65
Grant Fund	710,148	2.442 %	\$928		\$928	\$33	\$961
Emergency Management	40,619	0.140 %	\$53		\$53	\$2	\$55
Public Works	75,391	0.259 %	\$98		\$98	\$4	\$102
Quality of Life	338,210	1.163 %	\$442		\$442	\$16	\$458
Business License	8,014	0.028 %	\$10		\$10		\$10
Landfill Administration	627,581	2.158 %	\$820		\$820	\$29	\$849
Medical	371,486	1.277 %	\$485		\$485	\$17	\$502
Environmental Health	14,613	0.050 %	\$19		\$19	\$1	\$20
Investigations	244,566	0.841 %	\$319		\$319	\$11	\$330
Justice Court	232,443	0.799 %	\$304		\$304	\$11	\$315
Ice Rink	39,108	0.134 %	\$51		\$51	\$2	\$53
Northgate	30,820	0.106 %	\$40		\$40	\$1	\$41
Capital Projects	276,260	0.950 %	\$361		\$361	\$13	\$374
911 Surcharge	164,056	0.564 %	\$214		\$214	\$8	\$222
Public Defender	1,478,073	5.082 %	\$1,931		\$1,931	\$69	\$2,000

**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>
Wildland Fire Management	157,150	0.540 %	\$205		\$205	\$7	\$212
Tourism Authority	20,811	0.072 %	\$27		\$27	\$1	\$28
Facilities Maintenance	416,183	1.431 %	\$544		\$544	\$21	\$565
Controller Trust Fund	4,542	0.016 %	\$6		\$6		\$6
Treasurer	39,950	0.137 %	\$52		\$52		\$52
V&T Spec. Infrastructure	250	0.001 %					
Pulbic Guardian	5,746	0.020 %	\$8		\$8		\$8
Infrastructure Tax	4,875	0.013 %	\$7		\$7		\$7
Total	<u>29,082,032</u>	<u>100.000 %</u>	<u>\$37,988</u>		<u>\$37,988</u>	<u>\$1,293</u>	<u>\$39,281</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>
Landfill Administration	176,048	2.743 %	\$4,165		\$4,165	\$143	\$4,308
Regional Transportation	188,950	2.944 %	\$4,471		\$4,471	\$153	\$4,624
Quality of Life	707,221	11.018 %	\$16,733		\$16,733	\$574	\$17,307
Street Maintenance	42,305	0.659 %	\$1,001		\$1,001	\$34	\$1,035
Grant Fund	582,850	9.080 %	\$13,790		\$13,790	\$473	\$14,263
Sewer Operation	1,366,879	21.295 %	\$32,340		\$32,340	\$1,109	\$33,449
Sewer Capitalization	16,280	0.254 %	\$385		\$385	\$13	\$398
Water	1,192,754	18.582 %	\$28,220		\$28,220	\$967	\$29,187
Redevelopment	5,000	0.078 %	\$118		\$118	\$4	\$122
Swimming Pool	24,999	0.389 %	\$591		\$591	\$20	\$611
Stormwater Drainage	3,531	0.055 %	\$84		\$84	\$3	\$87
Fleet Management	1,478,691	23.037 %	\$34,986		\$34,986	\$1,199	\$36,185
Insurance Fund	24,999	0.389 %	\$591		\$591	\$20	\$611
Redevelopment Revolving	29,000	0.452 %	\$686		\$686	\$24	\$710
Residential Construction	2,152	0.034 %	\$51		\$51	\$2	\$53
City Manager	43,500	0.678 %	\$1,029		\$1,029		\$1,029
Welfare	75,000	1.168 %	\$1,774		\$1,774	\$61	\$1,835
Justice Court	7,000	0.109 %	\$166		\$166	\$6	\$172
Facilities Maintenance	24,999	0.389 %	\$591		\$591	\$20	\$611
Sports	125,000	1.947 %	\$2,957		\$2,957	\$101	\$3,058
Animal Services	24,000	0.374 %	\$568		\$568	\$19	\$587
Capital Projects	187,426	2.920 %	\$4,434		\$4,434	\$152	\$4,586
Traffic/Transportation	87,750	1.367 %	\$2,076		\$2,076	\$71	\$2,147
Infrastructure Tax	2,500	0.039 %	\$62		\$62	\$3	\$65
Total	6,418,834	100.000 %	\$151,869		\$151,869	\$5,171	\$157,040

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

Source: Purchasing

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	0.947 %	\$239		\$239		\$239
Clerk	3	0.568 %	\$144		\$144		\$144
Treasurer	5	0.947 %	\$239		\$239		\$239
Elections	2	0.379 %	\$96		\$96	\$4	\$100
Recorder	5	0.947 %	\$239		\$239		\$239
Assessor	8	1.515 %	\$383		\$383	\$15	\$398
District Attorney	16	3.030 %	\$765		\$765		\$765
City Manager	4	0.758 %	\$191		\$191		\$191
Finance	7	1.326 %	\$335		\$335		\$335
Human Resources	4	0.758 %	\$191		\$191		\$191
Information Technology	9	1.705 %	\$431		\$431		\$431
Planning	7	1.326 %	\$335		\$335	\$13	\$348
Sheriff Administration	2	0.379 %	\$96		\$96	\$4	\$100
Sheriff Operations	48	9.091 %	\$2,296		\$2,296	\$88	\$2,384
Sheriff General Services	6	1.136 %	\$287		\$287	\$11	\$298
Detention Facility	26	4.924 %	\$1,244		\$1,244	\$48	\$1,292
Dispatch	18	3.409 %	\$861		\$861	\$33	\$894
Trinet Grant	1	0.189 %	\$48		\$48	\$2	\$50
Fire Administration	4	0.758 %	\$191		\$191	\$7	\$198
Fire Operations	38	7.197 %	\$1,818		\$1,818	\$70	\$1,888
Fire Prevention	3	0.568 %	\$144		\$144	\$5	\$149
Juvenile Court	4	0.758 %	\$191		\$191	\$7	\$198
Juvenile Probation	9	1.705 %	\$431		\$431	\$16	\$447
Juvenile Detention	13	2.462 %	\$622		\$622	\$24	\$646
Justice Court	27	5.114 %	\$1,292		\$1,292	\$49	\$1,341
Alternative Sentencing	6	1.136 %	\$287		\$287	\$11	\$298
Parks Administration	6	1.136 %	\$287		\$287	\$11	\$298
Park Maintenance	11	2.083 %	\$526		\$526	\$20	\$546
Swimming Pool	3	0.568 %	\$144		\$144	\$5	\$149
Community Center	2	0.379 %	\$96		\$96	\$4	\$100
Recreation	2	0.379 %	\$96		\$96	\$4	\$100
Sports	1	0.189 %	\$48		\$48	\$2	\$50
Library	11	2.083 %	\$526		\$526	\$20	\$546
Health	28	5.303 %	\$1,339		\$1,339	\$51	\$1,390
Senior Citizens	3	0.568 %	\$144		\$144	\$5	\$149
Street Maintenance	20	3.788 %	\$957		\$957	\$37	\$994
Stormwater Drainage	7	1.326 %	\$335		\$335	\$13	\$348
Sewer Operation	20	3.788 %	\$957		\$957	\$37	\$994
Building Permits	2	0.379 %	\$96		\$96	\$4	\$100
Cemetery	2	0.379 %	\$96		\$96	\$4	\$100
Fleet Management	6	1.136 %	\$287		\$287	\$11	\$298

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>
Workers Compensation Ins	1	0.189 %	\$48		\$48	\$2	\$50
Fire Training	2	0.379 %	\$96		\$96	\$4	\$100
Public Works	28	5.303 %	\$1,339		\$1,339	\$51	\$1,390
Landfill Administration	8	1.515 %	\$383		\$383	\$15	\$398
Investigations	16	3.030 %	\$765		\$765	\$29	\$794
Facilities Maintenance	10	1.894 %	\$478		\$478	\$18	\$496
Group Medical Insurance	1	0.189 %	\$48		\$48	\$2	\$50
Water	18	3.409 %	\$861		\$861	\$33	\$894
Quality of Life	2	0.379 %	\$96		\$96	\$4	\$100
Welfare	6	1.136 %	\$287		\$287	\$11	\$298
Sub-Conservancy District	2	0.379 %	\$96		\$96	\$4	\$100
Tourism Authority	3	0.568 %	\$144		\$144	\$5	\$149
Ambulance	19	3.598 %	\$909		\$909	\$35	\$944
Pulbic Guardian	2	0.379 %	\$96		\$96	\$4	\$100
Chartered Admin	6	1.137 %	\$280		\$280	\$8	\$288
Total	528	100.000 %	\$25,256		\$25,256	\$860	\$26,116

(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	\$254	\$15		\$239
Clerk	\$163	\$19		\$144
Recorder	\$321	\$82		\$239
Public Safety Complex	\$371	\$371		
Treasurer	\$291	\$52		\$239
District Attorney	\$860	\$95		\$765
City Manager	\$1,616	\$396	\$1,029	\$191
Finance	\$429	\$94		\$335
Human Resources	\$334	\$143		\$191
Information Technology	\$1,164	\$733		\$431
City Hall	\$143	\$143		
Internal Auditor	\$232	\$232		
Dispatch	\$1,084	\$190		\$894
Public Works	\$1,492	\$102		\$1,390
Facilities Maintenance	\$1,672	\$565	\$611	\$496
Elections	\$185	\$85		\$100
Pulbic Guardian	\$108	\$8		\$100
Assessor	\$455	\$57		\$398
Public Defender	\$2,000	\$2,000		
Economic Development	\$875	\$875		
Geographic Information Systems	\$365	\$365		
Northgate	\$41	\$41		
Welfare	\$2,363	\$230	\$1,835	\$298
Planning	\$405	\$57		\$348
Business License	\$10	\$10		
Chartered Admin	\$288			\$288
Sheriff Administration	\$692	\$592		\$100
Investigations	\$1,124	\$330		\$794
Sheriff Operations	\$2,860	\$476		\$2,384
Sheriff General Services	\$367	\$69		\$298
Detention Facility	\$1,799	\$507		\$1,292
Trinet Grant	\$61	\$11		\$50
Fire Administration	\$243	\$45		\$198
Fire Operations	\$2,480	\$592		\$1,888
Fire Prevention	\$170	\$21		\$149
Fire Training	\$221	\$121		\$100
Emergency Management	\$55	\$55		
Wildland Fire Management	\$212	\$212		
Juvenile Court	\$346	\$148		\$198
Juvenile Probation	\$659	\$212		\$447
Juvenile Detention	\$774	\$128		\$646

Purchasing
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>General Purchasing</u>	<u>Purchasing Contracts</u>	<u>Mail</u>
Justice Court	\$1,963	\$622		\$1,341
Alternative Sentencing	\$440	\$142		\$298
Justice Court	\$487	\$315	\$172	
Parks Administration	\$329	\$31		\$298
Park Maintenance	\$970	\$424		\$546
Grants, Gifts, Donations	\$172	\$172		
Swimming Pool	\$1,054	\$294	\$611	\$149
Community Center	\$291	\$191		\$100
Recreation	\$141	\$41		\$100
Pony Express Pavilion	\$20	\$20		
Ice Rink	\$53	\$53		
Sports	\$3,326	\$218	\$3,058	\$50
Library	\$1,114	\$568		\$546
Health	\$1,604	\$214		\$1,390
Landfill Administration	\$5,555	\$849	\$4,308	\$398
Medical	\$502	\$502		
Environmental Health	\$20	\$20		
Animal Services	\$1,391	\$804	\$587	
Cooperative Extension	\$250	\$250		
Supplemental Indigent	\$1,486	\$1,486		
Capital Projects	\$4,960	\$374	\$4,586	
Senior Citizens	\$300	\$151		\$149
Carson City Transit	\$1,330	\$1,330		
Library Gift	\$134	\$134		
Administrative Assessment	\$66	\$66		
Traffic/Transportation	\$2,150	\$3	\$2,147	
Regional Transportation	\$4,723	\$99	\$4,624	
V&T Spec. Infrastructure				
Quality of Life	\$17,865	\$458	\$17,307	\$100
Street Maintenance	\$5,148	\$3,119	\$1,035	\$994
Infrastructure Tax	\$72	\$7	\$65	
Grant Fund	\$15,224	\$961	\$14,263	
Commissary Fund	\$172	\$172		
911 Surcharge	\$222	\$222		
Residential Construction	\$53		\$53	
Ambulance	\$1,498	\$554		\$944
Stormwater Drainage	\$567	\$132	\$87	\$348
Sewer Operation	\$37,033	\$2,590	\$33,449	\$994
Sewer Capitalization	\$398		\$398	
Water	\$35,458	\$5,377	\$29,187	\$894
Building Permits	\$526	\$426		\$100

**Purchasing
Departmental Cost
Allocation Summary**

	<u>Total</u>	<u>General Purchasing</u>	<u>Purchasing Contracts</u>	<u>Mail</u>
Cemetery	\$127	\$27		\$100
Fleet Management	\$37,098	\$615	\$36,185	\$298
Group Medical Insurance	\$682	\$632		\$50
Workers Compensation Ins	\$1,117	\$1,067		\$50
Insurance Fund	\$2,712	\$2,101	\$611	
Redevelopment	\$273	\$151	\$122	
Redevelopment Revolving	\$867	\$157	\$710	
Tourism Authority	\$177	\$28		\$149
Tricounty Railway	\$562	\$562		
Sierra Forest Fire Protect	\$65	\$65		
Sub-Conservancy District	\$100			\$100
Controller Trust Fund	\$6	\$6		
Total	\$222,437	\$39,281	\$157,040	\$26,116

SCHEDULE 13.01

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:



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>
	\$105,468			\$105,468
Allocated additions:				
1010100 - Board of Supervisors	\$262	\$274	\$536	
1010600 - City Manager	\$875	\$81	\$956	
1010701 - Finance	\$1,036	\$107	\$1,143	
1010720 - Purchasing	\$138	\$5	\$143	
1010800 - Internal Auditor		\$218	\$218	
Total allocated additions:	<u>\$2,311</u>	<u>\$685</u>	<u>\$2,996</u>	<u>\$2,996</u>
Total to be allocated	<u>\$107,779</u>	<u>\$685</u>		<u>\$108,464</u>

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	\$3,458			\$3,458
POWER	\$40,697		\$40,697	
HEATING	\$17,389		\$17,389	
R&M SERVICES	\$43,924			\$43,924
Departmental Expenditures	\$105,468		\$58,086	\$47,382
Additions: 1st				
Other	\$2,311	\$2,311		
Functional Cost	\$107,779	\$2,311	\$58,086	\$47,382
Reallocate Admin		(\$2,311)	\$1,273	\$1,038
Allocable Costs	\$107,779		\$59,359	\$48,420
1st Allocation	\$107,779		\$59,359	\$48,420
Additions: 2nd				
Other	\$685	\$685		
Functional Cost	\$685	\$685		
Reallocate Admin		(\$685)	\$377	\$308
Allocable Costs	\$685		\$377	\$308
2nd Allocation	\$685		\$377	\$308
Total allocated	\$108,464		\$59,736	\$48,728

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 %	\$2,837		\$2,837		\$2,837
Treasurer	1,882	12.831 %	\$7,616		\$7,616		\$7,616
Assessor	1,412	9.626 %	\$5,714		\$5,714	\$244	\$5,958
City Manager	3,279	22.355 %	\$13,270		\$13,270		\$13,270
Finance	1,548	10.554 %	\$6,265		\$6,265		\$6,265
Human Resources	3,052	20.807 %	\$12,351		\$12,351		\$12,351
Information Technology	2,027	13.819 %	\$8,203		\$8,203		\$8,203
Internal Auditor	142	0.968 %	\$575		\$575	\$25	\$600
Group Medical Insurance	164	1.118 %	\$664		\$664	\$28	\$692
Workers Compensation Ins	461	3.143 %	\$1,864		\$1,864	\$80	\$1,944
Total	<u>14,668</u>	<u>100.000 %</u>	<u>\$59,359</u>		<u>\$59,359</u>	<u>\$377</u>	<u>\$59,736</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	10.204 %	\$4,941		\$4,941		\$4,941
Treasurer	5	10.204 %	\$4,941		\$4,941		\$4,941
Assessor	8	16.327 %	\$7,905		\$7,905	\$164	\$8,069
City Manager	4	8.163 %	\$3,953		\$3,953		\$3,953
Finance	7	14.286 %	\$6,917		\$6,917		\$6,917
Human Resources	4	8.163 %	\$3,953		\$3,953		\$3,953
Information Technology	9	18.367 %	\$8,893		\$8,893		\$8,893
Workers Compensation Ins	1	2.041 %	\$988		\$988	\$21	\$1,009
Welfare	6	12.245 %	\$5,929		\$5,929	\$123	\$6,052
Total	<u>49</u>	<u>100.000 %</u>	<u>\$48,420</u>		<u>\$48,420</u>	<u>\$308</u>	<u>\$48,728</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	\$7,778	\$2,837	\$4,941
Treasurer	\$12,557	\$7,616	\$4,941
City Manager	\$17,223	\$13,270	\$3,953
Finance	\$13,182	\$6,265	\$6,917
Human Resources	\$16,304	\$12,351	\$3,953
Information Technology	\$17,096	\$8,203	\$8,893
Internal Auditor	\$600	\$600	
Assessor	\$14,027	\$5,958	\$8,069
Welfare	\$6,052		\$6,052
Group Medical Insurance	\$692	\$692	
Workers Compensation Ins	\$2,953	\$1,944	\$1,009
Total	<u>\$108,464</u>	<u>\$59,736</u>	<u>\$48,728</u>

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.

Prepared by:



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>
	\$171,841			\$171,841
Allocated additions:				
1 - Building Use Charge	\$499		\$499	
1010100 - Board of Supervisors	\$427	\$446	\$873	
1010212 - Clerk	\$10,910	\$2,360	\$13,270	
1010600 - City Manager	\$1,425	\$131	\$1,556	
1010701 - Finance	\$1,689	\$174	\$1,863	
1010720 - Purchasing	\$224	\$8	\$232	
1010730 - City Hall	\$575	\$25	\$600	
1015034 - Facilities Maintenance		\$972	\$972	
Total allocated additions:	<u>\$15,749</u>	<u>\$4,116</u>	<u>\$19,865</u>	<u>\$19,865</u>
Total to be allocated	<u><u>\$187,590</u></u>	<u><u>\$4,116</u></u>		<u><u>\$191,706</u></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	\$171,841		\$171,841
Departmental Expenditures	\$171,841		\$171,841
Additions: 1st			
Other	\$15,749	\$15,749	
Functional Cost	\$187,590	\$15,749	\$171,841
Reallocate Admin		(\$15,749)	\$15,749
Allocable Costs	\$187,590		\$187,590
1st Allocation	\$187,590		\$187,590
Additions: 2nd			
Other	\$4,116	\$4,116	
Functional Cost	\$4,116	\$4,116	
Reallocate Admin		(\$4,116)	\$4,116
Allocable Costs	\$4,116		\$4,116
2nd Allocation	\$4,116		\$4,116
Total allocated	\$191,706		\$191,706

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	222,993	0.246 %	\$461		\$461		\$461
Clerk	259,378	0.286 %	\$536		\$536		\$536
Recorder	561,874	0.619 %	\$1,161		\$1,161		\$1,161
Public Safety Complex	284,178	0.313 %	\$587		\$587		\$587
Elections	229,482	0.253 %	\$474		\$474	\$11	\$485
Treasurer	454,547	0.500 %	\$939		\$939		\$939
Assessor	683,759	0.753 %	\$1,412		\$1,412	\$34	\$1,446
District Attorney	2,350,938	2.589 %	\$4,856		\$4,856		\$4,856
City Manager	791,186	0.871 %	\$1,634		\$1,634		\$1,634
Public Defender	1,478,073	1.627 %	\$3,053		\$3,053	\$73	\$3,126
Economic Development	646,534	0.712 %	\$1,335		\$1,335	\$32	\$1,367
Finance	614,168	0.676 %	\$1,269		\$1,269		\$1,269
Human Resources	382,537	0.421 %	\$790		\$790		\$790
Information Technology	1,632,628	1.798 %	\$3,372		\$3,372		\$3,372
Geographic Information Systems	269,751	0.297 %	\$557		\$557	\$13	\$570
Purchasing	128,984	0.142 %	\$266		\$266		\$266
City Hall	105,468	0.116 %	\$218		\$218		\$218
Welfare	318,563	0.351 %	\$658		\$658	\$16	\$674
Planning	595,961	0.656 %	\$1,231		\$1,231	\$30	\$1,261
Business License	130,998	0.144 %	\$271		\$271	\$6	\$277
Sheriff Administration	715,638	0.788 %	\$1,478		\$1,478	\$35	\$1,513
Sheriff Operations	5,851,598	6.443 %	\$12,086		\$12,086	\$290	\$12,376
Sheriff General Services	661,843	0.729 %	\$1,367		\$1,367	\$33	\$1,400
Detention Facility	4,099,947	4.514 %	\$8,468		\$8,468	\$203	\$8,671
Dispatch	1,818,271	2.002 %	\$3,756		\$3,756	\$90	\$3,846
Trinet Grant	161,200	0.177 %	\$333		\$333	\$8	\$341
Fire Administration	407,806	0.449 %	\$842		\$842	\$20	\$862
Fire Operations	7,696,645	8.474 %	\$15,897		\$15,897	\$382	\$16,279
Fire Prevention	363,827	0.401 %	\$751		\$751	\$18	\$769
Fire Training	358,362	0.395 %	\$740		\$740	\$18	\$758
Emergency Management	287,021	0.316 %	\$593		\$593	\$14	\$607
Public Works	1,803,023	1.985 %	\$3,724		\$3,724	\$89	\$3,813
Juvenile Court	452,744	0.498 %	\$935		\$935	\$22	\$957
Juvenile Probation	1,396,876	1.538 %	\$2,885		\$2,885	\$69	\$2,954
Juvenile Detention	1,406,125	1.548 %	\$2,904		\$2,904	\$70	\$2,974
Justice Court	3,605,494	3.970 %	\$7,447		\$7,447	\$179	\$7,626
Alternative Sentencing	999,884	1.101 %	\$2,065		\$2,065	\$50	\$2,115
Parks Administration	620,234	0.683 %	\$1,281		\$1,281	\$31	\$1,312
Park Maintenance	1,023,664	1.127 %	\$2,114		\$2,114	\$51	\$2,165
Grants, Gifts, Donations	127,205	0.140 %	\$263		\$263	\$6	\$269
Swimming Pool	665,398	0.733 %	\$1,374		\$1,374	\$33	\$1,407

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>
Community Center	368,817	0.406 %	\$762		\$762	\$18	\$780
Recreation	358,631	0.395 %	\$741		\$741	\$18	\$759
Pony Express Pavilion	19,722	0.022 %	\$41		\$41	\$1	\$42
Sports	350,826	0.386 %	\$725		\$725	\$17	\$742
Library	1,592,638	1.754 %	\$3,290		\$3,290	\$79	\$3,369
Health	515,961	0.568 %	\$1,066		\$1,066	\$26	\$1,092
Landfill Administration	1,350,339	1.487 %	\$2,789		\$2,789	\$67	\$2,856
Animal Services	779,226	0.858 %	\$1,609		\$1,609	\$39	\$1,648
Cooperative Extension	184,185	0.203 %	\$380		\$380	\$9	\$389
Supplemental Indigent	1,097,516	1.208 %	\$2,267		\$2,267	\$54	\$2,321
Senior Citizens	505,670	0.557 %	\$1,044		\$1,044	\$25	\$1,069
Carson City Transit	1,037,161	1.142 %	\$2,142		\$2,142	\$51	\$2,193
Library Gift	99,679	0.110 %	\$206		\$206	\$5	\$211
Administrative Assessment	49,022	0.054 %	\$101		\$101	\$2	\$103
Traffic/Transportation	66,697	0.073 %	\$138		\$138	\$3	\$141
Regional Transportation	104,751	0.115 %	\$216		\$216	\$5	\$221
Quality of Life	770,945	0.849 %	\$1,592		\$1,592	\$38	\$1,630
Street Maintenance	4,148,147	4.567 %	\$8,568		\$8,568	\$206	\$8,774
Grant Fund	3,339,156	3.677 %	\$6,897		\$6,897	\$166	\$7,063
Commissary Fund	208,797	0.230 %	\$431		\$431	\$10	\$441
Ambulance	2,772,271	3.052 %	\$5,726		\$5,726	\$137	\$5,863
Stormwater Drainage	288,787	0.318 %	\$596		\$596	\$14	\$610
Sewer Operation	4,079,718	4.492 %	\$8,427		\$8,427	\$202	\$8,629
Water	6,403,390	7.051 %	\$13,226		\$13,226	\$317	\$13,543
Building Permits	515,008	0.567 %	\$1,064		\$1,064	\$26	\$1,090
Cemetery	195,875	0.216 %	\$405		\$405	\$10	\$415
Fleet Management	1,161,859	1.279 %	\$2,400		\$2,400	\$58	\$2,458
Group Medical Insurance	749,554	0.825 %	\$1,548		\$1,548	\$37	\$1,585
Workers Compensation Ins	1,064,531	1.172 %	\$2,199		\$2,199	\$53	\$2,252
Insurance Fund	1,688,825	1.860 %	\$3,488		\$3,488	\$84	\$3,572
Redevelopment	339,251	0.374 %	\$701		\$701	\$17	\$718
Redevelopment Revolving	116,172	0.128 %	\$240		\$240	\$6	\$246
Tourism Authority	335,894	0.370 %	\$694		\$694	\$17	\$711
Tricounty Railway	415,406	0.457 %	\$858		\$858	\$21	\$879
Sierra Forest Fire Protect	48,140	0.053 %	\$99		\$99	\$2	\$101
Sub-Conservancy District	442,182	0.487 %	\$913		\$913	\$22	\$935
Controller Trust Fund	4,542	0.005 %	\$9		\$9		\$9
Medical	472,059	0.520 %	\$975		\$975	\$23	\$998
Environmental Health	391,688	0.431 %	\$809		\$809	\$19	\$828
Investigations	2,050,879	2.258 %	\$4,236		\$4,236	\$102	\$4,338
Justice Court	232,443	0.256 %	\$480		\$480	\$12	\$492

**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>
Ice Rink	69,109	0.076 %	\$143		\$143	\$3	\$146
Northgate	30,820	0.034 %	\$64		\$64	\$2	\$66
Capital Projects	276,260	0.304 %	\$571		\$571	\$14	\$585
911 Surcharge	164,056	0.181 %	\$339		\$339	\$8	\$347
Wildland Fire Management	315,277	0.347 %	\$651		\$651	\$16	\$667
Facilities Maintenance	1,461,946	1.610 %	\$3,020		\$3,020	\$72	\$3,092
Pulbic Guardian	165,358	0.182 %	\$342		\$342	\$8	\$350
Chartered Admin	952,199	1.048 %	\$1,967		\$1,967	\$49	\$2,016
V&T Spec. Infrastructure	250		\$1		\$1		\$1
Infrastructure Tax	4,875	0.005 %	\$11		\$11		\$11
Total	<u>90,821,315</u>	<u>100.000 %</u>	<u>\$187,590</u>		<u>\$187,590</u>	<u>\$4,116</u>	<u>\$191,706</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	\$461	\$461
Clerk	\$536	\$536
Recorder	\$1,161	\$1,161
Public Safety Complex	\$587	\$587
Treasurer	\$939	\$939
District Attorney	\$4,856	\$4,856
City Manager	\$1,634	\$1,634
Finance	\$1,269	\$1,269
Human Resources	\$790	\$790
Information Technology	\$3,372	\$3,372
Purchasing	\$266	\$266
City Hall	\$218	\$218
Dispatch	\$3,846	\$3,846
Public Works	\$3,813	\$3,813
Facilities Maintenance	\$3,092	\$3,092
Elections	\$485	\$485
Pulbic Guardian	\$350	\$350
Assessor	\$1,446	\$1,446
Public Defender	\$3,126	\$3,126
Economic Development	\$1,367	\$1,367
Geographic Information Systems	\$570	\$570
Northgate	\$66	\$66
Welfare	\$674	\$674
Planning	\$1,261	\$1,261
Business License	\$277	\$277
Chartered Admin	\$2,016	\$2,016
Sheriff Administration	\$1,513	\$1,513
Investigations	\$4,338	\$4,338
Sheriff Operations	\$12,376	\$12,376
Sheriff General Services	\$1,400	\$1,400
Detention Facility	\$8,671	\$8,671
Trinet Grant	\$341	\$341
Fire Administration	\$862	\$862
Fire Operations	\$16,279	\$16,279
Fire Prevention	\$769	\$769
Fire Training	\$758	\$758
Emergency Management	\$607	\$607
Wildland Fire Management	\$667	\$667
Juvenile Court	\$957	\$957
Juvenile Probation	\$2,954	\$2,954
Juvenile Detention	\$2,974	\$2,974
Justice Court	\$7,626	\$7,626

Internal Auditor
Departmental Cost
Allocation Summary

	Total	Internal Audit
Alternative Sentencing	\$2,115	\$2,115
Justice Court	\$492	\$492
Parks Administration	\$1,312	\$1,312
Park Maintenance	\$2,165	\$2,165
Grants, Gifts, Donations	\$269	\$269
Swimming Pool	\$1,407	\$1,407
Community Center	\$780	\$780
Recreation	\$759	\$759
Pony Express Pavilion	\$42	\$42
Ice Rink	\$146	\$146
Sports	\$742	\$742
Library	\$3,369	\$3,369
Health	\$1,092	\$1,092
Landfill Administration	\$2,856	\$2,856
Medical	\$998	\$998
Environmental Health	\$828	\$828
Animal Services	\$1,648	\$1,648
Cooperative Extension	\$389	\$389
Supplemental Indigent	\$2,321	\$2,321
Capital Projects	\$585	\$585
Senior Citizens	\$1,069	\$1,069
Carson City Transit	\$2,193	\$2,193
Library Gift	\$211	\$211
Administrative Assessment	\$103	\$103
Traffic/Transportation	\$141	\$141
Regional Transportation	\$221	\$221
V&T Spec. Infrastructure	\$1	\$1
Quality of Life	\$1,630	\$1,630
Street Maintenance	\$8,774	\$8,774
Infrastructure Tax	\$11	\$11
Grant Fund	\$7,063	\$7,063
Commissary Fund	\$441	\$441
911 Surcharge	\$347	\$347
Ambulance	\$5,863	\$5,863
Stormwater Drainage	\$610	\$610
Sewer Operation	\$8,629	\$8,629
Water	\$13,543	\$13,543
Building Permits	\$1,090	\$1,090
Cemetery	\$415	\$415
Fleet Management	\$2,458	\$2,458
Group Medical Insurance	\$1,585	\$1,585
Workers Compensation Ins	\$2,252	\$2,252

Internal Auditor
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Internal Audit</u>
Insurance Fund	\$3,572	\$3,572
Redevelopment	\$718	\$718
Redevelopment Revolving	\$246	\$246
Tourism Authority	\$711	\$711
Tricounty Railway	\$879	\$879
Sierra Forest Fire Protect	\$101	\$101
Sub-Conservancy District	\$935	\$935
Controller Trust Fund	\$9	\$9
Total	<u>\$191,706</u>	<u>\$191,706</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:



Dispatch
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$1,818,271			\$1,818,271
Allocated additions:				
1 - Building Use Charge	\$12,668		\$12,668	
2 - Equipment Use Charge	\$107,316		\$107,316	
1010100 - Board of Supervisors	\$4,516	\$4,718	\$9,234	
1010600 - City Manager	\$15,079	\$1,389	\$16,468	
1010701 - Finance	\$11,253	\$1,178	\$12,431	
1010705 - Human Resources	\$2,344	\$213	\$2,557	
1010710 - Information Technology	\$28,420	\$1,064	\$29,484	
1010720 - Purchasing	\$1,044	\$40	\$1,084	
1010800 - Internal Auditor	\$3,756	\$90	\$3,846	
1015034 - Facilities Maintenance		\$15,643	\$15,643	
Total allocated additions:	<u>\$186,396</u>	<u>\$24,335</u>	<u>\$210,731</u>	<u>\$210,731</u>
Total to be allocated	<u>\$2,004,667</u>	<u>\$24,335</u>		<u>\$2,029,002</u>

Dispatch
Schedule of costs to be
allocated by function

	<u>Total</u>	<u>General & Admin</u>	<u>Dispatch</u>
Wages & Benefits			
SALARIES & WAGES	\$1,237,242		\$1,237,242
FRINGE BENEFITS	\$440,922		\$440,922
Other Expense and Cost			
SERVICES & SUPPLIES	\$140,107		\$140,107
Departmental Expenditures	<u>\$1,818,271</u>		<u>\$1,818,271</u>
Additions: 1st			
Other	\$186,396	\$186,396	
Functional Cost	<u>\$2,004,667</u>	<u>\$186,396</u>	<u>\$1,818,271</u>
Reallocate Admin		(\$186,396)	\$186,396
Allocable Costs	<u>\$2,004,667</u>		<u>\$2,004,667</u>
1st Allocation	<u>\$2,004,667</u>		<u>\$2,004,667</u>
Additions: 2nd			
Other	\$24,335	\$24,335	
Functional Cost	<u>\$24,335</u>	<u>\$24,335</u>	
Reallocate Admin		(\$24,335)	\$24,335
Allocable Costs	<u>\$24,335</u>		<u>\$24,335</u>
2nd Allocation	<u>\$24,335</u>		<u>\$24,335</u>
Total allocated	<u>\$2,029,002</u>		<u>\$2,029,002</u>

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 Operations	95,582	88.049 %	\$1,765,097		\$1,765,097	\$21,427	\$1,786,524
Ambulance	8,398	7.736 %	\$155,084		\$155,084	\$1,883	\$156,967
All Other	3,571	3.290 %	\$65,945		\$65,945	\$801	\$66,746
Fire Operations	1,004	0.925 %	\$18,541		\$18,541	\$224	\$18,765
Total	108,555	100.000 %	\$2,004,667		\$2,004,667	\$24,335	\$2,029,002

(A) Alloc basis: Number Of Radio Calls By Department

Source: Dispatch - Jack Freer

Dispatch
Departmental Cost
Allocation Summary

	Total	Dispatch
Sheriff Operations	\$1,786,524	\$1,786,524
Fire Operations	\$18,765	\$18,765
Ambulance	\$156,967	\$156,967
All Other	\$66,746	\$66,746
Total	<u>\$2,029,002</u>	<u>\$2,029,002</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.

Prepared by:



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>
	\$1,803,023			\$1,803,023
Allocated additions:				
1 - Building Use Charge	\$2,165	\$20	\$2,185	
2 - Equipment Use Charge	\$775		\$775	
1010100 - Board of Supervisors	\$4,478	\$4,679	\$9,157	
1010300 - Treasurer	\$1,399	\$152	\$1,551	
1010500 - District Attorney	\$30,368	\$1,915	\$32,283	
1010600 - City Manager	\$14,953	\$1,377	\$16,330	
1010701 - Finance	\$12,215	\$1,281	\$13,496	
1010705 - Human Resources	\$5,835	\$526	\$6,361	
1010710 - Information Technology	\$33,152	\$1,243	\$34,395	
1010720 - Purchasing	\$1,437	\$55	\$1,492	
1010800 - Internal Auditor	\$3,724	\$89	\$3,813	
1015034 - Facilities Maintenance		\$13,955	\$13,955	
 Total allocated additions:	 <u>\$110,501</u>	 <u>\$25,292</u>	 <u>\$135,793</u>	 <u>\$135,793</u>
Departmental cost adjustments:				
 SALARIES - DIRECT BILL	 \$393,710			
 Total departmental cost adjustments:	 <u>\$393,710</u>			 <u>\$393,710</u>
 Total to be allocated	 <u><u>\$2,307,234</u></u>	 <u><u>\$25,292</u></u>		 <u><u>\$2,332,526</u></u>

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>
Wages & Benefits				
SALARIES & WAGES	\$1,051,574		\$33,857	\$1,017,717
FRINGE BENEFITS	\$676,058		\$21,767	\$654,291
Other Expense and Cost				
SERVICES & SUPPLIES	\$75,391		\$2,427	\$72,964
Departmental Expenditures	\$1,803,023		\$58,051	\$1,744,972
Cost Adjustments				
SALARIES - DIRECT BILL	\$393,710		\$12,676	\$381,034
Additions: 1st				
Other	\$110,501	\$110,501		
Functional Cost	\$2,307,234	\$110,501	\$70,727	\$2,126,006
Reallocate Admin		(\$110,501)	\$3,558	\$106,943
Allocable Costs	\$2,307,234		\$74,285	\$2,232,949
Unallocated	(\$74,285)		(\$74,285)	
1st Allocation	\$2,232,949			\$2,232,949
Additions: 2nd				
Other	\$25,292	\$25,292		
Functional Cost	\$25,292	\$25,292		
Reallocate Admin		(\$25,292)	\$814	\$24,478
Allocable Costs	\$25,292		\$814	\$24,478
Unallocated	(\$814)		(\$814)	
2nd Allocation	\$24,478			\$24,478
Total allocated	\$2,257,427			\$2,257,427

**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>
Water	3,193	32.799 %	\$732,389	(\$51,461)	\$680,928	\$8,029	\$688,957
Sewer Operation	3,302	33.919 %	\$757,391	(\$51,461)	\$705,930	\$8,303	\$714,233
Street Maintenance	241	2.476 %	\$55,279		\$55,279	\$606	\$55,885
Regional Transportation	1,396	14.340 %	\$320,205	(\$220,590)	\$99,615	\$3,510	\$103,125
CC Sanitary Landfill	357	3.667 %	\$81,886		\$81,886	\$898	\$82,784
Stormwater Drainage	728	7.478 %	\$166,984		\$166,984	\$1,831	\$168,815
Fleet Management	140	1.438 %	\$32,112		\$32,112	\$352	\$32,464
Building Permits	131	1.346 %	\$30,048	(\$20,891)	\$9,157	\$329	\$9,486
Carson City Transit	247	2.537 %	\$56,655	(\$49,308)	\$7,347	\$620	\$7,967
Subtotal	<u>9,735</u>	<u>100.000 %</u>	<u>\$2,232,949</u>	<u>(\$393,711)</u>	<u>\$1,839,238</u>	<u>\$24,478</u>	<u>\$1,863,716</u>
Direct Billed				\$393,711	\$393,711		\$393,711
Total	<u>9,735</u>	<u>100.000 %</u>	<u>\$2,232,949</u>	<u>\$0</u>	<u>\$2,232,949</u>	<u>\$24,478</u>	<u>\$2,257,427</u>

(A) Alloc basis: Salary Support by Fund

Source: Public Works Salary & Wage

Public Works
Departmental Cost
Allocation Summary

	<u>Total</u>	<u>Departmental Support</u>
Carson City Transit	\$7,967	\$7,967
Regional Transportation	\$103,125	\$103,125
Street Maintenance	\$55,885	\$55,885
Stormwater Drainage	\$168,815	\$168,815
Sewer Operation	\$714,233	\$714,233
Water	\$688,957	\$688,957
Building Permits	\$9,486	\$9,486
CC Sanitary Landfill	\$82,784	\$82,784
Fleet Management	\$32,464	\$32,464
Subtotal	<u>\$1,863,716</u>	<u>\$1,863,716</u>
Direct Billed	\$393,711	\$393,711
Total	<u>\$2,257,427</u>	<u>\$2,257,427</u>

SCHEDULE 18.01

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.

Prepared by:



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>
	\$1,461,946			\$1,461,946
Allocated additions:				
2 - Equipment Use Charge	\$7,412		\$7,412	
1010100 - Board of Supervisors	\$3,631	\$3,794	\$7,425	
1010600 - City Manager	\$12,124	\$1,116	\$13,240	
1010701 - Finance	\$9,987	\$1,040	\$11,027	
1010705 - Human Resources	\$1,289	\$117	\$1,406	
1010710 - Information Technology	\$24,375	\$924	\$25,299	
1010720 - Purchasing	\$1,613	\$59	\$1,672	
1010800 - Internal Auditor	\$3,020	\$72	\$3,092	
Total allocated additions:	\$63,451	\$7,122	\$70,573	\$70,573
Total to be allocated	<u>\$1,525,397</u>	<u>\$7,122</u>		<u>\$1,532,519</u>

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>Wages & Benefits</u>						
SALARIES & WAGES	\$768,397	\$87,520	\$35,961	\$37,575	\$333,484	\$273,857
FRINGE BENEFITS	\$277,366	\$31,592	\$12,981	\$13,563	\$120,377	\$98,853
<u>Other Expense and Cost</u>						
SERVICES & SUPPLIES	\$28,150	\$3,206	\$1,317	\$1,377	\$12,217	\$10,033
BUILDING REPAIR & MAINT	\$193,166	\$34,152	\$14,043	\$14,700	\$130,271	
CUSTODIAL SUPPLIES	\$45,545					\$45,545
CONTRACTUAL SERVICES	\$149,322				\$149,322	
Departmental Expenditures	\$1,461,946	\$156,470	\$64,302	\$67,215	\$745,671	\$428,288
Additions: 1st						
Other	\$63,451	\$63,451				
Functional Cost	\$1,525,397	\$219,921	\$64,302	\$67,215	\$745,671	\$428,288
Reallocate Admin		(\$219,921)	\$10,832	\$11,323	\$125,616	\$72,150
Allocable Costs	\$1,525,397		\$75,134	\$78,538	\$871,287	\$500,438
1st Allocation	\$1,525,397		\$75,134	\$78,538	\$871,287	\$500,438
Additions: 2nd						
Other	\$7,122	\$7,122				
Functional Cost	\$7,122	\$7,122				
Reallocate Admin		(\$7,122)	\$351	\$367	\$4,068	\$2,336
Allocable Costs	\$7,122		\$351	\$367	\$4,068	\$2,336
2nd Allocation	\$7,122		\$351	\$367	\$4,068	\$2,336
Total allocated	\$1,532,519		\$75,485	\$78,905	\$875,355	\$502,774

**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 %	\$3,591		\$3,591		\$3,591
Treasurer	1,882	12.831 %	\$9,640		\$9,640		\$9,640
Assessor	1,412	9.626 %	\$7,233		\$7,233	\$243	\$7,476
City Manager	3,279	22.355 %	\$16,796		\$16,796		\$16,796
Finance	1,548	10.554 %	\$7,929		\$7,929		\$7,929
Human Resources	3,052	20.807 %	\$15,633		\$15,633		\$15,633
Information Technology	2,027	13.819 %	\$10,383		\$10,383		\$10,383
Internal Auditor	142	0.968 %	\$727		\$727		\$727
Group Medical Insurance	164	1.118 %	\$840		\$840	\$28	\$868
Workers Compensation Ins	461	3.143 %	\$2,362		\$2,362	\$80	\$2,442
Total	<u>14,668</u>	<u>100.000 %</u>	<u>\$75,134</u>		<u>\$75,134</u>	<u>\$351</u>	<u>\$75,485</u>

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

Source: Facilities Maintenance

**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 %	\$12,332		\$12,332		\$12,332
Collections	336	0.648 %	\$509		\$509	\$3	\$512
District Attorney	7,358	14.181 %	\$11,138		\$11,138		\$11,138
Detention Facility	5,590	10.774 %	\$8,462		\$8,462	\$56	\$8,518
Justice Court	30,454	58.695 %	\$46,097		\$46,097	\$308	\$46,405
Total	51,885	100.000 %	\$78,538		\$78,538	\$367	\$78,905

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

Source: Facilities Maintenance

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>
Animal Services	99	1.321 %	\$11,513		\$11,513	\$55	\$11,568
Swimming Pool	604	8.062 %	\$70,243		\$70,243	\$337	\$70,580
Cemetery	23	0.307 %	\$2,675		\$2,675	\$13	\$2,688
Community Center	208	2.776 %	\$24,189		\$24,189	\$116	\$24,305
Fire Administration	472	6.300 %	\$54,892		\$54,892	\$264	\$55,156
Health	291	3.884 %	\$33,842		\$33,842	\$163	\$34,005
Juvenile Detention	155	2.069 %	\$18,026		\$18,026	\$87	\$18,113
Parks Administration	1,142	15.243 %	\$132,810		\$132,810	\$638	\$133,448
Library	226	3.017 %	\$26,283		\$26,283	\$126	\$26,409
Dispatch	90	1.201 %	\$10,467		\$10,467		\$10,467
Detention Facility	712	9.503 %	\$82,803		\$82,803	\$398	\$83,201
Fleet Management	74	0.988 %	\$8,606		\$8,606	\$41	\$8,647
Senior Citizens	304	4.058 %	\$35,354		\$35,354	\$170	\$35,524
All Other	1,353	18.059 %	\$157,348		\$157,348	\$756	\$158,104
Public Works	120	1.602 %	\$13,955		\$13,955		\$13,955
Sheriff Administration	585	7.808 %	\$68,033		\$68,033	\$327	\$68,360
Planning	21	0.280 %	\$2,442		\$2,442	\$12	\$2,454
Building Permits	39	0.521 %	\$4,536		\$4,536	\$22	\$4,558
Business License	11	0.147 %	\$1,279		\$1,279	\$6	\$1,285
Ice Rink	548	7.314 %	\$63,730		\$63,730	\$306	\$64,036
Sewer Operation	160	2.136 %	\$18,607		\$18,607	\$89	\$18,696
Juvenile Probation	231	3.083 %	\$26,864		\$26,864	\$129	\$26,993
Cooperative Extension	22	0.294 %	\$2,559		\$2,559	\$12	\$2,571
Carson City Transit	2	0.027 %	\$231		\$231	\$1	\$232
Total	<u>7,492</u>	<u>100.000 %</u>	<u>\$871,287</u>		<u>\$871,287</u>	<u>\$4,068</u>	<u>\$875,355</u>

(A) Alloc basis: Time Record Logs

Source: Facilities Maintenance

**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 %	\$1,209		\$1,209		\$1,209
Recorder	8,602	2.966 %	\$14,841		\$14,841		\$14,841
Treasurer	1,882	0.649 %	\$3,247		\$3,247		\$3,247
Collections	336	0.116 %	\$580		\$580	\$3	\$583
District Attorney	7,358	2.537 %	\$12,695		\$12,695		\$12,695
City Manager	3,279	1.130 %	\$5,657		\$5,657		\$5,657
Finance	1,548	0.534 %	\$2,671		\$2,671		\$2,671
Human Resources	3,052	1.052 %	\$5,266		\$5,266		\$5,266
Information Technology	2,027	0.699 %	\$3,497		\$3,497		\$3,497
Internal Auditor	142	0.049 %	\$245		\$245		\$245
Planning	3,840	1.324 %	\$6,625		\$6,625	\$35	\$6,660
Sheriff Administration	4,080	1.407 %	\$7,039		\$7,039	\$37	\$7,076
Sheriff General Services	3,500	1.207 %	\$6,039		\$6,039	\$32	\$6,071
Dispatch	3,000	1.034 %	\$5,176		\$5,176		\$5,176
Fire Administration	5,200	1.793 %	\$8,972		\$8,972	\$47	\$9,019
Fire Training	2,600	0.896 %	\$4,486		\$4,486	\$23	\$4,509
Juvenile Probation	4,050	1.396 %	\$6,988		\$6,988	\$37	\$7,025
Juvenile Detention	5,480	1.889 %	\$9,455		\$9,455	\$50	\$9,505
Justice Court	30,454	10.499 %	\$52,543		\$52,543	\$275	\$52,818
Parks Administration	5,247	1.809 %	\$9,053		\$9,053	\$47	\$9,100
Community Center	43,230	14.904 %	\$74,586		\$74,586	\$391	\$74,977
Recreation	1,240	0.428 %	\$2,139		\$2,139	\$11	\$2,150
Health	15,375	5.301 %	\$26,527		\$26,527	\$139	\$26,666
Animal Services	2,500	0.862 %	\$4,313		\$4,313	\$23	\$4,336
Cooperative Extension	3,840	1.324 %	\$6,625		\$6,625	\$35	\$6,660
Senior Citizens	32,836	11.321 %	\$56,653		\$56,653	\$297	\$56,950
Regional Transportation	120	0.041 %	\$207		\$207	\$1	\$208
Street Maintenance	12,263	4.228 %	\$21,158		\$21,158	\$111	\$21,269
Stormwater Drainage	3,647	1.257 %	\$6,292		\$6,292	\$33	\$6,325
Sewer Operation	8,406	2.898 %	\$14,503		\$14,503	\$76	\$14,579
Water	3,416	1.178 %	\$5,894		\$5,894	\$31	\$5,925
Building Permits	3,840	1.324 %	\$6,625		\$6,625	\$35	\$6,660
Cemetery	1,452	0.501 %	\$2,505		\$2,505	\$13	\$2,518
Fleet Management	650	0.224 %	\$1,121		\$1,121	\$6	\$1,127
Group Medical Insurance	164	0.057 %	\$283		\$283	\$1	\$284
Workers Compensation Ins	461	0.159 %	\$795		\$795	\$4	\$799
All Other	60,234	20.765 %	\$103,928		\$103,928	\$543	\$104,471
Total	<u>290,052</u>	<u>100.000 %</u>	<u>\$500,438</u>		<u>\$500,438</u>	<u>\$2,336</u>	<u>\$502,774</u>

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

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
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>
Board of Supervisors	\$4,800	\$3,591			\$1,209
Recorder	\$27,173		\$12,332		\$14,841
Treasurer	\$12,887	\$9,640			\$3,247
District Attorney	\$23,833		\$11,138		\$12,695
City Manager	\$22,453	\$16,796			\$5,657
Finance	\$10,600	\$7,929			\$2,671
Human Resources	\$20,899	\$15,633			\$5,266
Information Technology	\$13,880	\$10,383			\$3,497
Internal Auditor	\$972	\$727			\$245
Dispatch	\$15,643			\$10,467	\$5,176
Public Works	\$13,955			\$13,955	
Collections	\$1,095		\$512		\$583
Assessor	\$7,476	\$7,476			
Planning	\$9,114			\$2,454	\$6,660
Business License	\$1,285			\$1,285	
Sheriff Administration	\$75,436			\$68,360	\$7,076
Sheriff General Services	\$6,071				\$6,071
Detention Facility	\$91,719		\$8,518	\$83,201	
Fire Administration	\$64,175			\$55,156	\$9,019
Fire Training	\$4,509				\$4,509
Juvenile Probation	\$34,018			\$26,993	\$7,025
Juvenile Detention	\$27,618			\$18,113	\$9,505
Justice Court	\$99,223		\$46,405		\$52,818
Parks Administration	\$142,548			\$133,448	\$9,100
Swimming Pool	\$70,580			\$70,580	
Community Center	\$99,282			\$24,305	\$74,977
Recreation	\$2,150				\$2,150
Ice Rink	\$64,036			\$64,036	
Library	\$26,409			\$26,409	
Health	\$60,671			\$34,005	\$26,666
Animal Services	\$15,904			\$11,568	\$4,336
Cooperative Extension	\$9,231			\$2,571	\$6,660
Senior Citizens	\$92,474			\$35,524	\$56,950
Carson City Transit	\$232			\$232	
Regional Transportation	\$208				\$208
Street Maintenance	\$21,269				\$21,269
Stormwater Drainage	\$6,325				\$6,325
Sewer Operation	\$33,275			\$18,696	\$14,579
Water	\$5,925				\$5,925
Building Permits	\$11,218			\$4,558	\$6,660

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>
Cemetery	\$5,206			\$2,688	\$2,518
Fleet Management	\$9,774			\$8,647	\$1,127
Group Medical Insurance	\$1,152	\$868			\$284
Workers Compensation Ins	\$3,241	\$2,442			\$799
All Other	\$262,575			\$158,104	\$104,471
Total	<u>\$1,532,519</u>	<u>\$75,485</u>	<u>\$78,905</u>	<u>\$875,355</u>	<u>\$502,774</u>

CARSON CITY
SCHEDULE A - FULL COST ALLOCATION PLAN
FY2015

Updated 2/04/2016
FOR FY 2017 BUDGET

	Cooperative	Senior	Carson	Traffic/	Regional	Quality of	Street	Commissary		Stormwater	Sewer
Central Service Departments	Extension	Citizens	City	Transportation	Transportation	Life	Maintenance	Fund	Ambulance	Drainage	Operation
Building Use Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board of Supervisors	935	2,568	5,267	339	532	3,915	21,067	1,061	14,080	1,466	20,719
Clerk	-	-	-	-	26,541	33,176	-	-	-	-	-
Treasurer	-	-	6,013	25,473	1,746	-	-	-	10,078	57,799	70,616
District Attorney	-	-	889	-	12,439	6,812	889	-	889	1,481	7,108
City Manager	1,668	4,580	9,393	604	949	6,983	37,569	1,891	25,108	2,616	36,950
Finance	1,836	4,840	9,978	233	8,190	16,609	32,974	1,732	16,183	(4,886)	14,618
Human Resources	-	1,689	-	858	-	512	3,347	128	2,812	1,100	5,329
Information Technology	-	6,521	760	912	435	6,741	32,455	1,151	39,445	4,976	37,003
Purchasing	250	300	1,330	2,150	4,723	17,865	5,148	172	1,498	567	37,033
City Hall	-	-	-	-	-	-	-	-	-	-	-
Internal Auditor	389	1,069	2,193	141	221	1,630	8,774	441	5,863	610	8,629
Dispatch	-	-	-	-	-	-	-	-	156,967	-	-
Public Works	-	-	7,967	-	103,125	-	55,885	-	-	168,815	714,233
Facilities Maintenance	9,231	92,474	232	-	208	-	21,269	-	-	6,325	33,275
Proposed Costs	14,309	114,041	44,022	30,710	159,109	94,243	219,377	6,576	272,923	240,869	985,513
Remove Public Works	-	-	(7,967)	-	(103,125)	-	(55,885)	-	-	(168,815)	(714,233)
Totals W/O Public Works	14,309	114,041	36,055	30,710	55,984	94,243	163,492	6,576	272,923	72,054	271,280
Add 6% for FY16-17	15,168	120,883	38,218	32,553	59,343	99,898	173,302	6,971	289,298	76,377	287,557
Adjustments											
Reduce to A-87 Plan - See Tab	-	-	-	-	-	(45,847)	-	-	-	-	-
Add PW per Darrin Allocation	-	-	-	-	98,985	29,251	51,739	-	-	175,328	532,721
Add funding for Fire Training	-	-	-	-	-	-	14,000	-	-	14,000	14,000
Total to Allocate	15,168	120,883	38,218	32,553	158,328	83,302	239,041	6,971	289,298	265,705	834,278
Amount Budgeted in FY16	-	-	36,019	-	166,704	89,300	252,515	8,636	271,109	358,837	1,222,895
Amount Budgeted in FY17	-	-	38,218	-	158,328	83,302	239,041	6,971	289,298	265,705	1,177,283
Monthly Amount	\$ -	\$ -	\$ 3,185	\$ -	\$ 13,194	\$ 6,942	\$ 19,920	\$ 581	\$ 24,108	\$ 22,142	\$ 98,107

CARSON CITY
SCHEDULE A - FULL COST ALLOC.
FY2015

Central Service Departments	Sewer		Building		Fleet	Group	Workers	Insurance	Redevelopment		Subtotal
	Capitalization	Water	Permits	Cemetery	Management	Medical	Compensation	Fund	Redevelopment	Revolving	
Building Use Charge	\$ -	\$ -	\$ 6,548	\$ -	\$ -	\$ 576	\$ 1,619	\$ -	\$ -	\$ -	\$ 8,743
Board of Supervisors		32,521	2,615	995	5,901	3,807	5,406	8,577	1,723	590	134,084
Clerk	-	-	-	-	-	-	-	-	-	26,541	86,258
Treasurer	-	71,181	6,848	259	-	-	-	-	-	-	250,013
District Attorney	-	9,182	889	-	-	-	2,370	18,955	23,101	-	85,004
City Manager	-	57,994	4,664	1,774	10,523	6,788	9,641	15,296	3,072	1,052	239,115
Finance	-	35,440	4,189	1,171	8,039	(5,804)	(2,678)	348	1,868	1,159	146,039
Human Resources	-	4,601	1,764	255	2,862	181,746	28,968	-	-	-	235,971
Information Technology	-	47,382	3,472	3,127	11,912	4,298	4,205	1,916	3,199	-	209,910
Purchasing	398	35,458	526	127	37,098	682	1,117	2,712	273	867	150,294
City Hall	-	-	-	-	-	692	2,953	-	-	-	3,645
Internal Auditor	-	13,543	1,090	415	2,458	1,585	2,252	3,572	718	246	55,839
Dispatch	-	-	-	-	-	-	-	-	-	-	156,967
Public Works	-	688,957	9,486	-	32,464	-	-	-	-	-	1,780,932
Facilities Maintenance	-	5,925	11,218	5,206	9,774	1,152	3,241	-	-	-	199,530
Proposed Costs	398	1,002,184	53,309	13,329	121,031	195,522	59,094	51,376	33,954	30,455	3,742,344
Remove Public Works	-	(688,957)	(9,486)	-	(32,464)	-	-	-	-	-	(1,780,932)
Totals W/O Public Works	398	313,227	43,823	13,329	88,567	195,522	59,094	51,376	33,954	30,455	1,961,412
Add 6% for FY16-17	422	332,021	46,452	14,129	93,881	207,253	62,640	54,459	35,991	32,282	2,079,097
Adjustments											
Reduce to A-87 Plan - See Tab	-	-	-	-	-	-	-	-	-	-	(45,847)
Add PW per Darrin Allocation	342,583	840,298	120,714	-	42,280	-	-	-	-	-	2,233,899
Add funding for Fire Training	-	28,000	-	-	-	-	-	-	-	-	70,000
Total to Allocate	343,005	1,200,319	167,166	14,129	136,161	207,253	62,640	54,459	35,991	32,282	4,337,149
Amount Budgeted in FY16	-	1,219,308	176,935	-	101,696	194,738	57,570	61,238	105,492	-	4,322,991
Amount Budgeted in FY17	-	1,200,319	167,166	-	136,161	207,253	62,640	54,459	68,273	-	4,154,417
Monthly Amount	\$ -	\$ 100,027	\$ 13,931	\$ -	\$ 11,347	\$ 17,271	\$ 5,220	\$ 4,538	\$ 5,689	\$ -	\$ 346,202

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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: 2/18/16

Staff Contact: Nancy Paulson, Chief Financial Officer (npaulson@carson.org)

Agenda Title: For Possible Action: Presentation, discussion and possible direction regarding assumptions staff will use to prepare Carson City's Budget for FY 2016 –2017.

Staff Summary: Staff needs direction from the Board on assumptions for building the FY 2016-2017 Budget for Carson City. The main item is setting the property tax rate to be used. The Department of Taxation requires all local governments to inform them of the rate they intend to use by February 22, 2016.

Agenda Action: Formal Action/Motion

Time Requested: 20 minutes

Proposed Motion

I move to direct staff to use \$_____ as the property tax rate in preparing the FY 2016 – 2017 Carson City Budget.

Any other board action will depend on the discussion.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

NRS 354

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: 2017 Budget

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Property Tax Rate alternatives

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

MEMORANDUM

TO: Nick Marano, City Manager
Mayor and Board of Supervisors

FROM: Nancy Paulson
Chief Financial Officer

DATE: February 5, 2016

SUBJECT: Pre-Budget Preparation Items

The purpose of this memorandum is to provide information and request direction from the Board on the initial assumptions and estimates for revenue and expenditures to be used in preparing the FY 17 Budget.

The main item is setting the FY 17 property tax rate. The Department of Taxation requires all local governments to inform them of the rate they intend to use by February 22, 2016.

GENERAL FUND REVENUES

Property Tax:

For the past two fiscal years, the City has reduced the property tax levy by 2 cents. The current levy is \$3.52/\$100 assessed value. The maximum rate we can levy is \$3.66. For the FY 17 Budget, we could raise the tax rate, lower the rate or keep it the same.

The following table illustrates the projected FY 17 revenue increase based on an estimated 6% increase in assessed value and a property tax cap of .2% for both residential and commercial property:

Rate Levied	FY 17 Revenue Increase	% Increase over FY 16	Original 3 % Projection	FY 17 Shortfall
\$3.52	\$243,000	1.18%	\$615,000	\$372,000

Our 5 - year projections (FY16-FY20) estimated a 3% increase in property tax revenue each year for FY 17 - FY 20. For FY 17, this equated to a \$615,000 increase over FY 16. If the property tax rate remains the same for FY 17, we will fall short of our projections by approximately \$372,000. This is the result of the reduction in the property tax cap for FY 17. Prior year caps were 3% for residential property and 3.2% for commercial property.

Pursuant to NRS, property taxes are capped at the amount levied on the property for the immediately preceding fiscal year plus:

1. The greater of:
 - a. The average percentage of change in the assessed valuation of all the taxable property in the county, as determined by the Department of Taxation, over the fiscal year in which the levy is made and the 9 immediately preceding fiscal years; *Per Taxation this amount is -.61%.*
 - b. Or; twice the percentage of increase in the Consumer Price Index for all Urban Consumers, U.S. City Average (All Items) for the immediately preceding calendar year. *This calculation is .2%.*
2. Or 8% (3% for homeowners).

↳ whichever is less.

Therefore, for FY 17, the amount levied may not increase by more than .2% over the prior FY for both residential and commercial property.

Consolidated Tax:

Consolidated tax (CTAX) revenues are tracking higher than our projections (a 2.35% increase over FY 15 actuals). With 5 months' worth of data in for the FY, CTAX is up 9.59% over the prior year. If we project 5% increases each month for the remainder of the year, we will end up 6.87% over FY 15. To stay on the conservative side, we will estimate FY 16 at a 5% increase and FY 17 at 4%. These percentages may be adjusted as additional CTAX information is received.

Additional revenues based on a 5% increase for FY 16 and 4% increase for FY 17:

FY 15 Actual	FY 16 Budget	FY 16 Estimated	FY 16 Additional Revenue	FY 17 Budget	Increase over FY 16 Estimated
\$22,993,975	\$23,534,435	\$24,143,674	\$609,239	\$25,109,421	\$965,747

If the current year to date trend continues, additional revenues based on a 9.59% increase for FY 16 and 4% increase for FY 17:

FY 15 Actual	FY 16 Budget	FY 16 Estimated	FY 16 Additional Revenue	FY 17 Budget	Increase over FY 16 Estimated
\$22,993,975	\$23,534,435	\$25,199,097	\$1,664,662	\$26,207,061	\$1,007,964

Franchise Fees:

Franchise fees are set at the maximum allowable by State law. No further action by the Board of Supervisors is necessary.

Charges for Services:

The compacted municipal solid waste (MSW) in-county fee paid by Waste Management is adjusted annually using the annual percentage change in the CPI for the 12 month period ending in December of the prior year. This results in an increase in the rate of 1.46% effective May 1, 2016.

ENTERPRISE FUND REVENUES

Water, Sewer and Storm Drainage – The rates will be adjusted based on the Sewer and Water Rate Study performed in 2013 and the approved amendments to Carson City Municipal Code Title 12 by the Board on September 19, 2013. These budgets will be presented to the Utility Financial Oversight Committee prior to presentation to the Board of Supervisors.

EXPENDITURES AND OTHER ITEMS**Salary Projections:**

The proposed budget for next year will contain the following increases:

Contract / Resolution / Court Administrative Order	Salary Adjustments
Firefighters / Chief Officers	2% COLA and Merits
Sheriff Deputies	2% Contract Adjustment
Sheriff Lieutenants / Captains	3% Contract Adjustment
Sheriff Sergeants	Merits
CCEA / Unclassified	1.75% Salary Range Adjustment and Merits
JPO / Marshals / Bailiffs	1.75% Salary Range Adjustment and Merits
Alternative Sentencing Officers (FOP)	Merits
Classified / Unclassified Court Employees	1.75% Salary Range Adjustment and Merits

Benefits:

- PERS – No change in rates.
- Group Health Insurance – budget 10% increase. Percentage could change based on negotiations with providers. Also budget a contribution to the OPEB Trust from the Group Medical Fund of 1% of salaries (approximately \$300,000).
- Workers' Compensation – budget 10% increase to build reserves for projected increase in claims expense. The workers compensation rates have not been increased for 3 years after the 50% reduction in rates that was done in FY 13.

Services & Supplies:

No increases to services and supplies line items except for contractual adjustments.

Capital Improvements and Maintenance:

- Currently 5 cents of the property tax goes to fund capital improvements – this is estimated to be \$580,000 in FY 2017. Of this amount, \$230,000 is for the final debt service payment on the 2012 Medium Term Obligation. This leaves us with approximately \$350,000 to fund capital in FY 2017.
- Budget \$100,000 transfer from the General Fund to the Extraordinary Maintenance Fund.

FINANCIAL POLICY FOR EXCESS REVENUES:

To designate any excess unrestricted general fund balance, at the end of a given year, to be used in the following priority order:

1. Reserve Funds – maintain an Ending Fund Balance at a minimum of 5% of annual expenditures with a goal of 8.3% of expenditures.
2. Contingency – \$500,000 annually.
3. Infrastructure Repair – minimum of \$600,000 or 1% of annual expenditures. The amounts may differ annually based upon need.
4. Fleet/Equipment Replacement – up to 2.5% of operation expenditures.
5. Stabilization Fund – as allowed by NRS 354.6115 at a level equal to 10% of expenditures from the general fund for the previous fiscal year, excluding any federal funds expended.
6. Operating Expenses – justifications for new expenses must be related to actual service performance.

**Carson City, Nevada
Preliminary Budget Schedule
FY 2017**

February 18, 2016	Pre budget preparation items to Board of Supervisors for use in preparing the FY 2017 Budget.
February 18, 2016	Presentation and adoption of the Cost Allocation Plan by the Board of Supervisors for use in preparing the FY 2017 Budget.
February 19, 2016	Base budget projections sent to Departments.
February – March	Review and ranking of CIP requests.
March 11, 2016	Budget Revisions and Supplemental Requests due to Finance.
March 15, 2016	Meeting of the Utility Financial Oversight Committee.
March 16, 2016	Internal Finance Committee meetings on Supplemental Requests.
March 17, 2016	Board update and status on FY 2017 Budget (General Fund).
April 4, 2016	Open House - Presentation of FY 2017 Tentative Budget and Capital Improvement Program.
April 7, 2016	Board of Supervisors meeting - Presentation of FY 2017 Tentative Budget and Capital Improvement Program.
April 15, 2016	FY 2017 Tentative Budget due to the Department of Taxation.
May 16, 2016	Board of Supervisors adopts the FY 2017 Final Budget.
June 1, 2016	Final adopted budget shall be filed with the county clerk and the Department of Taxation.
June 27, 2016	Nevada Tax Commission meets to certify property tax rates for all entities.
July 7, 2016	Board of Supervisors adopts the certified property tax rate for Carson City.



STATE OF NEVADA
DEPARTMENT OF TAXATION

Web Site: <http://tax.nv.gov>

1550 College Parkway, Suite 115
Carson City, Nevada 89706-7937
Phone: (775) 684-2000 Fax: (775) 684-2020

RENO OFFICE
4600 Kietzke Lane
Building L, Suite 235
Reno, Nevada 89502
Phone: (775) 687-9999
Fax: (775) 688-1303

BRIAN SANDOVAL
Governor
JOAN LAMBERT
Chair, Nevada Tax Commission
DEONNE E. CONTINE
Executive Director

LAS VEGAS OFFICE
Grant Sawyer Office Building, Suite 1300
.555 E. Washington Avenue
Las Vegas, Nevada 89101
Phone: (702) 486-2300 Fax: (702) 486-2373

HENDERSON OFFICE
2550 Paseo Verde Parkway, Suite 180
Henderson, Nevada 89074
Phone: (702) 486-2300
Fax: (702) 486-3377

MEMORANDUM

Date: January 19, 2016
To: All Local Government Finance Officers
From: Local Government Finance
Subject: Tax Rate Changes for FY 2016-17

The Preliminary Revenue Projections publication, which establishes the preliminary maximum allowed operating property tax rate for all local governments, will be distributed on February 15, 2016. Please review and notify your analyst **in writing** by **February 22, 2016** regarding the property tax rate your governing body proposes to levy in FY 2016-17. This office will compile and disseminate the information to the County Treasurers and the Centrally Assessed section of the Division of Local Government Services for use in the preparation of the property tax proforma revenue report. If we do not receive a response from you, the FY 2015-16 tax rates will be applied. Please contact the analyst assigned to your entity if you have any questions.

Kelly Langley - Supervisor
(775) 684-2073
klangley@tax.state.nv.us

**Washoe
Clark**

Penny Hampton
(775) 684-2092
phampton@tax.state.nv.us

**Carson City
Douglas
Eureka
Multi-County Districts**

Susan Lewis
(775) 684-2027
sulewis@tax.state.nv.us

**Lyon
Mineral
Storey
White Pine**

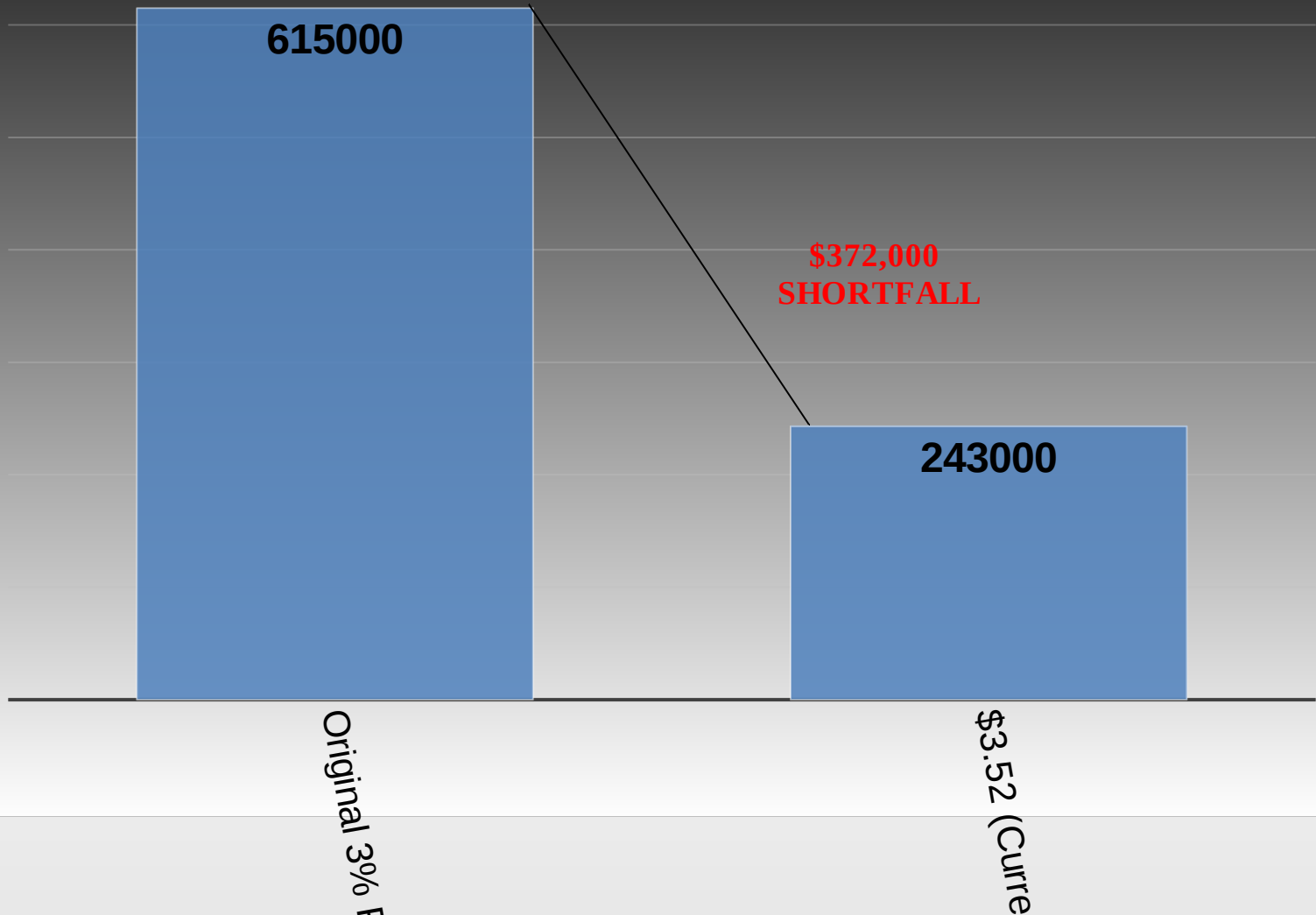
Heidi Rose
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**Churchill
Lincoln
Nye
Pershing**

Bess Wooldridge
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**Esmeralda
Elko
Humboldt
Lander**

Projected FY 17 Property Tax Revenue Increases



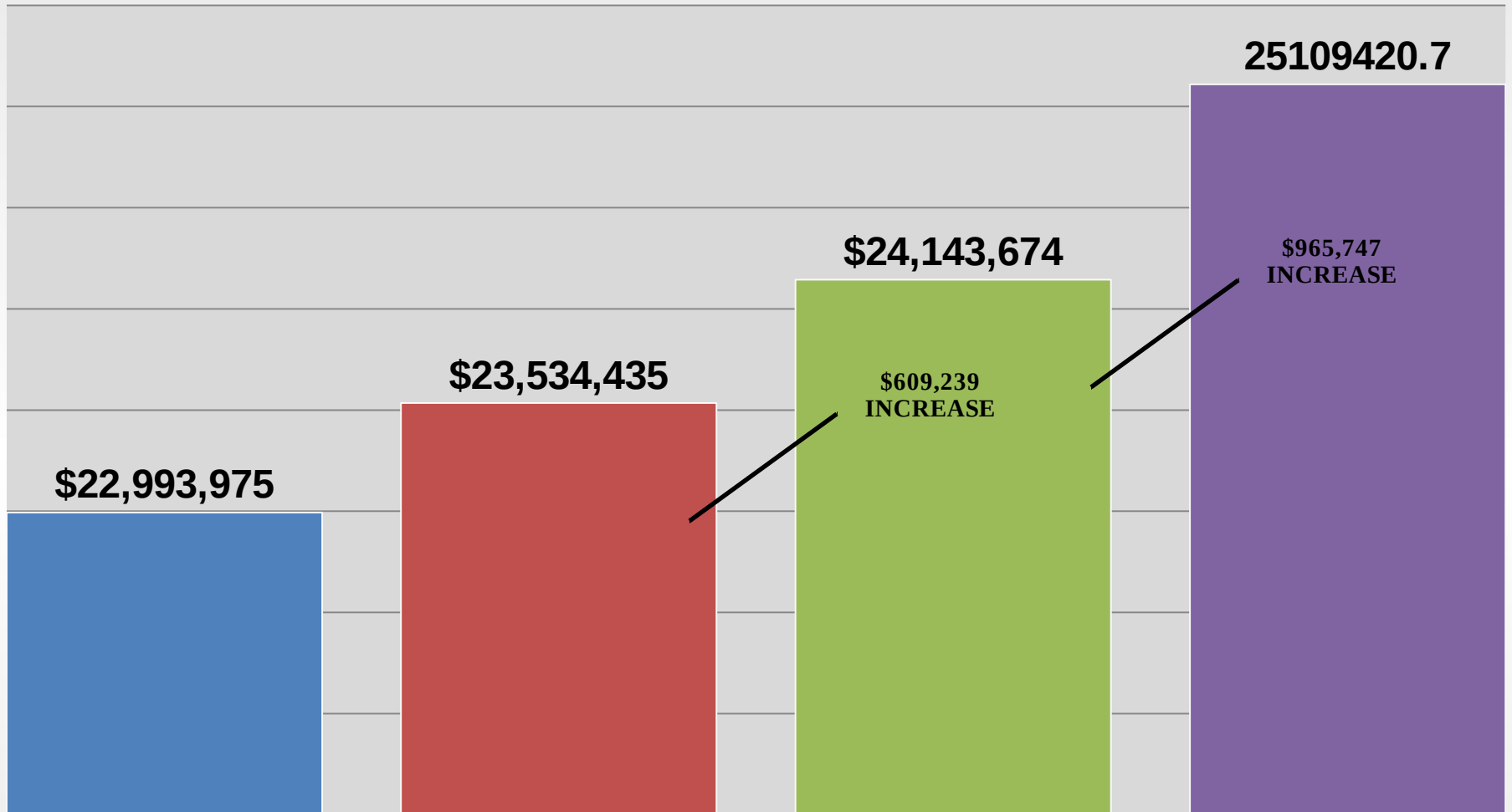
FY 15-16 County Wide Tax Rates

- Churchill \$3.6600
- **Douglas \$3.6600**
- Elko \$3.6600
- Lander \$3.6600
- Lincoln \$3.6600
- **Lyon \$3.6600**
- Mineral \$3.6600
- Nye \$3.6600
- **Washoe \$3.6600**
- White Pine \$3.6600
- Pershing \$3.6592
- **Carson City \$3.5200**
- **Storey \$3.4607**
- Clark \$3.4030
- Humboldt \$3.1716
- Esmeralda \$3.0195
- Eureka \$1.9896

Sales Tax Rates within State of Nevada

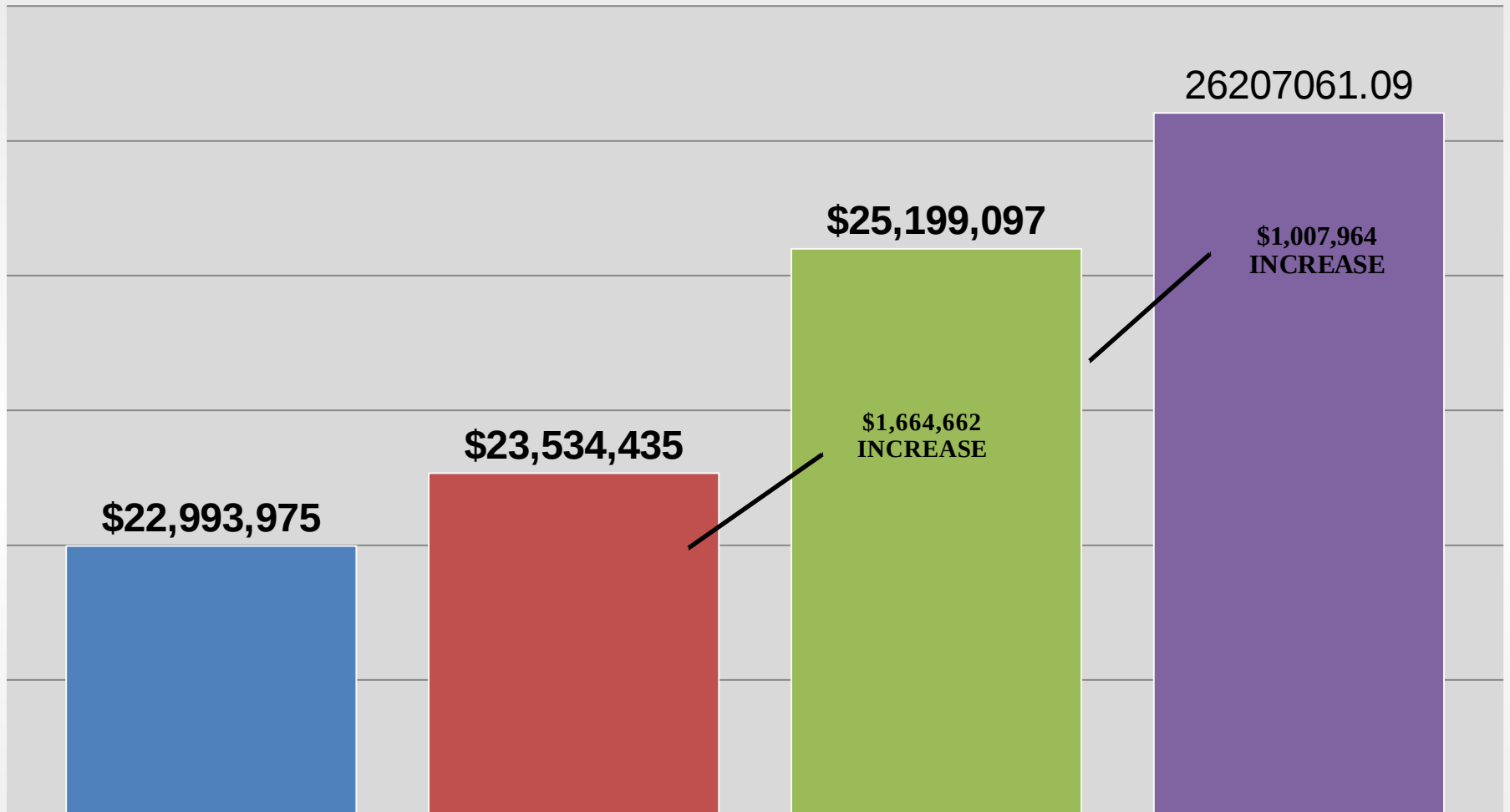
- Clark 8.1%
- **Washoe 7.725%**
- White Pine 7.725%
- **Carson City 7.60%**
- Churchill 7.60%
- Nye 7.60%
- **Storey 7.60%**
- **Douglas 7.10%**
- Lander 7.10%
- Lincoln 7.10%
- **Lyon 7.10%**
- Pershing 7.10%
- Elko 6.85%
- Esmeralda 6.85%
- Eureka 6.85%
- Humboldt 6.85%
- Mineral 6.85%

CONSOLIDATED TAX PROJECTIONS



- FY 15 ACTUAL
- FY 16 BUDGET
- FY 16 ESTIMATED (5% Increase over FY 15)

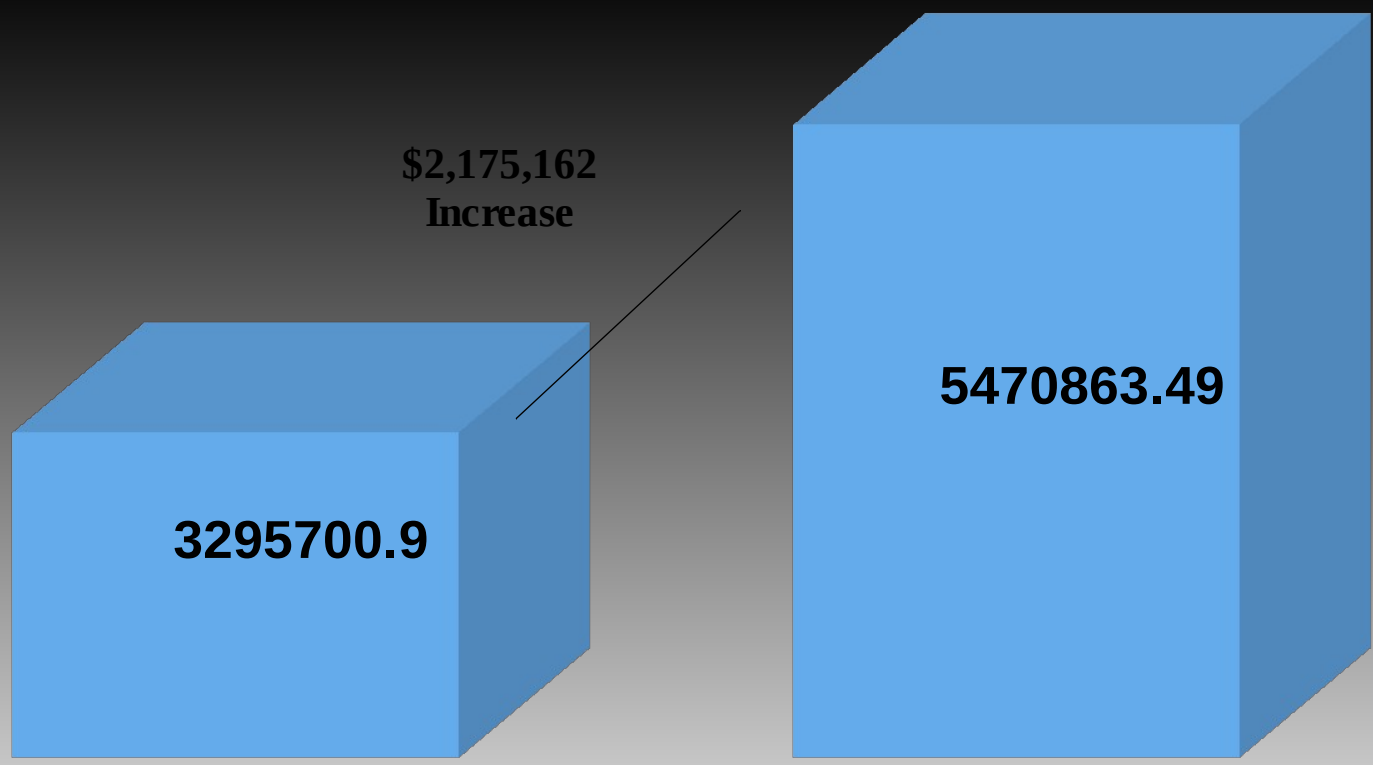
CONSOLIDATED TAX PROJECTIONS



- FY 15 ACTUAL
- FY 16 BUDGET
- FY 16 ESTIMATED (9.59% Increase over FY 15)

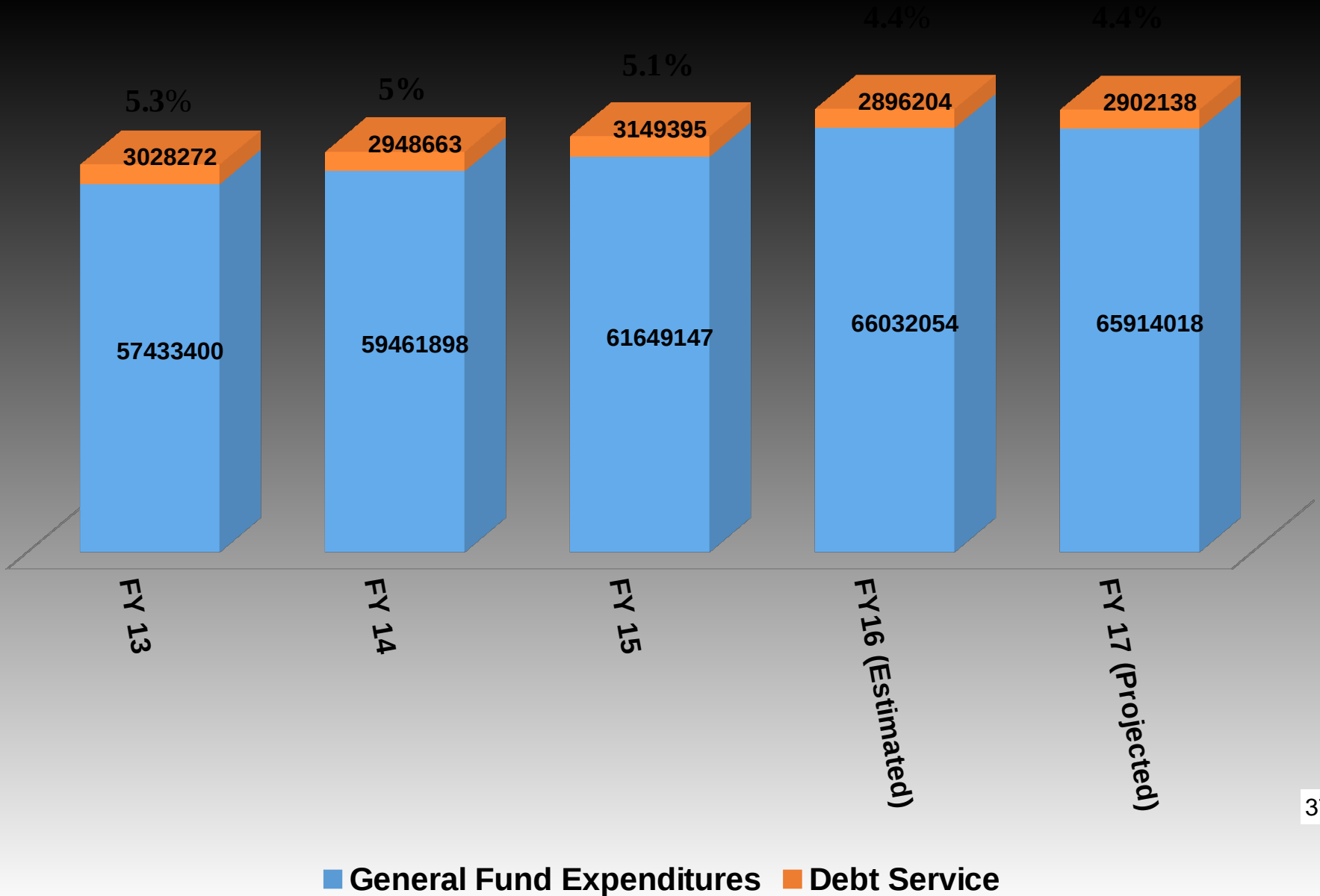
Staff Recommends Increasing Rainy Day Savings

GFOA BEST PRACTICES RECOMMEND \$ 16.6%



■ FY 17 5% of E PROJECTED GF ENDING FUND BALANCE / RESERVES
■ FY 18 8.3% of E PROJECTED GF ENDING FUND BALANCE / RESERVES

DEBT SERVICE % of GF EXPENDITURES



FEBRUARY 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
14	15	16	17	18 Board Meeting - Pre Budget Prep Items FY 17 Budget Cost Allocation Plan	19 Base budget projections sent to Departments	20
21	22	23	24	25	26	27
REVIEW AND RANKING OF CIP REQUESTS						

OLE

MARCH 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	7	8	9	10	11 Budget Revisions and Supplemental Requests due to Finance	12
13	14	15 Utility Financial Oversight Committee Meeting	16 Internal Finance Committee Meetings - Supplemental Requests	17 Board Meeting - Board Update & Status on FY 17 Budget (General Fund)	18	19

APRIL 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 FY 17 Budget Open House	5	6	7 Board Meeting - Presentation of FY 17 Tentative Budget & Capital Improvement Program	8	9
10	11	12	13	14	15 FY 17 Tentative Budget due to Dept of Taxation	16

MAY 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15	16 Board Meeting - Board adopts FY 17 Final Budget	17	18	19	20	21

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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

Staff Contact: Nick Marano, nmarano@carson.org

Agenda Title: For Possible Action: To appoint two members to the Carson City Parks and Recreation Commission each to fill a four year term set to expire January 2020.

Staff Summary: CCMC 2.16.010 and NRS 244.3076 provide for a Parks and Recreation Commission to consist of no more than seven members appointed by the Board of Supervisors. There are two openings due to members terms expiring. Reappointment requests have been received by Brett Long and Lee-Ann Keever. A new application was received from Robert Stansbury.

Agenda Action: Formal Action/Motion

Time Requested: 45 minutes

Proposed Motion

I move to appoint _____ and _____ to the Parks and Recreation Commission each to fill terms set to expire January 2020.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

CCMC 2.16.010; NRS 244.3076

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: N/A

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Open the position announcement for additional applicants.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



Carson City Application for Appointive/Volunteer Position

Title of Board, Committee or Commission and position applying for:

Parks and Recreation Commission

CONTACT INFORMATION

FIRST NAME

Brett

LAST NAME

Long

STREET ADDRESS

2728 Snowflake Drive

STREET ADDRESS LINE 2

CITY

Carson City

STATE

NV

ZIP CODE

89703

PREFERRED CONTACT PHONE NUMBER

775.230.0320

EMAIL ADDRESS

LONGBML2@MSN.COM

OCCUPATION/BUSINESS

Manufacturing/Mechanical Engineer

PREFERRED METHOD OF CONTACT

EMAIL

Are you currently a registered voter in Carson City?

Yes

No

*Not required if applying for Convention & Visitors Bureau

Are you currently a member on any Carson City Board, Committee or Commission?

Yes

No

If yes, please list:

Parks and Recreation Commission

Term expiration:

2016

Conflict of Interest:

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes

No

Do you currently have a contract with Carson City for services/goods?

Yes

No

*Please refer to the BCC Policies & Procedures page 5 item C for more information

If yes, please provide contract details:

i.e. Name of contract, services provided.

[Empty text box for contract details]

Criminal Record:

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

- Yes
- No

*Please refer to the BCC Policies & Procedures page 5 item B for more information

Education *(note: only complete below if a degree is required for this position)*

College, Professional,
Vocational or Other Schools
attended

Major Subject

Degree Conferred

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

As an active individual that not only enjoys and values the great resources available much in part by the city, I am also an active member in the Parks and Recreation Commission and the Eagle Valley Trail committee. With the experience I've gained from being on the commission for one term, I look forward to an additional term collaborating with my peers to initiate and complete more projects for the good of the community.

List the community organizations in which you have participated and describe participation:

Parks and Recreation Commission - 4 yr. term. Committee member, Vice Chair, Chair

Eagle Valley Trail Committee - Assist in gathering GPS data used for cataloging trails used in the area, Assisted in public workshops documenting desired change, Created and evaluated surveys

Participate in local running activities and events

List your affiliation with professional or technical societies, IF required for position:

Personal/Professional References - Please list three (3)

Name	Address	Telephone Number
Sean Lehmann	2566 Bedford Way, 89703	775-450-5469
Jeff Potter	1 Sierra Circle, 89703	775-315-2619
Janice Keillor	2453 Roxbury Way, 89703	775-336-8060

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I have read and understand the Carson City's Board, Committees and Commissions Policies and Procedures (online at www.carson.org/volunteer)

I agree

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Signature of Applicant



Printed Name

Brett Long

Date

2-1-16

You may attach more information.

Deliver, mail, fax or email signed and completed application to:

Carson City Executive Offices
201 N. Carson St Suite 2
Carson City, NV 89701
Office: (775) 887-2100 Fax: (775) 887-2286
cceo@carson.org



Carson City Application for Appointive/Volunteer Position

Title of Board, Committee or Commission and position applying for:

Carson City Parks and Recreation Commission

CONTACT INFORMATION

FIRST NAME

Lee-Ann

STREET ADDRESS

608 North Nevada Street

CITY

Carson City

PREFERRED CONTACT PHONE NUMBER

775-883-2018

OCCUPATION/BUSINESS

State worker

Are you currently a registered voter in Carson City? Yes No

*Not required if applying for Convention & Visitors Bureau

Are you currently a member on any Carson City Board, Committee or Commission? Yes No

If yes, please list:

Carson City Parks and Recreation Commission

Term expiration:

January 2016

Conflict of Interest:

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)? Yes No

Do you currently have a contract with Carson City for services/goods? Yes No

*Please refer to the BCC Policies & Procedures page 5 item C for more information

If yes, please provide contract details:
i.e. Name of contract, services provided.

LAST NAME

Keever

STREET ADDRESS LINE 2

STATE

NV

ZIP CODE

80703

EMAIL ADDRESS

leeannkeever@gmail.com

PREFERRED METHOD OF CONTACT

PHONE

Criminal Record:

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes
 No

*Please refer to the BCC Policies & Procedures page 5 item B for more information

Education *(note: only complete below if a degree is required for this position)*

College, Professional,
Vocational or Other Schools
attended

Major Subject

Degree Conferred

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I enjoy going above and beyond what is expected of me. My motivation to succeed is a factor in achieving the goals I have set for myself, both personally and professionally. I have many valuable qualities which I believe will benefit the Commission; these qualities include attention to detail, a willingness to work hard, computer literacy and an ongoing interest in Carson City's future. I can work independently or as part of a team.

List the community organizations in which you have participated and describe participation:

I served on the Carson City Shade Tree Council for nine years and on the Carson City Parks and Recreation Commission for the past four years. . During my tenure, I helped both boards meet their goals by attending the meetings, interacting with staff and attending related events. I serve as chair of the DMV Safety Committee/Carson City. To better serve on the Committee, I attended and graduated from the Carson City Fire Department's Citizens' Academy.

List your affiliation with professional or technical societies, IF required for position:

Personal/Professional References - Please list three (3)

Name	Address	Telephone Number
Mary Thompson	1777 Hamilton, CC, NV 89703	775-772-9594
Betty Sam	3132 Florentine, CC, NV 89703	775-530-5330
Becky Goodrich	4555 Anza Way, Reno, NV 89502	775-250-6238

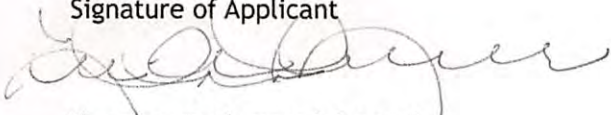
I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I have read and understand the Carson City's Board, Committees and Commissions Policies and Procedures (online at www.carson.org/volunteer)

I agree

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Signature of Applicant



Printed Name

Lee-Ann Keever

Date

02/03/2016

You may attach more information.

Deliver, mail, fax or email signed and completed application to:

Carson City Executive Offices
201 N. Carson St Suite 2
Carson City, NV 89701
Office: (775) 887-2100 Fax: (775) 887-2286
cceo@carson.org



Carson City Application for Appointive/Volunteer Position

Title of Board, Committee or Commission and position applying for:

PARKS & RECREATION

CONTACT INFORMATION

FIRST NAME

ROBERT STANSBURY

LAST NAME

STANSBURY

STREET ADDRESS

2615 OAK RIDGE DR.

STREET ADDRESS LINE 2

CITY

CARSON CITY

STATE

NV.

ZIP CODE

89703

PREFERRED CONTACT PHONE NUMBER

775-750-0174

EMAIL ADDRESS

burystone@yahoo.com

OCCUPATION/BUSINESS

SUBSTITUTE TEACHER

PREFERRED METHOD OF CONTACT

PHONE

Are you currently a registered voter in Carson City? Yes No

*Not required if applying for Convention & Visitors Bureau

Are you currently a member on any Carson City Board, Committee or Commission? Yes No

If yes, please list:

Term expiration:

Conflict of Interest:

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)? Yes No

Do you currently have a contract with Carson City for services/goods? Yes No

*Please refer to the BOC Policies & Procedures page 5 item C for more information

If yes, please provide contract details:
i.e. Name of contract, services provided.

Registered voter ✓

Criminal Record:

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes
 No

*Please refer to the BOC Policies & Procedures page 5 item B for more information

Education (note: only complete below if a degree is required for this position)

College, Professional, Vocational or Other Schools attended

Major Subject

Degree Conferred

CAL STATE HAYWARD
(NOW EAST BAY)

Biology ^{DOUBLE MAJOR}
PHYSICAL EDUCATION

Bachelor of Science
TEACHING CREDENTIAL - CAL
TEACHING CREDENTIAL - NOV.

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I HAVE BEEN AN EDUCATOR FOR 45 YEARS. I HAVE ALSO BEEN INVOLVED WITH RECREATIONAL ACTIVITIES THROUGH CHURCH AND COACHING SPORTS. I HAVE EXTENSIVE EXPERIENCE WITH BOARDS AND BUDGETING PROCEDURES.

List the community organizations in which you have participated and describe participation:

Rotary - 5 year member CARSON CITY
Cultural Commission - President
B.A.C. - member ENDOWMENT BOARD

List your affiliation with professional or technical societies, IF required for position:

NONE CURRENTLY

Personal/Professional References - Please list three (3)

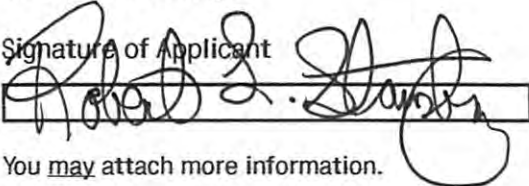
Name	Address	Telephone Number
Robert Crowell VERN KRAHN B	201 N. Carson St. #2 3303 Butte Way #9	887-2100 887-2262

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I have read and understand the Carson City's Board, Committees and Commissions Policies and Procedures (online at www.carson.org/volunteer)

I agree

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Signature of Applicant 	Printed Name Robert L. Stansbury	Date 2/5/16
---	-------------------------------------	----------------

You may attach more information.

Deliver, mail, fax or email signed and completed application to:
Carson City Executive Offices
201 N. Carson St Suite 2
Carson City, NV 89701
Office: (775) 887-2100 Fax: (775) 887-2286
cceo@carson.org

**Carson City, Nevada, Code of Ordinances >> Title 2 - ADMINISTRATION AND PERSONNEL* >>
Chapter 2.16 - CARSON CITY PARKS AND RECREATION COMMISSION >>**

Chapter 2.16 - CARSON CITY PARKS AND RECREATION COMMISSION

Sections:

2.16.010 - Organization.

2.16.020 - Membership requirements.

2.16.030 - Term of office.

2.16.040 - Meetings and officers—Legislative procedure—Removal of commissioner—No compensation.

2.16.045 - Removal for cause.

2.16.050 - Duties and responsibilities.

2.16.060 - Severability.

2.16.010 - Organization.

1. There is hereby established pursuant to NRS 244.3071 et seq. a commission to be known as the Carson City parks and recreation commission.
2. This commission shall consist of nine members who shall be appointed by the board.
3. The commission shall be composed of one member who shall be a member of the Board of Supervisors, and one member who shall be a member of the Board of Trustees of the Carson City School District. The remaining members shall be qualified electors of Carson City and appointed, where possible, from a diverse cross-section of the community. That cross-section should consist of but not be limited to: service groups, professional parks or maintenance groups, adult sports groups, youth sports or service groups, environmental interest, and general public.

(Ord. 2005-17 § 1, 2005: Ord. 1991-56 § 1, 1991: Ord. 1981-45 § 1, 1981: Ord. 1974-10 § 1, 1974).

2.16.020 - Membership requirements.

Members of the Carson City parks and recreation commission shall be qualified electors of Carson City.

(Ord. 1981-45 § 2, 1981).

2.16.030 - Term of office.

1. All terms will be for four (4) years except the term of the student shall be for one year.
2. Members whose terms have expired shall continue to serve until their successors have been appointed.
3. Terms of office shall commence and end on January 1st.

(Ord. 1991-56 § 2, 1991: Ord. 1985-36 § 1, 1985: Ord. 1985-28 § 1, 1985).

**2.16.040 - Meetings and officers—Legislative procedure—Removal of commissioner—
No compensation.**

1. The commissioner shall schedule at least one regular meeting each month.
2. The commission shall meet in regular session and shall elect from their members a chairman and a vice - chairman at the first regular meeting conducted each calendar year. Officers shall hold office for one calendar year or until their successors are named.
3. The city shall provide a secretary for each and every meeting of the commission.
4. The commission shall by recorded vote, adopt rules and regulations for governing procedure and shall adopt appropriate by-laws by which to be governed.
5. A majority shall constitute a quorum.
6. The commission shall schedule at least one meeting each month in regular session with the director of the park and recreation department or director's designated representative.
7. The commission members shall receive no compensation.

(Ord. 1991-56 § 3, 1991).

2.16.045 - Removal for cause.

Upon recommendation of the park and recreation commission the board may remove for cause any commissioner for:

1. Dereliction of duty, or
2. Nonparticipating, or
3. Nonattending, or
4. For any other reason shown as just cause.

(Ord. 1991-56 § 4, 1991).

2.16.050 - Duties and responsibilities.

1. The commission shall act in advisory capacity to the board.
2. The commission shall cooperate with other governmental agencies and civic groups in the advancement of sound recreation planning.
3. The commission shall:
 - a. Recommend policies on park and recreation services;
 - b. Advise on acquisition and development of park and recreation areas and facilities;
 - c. Aid in coordinating park and recreation services with the programs of other governmental agencies and voluntary organizations;
 - d. Aid and advise the fair and recreation board;
 - e. Make recommendations to the board on acceptance of bequests of real property, equipment and moneys for park and recreation purposes;
 - f. Review and make recommendations concerning the park and recreation department's capital budgets; and
 - g. Review and make recommendations to the board concerning the acceptance and spending of the residential construction tax.

(Ord. 2007-16 § 1, 2007; Ord. 2005-17 § 2, 2005; Ord. 1991-56 § 5, 1991).

2.16.060 - Severability.

If any of the provisions of this chapter or the application thereof to any person or circumstances is held invalid, such invalidity shall not impair the other provisions of this chapter. To this end the provisions of this chapter are declared to be severable.

(Ord. 1991-56 § 6, 1991).

COUNTY PARK AND RECREATION COMMISSIONS

NRS 244.3071 Definitions. As used in NRS 244.3071 to 244.30792, inclusive, unless the context requires otherwise:

1. "Board" means the board of county commissioners and includes the Board of Supervisors of Carson City.
 2. "Commission" means the county park and recreation commission.
 3. "Commissioner" means a member of the commission.
 4. "Facilities" means any recreational, cultural or park property authorized by NRS 244.3071 to 244.30792, inclusive.
- (Added to NRS by 1965, 535; A 1969, 321; 1991, 397)

NRS 244.3072 Power of county to create. In addition to the powers elsewhere conferred upon counties, any county, regardless of population, may create a county park and recreation commission in conformity with the procedure prescribed by NRS 244.3073 to 244.30792, inclusive.

(Added to NRS by 1965, 536)

NRS 244.3073 Petition for creation of commission; study of feasibility; approval by appropriate state agency.

1. Upon the petition of 5 percent or more of the registered voters of a county expressing a desire or interest in the creation of a county park and recreation commission, the board is authorized to conduct a recreation feasibility study which will meet the planning criteria set forth by the Bureau of Outdoor Recreation, the National Recreation Association or any other nationally recognized recreation authority.

2. Any study which shows a need for, and the feasibility of, a county park and recreation commission must be submitted to the Division of State Parks of the State Department of Conservation and Natural Resources or any other appropriate state agency. Acceptance and approval of the study by the Division of State Parks or other appropriate state agency empowers and authorizes the board to organize by ordinance a county park and recreation commission for the express purpose of planning, acquiring, developing, operating and maintaining recreational and cultural facilities and programs.

(Added to NRS by 1965, 536; A 1991, 397)

NRS 244.3074 Organizational ordinance: Contents. The organizational ordinance shall state:

1. That the ordinance thereby creates a county park and recreation commission;
 2. The name of the commission;
 3. The number of commissioners to be appointed;
 4. The powers to be exercised by the commission;
 5. That the facilities to be acquired, if any, are those therein designated;
 6. That the facilities previously acquired or to be acquired under or pursuant to NRS 244.3071 to 244.30792, inclusive, or any other law by the board on behalf of the county, jurisdiction over and responsibility for which facilities are to be assumed subsequently by the commission, are those therein designated;
 7. The times at which such jurisdiction and responsibility shall be assumed by the commission on behalf of the county;
- and

8. The names of the appointed commissioners who shall serve on the first county park and recreation commission.

(Added to NRS by 1965, 536)

NRS 244.3075 Supplementation of organizational ordinance.

1. Any organizational ordinance may be supplemented after its adoption from time to time by the board by an ordinance stating:

- (a) Additional powers to be exercised by the commission;
- (b) That the additional facilities, if any, to be acquired are those therein designated;
- (c) That the additional facilities of the county, jurisdiction over and responsibility for which are to be assumed by the commission, are those therein designated; and
- (d) The times at which such jurisdiction and responsibility shall be assumed by the commission on behalf of the county.

2. Any supplemental ordinance may diminish any powers which the commission is authorized to exercise or may take from the commission jurisdiction over and responsibility for any facilities of the county which have been previously granted to the commission.

(Added to NRS by 1965, 536)

NRS 244.3076 Number, qualifications and appointment of members. The commission shall be:

1. Appointed by the board.
2. Composed of not less than five nor more than nine members, one of whom shall be a member of the board and one of whom shall be a member of the board of trustees of the county school district. The remaining members shall be qualified electors of the county.

(Added to NRS by 1965, 537)

NRS 244.3077 Commissioners: Terms; vacancies; compensation and expenses.

1. The terms of office of the commissioners shall be set so that there is never a termination of the terms of all members at one time and of the first commissioners appointed, one or more shall hold office for 1 year, one or more for 2 years, one or more for 3 years, and two or more for 4 years. Thereafter all commissioners shall be appointed for terms of 4 years.

2. Commissioners shall hold office until their successors are appointed and qualified.

3. Any vacancy in the office of commissioner shall be filled for the unexpired term in the same manner as original appointments.

4. Commissioners shall serve without compensation but shall be entitled to the same travel expenses and subsistence allowances as county officers.

(Added to NRS by 1965, 537)

NRS 244.3078 Oath of office; no bond required. Within 10 days after their appointment, commissioners shall qualify by taking the oath of office. No bond shall be required of them.

(Added to NRS by 1965, 537)

NRS 244.3079 Election of officers; treasurer; seal.

1. Within 10 days after their appointment, the commissioners shall organize as the commission by the election of one of their number as chair, one as secretary, and by the election of such other officers as they may deem necessary. Annually during January the commission shall reorganize by the election of new officers.

2. The county treasurer of the county shall be the treasurer of the commission. The treasurer shall receive and pay out all the moneys of the county under the control of the commission, as ordered by it, but shall receive no compensation for any such additional duties.

3. The commission shall adopt a seal.

(Added to NRS by 1965, 537)

NRS 244.30791 Meetings; records; quorum.

1. The commission shall hold at least four meetings each year and shall keep a complete record of all its transactions.

2. A majority of the commissioners shall constitute a quorum for the transaction of business.

3. Any resolution, motion or other action shall be adopted or ordered taken by a majority of the commissioners forming a quorum.

(Added to NRS by 1965, 537)

NRS 244.30792 Powers and duties. The commission may have the following powers and duties as determined by the board and as set forth by the board in the organizational ordinance:

1. To determine policy in regard to recreational, cultural and park facilities.

2. To promulgate regulations governing the use of such facilities.

3. To prepare plans for additional recreational, cultural and park facilities and the development of existing facilities.

4. To operate and maintain existing facilities.

5. To fix, and from time to time increase or decrease, rates, tolls and charges for services and the use or availability of facilities.

6. To employ technical and clerical staff.

7. To prepare and submit annual budgets to the board.

8. To purchase or lease land subject to the statutes governing purchases and leases of land by the board.

9. To acquire by gift, bequest or devise any personal property, or any real property within the county, for recreational, cultural or park facilities.

10. To administer any trusts declared for recreational, cultural and park facilities in the county.

11. To enter into contracts for the construction and development of recreational, cultural and park facilities.

12. To expend all money collected to the credit of facilities under the control of the commission, but all money received for such facilities must be deposited in the county treasury to the credit of the commission and paid out only upon warrants drawn by the commission upon properly authenticated vouchers of the commission after approval of the same by the county auditor.

13. To perform such additional duties for park, recreational and cultural programs as may be delegated by the board.

(Added to NRS by 1965, 537; A 1991, 397)

PARKS & RECREATION COMMISSION

<u>MEMBER</u>	<u>APPOINTMENT</u>	<u>TERM EXPIRES</u>
Justin Colburn 2863 S. Edmonds Dr. Carson City, NV 89701 886-3987 (w) 883-6864 (h) 771-5110 (c) justin.colburn@hdfsi.com	Initial Appt. 03/13	01/2016
Sean Lehmann 2566 Bedford Carson City, NV 89703 884-1400 (w) 882-3150 (h) 450-5469 (c) lehmann.dpm@gmail.com	Initial Appt. 12/08 Reappt. 01/10, 2/14	01/2018
Brett Long (Chair) 2728 Snowflake Drive Carson City, NV 89703 888-8245 (w) 884-3964 (h) 230-0320 (c) longbml2@msn.com	Initial Appt. 01/12	01/2016
Donna Curtis 608 Norfolk Dr. Carson City, NV 89703 884-3037 (h) donnajcurtis@sbcglobal.net	Initial Appt. 03/03 Reappt. 01/06; 01/10	01/2018
Lee-Ann Keever (Vice Chair) 608 N. Nevada St. Carson City, NV 89703 684-4939 (w) 883-2018 (h) leeannkeever@att.net	Initial Appt. 10/12	01/2016
Charles Adams 5400 Newton Rd. Carson City, NV 89706 834-2901 (w) 885-0886 (h) 230-2433 (c) cadams@gbis.com cadams@nvenergy.com	Initial Appt. 01/08 Reappt. 01/12	01/2016
Robert Glenn 1741 Montelena Court Carson City, NV 89703 354-4771 (w) 901-0914 (c) rglenn@rgj.com	Initial Appt. 02/14	01/2018

BOS

Lori Bagwell
Supervisor Ward 3
201 N. Carson St. Ste. 2
Carson City, NV 89701
283-7144 (w2) 220-3646 (c)
lbagwell@carson.org

Initial Appt. 01/15
Reappt. 1/16

12/2019

School Board Appointed

The School Board reappoints in January of each year.

Joe Cacioppo
699 Lucas Dr.
Carson City, NV 89701
884-1352 (h) 883-1656 (f) 721-1920 (c)
joe@rci-nv.com

Initial Appt. 01/13

AUTHORITY: Pursuant to NRS 244.3071, CCMC 2.16.010 establishes a commission to be known as the Carson City Parks and Recreation Commission. This commission shall consist of nine members appointed by the BOS:

1. One member who shall be a member of the Board of Trustees of the CC School District
2. The remaining members shall be qualified electors of CC and appointed, where possible, from a diverse cross-section of the community (see section for details)

CCMC 2.16.030 provides for term limits of 4-years, expiring January 1st (reappointment OK).

MEETINGS: First Tuesday of each month starting at 5:30 pm. Meetings are held in the Sierra Room.

PURPOSE: Per CCMC 2.16.050, the commission shall act in advisory capacity to the board, shall cooperate with other governmental agencies and civic groups in the advancement of sound recreation planning, and shall:

- a. Recommend policies on park and recreation services;
- b. Advise on acquisition and development of park and recreation areas and facilities;
- c. Aid in coordinating park and recreation services with the programs of other governmental agencies and voluntary organizations;
- d. Aid and advise the fair and recreation board;
- e. Make recommendations to the board on acceptance of bequests of real property, equipment and moneys for park and recreation purposes;
- f. Review and make recommendations concerning the park and recreation department’s capital budgets; and
- g. Review and make recommendations to the board concerning the acceptance of spending of the residential construction tax.

Liaison: Roger Moellendorf, Parks and Recreation Director 283-7345 rmoellendorf@carson.org

Attorney Assignment: Jennifer Mayhew jmayhew@carson.org

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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

Staff Contact: Nick Marano, nmarano@carson.org

Agenda Title: For possible action: To appoint two members to the Carson City Open Space Advisory Committee, each for a four year term that expires in January 2020.

Staff Summary: CCMC Chapter 13.06.040 provides for the Board of Supervisors to appoint seven members that serve staggered four year terms to the Open Space Advisory Committee. There are two openings due to members term expiring. A reappointment request was received from Margie Evans and a new application received from Gerald Massad.

Agenda Action: Formal Action/Motion

Time Requested: 30 minutes

Proposed Motion

I move to appoint _____ and _____ to the Open Space Advisory Committee each to fill terms set to expire January 2020.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

CCMC Chapter 13.06.040

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: N/A

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Open the position announcement for additional applicants.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



Carson City Application for Appointive/Volunteer Position

Title of Board, Committee or Commission and position applying for:

Open Space Advisory Committee

CONTACT INFORMATION

FIRST NAME

Margie

LAST NAME

Evans

STREET ADDRESS

2640 Woodcrest Lane

STREET ADDRESS LINE 2

CITY

Carson City

STATE

NV

ZIP CODE

89701

PREFERRED CONTACT PHONE NUMBER

775-720-0162

EMAIL ADDRESS

meg4bio@sbcglobal.net

OCCUPATION/BUSINESS

Environmental Scientist/Natural Resources Biologist

PREFERRED METHOD OF CONTACT

PHONE

Are you currently a registered voter in Carson City? Yes No

*Not required if applying for Convention & Visitors Bureau

Are you currently a member on any Carson City Board, Committee or Commission? Yes No

If yes, please list:

Open Space Advisory Committee

Term expiration:

January 2016

Conflict of Interest:

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)? Yes No

Do you currently have a contract with Carson City for services/goods? Yes No

*Please refer to the BCC Policies & Procedures page 5 item C for more information

If yes, please provide contract details:

i.e. Name of contract, services provided.

Criminal Record:

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

- Yes
- No

*Please refer to the BCC Policies & Procedures page 5 item B for more information

Education (note: only complete below if a degree is required for this position)

College, Professional, Vocational or Other Schools attended

Major Subject

Degree Conferred

Not Required

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I possess a Bachelor's Degree in Biology/Ecology from Western Washington University. While attaining that degree I focused on botany, freshwater biology, and watershed resources/microbiology.
Specific experience:
Fisheries biologist with the US Fish and Wildlife Service - 1 year
Clear Creek Watershed Council Coordinator - 7 years
Carson City Weed Coalition - 8 years
I have worked on natural resource issues, watershed resource concerns, and community education of area youth since moving to Carson City in 1999.
Promoting outdoor experiences is my passion and my commitment. I strongly believe in a community that +

List the community organizations in which you have participated and describe participation:

River Wranglers - Outdoor Education - President and event volunteer
American Association of University Women - Capital Branch - past President, current member
Open Space Advisory Committee - Member since December 2011
Carson City Gang Coalition - past member

List your affiliation with professional or technical societies, IF required for position:

Not Required

I possess a Bachelor's Degree in Biology/Ecology from Western Washington University. While attaining that degree I focused on botany, freshwater biology, and watershed resources/microbiology.

Specific experience:

Fisheries biologist with the US Fish and Wildlife Service - 1 year

Clear Creek Watershed Council Coordinator - 7 years

Carson City Weed Coalition - 8 years

I have worked on natural resource issues, watershed resource concerns, and community education of area youth since moving to Carson City in 1999.

Promoting outdoor experiences is my passion and my commitment. I strongly believe in a community that offers outdoor recreation and enjoyment for all of its citizens, including those that are less able. I have consistently worked to promote a mindset of resource management during my tenure on the Carson City Open Space Advisory Board.

Personal/Professional References - Please list three (3)

Name

Address

Telephone Number

JoAnne Skelly, Professor Emeritus
former Extension Educator Carson City Coop.
Extension
Eric Johnson, State Parks Administrator
Linda Conlin, River Wranglers

[Empty address box]

Available upon request

775-684-2770
775-230-0633

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I have read and understand the Carson City's Board, Committees and Commissions Policies and Procedures (online at www.carson.org/volunteer)

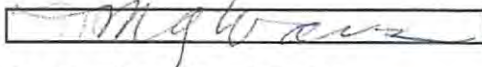
I agree

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Signature of Applicant

Printed Name

Date



Mergie G. Evans

2/5/16

You may attach more information.

Deliver, mail, fax or email signed and completed application to:
Carson City Executive Offices
201 N. Carson St Suite 2
Carson City, NV 89701
Office: (775) 887-2100 Fax: (775) 887-2286
cceo@carson.org



Title of Board, Committee or Commission and position applying for:

Open Space Committee

CONTACT INFORMATION

FIRST NAME

Gerald

LAST NAME

Massad

STREET ADDRESS

2376 Clearview Drive

STREET ADDRESS LINE 2

[Empty text box]

CITY

Carson City

STATE

NV

ZIP CODE

89701

PREFERRED CONTACT PHONE NUMBER

775-882-6989

EMAIL ADDRESS

gmassad@sbcglobal.net

OCCUPATION/BUSINESS

Owner - The Cracker Box Restaurant

PREFERRED METHOD OF CONTACT

EMAIL

Are you currently a registered voter in Carson City? Yes No

*Not required if applying for Convention & Visitors Bureau

Are you currently a member on any Carson City Board, Committee or Commission? Yes No

If yes, please list:

Term expiration:

Conflict of Interest:

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)? Yes No

Do you currently have a contract with Carson City for services/goods? Yes No

*Please refer to the BCC Policies & Procedures page 5 item C for more information

If yes, please provide contract details: i.e. Name of contract, services provided.

[Empty text box for contract details]

Registered voter ✓

Criminal Record:

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

- Yes
- No

*Please refer to the BCC Policies & Procedures page 5 item B for more information

Education *(note: only complete below if a degree is required for this position)*

College, Professional,
Vocational or Other Schools
attended

Major Subject

Degree Conferred

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I understand the value of tourism. I think our open space is a valuable asset and want to help protect it.

List the community organizations in which you have participated and describe participation:

I was a mentor in the Carson City Mentoring Program.

I have been very active (22years) in helping to raise funds for the Carson City Community Counseling Center.

List your affiliation with professional or technical societies, IF required for position:

Personal/Professional References - Please list three (3)

Name	Address	Telephone Number
John Procaccini	Green Acres Drive, Jacks Valley, NV	775-691-4318
Mike Schellin	504 E Long St, Carson City, NV	775-883-6666
Paul Fisher	5354 Us 50 East, Carson City, NV	775-885-7977

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

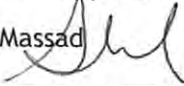
I have read and understand the Carson City's Board, Committees and Commissions Policies and Procedures (online at www.carson.org/volunteer)

I agree

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Signature of Applicant

Gerald Massad



Printed Name

Gerald Massad

Date

02-01-2016

You may attach more information.

Deliver, mail, fax or email signed and completed application to:

Carson City Executive Offices
201 N. Carson St Suite 2
Carson City, NV 89701
Office: (775) 887-2100 Fax: (775) 887-2286
cceo@carson.org

Chapter 13.06 OPEN SPACE

13.06.010 Purpose.

13.06.020 Creation of an open space advisory committee.

13.06.030 Committee membership.

13.06.040 Term of office and vacancies.

13.06.050 Removal from committee.

13.06.060 Powers and duties of open space advisory committee.

13.06.070 Organization and procedure of the open space advisory committee.

13.06.080 Prohibited interest/confidentiality.

13.06.090 Annual report.

13.06.100 Preservation of land.

13.06.110 Leasing open space lands.

13.06.120 Disposal of open space lands and grants of exclusive licenses/permits.

13.06.130 Statement of deed.

13.06.140 Maintenance and management.

13.06.150 Other public lands.

13.06.010 Purpose.

In the broadest sense, the objective of the open space program is to promote quality of life for citizens of Carson City through the preservation and protection of the quality of the natural environment which has given Carson City much of its character. This natural environment includes many spectacular views of the mountains, Carson River, and Eagle Valley. The natural streams, wetlands and open lands, with their water and related plant and animal life complement the scenic vistas and remind us of the area's early history. These natural areas, water bodies, vistas and panoramas, natural landmarks, and native flora and fauna are intended to be preserved and protected for the enjoyment of this and future generations by the judicious use of funding for open space.

As Carson City continues to grow, open spaces should be provided and woven into the fabric of the city. These open spaces may define developed areas within the community, and in certain areas may define the boundary of the city. They are intended to obtain a balance and harmony between physical development and open space for the benefit of Carson City citizens. Preservation of open space in all parts of the city will foster appreciation of the natural environment, provide increased opportunities for passive recreation, preserve agricultural uses, allow connecting open space corridors, and improve the quality of life.

Carson City encourages residents of this community and other concerned persons or parties to donate certain lands or funds for use in the open space program. The board of supervisors may by resolution accept properties not acquired with open space funds into the open space program after a recommendation from the open space advisory committee.

The open space advisory committee shall provide the oversight over the administration and expenditure of funds from the open space division of the quality of life special revenue fund established by Carson City Municipal Code 21.07. The funding for open space including interest and other income, may be used for the acquisition, restoration of natural resources, development and construction which afford for public access, health and safety, equipping, improvement, maintenance, conservation planning and management of real property for open spaces acquired through the fund; and administrative costs approved by the committee. (Ord. 1997-30 § 1 (part), 2,

13.06.020 Creation of an open space advisory committee.

There is hereby created an open space advisory committee, hereinafter referred to as the committee, consisting of seven (7) members appointed by the board of supervisors. (Ord. 1997-30 § 1 (part), 3, 1997).

13.06.030 Committee membership.

1. The members of the committee shall be residents of Carson City, and qualified electors. The members shall be selected on the basis of expertise in the areas of natural resources, real estate, community planning, community development, outdoor recreation/education or knowledge of the community. (Ord. 1997-30 § 1 (part), 4, 1997).

13.06.040 Term of office and vacancies.

Members of the committee shall serve for varying term lengths not to exceed four (4) years, provided that the first seven (7) members appointed to the committee shall be appointed two (2) for a two (2) year term, two (2) for a three (3) year term and three (3) for a four (4) year term so that thereafter members shall serve for staggered terms of like duration. (Vacancies shall be filled by board of supervisors from appointed alternates. If an alternate is not available, the vacancy shall be filled for the remainder of the term in the same manner that original appointments are made). (Ord. 2001-1 § 1, 2001: Ord. 1997-30 § 1 (part), 5, 1997).

13.06.050 Removal from committee.

1. The board of supervisors may remove a committee member for cause. (Ord. 1997-30 § 1 (part), 6, 1997).

13.06.060 Powers and duties of open space advisory committee.

1. The committee shall develop an open space element to the Carson City master plan for adoption by the regional planning commission. The committee shall identify and prioritize for the city potential open space acquisitions and make appropriate recommendations. The committee shall obtain and consider public input before making recommendations to the board of supervisors on prospective open space acquisitions, disposal, and management. The committee shall review and provide input and comment to the city manager's proposed budget as it relates to open space matters. The committee shall solicit comments of other affected advisory committees and commissions of Carson City. The committee shall also perform other duties as may be specifically assigned to it by the board of supervisors.

2. The committee in developing the open space element to the Carson City master plan, and in selecting open space lands for possible acquisition and preservation, shall be consistent with the intent of the 1996 ballot explanation, which was: The committee will work to sustain natural and scenic resources and the long-term quality of life in Carson City. And, acquisition of open space land will help preserve mountains, hills and scenic resources, conserve wildlife habitat, protect our drinking water sources and allow outdoor enjoyment of natural areas. Open space, which is defined as undeveloped land with valued natural resources, will be acquired from willing sellers, or by other mutually agreeable methods.

3. Open space will be acquired and maintained as conservancy areas to be used for the following purposes:

- a. To provide off-street bicycle, hiking and equestrian trails, and trailhead facilities that connect parks, schools and the valley with the mountains.
- b. To safeguard water resources: watershed areas, water-well sites and designated groundwater recharge areas.
- c. To safeguard waterway corridors, floodplains, wetlands, streams and the Carson River.
- d. To develop regional detention areas and protect floodplains.
- e. To safeguard scenic vistas and enhance the gateways to our city.
- f. Utilization of land for shaping the development of the city and defining growth by establishing an urban boundary.
- g. Strategic acquisitions of land to allow for outdoor relaxation, education and future park settings.
- h. Preservation or enhancement of significant natural areas, wildlife and culturally important lands.
- i. Connecting open space corridors.

(Ord. 1997-30 § 1 (part), 7, 1997).

OPEN SPACE ADVISORY COMMITTEE

<u>MEMBER</u>	<u>APPOINTMENT</u>	<u>TERM EXPIRES</u>
Laura Fitzsimmons 5 East Sunset Carson City, NV 89703 841-3000 (w) 883-3531 (h) lwflawyer@aol.com	Initial Appt. 05/12 Reappt. 01/13	01/2017
Toby Welborn 2700 Marvin Dr. Carson City, NV 89703 887-7671 (w) 815-9398 (c) tlwelbor@yahoo.com	Initial Appt. 01/13	01/2017
Howard Riedl (Vice-chair, elected 02/2014) 901 Thompson St. Carson City, NV 89703 348-0171 (w) 771-6182 (c) riedls@sbcglobal.net	Initial Appt. 02/03 Reappt. 01/04; 01/08; 02/12	01/2016
Bruce Scott (Chair, elected 02/2014) 304 N. Minnesota St. Carson City, NV 89703 883-1600 (w) 883-8677 (h)	Initial Appt. 09/98 Reappt. 01/99; 02/03; 01/07; 01/11, 3/15	01/2019
Alan Welch 2474 Roxbury Way Carson City, NV 89703 883-6430 (h) 315-5556 (c) ahwelch@sbcglobal.net	Initial Appt. 3/15	01/2019
Donna Inversin 1605 N. Nevada St. Carson City, NV 89703 315-6763 (c) d_inversin@yahoo.com	Initial Appt. 12/11 Reappt. 01/13	01/2017
Margie Evans 2640 Woodcrest Ln. Carson City, NV 89701 887-2252 (w) 883-8918 (h) 720-0162 (c) meg4bio@sbcglobal.net	Initial Appt. 12/11 Reappt. 01/12	01/2016

AUTHORITY: CCMC 13.06.020 created an Open Space Advisory Committee consisting of seven (7) members appointed by the BOS. All members must be residents/registered voters of Carson City. CCMC 13.06.040 states that “members of the committee shall serve for varying term lengths not to exceed four (4) years, provided that the first seven (7) members appointed to the committee shall be appointed two (2) for a 2-year term, two (2) for a 3-year term and three (3) for a 4-year term so that thereafter members shall serve for staggered terms of like duration. (Vacancies shall be filled by BOS’ from appointed alternates. If an alternate is not available, the vacancy shall be filled for the remainder for the term in the same manner that original appointments are made)...” (reappointment OK)

MEETINGS: Third Monday of each month starting at 6:00 pm. Meetings are held in the Sierra Room.

PURPOSE: The purpose is outlined in CCMC 13.06.010: “In the broadest sense, the objective of the open space program is to promote quality of life for citizens of Carson City through the preservation of the quality of the natural environment which has given Carson City much of its character.” See section for details

Liaison: Ann Bollinger, Open Space Administrator 283-7337 abollinger@carson.org

Attorney Assignment: Jennifer Mayhew jmayhew@carson.org

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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

Staff Contact: Susan Dorr Pansky (spansky@carson.org)

Agenda Title: For Possible Action: To accept the Historic Resources Commission Annual Report for 2015.

Staff Summary: The Historic Resources Commission (HRC) bylaws require 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 2015 Historic Resources Commission Annual Report as presented by staff.

Board's Strategic Goal

Quality of Life

Previous Action

Approved by the Historic Resources Commission at their meeting on January 6, 2016 by a vote of 7 ayes and 0 nays.

Background/Issues & Analysis

Please see the attached Annual Report for additional information.

Attachments:

- 1) 2015 Historic Resources Commission Annual Report

Applicable Statute, Code, Policy, Rule or Regulation

CCMC 18.06 (Historic District)

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

- 1) Refer the annual report back to the HRC for additional review.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



Carson City Planning Division

108 E. Proctor Street
Carson City, Nevada 89701
(775) 887-2180 – Hearing Impaired: 711
planning@carson.org
www.carson.org/planning

MEMORANDUM

Historic Resource Commission meeting of January 6, 2016

TO: Historic Resource Commission **Item F-1**

FROM: Susan Dorr Pansky, AICP
Planning Manager

DATE: December 28, 2015

SUBJECT: HRC-15-182 – 2015 Historic Resources Commission Annual Report

Recommended HRC motion: “I move to approve the 2015 Historic Resources Commission Annual Report to the Board of Supervisors as presented by staff.”

Background:

The Historic Resource Commission (HRC) bylaws require 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. The purpose of this item is to present the report to the HRC 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 of Supervisors 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 and sympathetic to the problems of older buildings and sites. Property owners within the Historic District are also represented on the HRC.

In 2015, the HRC held seven meetings and reviewed 26 applications, 11 of which were administratively approved by the HRC Chairman. This number is six applications less than the number of applications received in 2014, but still higher than the HRC application average over the past seven years. The administrative approvals included re-roofing projects, fencing projects and minor maintenance projects in the Historic District. A copy of the applications list for 2015 is attached.

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 12, 2015, the HRC selected the following recipients to receive the 2015 Historic Preservation Award:

- Maple Hill West, Inc. – 412 North Minnesota Street
- Thomas and Debra Gibbons – 444 South Division Street
- The Late Assemblyman Pete Livermore for his efforts to preserve the Nevada State Prison
- The Late Lee Radtke for his efforts to preserve the Nevada State Prison
- Myron Carpenter for his efforts to preserve the Nevada State Prison

Historic Resource Scavenger Hunt

The HRC and Planning Division organized the sixth annual Historic Resources Scavenger Hunt in May 2015 to help raise awareness of the Historic District, and to encourage both adults and children to become involved in the City's history and preservation efforts. HRC member Greg Hayes provided photos of architectural features or small portions of buildings within the District, and participants were required to identify the address of the location at which the photo was taken. The winners were selected from the participants with all correct answers. Adele's Restaurant and Brugo's Pizza graciously sponsored awards for the event.

Historic Preservation Fund (HPF) Grant Program

The HRC submitted an application for the 2015 HPF Grant Program in the amount of \$75,000 to complete Historic Structures Reports for the Nevada State Prison. The State Historic Preservation Office (SHPO) awarded Carson City \$29,000 of the originally requested \$75,000 to complete as many Historic Structures Reports as possible. This is the next logical step after the preparation of a nomination for the National Register of Historic Places, as it helps to determine the best use for historic buildings, and includes recommendations for restoration, preservation and maintenance.

For the 2016 cycle of the HPF Grant Program, the HRC has chosen to again request funding for the preparation of Historic Structures Reports for the Nevada State Prison, but has also chosen to request funding for HRC commissioner training and to send the staff liaison for the HRC to the National Alliance of Preservation Commissions FORUM Conference in July 2016. The

application for this grant period has not yet been submitted as the application deadline has been changed to February 2016.

Carson City has been one of the more successful jurisdictions in Nevada in obtaining HPF grant funds over the years. The HRC and Planning Division have consistently requested relatively small amounts with each application in order to keep projects manageable, as a 40% match is required from the City. The City has typically been able to use “in kind” services to match the grant awards, including a significant amount of volunteer support from the HRC commissioners in addition to City staff time. Please see the attached table for a complete list of the Historic Preservation Fund awards from 1987-2016.

Attachments:

- 1) 2015 HRC Applications List
- 2) HPF Awards 1987-2016 Table

HISTORIC RESOURCE COMMISSION APPLICATIONS

Applicant and Owner	File #	Date Rec'd	Address/Location	APN(s)	Description	Planner	Action/Date
(O)St Peter's Episcopal Ch (A)Don James Roofing	HRC-14-088	9/30/14	300 N Division Street	003-201-01	Re-roof the rectory	SP	AP Admin 10/1/14
(O)First United Methodist Ch (A)RL Engineering	HRC-14-139	10/14/14	412 W Musser Street	003-202-04	Replace landscaping; remove window and wall, reinstall; remove and replace concrete driveway	SP	AP Admin 10/21/14
(O/A)Philip Hersey	HRC-14-142	10/16/14	700 W Telegraph Street	003-244-02	Solar electric array install on roof slope	SP	App. recinded application
(O)Marilyn Harper, TT (A)Richard Wipfli	HRC-14-145	10/24/14	403 N Nevada Street	003-225-04	Replace existing windows; 5/19/15 Additional app: remove door, replace with window; remove steps, rail	SP	AP 11/13/14 Ap Admin 5/26/15
(O)Herman Bauer (A)Al Salzano, Architect	HRC-14-146	10/27/14	812 N Division Street	001-191-06	Modifications to previously approved multifamily dwelling in Historic District (Appealed: MISC-14-166, APP BOS)	SP	Denied 12/11/14
(O)State of Nevada (A)Paul Cavin	HRC-14-147	10/27/14	600 N Carson Street	003-283-07	Modify existing landscaping on south east corner to match north side of the Mint building	SP	AP Admin 11/13/14
(O/A)Philip Hersey	HRC-14-153	11/21/14	700 W Telegraph Street	003-244-02	New garage with solar array	SP	AP 12/11/14
(A)Planning - Susan Dorr Pansky	HRC-14-154	12/9/14	n/a	n/a	2015 Election of Officers	SP	1/8/15 HRC
(A)Planning - Susan Dorr Pansky	HRC-14-155	12/9/14	n/a	n/a	HRC Annual Report 2014	SP	1/8/15 HRC 2015
(A)Planning - Susan Dorr Pansky	HRC-14-156	12/9/14	n/a	n/a	2015 Historic Preservation Awards	SP	1/8/15 HRC
(A/O)Harvey & Terri Edwards Agent: Rob Darney	HRC-14-167	12/22/14	604 W Robinson Street	003-275-03	Additon of a "dog house" dormer to north roof; partial re-roof; addition of skylights	SP	AP w/conditions 1/8/15
(A)Public Works - David Bruketta	HRC-14-168	12/23/14	E & W Washington Street between N Roop and Phillips Streets	n/a	E-W Water Transmission Main Project Phase 2A-2	SP	AP 1/8/15
(O)State of Nevada (A)SHPO	HRC-14-169	12/23/14	3301 E Fifth Street	010-033-01	Draft of National State Register applicaion for State Prison	SP	AP 1/8/15
(O)Jim Keirnan (A) Mark Kaiser	HRC-15-015	2/24/15	601 W Spear Street	003-245-07	Installation of a 9'X14" patio enclosure	SP	AP 3/12/15 w/conditions
(A)Carson City-Susan Dorr Pansky	HRC-15-016	2/25/15	n/a	n/a	Proclamation: Historic Preservation Month (May)	SP	BOS AP 5/7/15
(O/A)Robyn Laguzza	HRC-15-043	4/27/15	506 W Spear Street	003-232-01	Replace 13 single hung windows, and two pictures windows	LP	AP 5/14/15

HISTORIC RESOURCE COMMISSION APPLICATIONS

Applicant and Owner	File #	Date Rec'd	Address/Location	APN(s)	Description	Planner	Action/Date
(O)Adams 308 N Curry LLC (A)Rob Darney	HRC-15-044	4/27/15	308 N Curry Street	003-228-01	Construction of a 2-story duplex with 3 single-car garages, and a building of 7 single-car garages	LP	AP 5/14/15
(O)Carson Tahoe Hospital (A)Manhard Consulting	HRC-15-045	4/27/15	1001 Mountain Street	001-201-34	Low and medium maintenance landscape improvements on an approved SUP in the Historic District	LP	AP 5/14/15
(O/A)Patricia Cooper-Smith	HRC-15-053	5/19/15	511 W Third Street	003-126-01	Garage doors replaced	LP	AP Admin 5/26/15
(O/A)Marilyn Harper, Trustee Agent: Richard Wipfli	HRC-15-054	6/11/15	403 N Nevada Street	003-225-04	Fence around front of property	SP	AP 7/9/15
(O)Spears & Phillips LLC (A)Jed Block	HRC-15-057	6/19/15	602 W Spear Street	003-243-04	Rebuild existing porch, add bricks	SP	AP 7/9/15
(O/A)Casey Otto Agent: Rob Darney	HRC-15-058	6/22/15	402 W William Street	001-175-03	Remodel, update 3 units of an existing 4-plex	SP	Cont.to 8/13/15 AP 8/13/15 PC
(O/A)CC School District Agent: Darrin Berger	HRC-15-061	6/26/15	618 W Musser Street	003-192-03	APA access ramp	KG	AP Admin 6/30/15
(A)Planning - Susan Dorr Pansky	HRC-15-070	7/31/15	n/a	n/a	2016 Historic Preservation Fund Grant (HPF)	SP	ongoing
(O/A)Huronout LLC Agent: Rob Darney	HRC-15-071	7/24/15	631 N Division Street	003-286-01	Conversion of a commercial building for a single family residence on upper level; conversion of covered parking area to a garage and leasable office space	SP	AP 8/13/15 PC
(O/A)Philip & Tina Hersey	HRC-15-073	8/3/2015	700 W Telegraph Street	003-244-02	A 26'x28' new garage (redrawn plans of an approved building) (see HRC-14-153)	SP	AP Admin 8/13/15
(O)Minnesota Street Properties LLC (A)Alpine Signs	HRC-15-076	8/14/15	707 N Minnesota Street	003-235-01	Sign, 4' x 4' double faced sign hung between two wood posts	SP	AP 9/10/15
(O)CC Parks Department (A)Brewery Arts Center	HRC-15-081	8/19/15	449 W King Street	003-207-04	Removed unused gas fire kiln and replaced in its space a firepit	SP	
(O)Marilyn Harper, Trustee (A)Peter Sinnott	HRC-15-083	8/26/15	403 N Nevada Street	003-225-04	Eliminate all lawn and create a xeriscape landscape	SP	
(O/A)Carter & Margaret Twedt	HRC-15-084	8/26/15	612 W Robinson Street	003-275-01	Replace front door	SP	
(A)Carson City - Susan Dorr Pansky	HRC-15-090	9/1/15	n/a	n/a	DISCUSSION ONLY: HRC to change mtg date. No file made for this.	SP	AP 9/10/15
(O)Minnesota Street Properties LLC (A)Tom Peters Const.	HRC-15-098	9/25/15	707 N Minnesota Street	003-235-01	Add window to match existing windows	SP	AP Adm 9/28/15

HISTORIC RESOURCE COMMISSION APPLICATIONS

Applicant and Owner	File #	Date Rec'd	Address/Location	APN(s)	Description	Planner	Action/Date
(O)St. Peter's Epicopal Ch Agent: Rory Hogen	HRC-15-099	9/29/15	300 N Division Street	003-201-01	Replacing ADA ramp, add lighting	SP	
(O/A)Jim Warren	HRC-15-157	10/19/15	603 W Robinson Street	003-243-02	Install fence; place stone carriage step; add beadboard paneling to porch ceiling	SP	
(O/A)Robyn Laguzza	HRC-15-159	10/20/15	314 W Robinson Street	003-286-06	Add garage door to shed	SP	AP Adm 10/21/15
(O/A)Carson City	HRC-15-160	10/28/15	Carson Street between 5th & William Streets	n/a	Carson Downtown Streetscape Project – Section 106 Compliance, to replace waterlines, sewer lines & drainage	SP	
(O/A)Catherine Boedenauer	HRC-15-167	11/17/15	708 W Musser Street	003-192-12	Re-roof	SP	AP Adm 11/23/15
(O/A)Peter Smith	HRC-15-168	11/18/15	511 W. Third Street	003-126-01	Re-roof	SP	AP Adm 11/23/15
(O)St Peter's Episcopal Diocese (A)Lavina H Atkinson	HRC-15-174	12/3/15	300 N Division Street	003-201-01	Historic marker for "Rectory"	SP	

Historic Preservation Fund (HPF) Awards 1987 - 2016

Year	Amount	Project
2016	TBD	Nevada State Prison Historic Structures Reports, HRC Commissioner training, HRC liaison conference attendance
2015	\$ 29,000.00	Nevada State Prison Historic Structures Reports
2014	\$ 15,000.00	Nevada State Prison data collection and inventory in support of National Register of Historic Places Nomination
2013	\$ 6,000.00	Kings Canyon Roadway Survey
2012	\$ 15,000.00	Kings Canyon Survey of Carson City owned properties (Unused)
2011	\$ 12,500.00	Surveying west side properties
2010	\$ 21,000.00	National Nomination for Carson City Historic District and survey work
2009	\$ 25,000.00	Historic Structures Reports for the BAC and the Performance Hall
2008	\$ 20,000.00	Carson City Context Statement, Carson City Mid-Century Survey and Inventory
2007	\$ 45,000.00	Survey of Post World War II Subdivisions
2006	\$ 7,000.00	Survey of Post World War II Subdivisions
2005	\$ 7,500.00	East Carson City Historic Survey-Phase II
2004	\$ 4,100.00	Carson City Historic District Overview Brochure and Design Guideline Booklet
2004	\$ 5,660.00	Roberts House Door Rehabilitation
2003	\$ 12,500.00	East Carson City Historic Survey-Phase I
2002	\$ 4,000.00	GIS Documentation of the Historic District
2001	\$ 5,000.00	Roberts House Rehabilitation (City-owned property)
1999	\$ 3,000.00	Rehabilitation of the V & T Depot roof
1998	\$ 10,000.00	Rehabilitation of the Civic Hall (City-owned property)
1997	\$ 750.00	Rehabilitation of Civic Hall doors
1996	\$ 20,250.00	Raycraft Ranch Prehistoric Site-Management Plan
1995	\$ 16,750.00	Continued rehabilitation of the Carson Brewery Building (City-owned property)
1993	\$ 37,100.00	Continued rehabilitation of the Carson Brewery Building (City-owned property)
1992	\$ 36,333.00	Continued rehabilitation of the Civic Hall
1991	\$ 35,399.00	Continued rehabilitation of the Carson Brewery Building (City-owned property)
1990	\$ 9,700.00	Architectural Study for the Civic Hall (City-owned property)
1987	\$ 20,350.00	Rehabilitation of the Carson Brewery Building (City-owned property)
	\$ 423,892.00	

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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

Staff Contact: Susan Dorr Pansky (spansky@carson.org)

Agenda Title: For Possible Action: To submit an application to the Nevada State Historic Preservation Office on behalf of the National Park Service for the 2016 Historic Preservation Fund Grant for staff conference attendance at the 2016 NAPC Forum Conference, a CAMP Training Program and the preparation of up to five Historic Structures Reports for the Nevada State Prison.

Staff Summary: The Historic Preservation Fund is a grant program through the National Park Service that awards funding to states for historic preservation activities. Each year applications are accepted by the Nevada State Historic Preservation Office (SHPO) and grant funding is awarded all or in part to eligible projects selected by SHPO. This year Carson City is applying for \$75,000 to send staff to the 2016 National Alliance for Preservation Commissions (NAPC) Forum Conference in Mobile, AL, to host a Commission Assistance and Mentoring Program (CAMP) training program for the Historic Resources Commission and for the preparation of up to five Historic Structures Reports for the Nevada State Prison.

Agenda Action: Formal Action/Motion

Time Requested: 15 minutes

Proposed Motion

I move to submit an application to the Nevada State Historic Preservation Office on behalf of the National Park Service for the 2016 Historic Preservation Fund Grant in the amount of \$75,000 for staff conference attendance at the 2016 NAPC Forum Conference, a CAMP Training Program and the preparation of up to five Historic Structures Reports for the Nevada State Prison.

Board's Strategic Goal

Quality of Life

Previous Action

Approved by the Historic Resources Commission at their November 12, 2015 meeting by a vote of 6 ayes, 0 nays and 1 absent.

Background/Issues & Analysis

The 2016 Historic Preservation Fund grant money awarded to Carson City will fund attendance for Planning Division staff and the Historic Resources Commission chairman at the 2016 National Alliance for Preservation Commissions (NAPC) Forum Conference in Mobile, AL, to host a Commission Assistance and Mentoring Program (CAMP) training program for the Historic Resources Commission and for the preparation of up to five Historic Structures Reports for the Nevada State Prison. Please see the attached Historic Preservation Fund grant application for additional information.

Attachments:

- 1) 2016 Historic Preservation Fund application

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

1) Do not apply for the grant.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANTEE APPLICATION FOR 2016
APPLICATION COVER

Is Applicant: Representing owner(s)? CLG **Does Applicant have:** County/City Affiliation Church Affiliation

Applicant Organization: **Carson City**

Project Title: **2016 Forum Conference Attendance, CAMP Training and Nevada State Prison Historic Structures Reports**

Project Description (brief): **2016 NAPC Forum Conference (Mobile, AL) attendance for Carson City Planning Manager, Special Projects Planner and Historic Resources Commission Chairperson; Commission Assistance and Mentoring Program (CAMP) Training program for Carson City Historic Resources Commission and general public; and the preparation of up to five Historic Structures Reports for the Nevada State Prison.**

Program Areas (please mark all that apply—**ONLY 1 APPLICATION PER PROJECT**):

Planning:

- The development, design and implementation of local historic preservation or cultural resource management plans at a regional or local level. Development of historic contexts, ordinances, regulations, standards, and/or guidelines that support regional or local plan goals.

Survey and Inventory:

- Survey: “Activity directly pertinent to the location, identification, and evaluation of historic and archeological resources” (Historic Preservation Fund Grants Manual 6-14).
- Inventory: Activity directly pertinent to the development and maintenance of data on historic resources.

National Register Nomination:

- Preparation of National Register and National Historic Landmark (NHL) Nominations to expand “the national list of districts, sites, buildings, structures and objects significant in American history, architecture, archaeology, engineering, or culture, maintained by the Secretary of the Interior (SOI) under authority of Section 101(a)(1)(A) of the Act” (Historic Preservation Fund Grants Manual Glossary-13).

Documentation (HABS/HAER/HALS)

- Preparation of either Historic American Building Survey (HABS), Historic American Engineering Record (HAER), or Historic American Landscape Survey (HALS).

Pre-Development/Construction and Development/Construction:

- Pre-Development: “The historical, architectural, and/or archeological research necessary to properly document proposed construction work on a historic structure or site performed prior to the commencement of development” (Historic Preservation Fund Grants Manual Glossary -16).
- Development: “A project which has for its purpose the protection, rehabilitation, restoration, or reconstruction of a historic property” (Historic Preservation Fund Grants Manual Glossary -6).

Public Education:

- Increase overall public awareness of technical preservation methods and techniques.
- Promote relationships with the public and private sectors to achieve preservation objectives.
- Preservation planning, local preservation ordinances and design review guidelines.
- **FOR CLG's ONLY--Travel to the National Alliance of Preservation Commission's (NAPC) Forum in Mobile, AL in July 2016 for preservation commission training.**

Project Budget Summary:	
A. Requested Federal Share:	\$ <u>75,000.00</u>
B. Non-Federal Share:	\$ <u>50,018.48</u>
B.1 Cash	\$ <u>0.00</u>
B.2 In-Kind	\$ <u>50,018.48</u>
C. Grand Total:	\$ <u>125,018.48</u>

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANTEE APPLICATION FOR 2016
APPLICATION COVER

For SHPO use only
Received: _____
Initials: _____
Delivered By: _____
Postmarked: _____

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANTEE APPLICATION FOR 2016
APPLICATION COVER

1. Has the **Applicant** and **Property Owner** read the Secretary of the Interior’s “Standards (SOI) and Guidelines for the Treatment of Historic Properties” as it relates to preservation, rehabilitation, restoration, and reconstruction work? (http://www.cr.nps.gov/local-law/arch_stnds_8_2.htm) Yes No
2. Does the Applicant acknowledge that any project supported by HPF or Matching Share must meet the Secretary of Interior’s Standards (SOI) for the Treatment of Historic Properties and SHPO’s Architectural Standards and Guidelines?” Yes No
3. Is Applicant willing to hire minority personnel/owned businesses to perform project or a business certified as a Minority Business Enterprise? Yes No
4. Is Applicant a member of a minority group? Yes, please specify: _____ No
5. Will the project be compliant with current ADA regulations? Yes No
6. Will Applicant proceed with the project if federal funding is not received? Yes No
7. Is this project an emergency*? Yes No

**Emergency is defined as resource listed in the National Register of Historic Places (NRHP) that is in imminent danger of being lost, demolished, permanently damaged, or on the verge of structural failure.*

a. If ‘Yes’ to Item 7), please explain the **severity** of the emergency and include **photographs** of all sides of the resource in question, and any additional photos needed to illustrate the emergency: _____

8. How much time will Applicant need to complete the project? Up to 12 months
9. Is the applicant aware that if funded, project meetings with the SHPO will be required before a funding agreement is drawn up? Yes No
10. Does the applicant agree to complete a SHPO funding agreement within 120 days of official notice of grant award? Does applicant agree that if this step is not completed that all awarded grant funds will be reverted by SHPO? Yes No
11. Will a portion or the entire project be contracted out? Yes No
 If ‘Yes’, please indicate the procurement method(s) to be used for the project:
 Small purchase procedures Competitive sealed bids
 Competitive negotiation Noncompetitive negotiation
12. Does the Applicant acknowledge that any grant award will be subject to acquiring qualified professionals who meet NPS professional qualification standards and State review before project work begins? Yes No

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANTEE APPLICATION FOR 2016
APPLICATION COVER

15. Does the Applicant have a consultant for the project? Yes No

If 'Yes', please list contact information for each and include **resume/vitae** with this application.

Name: _____ Title: _____

Phone: _____ Email: _____

Company/Firm: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

(Note: If more than 1, please use 'Continuation Sheet' and check box .)

If 'Yes' to Item 12), please explain consultant/project personnel selection process noting the historic resources they have dealt with: _____

If 'Yes' to Item 12), please list projects, noting historic buildings: _____

A. Are any of the workers who assist the contractor in performance of his/her duties Yes No
employees of the State of Nevada?

B. Are any of the workers who assist the contractor in performance of his/her duties Yes No
members of any historic preservation boards or commissions?

Is the consultant/project personnel familiar with the Secretary of the Interior's Standards (SOI) Yes No
for the Treatment of Historic Buildings? (e.g., Rehabilitation, Preservation, Restoration,
and Reconstruction)?

Does the consultant/project personnel meet the Secretary of the Interior's (SOI) 'Professional Yes No
Qualification Standards' in one of the following: Architecture, Architectural History, History,
or archaeology? (Circle all that apply)

16. Please include a list of the final products to be completed with the subgrant (i.e., surveys, reports, architectural plans, videos, brochures, etc.,): Historic Structures Report(s) for the Nevada State Prison

17. Does the subgrantee agree to submit to the SHPO a minimum of one physical and two digital final copies of the product produced as a result of research or any other work funded in whole Yes No
or in part by the HPF grant?

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANTEE APPLICATION FOR 2016
APPLICATION COVER

Applicant Organization – Carson City

Applicant's EIN: 88-6000189 Applicant's DUNS #: 073787152

Mailing Address: 108 E. Proctor Street Dept/Agency: Community Development

City: Carson City County: Carson City ZIP: 89701

Authorized Signatory: Robert L. Crowell Title: Mayor

Dept/Agency: Carson City Daytime Phone: 775-887-2100

Project Contact: Susan Dorr Pansky Title: Planning Manager

Mailing Address *(If different from above)* _____

Daytime Phone: 775-283-7076 Fax: 775-887-2278

Email: spansky@carson.org Application Approval Entities: Carson City

Proposed Start Date: July 1, 2016 Proposed End Date: June 30, 2017

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANTEE APPLICATION FOR 2016
APPLICATION COVER

In addition to filling out pages 1 thru 5 of this subgrantee application cover pages, please include the following items:

- a. Affidavit for Matching Funds Form;
- b. Certifications Regarding Debarment, Suspension, and Other Responsibility Matters Form;
- c. Civil Rights Assurance Form;
- d. Budget Form (or equivalent); and
- e. Program Area (PA) Form(s) (as it applies to your proposed project(s)).

**I HAVE READ THE 2016 HPF SUBGRANTEE APPLICATION
MANUAL***

***PLEASE NOTE—IF THIS PAGE IS NOT SIGNED, THE APPLICATION IS CONSIDERED
INCOMPLETE AND CANNOT MOVE FORWARD IN THE FUNDING PROCESS.***

I HAVE READ AND COMPLETED THIS **HPF SUBGRANTEE APPLICATION FOR FY 2016** AND CERTIFY
THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant's authorized signature:

Name (*please print*): Robert L. Crowell

Title: Mayor

Date: _____

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANTEE APPLICATION 2016
AFFIDAVIT FOR MATCHING FUNDS

STATE OF NEVADA
COUNTY OF

WHEREAS, Carson City, hereinafter referred to as Subgrantee, in the interest of the historic preservation project commonly known as: 2016 FORUM Conference Attendance, CAMP Training Program and Historic Structures Reports for the Nevada State Prison, certifies that the project previously referenced shall have the necessary matching funds required pursuant to the Historic Preservation Act (P.L. 89-665).

SUBGRANTEE HEREBY CERTIFIES, that if Subgrantee is funded \$ 75,000.00 in Historic Preservation funds from the United States government, Subgrantee will have available an acceptable match in the amount of \$50,000.00 as funds set aside for the project named above.

Subgrantee Signature

Date

Robert L. Crowell, Mayor
Subgrantee Name (please print)

Date

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20__.

Notary Public

U.S. DEPARTMENT OF THE INTERIOR
**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY
MATTERS, DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING**

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

CHECK ___ IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (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 (1)(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.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

CHECK ___ IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

U.S. DEPARTMENT OF THE INTERIOR
**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY
MATTERS, DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING (CONTINUED)**

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK ___ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (*Grantees Other Than Individuals*)

- A. The grantee certifies that it will or continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (b) Establishing an ongoing drug-free awareness program to inform employees about-- (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a); (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
- (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant; (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ___ if there are workplaces on files that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK ___ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (*Grantees Who Are Individuals*)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made; to such a central point, it shall include the identification number(s) of each affected grant.

U.S. DEPARTMENT OF THE INTERIOR
**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY
MATTERS, DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING (CONTINUED)**

PART E: Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements
CHECK ___ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK ___ IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated 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 an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making 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 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.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Robert L. Crowell, Mayor

TYPED NAME AND TITLE

DATE

DI-2010 June 1995 (This form replaces DI-1953, DI-1954, DI-1955, DI-1956 and DI-1963)

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANTEE APPLICATION 2016
CIVIL RIGHTS ASSURANCE

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101et. seq.), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. **THE APPLICANT HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and sub recipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

Signature of Authorized Certifying Official

Mayor

Title

Carson City

Applicant/Organization

2/5/16

Date Submitted

108 E. Proctor Street, Carson City NV 89701

Applicant/Organization Mailing Address

Bureau or Office Extending Assistance

HPF SUBGRANTEE APPLICATION FOR 2016

BUDGET FORM

Applicant: Carson City

1. Personnel:

	Position Title	Hours	Hourly Rate (HR)	✓ if HR includes Fringe Benefits	% of HR that is a fringe benefit	Amount of fringe benefit	Total Amt	Federal Share	Non-Federal Share
a.	Comm. Dev. Dir.	20	85.47	X	41%	35.04	1,709.40		1,709.40
b.	Planning Manager	240	62.55	X	38%	23.77	15,012.00		15,012.00
c.	Special Proj. Plnr	206	44.53				9,173.18		9,173.18
d.	Grant Admin.	5	43.20	X	41%	17.71	216.00		216.00
e.	Purchasing Admin	10	55.51	X	38%	21.09	555.10		555.10
f.	HRC/Archaeologist	150	108.00				16,200.00		16,200.00
g.	HRC (6 members)	80	89.41				7,152.80		7,152.80
h.									
i.									
j.									
Sub-total:							\$50,018.48	\$	\$ 50,018.48

2. Travel: (see GSA rates at the end of this document)

		Rate	Miles/# of days	Total Amount	Federal Share	Non-Federal Share
a.	Mileage					
	1. Person #1-					
	2. Person #2-					
b.	Per Diem Reimbursements (Breakfast)					
	Per Diem Reimbursements (Lunch)					
	Per Diem Reimbursements (Dinner)					
c.	Transportation costs (parking fees, taxi, etc.)					
d.	Lodging					
	1. Weeknight (Sun-Th)					
	2. Weekend (Fri-Sat only)					
e.	Other:					
f.	Other:					
Sub-total:				\$	\$	\$

HPF SUBGRANTEE APPLICATION FOR 2016

BUDGET FORM

Applicant: Carson City

3. FORUM Travel: (FOR CLGs FOR FORUM 2016--JULY 27-31--MOBILE,AL ONLY)

		Total Amount	Federal Share	Non-Federal Share***
a.	Transportation costs-- Flight(s)	\$5,100.00		
	Rental Car	\$1,800.00		
	Parking	\$1,200.00		
b.	Mileage (\$.5750 per mile)	\$180.00		
c.	Per Diem (Meals & Incidentals)	\$1,062.00		
d.	Lodging	\$3,600.00		
e.	Conference Registration:	\$750.00		
f.	Other:	\$1,308.00		
	Sub-total:	\$15,000.00	\$	\$

4. Contractual Services: (Attach quotes)

	Contractual Service	Total Amount	Federal Share	Non-Federal Share
a.	Consultant – Historic Structures Report(s)	\$45,000.00	\$45,000.00	
b.				
c.				
d.				
e.				
f.				
	Sub-total:	\$ 45,000.00	\$ 45,000.00	\$

5. Operating: List estimated operating expenses relating to the proposed project.

		# of items	Rate per item	Flat Rate	Amount	Federal Share	Non-Federal Share
a.	Photocopying						
b.	Film and Processing						
c.	Maps						
d.	Postage						
e.	Telephone						
f.	Utilities						
g.	Supplies (specify):						
h.	Other (specify):						
i.	Other (specify):						
	Sub-total:				\$	\$	\$

HPF SUBGRANTEE APPLICATION FOR 2016

BUDGET FORM

Applicant: CARSON CITY

6. Other (please specify or attach detailed budget):

		Rate	Amount	Federal Share	Non-Federal Share
a.	CAMP Training Program		\$15,000.00	\$15,000.00	
b.					
c.					
d.					
e.					
f.					
g.					
h.					
Sub-total:			\$15,000.00	\$15,000.00	\$

7. Section #1- 6 Subtotals:

		Amounts	Federal Share	Non-Federal Share
1.	Personnel	\$ 50,018.48	\$	\$ 50,018.48
2.	Travel	\$	\$	\$
3.	FORUM Travel (CLG's Only)	\$ 15,000.00	\$ 15,000.00	\$
4.	Contractual Services	\$ 45,000.00	\$ 45,000.00	\$
5.	Operating	\$	\$	\$
6.	Other	\$ 15,000.00	\$ 15,000.00	\$
Sub-total:		\$ 125,018.48	\$ 75,000.00	\$ 50,018.48

8. Requested Federal Share Total	Subtotal:	\$ 75,000.00
9. Required Non-Federal Share	Subtotal:	\$ 50,000.00
10. Actual Non-Federal Share	Subtotal:	\$ 50,018.48
11. Proposed Project Costs	Grand Total:	\$ 125,018.48

NEVADA HISTORIC PRESERVATION FUND (HPF)
HPF SUBGRANTEE APPLICATION FOR 2016
BUDGET FORM

Applicant: Carson City

12. List each component of the actual budget item in the grant.
(Please provide the exact nature of each source.)

#	Budget Item	*Program Area—Choose from Dropdown	Match Share			Federal Share	Total Amount
			Cash	In-Kind	Other		
1	Personnel	Public Education		25,151.47			25,151.47
2	Personnel	Pre-Development		24,867.01			24,867.01
3	FORUM Travel	Public Education				15,000.00	15,000.00
4	CAMP Training	Public Education				15,000.00	15,000.00
5	Contract Services	Pre-Development				45,000.00	45,000.00
6		Choose an item.					
7		Choose an item.					
8		Choose an item.					
9		Choose an item.					
10		Choose an item.					
11		Choose an item.					
12		Choose an item.					
13		Choose an item.					
14		Choose an item.					
15		Choose an item.					
16		Choose an item.					
17		Choose an item.					
18		Choose an item.					
19		Choose an item.					
20		Choose an item.					
						**Total	\$125,018.48

*Program Areas include: Planning, Survey and Inventory, National Register Nominations, Documentation, Pre-Development & Development, and Public Education.

****Note:** The **TOTAL** listed for item #12 must equal item #11 on page #3.

HPF SUBGRANTEE APPLICATION FOR 2016 Public Education Proposal Only (Page 1 of 1)

1. Applicant is proposing the following

(Indicate selection with an "X"):

- Activities to increase overall public awareness of technical preservation methods and techniques having application to historic and archeological properties
- Dissemination of information to promote working relationships with the public and private sectors to achieve preservation objectives
 - Explanation of historic preservation planning and/or the goals of local preservation ordinances, or design review guidelines to public or private audiences throughout the community;
 - Dissemination of the results of grant-funded work (i.e., explanation of accomplishments, problems, and issues directly related to grant-assisted activities to the community preservation constituency);
 - Purchase and installation of interpretive signs or markers at HPF grant-assisted historic buildings, structures and archeological sites.
 - Signage acknowledging HPF assistance at construction project site during grant period
- FOR CLGS ONLY**--Training and Education for Employee and/or Board Member Development (Technical Conferences, etc.)
 - Temporary exhibits relating to HPF grant-assisted activities, accomplishments, or results
 - Other: _____

2. Applicant proposes to use the following means to accomplish the above goal(s):

- | | | | |
|---|----------------------------------|-----------------|-----------|
| <input checked="" type="checkbox"/> Conference | Electronic (CDs, software, etc.) | Exhibit | Posters |
| <input checked="" type="checkbox"/> Meetings (public) | Newsletter | News releases | Pamphlets |
| Film/Video/DVDs | Publications | Signage/markers | Websites |
| <input checked="" type="checkbox"/> Training Consultant | Other: _____ | | |

3. Please describe your project. If necessary, please use a 'Continuation Sheet' and check box .

Attendance at NAPC 2016 FORUM Conference in Mobile, AL for Planning Manager, Special Projects Planner and Historic Resources Commission Chairperson and hosting of a NAPC CAMP Training program for the benefit of the Carson City CLG with possible incorporation of the Comstock Historic District CLG and the City of Reno CLG for a regional training opportunity (actual training program topic to be determined). This training program is proposed to be open to the public, which will provide members of the general public an opportunity to participate in the training and learn more about historic preservation in our region.

HPF SUBGRANTEE APPLICATION FOR 2016

Pre-Development or Development Proposal Only

1. Pre-Development or Development:

Pre-Development/Pre-Construction – Feasibility Report, Study, Technical Assistance, or Historic Structures Report (HSR)

Pre-Development/Construction – Rehabilitation/Preservation Plan and/or Implementation

Development/Construction – Rehabilitation/Restoration Work

2. If the proposed project is a feasibility study or other property-specific report, please answer the following questions:

a. Is the Applicant aware that the property must be listed or considered eligible for listing on the National Register of Historic Places before the grant can be released? Yes No

b. National Register of Historic Places (NR) Status:

Listed; date of listing: October 2, 2015

Pending/In-progress

3. Property Data:

a. Historic Property Name: Nevada State Prison Date of Construction: 1862

Property Street Address: 3301 Warm Springs Ct., Carson City, Nevada

Property Legal Description: APN 010-041-55

b. Please indicate the legal owner(s) of the property and/or areas listed in a)

(Indicate selection with an "X"):

Federal owner; please specify agency: _____

State; please specify agency: State of Nevada

County; please specify department/division: _____

City; please specify department/division: _____

Private multi-owners (see #4)

Private single owner (see #4)

4. Property Owner Information:

Name: Skip Canfield Title: Senior Planner

Phone: 775-684-2723 Email: scanfield@lands.nv.gov

Company/Firm: Nevada Division of State Lands

Mailing Address: 901 S. Stewart Street, Suite 5003

City: Carson City State: Nevada Zip code: 89701

(If more than one, use 'Continuation Sheet' and check box)

5. For projects located within established NHL boundaries only, the applicant *has* provided the following information with this application: Yes No

- Photographs of all exterior elevations with views
- Photographs of all major rooms and project rooms
- Any other relevant information to enable a thorough project review

6. For all Pre-Development and Development projects, the applicant has provided photographs of all exterior elevations with views? Yes No

7. For Development projects only, applicant agrees to track the number of visitors at this resource during the current calendar year. Examples of when visitors should be counted include visitors who attend events, conduct business, and tour of the building or related facilities. Yes No

HPF SUBGRANTEE APPLICATION FOR 2016

Pre-Development or Development Proposal Only

8. For Development projects only, applicant agrees to track the number of events held at this resource during the current calendar year. Yes No

9. If your proposed project is for Technical Assistance (TA), please answer the following questions: *(Defined as “the development of skills or the provision of knowledge of the background, meaning, operation, or implications of some aspect of historic preservation (Historic Preservation Fund Grants Manual Glossary-23).”*

a. Does your organization have in-house expertise to pursue the above? Yes No
If ‘Yes’, please explain: _____

10. Please describe your project. If necessary, please use a ‘Continuation Sheet’ and check box .

***Please select Project type** **Pre-Development** **Development**

The proposed scope of work for the Nevada State Prison will include the preparation of up to five Historic Structures Reports for buildings identified as contributing resources in the National Register of Historic Places and in the report entitled “An Architectural Inventory of the Nevada State Prison, Carson City, Nevada.” The five* contributing resources that are most appropriate for Historic Structures Reports are as follows in order of priority:

1. Administration (West Wing)

2. Warden’s House

3. Cell Block A

4. Cottage 1

5. Butcher Shop

*Note that the Administration Building (North Hospital Wing) Historic Structures Report will be completed with funding from the 2015 HPF Grant cycle.

The scope of work for the Historic Structures Reports is proposed to include the following for each report:

- Property and building history including construction history and documentation, where available

- Analysis of architectural features including assessment of all exterior and interior features and finishes

- Existing conditions assessment to evaluate damage, structural integrity, material degradation, etc.

- Maintenance requirements

- Repair recommendations and restoration plan (must meet Secretary of Interior’s Standards for Rehabilitation and Restoration)

- Archaeological assessment (where applicable)

- Interior and exterior drawings and photographic documentation (including historic photographs where available)



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

Staff Contact: Susan Dorr Pansky (spansky@carson.org)

Agenda Title: For Possible Action: To introduce, on first reading, Bill No. _____, an ordinance approving an amendment to the development agreement between Carson City and Ross Park, LLC, to extend the tentative planned unit development map expiration date to March 15, 2017, for the development known as Ross Park, located at 4749 Snyder Avenue, APN 009-139-01, (MISC-16-006).

Staff Summary: The Ross Park Planned Unit Development tentative map will expire on March 15, 2016, unless the Board approves an extension of time as permitted under the current development agreement. The developer is requesting an extension of time to 2017 (one year) to allow adequate time to complete the processing of all necessary improvement permits and to record the final map.

Agenda Action: Formal Action/Motion

Time Requested: 15 minutes

Proposed Motion

I move to introduce, on first reading, Bill No. _____, an ordinance approving an amendment to the development agreement between Carson City and Ross Park, LLC, to extend the tentative planned unit development map expiration date to March 15, 2017, for the development known as Ross Park, located at 4749 Snyder Avenue, APN 009-139-01, and matters properly related thereto.

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

None

Background/Issues & Analysis

The Ross Park Planned Unit Development tentative map will expire on March 15, 2016, unless the Board approves an extension of time as permitted under the current development agreement. During hearings for similar extension requests in prior years, the Board expressed concern over continuing to approve extensions for tentative subdivision maps that have not been initiated.

The developer is requesting a one-year extension of time to 2017 to allow time for the processing of all necessary improvement permits and to record the final map. As indicated by the developer's extension request letter, a significant amount of surveying and design work has been completed in an effort to meet the requirements to record a final map. The developer states that improvement plans for work within the Nevada Department of Transportation (NDOT) right-of-way were submitted on January 22, 2016 and that improvement plans for the rest of the site will be submitted to Carson City on February 2, 2016.

Staff recommends approval of the requested extension to March 15, 2017 based on the demonstrated effort by the developer to complete the required improvements and record a final map within a the next year.

Attachments:

- 1) Ordinance

- 2) Development Agreement Amendment
- 3) Developer's Extension Request Letter

Applicable Statute, Code, Policy, Rule or Regulation

CCMC 17.09 (Planned Unit Development), CCMC 17.08 (Development Agreements), NRS 278.0205 (Agreement Amendments)

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Do not amend the agreement and allow the tentative PUD map to expire on March 15, 2016.

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

BILL NO. ____

ORDINANCE NO. 2016-____

AN ORDINANCE APPROVING AN AMENDMENT TO THE DEVELOPMENT AGREEMENT BETWEEN CARSON CITY AND ROSS PARK, LLC, TO EXTEND THE TENTATIVE PLANNED UNIT DEVELOPMENT MAP EXPIRATION DATE TO MARCH 15, 2017, FOR THE DEVELOPMENT KNOWN AS ROSS PARK, LOCATED AT 4749 SNYDER AVENUE, APN 009-139-01.

The Board of Supervisors of Carson City do ordain:

SECTION I:

WHEREAS, CARSON CITY and ROSS PARK, LLC entered into a Development Agreement that was approved by the Board of Supervisors as Ordinance 2013-9, Bill No. 104 on March 7, 2013 (hereinafter “Development Agreement”). CARSON CITY and ROSS PARK, LLC desire to amend the Development Agreement by agreeing to the First Amendment to the Development Agreement (hereinafter “Amendment”) attached hereto as Exhibit “A”; and

WHEREAS, the land that is the subject of this Amendment is comprised of land commonly known as Carson City Assessor’s Parcel Number 009-139-01, located at 4749 Snyder Avenue, Carson City Nevada; and

WHEREAS, the permitted uses of the land, the density or intensity of the land use, and the maximum height and size of any proposed buildings are not affected by this Amendment and are provided for in the approved Ross Park Planned Unit Development Map, the conditions of the Map, and the Development Agreement; and

WHEREAS, the Carson City Board of Supervisors finds that the contents of the Amendment conforms with CCMC 17.08, NRS 278.0205 and Carson City’s Master Plan; and

WHEREAS, the Board finds that the provisions of the development agreement are consistent with the Carson City Master Plan and the original approval of Planned Unit Development Tentative Map.

NOW, THEREFORE, the Board hereby approves by ordinance the First Amendment to the Development Agreement between CARSON CITY and ROSS PARK, LLC attached and incorporated herein as Exhibit "A" and associated with all or portions of Carson City Assessor's Parcel Numbers 009-139-01.

The Board further directs that the City Clerk shall cause a certified copy of this ordinance and original agreement to be filed with the Carson City Recorder.

PROPOSED on _____, 2016.

PROPOSED BY Supervisor _____

PASSED _____, 2016.

VOTE:

AYES:

NAYS:

ABSENT:

ROBERT L. CROWELL, Mayor

ATTEST:

SUE MERRIWETHER, Clerk-Recorder

This ordinance shall be in force and effect from and after the _____ day of the month of _____ of the year 2016.

**FIRST AMENDMENT TO
THE DEVELOPMENT AGREEMENT
between Carson City
and Ross Park, LLC**

1. **AMENDMENTS.** All provisions of the original Development Agreement dated March 7, 2013, Document No. 437831 as recorded with the Carson City Recorder's Office on August 28, 2013, attached hereto as Exhibit A-1, remain in full force and effect with the exception of the following amendments:

An amendment to Section 2.7 of the Agreement, as follows:

2.7 Expiration by Inaction

This Agreement adopted pursuant to CCMC 17.08 requires that THE PROJECT shall be diligently pursued and the approvals referenced above (if no extension has been granted) shall expire if the final map and commencement of construction of THE PROJECT is not recorded and begun by ~~March 15, 2016.~~ **March 15, 2017.**

2. **INCORPORATED DOCUMENTS.** Exhibit A-1 (original Agreement) is attached hereto, incorporated by reference herein and made a part of this amended Agreement.

IN WITNESS WHEREOF, the Parties hereto have entered into this Agreement as of the day and year first above written and intend to be legally bound thereby.

CARSON CITY

ROSS PARK, LLC

By: Robert L. Crowell, Mayor

By:

RECORDED AT THE
REQUEST OF
CARSON CITY CLERK TO
THE BOARD

2013 AUG 28 PM 3:49
437831

FILE NO. _____
ALAN GLOVER
CARSON CITY RECORDER
FFF \$

FOR RECORDER'S USE ONLY

APN 009.193.01

APN _____

APN _____

Ordinance No. 2013.9. Ross Park, LLC Dev. Agt.
TITLE OF DOCUMENT

I, the undersigned, hereby affirm that the attached document, including any exhibits, hereby submitted for recording does not contain personal information of any person or persons. (NRS 239B.030)

I, the undersigned, hereby affirm that the attached document, including any exhibits, hereby submitted for recording does contain personal information of a person or persons as required by law. State specific law: _____

Signature _____

Print Name & Title _____

WHEN RECORDED MAIL TO:

cc Clerk - Rec. Secty. Div.

201 N. Carson St. Ste. 1

cc, NV 89701

437831

BILL NO. 104

ORDINANCE NO. 2013-9

AN ORDINANCE APPROVING A DEVELOPMENT AGREEMENT BETWEEN CARSON CITY AND ROSS PARK, LLC, REGARDING THE DEVELOPMENT OF A PLANNED UNIT DEVELOPMENT SUBDIVISION KNOWN AS ROSS PARK, LOCATED ON 1.24 ACRES BETWEEN SNYDER AVENUE, CALIFORNIA STREET, AND EAST APPION WAY, APN 009-193-01, TO EXTEND THE APPROVAL OF THE TENTATIVE MAP AND OTHER MATTERS PROPERLY RELATED THERETO.

Fiscal effect: N/A

The Board of Supervisors of Carson City does hereby ordain:

SECTION I:

WHEREAS, Carson City desires to enter into a development agreement with Ross Park, LLC, concerning the development of land know as Assessor's Parcel Numbers 009-193-01, located between Snyder Avenue, California Street, and East Appion Way, Carson City Nevada.

WHEREAS, the Carson City Board of Supervisors finds that the contents of the development agreement conform to the Carson City Municipal Code 17.08 and Nevada Revised Statues 278.0203; and

WHEREAS, the Board finds that the provisions of the development agreement are consistent with the Carson City Master Plan and the original approval of Planned Unit Development Tentative Map.

NOW, THEREFORE, the Board hereby approves by ordinance the attached development agreement between Carson City and Ross Park, LLC, for the development of land know as Assessor's Parcel Numbers 009-193-01, said agreement being attached and incorporated herein as Exhibit "1".

437831

The Board further directs that the City Clerk shall cause a certified copy of this ordinance and original agreement to be filed with the Carson City Recorder.

PROPOSED on February 21, 2013 by Supervisor Brad Bonkowski.

PASSED March 7, 2013, by the following vote:

AYES: Supervisor Karen Abowd
Supervisor John McKenna
Supervisor Brad Bonkowski
Supervisor Jim Shirk
Mayor Robert Crowell

NAYS: None.

ABSENT: None.

ABSTAIN: None.



ROBERT L. CROWELL, Mayor

ATTEST:



ALAN GLOVER, Clerk-Recorder

This ordinance shall be in force and effect from and after the 10th day of March, 2013.

437831

DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT made and entered into this 10th day of March, 2013, by and between ROSS PARK, LLC, a Nevada limited liability company as Developer of that certain project known as ROSS PARK PUD, hereinafter referred to as "DEVELOPER," and CARSON CITY, a consolidated municipality of the State of Nevada, hereinafter referred to as "CARSON CITY."

RECITALS:

1. ROSS PARK PUD, is a proposed development encompassing 1.24 acres of real property, more or less, located in Carson City, Nevada, more particularly described in Exhibit "A";
2. On March 15, 2007, the Carson City Board of Supervisors approved a Right -Of-Way Abandonment (AB-07-011) and a Tentative Planned Unit Development (TPUD 07-011) for Twenty-Three (23) single family detached units. A copy of the official minutes and conditions of approval of such action, thereto are attached hereto as Exhibit "B" and incorporated herein by this reference ("THE PROJECT");
3. On April 5, 2007, the Carson City Board of Supervisors approved a Zoning Map Amendment (ZMA 07-009) for THE PROJECT to MFA-PUD;
4. Due to certain market and economic conditions that have developed since THE PROJECT tentative map approval, the DEVELOPER and CARSON CITY believe that it is mutually beneficial to enter into a Development Agreement and each mutually desire that THE PROJECT be developed in accordance with this Development Agreement.
5. CARSON CITY and DEVELOPER desire to hereinafter have the provisions of

this Development Agreement govern the development activities of THE PROJECT.

NOW THEREFORE, for good and valuable consideration, and the mutual covenants, conditions, and promises herein contained, the parties do agree as follows:

I.

PROJECT CHARACTERISTICS

THE PROJECT is a planned unit development project within the MFA-PUD zoning designation together with all of the uses accessory to and customarily incidental to the above-referenced zone.

Based upon the present tentative planned unit project map, THE PROJECT will be comprised of Twenty-Three (23) single-family dwelling units, open space and common areas as set forth in the approvals. The density is 18.5 units per acre.

The aforementioned approval of THE PROJECT Zoning Map and this Development Agreement shall serve as the intent by CARSON CITY to approve THE PROJECT, provided that all of the requisite conditions set forth herein are met.

II.

ADMINISTRATION OF THE PROJECT

THE PROJECT shall be developed in accordance with the approvals by the Carson City Board of Supervisors set forth in Exhibit "B" with the following characteristics and requirements:

2.1 Phasing

THE PROJECT development is anticipated to be developed in one phase.

437831

2.2 Height and Size of Proposed Buildings

All buildings shall conform to the Exhibit B conditions and Carson City standards for MFA-PUD zoning with respect to height and size.

2.3 Utility Connections

Within THE PROJECT, telephone, gas, cable and electrical power shall be provided by DEVELOPER to the building sites or dwelling unit and shall be placed underground to each lot or parcel. Public utility easements shall be granted and set forth on the final map.

2.4 Final Map Financial Assurances

The approval of the anticipated final map of THE PROJECT shall require a bond, cash deposit, lender set aside letter, letter of credit, an irrevocable certificate of deposit or other approved security to ensure completion of all or any portion of the public improvements equal to 150% of the approved engineer's cost estimate. DEVELOPER, at its discretion and option, may install any such public improvements prior to the recordation of the final map in lieu of posting such security. Public improvements include streets, sidewalks, curb and gutter, street lighting, sewer collection system, electric, water distribution systems, drainage system improvements and gas lines where the same are dedicated to public agency or body. Any assurance provided shall be periodically reduced in accordance with City approval in order that the entire assurance will be exonerated on final completion or improvement construction, except for a ten percent (10%) retention in accordance with CCMC 17.11.015.

2.5 Grading, Drainage, and Erosion Control Measures

437831

The grading, drainage, and erosion control plan shall be submitted with the final map of THE PROJECT and shall be subject to approval by the City. The drainage design shall be in accordance with Title 18 Appendix, Carson City Development Standards, Division 14 Storm Drainage.

2.6 Restrictive Covenants

Prior to the filing of the final map of THE PROJECT, DEVELOPER shall prepare and submit to the City, Covenants, Conditions and Restrictions (CC&Rs) intended to apply to THE PROJECT. Said CC&Rs shall be reviewed by the Carson City Planning Division.

2.7 Expiration by Inaction

This Agreement adopted pursuant to CCMC 17.08 requires that THE PROJECT shall be diligently pursued and the approvals referenced above (if no extension has been granted) shall expire if the final map and commencement of construction of THE PROJECT is not recorded and begun by March 15, 2016.

2.8 Further Covenants

CARSON CITY shall not require any payments, contributions, economic concessions, or other conditions for approvals, contemplated within or by this Development Agreement other than as provided herein, or as provided in the Board of Carson City Supervisor's approval of March 15, 2007. Nothing set forth in this paragraph is to be construed to mean that Carson City cannot charge its standard permit fees.

2.9 Mutual Cooperation

CARSON CITY shall cooperate with DEVELOPER to obtain all necessary approvals, permits or to meet other requirements which are or may be necessary to implement

the intent of THE PROJECT approval in this Agreement. Nothing contained within this paragraph, however, shall require CARSON CITY or its employees to function on behalf of DEVELOPER nor shall this Agreement be construed as an implicit pre-approval of any further actions required by CARSON CITY.

2.10 Variances

As part of the approval of THE PROJECT, the DEVELOPER and CARSON CITY agreed that to avoid piecemeal, individual variance requests that THE PROJECT would be allowed the variances as set forth in the approvals attached hereto as Exhibit B.

III.

PUBLIC SAFETY COMPONENTS

3.1 Fire

All construction shall be in accordance with the Nevada Fire Code and applicable Carson City requirements.

The project shall be connected to the Carson City water system for fire suppression service, including construction of the necessary improvements to the satisfaction of CARSON CITY.

3.2 Lighting

The DEVELOPER shall install lighting as set forth in the approvals in Exhibit B.

IV.

PROJECT WATER AND WASTEWATER SYSTEM COMPONENTS

The DEVELOPER shall comply with the provisions of the Carson City Municipal Code, and make a perpetual offer of dedication of the water system sufficient to provide fire and

domestic flows, to the satisfaction of the Carson City Public Utility Department. The project subdivision shall be connected to the Carson City water system for domestic service. The project shall be connected to the Carson City wastewater treatment plant for sewer which equates to a multi-family rate service.

CARSON CITY agrees that water and sewer connection fees for the individual living units will be based on the apartment rate of 0.5 equivalent residential customer as set forth in CCMC 12.01.030 and 12.03.030. However, the water connection fees for irrigation of private yards, commonly owned landscaping, street landscaping, or any other project landscaping shall be in addition to the connection fees for the living units. The irrigation water usage shall be estimated by a qualified landscape design professional based on numbers of proposed sprinklers and drip heads, flow rates of devices to be installed, and hours of daily, weekly and seasonal operation anticipated. The daily irrigation water demand for use in determining connection fees shall be the estimated annual volume in gallons divided by 365 days per year. The water connection fees for irrigation shall be payable upon issuance of the site improvement permit.

V.

OPEN SPACE

The DEVELOPER will provide all open space and common area as approved in Exhibit B.

VI.

STREET IMPROVEMENT COMPONENTS

6.1 Curbs/Gutters

The DEVELOPER shall build all street improvements, including roadway

reconstruction, pavement widening, curb and gutters, sidewalks, drainage and street lighting to City standards as set forth in Exhibit B.

6.1 Dedications

The DEVELOPER will dedicate the corners of THE PROJECT to accommodate the intersection radii at the back of the sidewalks as set forth in Exhibit B.

VII.

PROJECT CONSTRUCTION REQUIREMENTS

All construction of THE PROJECT shall be done in accordance with the Standards Specification For Public Works Construction as adopted by CARSON CITY and all their applicable state and local codes, ordinances and statutes except as varied by the Project Approval.

The DEVELOPER may not apply for building permits until such time as the DEVELOPER has recorded a final map either through the completion of the infrastructure improvements, or posted financial assurances for such improvements for THE PROJECT. These infrastructure improvements shall include roadway frontage improvements, paved on-site access ways, underground utilities, water, sewer, drainage, landscaping, irrigation and all required common open space improvements. The DEVELOPER may not final any building permits or obtain a certificate of occupancy for any building prior to completion of the above-mentioned infrastructure improvements.

7.1 Grading and Slope

The DEVELOPER shall provide CARSON CITY with a development plan that specifies grading practices, extent of grading allowed at one time, a dust suppression program,

and erosion control and revegetation measures that effectively mitigate blowing dust and soil erosion problems associated with development of the site to the satisfaction of CARSON CITY. The applicant shall obtain an Air Quality permit and implement the approved plan and provide the State of Nevada or CARSON CITY with financial security for the required mitigation measures. The Developer shall obtain a Storm Water Pollution Prevention Permit from the State of Nevada prior to commencement of land clearing or grading activities.

VIII.

DEFAULTS, REMEDIES, TERMINATION

8.1 General Provisions

Subject to extensions of time by mutual consent in writing, failure or unreasonable delay in performing any term or provision of this Development Agreement shall constitute a default. In the event of alleged default or breach of any terms or conditions of this Development agreement, the party alleging such default or breach shall give the other party not less than thirty (30) days notice in writing, specifying the nature of the alleged default and the manner in which said default may be satisfactorily cured. During any such thirty (30) day period, the party charged shall not be considered in default for purposes of termination, or institution of legal proceedings, or issuance of any building permit.

After notice and expiration of the thirty (30) day period, the non-defaulting party to this Development Agreement, at its option, may institute legal proceedings pursuant to this Agreement. Following notice of intent to terminate, the matter shall be scheduled for consideration and review by CARSON CITY.

Following consideration of the facts and evidence presented in said review before

CARSON CITY, either party alleging the default by the other party may give written notice of termination of this Development Agreement to the other party.

Evidence of default may also arise in the course of periodic review of this Development Agreement. If either party determines that the other party is in default following the completion of the normal periodic review, said party may give written notice of termination of this Development Agreement as set forth in this section, specifying in said notice the alleged nature of the default, and potential actions to cure said default where appropriate. If the alleged default is not cured within sixty (60) days or within such longer period specified in the notice, or if the defaulting party waives its right to cure such alleged default, this Development Agreement shall be deemed terminated.

It is hereby acknowledged and agreed that any portion of THE PROJECT which is the subject of a final map shall not be affected by or jeopardized in any respect by any subsequent default affecting THE PROJECT. In the event CARSON CITY does not accept, review, approve or issue necessary permits or entitlements for use in a timely fashion as defined by this Development Agreement, or as otherwise agreed to by the parties, or CARSON CITY otherwise defaults under the terms of this Development Agreement, CARSON CITY agrees that DEVELOPER shall not be obligated to proceed with or complete THE PROJECT nor shall resulting delays in DEVELOPER's performance constitute grounds for termination or cancellation of this Development Agreement.

8.2 Enforced Delay, Extension of Time of Performance

In addition to specific provisions of this Development Agreement, performance by either party hereunder shall not be deemed to be in default where delays or defaults are due to

war, insurrection, strikes, walk-outs, riots, floods, earthquakes, avalanches, inclement weather, fires, casualties, acts of God, governmental restrictions imposed or mandated by other governmental entities, not parties to this Agreement, enactment of conflicting state or federal laws or regulations, new or supplementary environmental regulation, litigation, or similar bases for excused performance. If written notice of such delay is given to CARSON CITY within thirty (30) days of the commencement of such delay, an extension of time for such cause shall be granted in writing for the period of the enforced delay, as may be mutually agreed upon. In addition to any other rights or remedies, either party may institute legal action to cure, correct or remedy any default, to enforce any covenant or agreement herein, or to enjoin any threatened or attempted violation. Carson City shall not be held liable to the Developer for damages (actual, incidental or otherwise) as a result of its failure to review or approve permits and entitlements in a timely manner.

IX.

MISCELLANEOUS

9.1 Carson City Code

THE PROJECT shall comply with all ordinances and fees adopted by CARSON CITY, applied on a uniform basis to all development projects in CARSON CITY.

The final map shall comply with the Exhibit "B" conditions and be recorded in accordance with all applicable CARSON CITY ordinances.

The proposed development shall be in accord with the objective of Title 17 of Carson City Municipal Code.

Should any provision of this Agreement be deemed to be in conflict with the

Exhibit "B" conditions of approval, the Exhibit "B" conditions shall control.

9.2 Cost Reimbursement

The DEVELOPER may be entitled to pro rata reimbursement from adjacent property owners for water and/or sewer lines constructed by DEVELOPER, subject to requirements and limitations contained in CCMC 12.01.210 and 12.05.050.

X.

APPLICABLE LAW AND ATTORNEYS' FEES

This Development Agreement shall be construed and enforced in accordance with the laws of the State of Nevada. Should any legal action be brought by either party relating to this Development Agreement or to enforce any provision herein, the prevailing party of such action shall be entitled to reasonable attorneys' fees, court costs and such other costs as may be fixed by the court.

XI.

SUCCESSORS AND ASSIGNS

The parties hereto agree that the terms and conditions of this Agreement shall bind and inure to the benefit of the parties' successors and assigns.

XII.

ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof, and supersedes all other agreements, written or oral, between the parties with respect to such subject matter.

XIII.

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HOLD HARMLESS AND INDEMNIFICATION

DEVELOPER hereby agrees to, and shall hold CARSON CITY, its elective and appointive boards, commissions, officers, agents and employees harmless from any liability for damage or claims for property damage which may arise from DEVELOPER's or DEVELOPER'S contractors', subcontractors', agents', or employees' operations under this Development Agreement, whether such operations by DEVELOPER or by any of DEVELOPER's contractors, subcontractors, or by any one or more person directly or indirectly employed by, or acting as agent for DEVELOPER or any of DEVELOPER's contractors or subcontractors. DEVELOPER agrees to, and shall defend CARSON CITY, its elective and appointive boards, commissions, officers, agents and employees, from any suits or actions at law or in equity for damage caused or alleged to have been caused by reason of the aforesaid operations.

XIV.

PROJECT AS PRIVATE UNDERTAKING

It is specifically understood and agreed by and between the parties hereto that the subject PROJECT is a private development and no partnership, joint venture or other association of any kind is formed by this Development Agreement. The only relationship between CARSON CITY and DEVELOPER is that of a government entity regulating the development of private property within the parameters of applicable law and the owner of such private property.

XV.

FURTHER ASSURANCES

In the event of any legal action instituted by any third party or other government

entity or official challenging this Development Agreement, CARSON CITY and DEVELOPER shall cooperate and use their best efforts in defending any such action.

Effective this 7th day of March, 2013.

ROSS PARK, LLC, a Nevada
limited liability company

By: ALTA RESOURCES, LLC,
a Nevada limited liability company

By: _____
ERNESTO FLORES, Manager

CARSON CITY, a consolidated
municipality

By: 
ROBERT CROWELL, Mayor

Approved as to form:

CARSON CITY DISTRICT ATTORNEY

By: 
Clerk Deputy DA

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entity or official challenging this Development Agreement, CARSON CITY and DEVELOPER shall cooperate and use their best efforts in defending any such action.

Effective this 7th day of March, 2013.

ROSS PARK, LLC, a Nevada limited liability company

CARSON CITY, a consolidated municipality

By: ALTA RESOURCES, LLC, a Nevada limited liability company

By: _____
ROBERT CROWELL, Mayor

By: 
ERNESTO FLORES, Manager

Approved as to form:

CARSON CITY DISTRICT ATTORNEY

By: _____

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EXHIBIT "A"

All that real property situated in Carson City, Nevada more particularly as follows:

A PORTION OF THE NORTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 32, TOWNSHIP 15 NORTH, RANGE 20 EAST, M.D.B.&M, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE NORTH LINE OF THE NORTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 32, WITH THE NORTHEASTERLY ONE HUNDRED FOOT RIGHT-OF-WAY LINE OF THE STEWART ROAD, SAID POINT BEING FURTHER DESCRIBED AS BEARING SOUTH 33°44'34" EAST A DISTANCE OF 1586.00 FEET FROM THE NORTHWEST CORNER OF SAID SECTION 32; THENCE SOUTH 89°54'40" EAST, ALONG THE NORTH LINE OF THE NORTH QUARTER OF SECTION 32, A DISTANCE OF 440.16 FEET TO THE NORTHEAST CORNER OF THE NORTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 32; THENCE SOUTH 0°00'58" WEST ALONG THE EAST LINE OF THE NORTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 32, A DISTANCE OF 329.40 FEET TO THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 32, THENCE NORTH 89°54'36" WEST ALONG THE SOUTH LINE OF THE NORTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 32, A DISTANCE OF 24.64 FEET TO A POINT ON THE NORTHEASTERLY ONE HUNDRED FOOT RIGHT-OF-WAY LINE OF THE STEWART ROAD; THENCE NORTH 51°32'00" WEST ALONG SAID NORTHEASTERLY RIGHT OF WAY LINE, A DISTANCE OF 530.58 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM ALL OIL, GAS AND OTHER MINERAL DEPOSITS, AS RESERVED IN THE PATENT RECORDED JUNE 10, 1960 IN BOOK 85, PAGE 566, DOCUMENT NUMBER 32572 OF DEED RECORDS.

NOTE: THE ABOVE METES AND BOUNDS DESCRIPTION APPEARED PREVIOUSLY IN THAT CERTAIN DOCUMENT RECORDED FEBRUARY 25, 2005 AS DOCUMENT NUMBER 332432 OF OFFICIAL RECORDS.

APN: 009-193-01

437831



RECEIVED
JUN 01 2007
CARSON CITY
PLANNING DIVISION

CARSON CITY, NEVADA

CONSOLIDATED MUNICIPALITY AND STATE CAPITAL
DEVELOPMENT SERVICES

★ CLERK ★
FILED
Time 4:16p
MAY 22 2007
By K. King
Deputy
Carson City, Nevada

BOARD OF SUPERVISORS

- March 15, 2007 - Tentative Map & Right-Of-Way Abandonment
- April 5, 2007 - Zoning Map Amendment

NOTICE OF DECISION

A request for approval of an application for a Tentative Planned Unit Development known as Ross Park PUD from Randall Long of Lumos & Associates (property owner: Ross Park LLC) to allow 23 single family detached units on 1.24 acres with associated **Variances** to allow a reduction of the required 20 foot periphery PUD setback, a reduction of required MFA setbacks, a reduction of the MFA standard lot area from 6,000 square feet to 750 square feet, a reduction of the MFA required lot width of 60 feet to a lot width of 25 feet, and a reduction of the minimum PUD site area from 5 acres to 1.24 acres and an Abandonment of a 5 foot right-of-way approximately 290 feet in length of California Avenue and a 5 foot right-of-way approximately 350 feet in length of E. Appion Way and a **Zoning Map Amendment** to change the zoning from Single Family One Acre (SF1A) to Multi-Family Apartment-Planned Unit Development (MFA-PUD) on property currently zoned Single Family One Acre (SF1A) located at 4749 Snyder Avenue, APN 009-193-01.

The Board of Supervisors conducted a public hearing on March 15, 2007, in conformance with City and State legal requirements, and approved the Tentative Planned Unit Development (File TPUD-07-010) based on the findings contained in the staff report and subject to the following 54 conditions of approval, 2 stipulations; approval of Right-Of-Way Abandonment (AB-07-011) based on findings contained in the staff report and subject to the following 5 conditions of approval; and approval of first reading of the Zoning Map Amendment (ZMA-07-009) based on the findings in the staff report.

The Board of Supervisors conducted a public hearing on April 5, 2007, in conformance with City and State legal requirements, and approved the Second Reading of the Zoning Map Amendment (ZMA-07-009) based on the findings in the staff report.

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CONDITIONS OF APPROVAL:

The following shall be completed prior to construction permit or final map.

1. The final map shall be in substantial accord with the approved Tentative Map and the Tentative Map shall be signed by the Mayor, Planning Commission Chairman and the Planning Director.
2. The applicant must sign and return the Notice of Decision/conditions of approval within 10 days of receipt of notification. If the Notice of Decision is not signed and returned within 10 days, the item may be rescheduled for the next Planning Commission meeting for further consideration.
3. Water, sewer and traffic reports shall be reviewed and approved by the City Engineer. A formal letter of acceptance is required. Recommendations of these reports shall be included in the subdivision improvements.
4. Final improvement plans for the development must be prepared in accordance with CCDS Division 19 and the Standard Specifications and Details for Public Works Construction, as adopted by Carson City.
5. The applicant must adhere to all Carson City standards and requirements for water and sewer systems, grading and drainage, and street improvements, as outlined in the Development Standards and other applicable Divisions and as required by the Standard Specifications and Details for Public Works Construction, as adopted by Carson City. No deviations from the standards are allowed unless specifically noted on the approved tentative map.
6. A stand alone Operation and Maintenance (O&M) manual shall be prepared for private storm drainage facilities, submitted to the City for review and acceptance prior to recording of the final map. This manual will assist the homeowners association with required maintenance.
7. The applicant must obtain a dust control and storm water pollution prevention permit from the Nevada Division of Environmental Protection (NDEP). The site grading must incorporate proper dust control and erosion control measures.

The following shall be specific revisions to the Tentative Map:

8. The revised tentative map shall be reviewed and signed by the Planning Director and City Engineer prior to improvement plan submittal.
9. The map shall contain the following note: "A blanket PUD is hereby granted in the common areas for the exclusive purpose of allowing installation and maintenance of utility facilities to each lot at locations mutually agreed upon by the owner of record at the time of installation and the utility company."

10. All streets shall include streetlights, per City standards. All internal lighting must be designed at a pedestrian scale and shall be reviewed and approved by the Planning Division.
11. Maintenance of on-site improvements including alleyways, pedestrian walkways, storm drainage facilities, water, sewer, landscaping and common areas will be the responsibility of the homeowners association. Snow plowing of on-site areas will also be the responsibility of the homeowners association. This notation will be included in the home owners CC&R's.
12. The survey description shall be broken down into 40-acre 1/4 quarter section. This site is located in the NE quarter of the NE quarter of the referenced section.
13. The map shall reflect that any common landscaped areas, including those within the right-of-way, are to be maintained by the homeowners association and not by Carson City.
14. The revised tentative map must reflect all exterior landings, porches, cantilevers, etc. The tentative map shall accurately follow all components of the structure. If the property line is to be the footprint of the structure, it must accurately follow all components of the structure.
15. Show all necessary right-of-way dedication at the property corners in order to accommodate the intersection radii at back of sidewalk.
16. Provide a proposed cross-section for Snyder Avenue improvements.
17. Show intended locations of street lights.
18. Show locations of mailboxes. Mail cluster boxes shall be dispersed throughout the project. The locations shall be approved by the Engineering Division, Planning Division and the United States Postal Service.

The following shall be completed prior to final map:

19. Prior to submittal of any final map or parcel maps, Development Engineering shall review and approve all on-site and off-site improvements.
20. A "will serve" letter from the water and wastewater utilities must be provided to the Nevada Health Division prior to approval of a final map.
21. Prior to the recordation of the final map for any phase of the project, the improvements associated with said phase must either be constructed and approved by the City, or the specific performance of said work secured by

providing the City with a proper surety in the amount of 150% of the engineer's estimate. In either case, upon acceptance of the improvements by the City, the developer shall provide the City with a proper surety in the amount of 10% of the engineer's estimate to secure the developer's obligation to repair defects in workmanship and materials which appear in the work within one year of acceptance by the City.

The following shall be included with the design of construction/improvement plans:

22. Street lighting is required along all frontages in accordance with Carson City Development Standards (CCDS) 12.14.
23. In accordance with CCDS 12.10 and 12.11.10, pavement sections shall be based on sub-grade strength values determined by Resistance Value or California Bearing Ratio (CBR) as shown in the Soils Engineering Report. Refer to CCDS Division 17 for soils report requirements. In no case shall the proposed pavement section be less than the minimum section prescribed in standard drawing C-1.11.
24. Complete reconstruction is required on Appion Way and California Street due to the poor condition of existing roadways. This will require removal of all existing pavement and may require removal of existing gravel base if it does not meet Type 2, Class B specifications. The new street section shall be graded with 2% standard crown located at the right-of-way centerline.

The required Appion Way frontage improvements shall consist of urban half-street improvements south of the right-of-way centerline, and rural half-street improvements north of centerline. The urban improvements shall consist of 17' pavement with curb, gutter and sidewalk. This will accommodate on-street parking and an eastbound travel lane. The rural improvements shall consist of 10' of pavement with a 4' gravel shoulder. This will accommodate the westbound travel lane.

The required California Street frontage improvements shall consist of urban half-street improvements west of the right-of-way centerline, and rural half-street improvements east of centerline. The urban improvements shall consist of 17' pavement with curb, gutter and sidewalk. This will accommodate on-street parking and a southbound travel lane. The rural improvements shall consist of 10' of pavement with a 4' gravel shoulder. This will accommodate the northbound travel lane.

25. Accessible curb ramps are required at driveways and intersections to meet current ADA standards.
26. Improvements to Snyder Avenue will require NDOT approval.

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27. Storm drainage facility improvements shall be designed in accordance with CCDS Division 14. A Technical Drainage Study is required with submittal of Improvement Plans in accordance with CCDS 14.9 through 14.10.
28. On-site storm runoff detention shall be sized to limit flows from a 5-year storm (Q5) to the pre-developed condition in accordance with CCDS 14.1.8.
29. Water mains shall be extended along all street frontages in accordance with CCDS 15.1.1. In addition, off-site extension of water main (approximately 350 feet) is required along California Street to connect to existing water main at Willow Street.
30. Private sewer mains may be located within the private alleyways, with maintenance responsibility solely by the homeowners association.

The following must be submitted or included with the final subdivision map:

31. These notes shall be added to the final map:
 - A. "These parcels are subject to Carson City's Growth Management Ordinance and all property owners shall comply with provisions of said ordinance."
 - B. "All development shall be in accord with Tentative Map (TPUD-07-010)."
32. All street names shall be reviewed and approved by Carson City's GIS Department. The approved names shall be shown on the final map.
33. All final maps must be substantially in accordance to the Director's satisfaction with the approved tentative map.
34. All other departments and State agencies conditions of approval, which are attached, shall be incorporated as conditions of approval.
35. A copy of the signed Notice of Decision.
36. Evidence from the City Health Department and Fire Department that the applicable department's requirements have been satisfied, including but not limited to the location of all fire hydrants.

The following are general conditions:

37. All disturbed areas are required to have a palliative applied for dust control. Any and all grading must comply with State and City regulations.
38. Building permits for home construction shall not be issued until streets and

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infrastructure improvements are deemed substantially complete by the City Engineer.

39. Hours of construction shall be limited from 7:00 a.m. to 7:00 p.m., Monday through Friday, and 7:00 a.m. to 5:00 p.m. on Saturday and Sunday. If the hours of construction are not adhered to, the Carson City Building Department will issue a warning for the first violation, and upon a second violation, will have the ability to cause work at the site to cease immediately.
40. A Final Subdivision Map for the property must be recorded within two years of the date of Tentative Subdivision Map approval by the Board of Supervisors. The applicant is responsible for complying with the required conditions of approval and submitting a final map that complies with all conditions of approval at least 30 days prior to the tentative map expiration date. A one-year extension of the tentative map approval period may be granted by the Board of Supervisors upon written request at least 30 days prior to the tentative map expiration date.
41. No parking is allowed on any private street/alleyway and enforced by the development's homeowners association through the CC&R's.
42. Placement of all utilities, including AT&T Cablevision shall be underground within the subdivision. Any existing overhead facilities must be relocated prior to the submittal of a parcel map or preferably final maps.
43. The maximum number of residential lots is 23 for Ross Park. Any increase will require a new tentative map.
44. Application TPUD-07-010 is subject to the approval of application AB-07-011 and application ZMA-07-009.
45. Building plans for individual units shall be in substantial compliance with plans submitted with the tentative PUD application.
46. The Planning Director and the District Attorney's Office shall approve the development's CC&R's prior to the recording of the first final map.
47. All fencing shall meet the requirements of CCMC Development Standards Division 1.
48. All lot areas and lot widths shall meet the Planned Unit Development and Zoning requirements approved as part of this tentative map with the submittal of any parcel map or preferably final map. **437831**
49. With the submittal of any parcel map or preferably final maps, the applicant shall provide evidence to the Planning Division from the Health and Fire

Departments indicating the agencies' concerns or requirements have been satisfied. Said correspondence shall be included in the submittal package for any parcel map or preferably final maps, and shall include approval by the Fire Department of all hydrant locations.

50. Prior to submittal of the final map the applicant must consult with Carson City School District regarding a centralized school bus stop location and provide said information to the Planning Division at the submittal of the final map.
51. The Unified Pathways Master Plan identifies Snyder Avenue as a proposed bicycle lane facility.

As a result, The Parks and Recreation Department would request that the Planning Commission require the developer to provide a 5 foot wide on-street bicycle lane with the development's required half-street frontage improvements.

52. The residential units within the development will be subject to the collection of Residential Construction Tax. These funds will be collected and used for new park amenities and facility construction throughout Carson City's park system.
53. Exterior building colors should blend with surrounding development and not cause abrupt changes. Primary building surfaces (excluding trim areas) should be muted or earth-tone in color. Bold colors shall be avoided except when used as accent or trim. The exterior building elevations will be subject to the review and approval of the Planning Division.
54. Ross Park will utilize lighting options which include Sierra Pacific street lights. The lighting fixtures include a variety of designs which Sierra Pacific designs, installs, operates and maintains. All fixtures will incorporate cut-off options supporting the "Dark Skies" initiative.

Stipulations:

1. The applicant will work with the Planning Division staff to improve the street landscaping treatment on the eastern boundary of Ross Park, which will result in an increased sensitivity to the rural property to the east.
2. The applicant will work with the Planning Division staff and Engineering Division staff to address the potential impacts of the residents of the Ross Park's **inappropriate** use of street parking on East Appion Way and California Street through the CC&R's.


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APPROVAL:

1. Applicant shall provide all corrected legal descriptions, survey information and documentation necessary for the recordation of this action.
2. Applicant shall provide required documents and exhibits for the abandonment of the existing public utility easements behind the right-of-way being requested for abandonment. Easement abandonment applications are available at the Planning Division. Prior to recordation of the right-of-way abandonment, the abandonment of public utility easement application and related documents must be reviewed and approved for recordation by the City.
3. Applicant shall provide required documents and exhibits to dedicate new public utility easements behind the new right-of-way lines. Dedication documents and exhibits shall be submitted and approved for recordation by the City prior to recordation of the abandonment of public right-of-way.
4. This abandonment is for :

APN: 009-193-01:
 - The total of the proposed East Appion Way abandonment is approximately 1,877 square feet more or less.
APN: 009-193-01:
 - The total area of the proposed California Street abandonment is approximately 1,372 square feet more or less.
5. Public utility easements will be maintained over the subject right-of-way for the continued provision and maintenance of existing utilities or until additional written information is provided to document otherwise.

These decisions were made on a vote of 3 ayes, 1 nay, 1 absent/abstain.


Walter A. Sullivan, AICP
Planning Director

Mailed 5/23/07, By 12117

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Notice of Decision
March 15, 2007 - Tentative PUD Map & Right-of-Way Abandonment
April 5, 2007 - Zoning Map Amendment

**PLEASE SIGN AND RETURN THIS NOTICE OF DECISION
WITHIN TEN DAYS OF RECEIPT.**


Ernest R. Flores
APPLICANT and/or OWNER SIGNATURE

5/29/07
DATE

Ernest R. Flores
(Applicant and/or Owner Printed Name)

RETURN TO:

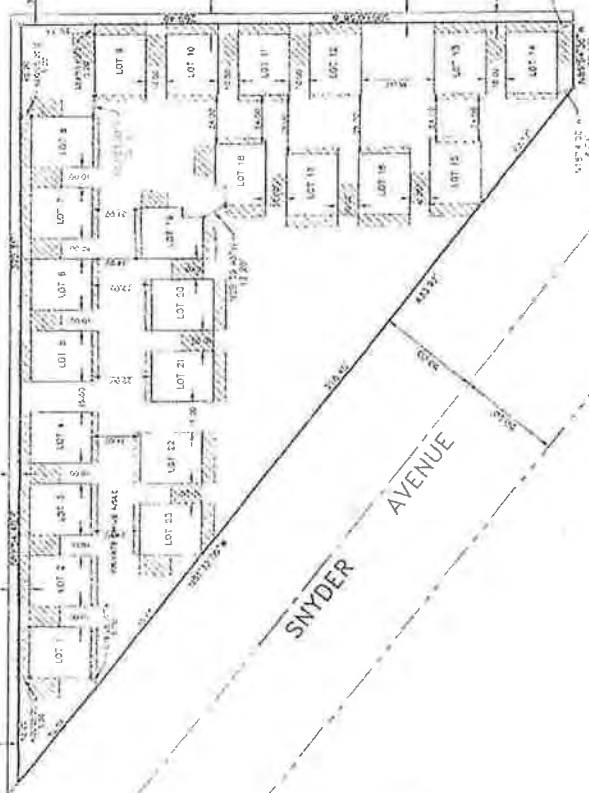
**Carson City Planning Division
2601 Northgate Lane, Suite 62
Carson City, NV 89706**

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E. APPION WAY

CALIFORNIA STREET

SNYDER AVENUE



LEGEND
 --- CONTOUR OF 3 FEET
 --- RIGHT OF WAY - R/W
 --- FUTURE PROPERTY LINE
 ○ DIMENSION POINT, NOTHING FOUND OR SET
 [Hatched Box] UNITED COMMON AREA

TENTATIVE MAP
 ROSS PARK P.L.U.D.
 SUBDIVISION OF APR 09-1922-01
 LOCATED WITHIN A PORTION OF THE NW 1/4 OF SECTION 32,
 T15 N., R27 E., M.20A N.
 CARSON CITY, NEVADA

DATE: 1-15-07
 JOB No. 6888.009
 Dwg. 688802101.dwg

FILE NO. _____
 SHEET 2 OF 3

REC'D FOR RECORDING BY _____ DAY OF _____
 CLERK OF THE COUNTY OF CARSON CITY,
 NEVADA

RECORDED AT THE REQUEST OF
 RECORDING, LLC
 A NEVADA LIMITED LIABILITY COMPANY

RECORDING FEE: _____

LUMOS
 REGISTERED PROFESSIONAL SURVEYOR
 LICENSE NO. 100000001

LOT 1E
 700 SQ. FT.
 TYPICAL FOR LOTS
 5 LOTS = 3,500 SQ. FT.

LOT
 700 SQ. FT.
 TYPICAL FOR LOTS
 12 LOTS = 8,400 SQ. FT.

CURRENT AREA	SQ. FT.	ACRES
RECORDS	54,525	1.25
COMMON AREAS	0	0.00
TOTAL COMMON AREA	54,525	1.25

CURRENT TOTAL COMMON AREA	SQ. FT.	ACRES
GENERAL COMMON AREA	30,575	0.70
UNITED COMMON AREA	+ 23,950	+ 0.55
TOTAL COMMON AREA	54,525	1.25

- NOTES:
1. SHOW PLOWING AND SNOW REMOVAL RELATIVE TO THE INTERIOR ALLEYWAYS FOUND IN THE SUBDIVISION WILL BE THE SOLE RESPONSIBILITY OF THE HOMEOWNERS ASSOCIATION FOR ALL COMMON AREAS.
 2. A COMMON ACCESS AND DRAINAGE, MAINTENANCE AND PUBLIC UTILITY EASEMENT IS HEREBY GRANTED FOR ALL COMMON AREAS.
 3. ON-SITE STORM DRAINAGE FACILITIES WILL BE PRIVATELY MAINTAINED BY THE HOMEOWNERS ASSOCIATION.
 4. ALL SITE IMPROVEMENTS ARE TO BE PRIVATELY MAINTAINED BY THE HOMEOWNERS ASSOCIATION.

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CARSON CITY BOARD OF SUPERVISORS
Minutes of the March 15, 2007. Meeting
Page 9

Discussion between Mayor Teixeira and City Manager Ritter indicated that Ms. Ritter owns kayaks but had not gone down the Canyon. Discussion also indicated that you should canoe/kayak with a partner and that individuals will leave their vehicles at both ends in order to enter the River at one location and have transportation back to the City. Shuttle services may be provided in the future. Additional comments were solicited but none were given.

Supervisor Livermore disclosed that Kevin Hill is looking at the opportunity to obtain Question 1 funds and that the soft costs will be shared by Carson City and Lyon County. The project is the only concept that he is aware of that is being coordinated by two Counties. For that reason State Lands is considering grant funding from Question 1 monies.

Supervisor Livermore moved to approve a Master Plan Amendment application from the Carson City Parks and Recreation Department amending the Unified Pathways Master Plan Element to incorporate the Carson River Aquatic Trail Master Plan, relocate a pathway identified on Arrowhead Drive to the south side of the Airport property, and make technical corrections including minor text and map revisions, File MPA 07-008. Supervisor Williamson seconded the motion. Motion carried 4-0.

RECESS: A recess was declared at 9:56 a.m. A quorum of the Board was present when Mayor Teixeira reconvened the meeting at 10:04 a.m. Supervisor Aldean was absent as previously indicated.

C. ACTION TO APPROVE THE FOLLOWING: TENTATIVE PLANNED UNIT DEVELOPMENT APPLICATION KNOWN AS ROSS PARK PUD FROM RANDALL LONG OF LUMOS AND ASSOCIATES (PROPERTY OWNER: ROSS PARK, LLC), TO ALLOW 23 SINGLE FAMILY DETACHED UNITS ON 1.24 ACRES WITH ASSOCIATED VARIANCES TO ALLOW A REDUCTION OF THE REQUIRED 20 FOOT PERIPHERY PUD SETBACK, A REDUCTION OF REQUIRED MFA SETBACKS, A REDUCTION OF THE MFA STANDARD LOT AREA FROM 6,000 SQUARE FEET TO 750 SQUARE FEET, A REDUCTION OF THE MFA REQUIRED LOT WIDTH OF 60 FEET TO A LOT WIDTH OF 25 FEET, AND A REDUCTION OF THE MINIMUM PUD SITE AREA FROM FIVE ACRES TO 1.24 ACRES AND AN ABANDONMENT OF A FIVE FOOT RIGHT-OF-WAY APPROXIMATELY 290 FEET IN LENGTH OF CALIFORNIA AVENUE AND A FIVE FOOT RIGHT-OF-WAY APPROXIMATELY 350 FEET IN LENGTH OF EAST APPION WAY AND A ZONING MAP AMENDMENT TO CHANGE THE ZONING FROM SINGLE FAMILY ONE ACRE (SF1A) TO MULTI-FAMILY APARTMENT - PLANNED UNIT DEVELOPMENT (MFA-PUD) ON PROPERTY CURRENTLY ZONED SINGLE FAMILY ONE ACRE (SF1A) LOCATED AT 4749 SNYDER AVENUE, APN 009-193-01. (FILE TPUD-07-010163) (9:02:57) - Lumos and Associates Representative Randall Long, Architect Jeff Frame, Deputy City Engineer Jeff Sharp, Public Works Director Andrew Burnham, Applicant's Attorney Joan Wright, Senior Planner Jennifer Pruitt - Mr. Long agreed with the "huge" staff report with stipulations. They agree with the Planning Commission's comments regarding additional landscaping on California and to agree to address parking requirements under Condition 46 of the CC&Rs. Otherwise, they agree to all of the conditions in the staff report and request that the approval be subject to those verifications. A power point program was used to explain the project including the location, how development occurred, examples

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illustrating the concepts that are found in the surrounding area, structure designs, and the site plan. Discussion pointed out that the Homeowners Association will handle the streets including their maintenance and snow plowing. Mr. Long continued with his power point and explanation of the pedestrian entry way, the breezeway linkage to the private drives and common areas, the amenities including the open space park area, landscaping, and the 30-foot buffer. Mayor Teixeira pointed out that the developer will obtain the right-of-way encroachment permit from NDOT for the use of the buffer area. Once the area is planted, the homeowners' association will maintain the landscaping. Mr. Frame also agreed that this is not a stipulation. The size and design of the structures were explained. Discussion indicated that the ten feet between structures is considered the courtyard area. It will have a six-foot fence. Mr. Sullivan indicated that if the current developer flips the property, the new developer will be required to construct the project as described unless the Planning Commission approves the revisions/modifications. Mr. Frame continued his explanation of the structures.

Mr. Sullivan indicated that staff will support the Applicant's request for a right-of-way encroachment permit on Snyder. Justification for the support was provided. Mr. Sharp explained staff's recommendation that the Applicant pursue having parking along Snyder. NDOT will have to approve this program. Staff will support the Applicant's permit request before NDOT. The plan provides on-street parking on California and Appion. The Applicant has agreed to make improvements to Appion. Appion is in bad shape. The street was previously dedicated to the City. Mr. Long explained that verbal communications with NDOT have indicated that NDOT is opposed to allowing parking along Snyder. Mayor Teixeira asked that they obtain the objection in writing. Mr. Burnham explained discussions that have been going on with NDOT regarding the street. The current plan is to have the City write the permits for NDOT. They will sign the permits and defer to the City's requests. The agreement regarding this program will be considered by RTC in May and the Board by June. Mayor Teixeira indicated that the program will depend on the minute details. He questioned the reasons for doing it if the City does not gain anything. The City has already mortgaged its gas tax. Mr. Burnham indicated that NDOT recognizes that the gas tax is being used for the freeway. They have allegedly said that we are paid in full and can stop paying. An agreement to this effect has not "come forward" as yet. Mayor Teixeira questioned NDOT's reasons for objecting to the plan as the developer will upgrade the area and maintain the landscaping. NDOT does not have the funds to do it. Mr. Burnham agreed. Mr. Sharp explained that the NDOT right-of-way is 100 feet wide. The roadway does not require a lot of space. There is lots of room for parking. Mayor Teixeira pointed out that the objection is similar to the plan to put parking along William Street in an area that was located in Mills Park. NDOT originally had objections to that concept.

Mr. Long indicated that the plan exceeds the open space requirement. He then continued his explanation of the site amenities and highlighted the key elements of the CC&Rs. Discussion indicated that the Association will have the right to tow vehicles parked on the streets. Ms. Wright explained that the CC&Rs will contain language that allows the Association to have the vehicles towed. The vehicle's owner will be responsible for the costs incurred to do so. Justification for prohibiting parking on the project's streets were explained. Adequate parking is available on California and Appion. She emphasized that the CC&Rs are strong. Supervisor Livermore noted that there are 27 parking spaces on California and Appion. He wondered how long it will be before the residents begin to use the parking at Ross Gold Park for their

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personal use. He asked that the CC&Rs include a prohibition against parking at the park. Justification for his concern was provided by explaining the problems encountered at Palo Verde. Ms. Wright agreed to add the prohibition. She felt that the City could control the parking at Ross Gold Park. They do not believe that they have a parking problem as they meet the Code requirements. She, again, agreed to attempt to expand the parking restrictions to include Ross Gold Park. Supervisor Staub supported Supervisor Livermore's comments and concern due to his belief that when the two-car garage is full of toys/other items, people will seek additional parking areas, i.e., Ross Gold Park. Ms. Wright indicated that the CC&Rs can mention no residential parking on California and Appion as well as at Ross Gold Park. She felt that the City already has signs prohibiting overnight parking at the park. Mayor Teixeira also supported emphasizing the prohibition in the CC&Rs. He pointed out that the park is located across from the proposed development. The children will use the park for recreational purposes. It is an asset to the developer/development. He also hoped that the PUD owners do not restrict the recreational park users' parking ability. Ms. Wright concurred that it is an asset. Both Ms. Pruitt and Ms. Wright pointed out that the CC&Rs indicate the residents are to park in their garages. Supervisor Livermore explained that the City has received petitions indicating park users are parking in front of residences. There are 35 to 50 parking spaces at the park. The developer does not want the residents to use it for private purposes. Supervisor Williamson pointed out the desire to have the park be used. She felt that the residents of the development may want to use the barbeque facilities as their onsite facilities are limited. They may also have visitors who want to use the park. Comments indicated that there is no issue with uses of this type. The intent is to stop the residents' acquisition of the parking at the park for private purposes.

Mr. Long continued his summary of the CC&Rs indicating the landscaping easements, mandating that the units be owner occupied, and the dues. A land use map was used to illustrate the surrounding uses. Additional questions from the Board were solicited but none made.

Public comments were solicited. None were given. The Planning Commission had approved the application on a 4-3 vote. Ms. Pruitt felt that the Commissioners who opposed the PUD were concerned about the parking even though the project will meet Code requirements for parking. The surrounding neighbors were notified about the project. A few had looked at the plans. Their issues were primarily the parking and density of the project. Additional comments were again solicited but none given.

Supervisor Staub moved to approve a Tentative Map Planned Unit Development application known as Ross Park from Randall Long, Lumos and Associates, Inc., property owner Ross Park, LLC, consisting of 23 single family dwelling units and common open space on 1.24 acres located at 4749 Snyder Avenue, Assessor's Parcel Number 009-193-01 based upon 12 findings and subject to the recommended conditions of approval contained in the staff report and modification of Condition of Approval No. 24 and two stipulations made by the applicant and this motion shall also include the Applicant's agreement to address additional landscaping up along California Street and their agreement to address the parking comments under Condition No. 46 of the CC&Rs. Supervisor Livermore seconded the motion. The motion was voted by roll call with the following result: Supervisor Williamson - Yes; Mayor Teixeira - will go last; Supervisor Staub - Yes; Supervisor Livermore - Yes; Mayor Teixeira - disclosed having talked at length on not only this project but the prior project; could not understand why we can't even get just a little bit of, and you

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know Joan. I'd vote-. I told you to take it to the developer, give some guest parking, but I guess that this is out of their vocabulary, so once again I will vote no on the project. the motion passes 3-1. Clarification indicated that the zone change ordinance which is part of this application will be numbered 108.

(9:47:13) Following discussion of the motion and the need for additional actions. Supervisor Staub moved to consider the following Tentative Planned Unit Development application known as Ross Park PUD from Randall Long of Lumos and Associates, property owner: Ross Park, LLC, to allow 23 single family detached units on 1.24 acres with associated variances to allow a reduction of the required 20 foot periphery PUD setback, a reduction of required MFA setbacks, a reduction of the MFA standard lot area from 6,000 square feet to 750 square feet, a reduction of the MFA required lot width of 60 feet to a lot width of 25 feet, and a reduction of the minimum PUD site area from five acres to 1.24 acres and an abandonment of a five-foot right-of-way approximately 290 feet in length of California Avenue and a five-foot right-of-way approximately 350 feet in length of East Appion Way and a zoning map amendment to change the zoning from Single Family One Acre, SF1A, to Multi-Family Apartment - Planned Unit Development, MFA-PUD, on property currently zoned Single Family One Acre, SF1A, located at 4749 Snyder Avenue, APN 009-193-01, with the additions that the Applicant agrees to additional landscaping along California Street and agrees to address the parking comments under Condition 46 of the CC&Rs. Following a request for an amendment, Supervisor Staub amended his motion to approve the Tentative Planned Unit Development as indicated. Supervisor Livermore seconded the motion. Motion carried 3-1 with Mayor Teixeira voting Naye. Clarification also indicated that the zone change ordinance contained within this motion will be numbered 108.

7. PARKS AND RECREATION - OPEN SPACE - Manager Juan Guzman

A. DISCUSSION AND PRESENTATION REGARDING THE SHEEP AND FUELS REDUCTION PROJECT ALONG THE CARSON CITY WEST WILDLAND INTERFACE AREA PLANNED FOR SPRING 2007 (9:46:05) - Open Space Assistant Ann Bollinger reminded the Board of last year's fuel reduction project. (9:50:27) Ms. Bollinger continued her explanation of the proposed fuel reduction plan and the locations. Although the public is encouraged to come and look at the sheep, they were urged to leave their dogs at home. Justification for the request was limned. Discussion indicated that staff has discussed potential programs regarding the sheep. The Forest Service is very interested in having the informational programs. Discussion also noted that the cheat grass started growing due to the warm weather. The sheep, however, are not ready to be placed on the hillsides. The Forest Service cannot bring in the water tanks until the 24th. Depending on the environment, the sheep may arrive on the 28th. They will be removed when they stop eating the grasses. The grasses include both perennial species as well as cheat grass. Mayor Teixeira thanked her for the report and welcomed the sheep. No formal action was required or taken.

B. ACTION TO APPROVE THE OPEN SPACE WORK PROGRAM CONTAINING PROJECTS AND OPEN SPACE ACQUISITION PRIORITIES FOR CALENDAR YEAR 2007 (9:55:03) - Mr. Guzman's introduction included an indication of items which will be brought to the Board in the future. Mayor Teixeira requested that a report covering the ten years of activities, acquisitions, costs,

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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

Staff Contact: Susan Dorr Pansky (spansky@carson.org)

Agenda Title: For Possible Action: To introduce, on first reading, Bill No. _____, an ordinance to change the zoning from Single Family 6,000 (SF6) to Neighborhood Business (NB) on property located on Emerson Drive, APN 002-751-07. (ZMA-15-178)

Staff Summary: The existing single family residential zoning district for the subject property is not consistent with the Master Plan land use designation of Community/Regional Commercial. A commercial zoning district such as Neighborhood Business is more consistent with the Master Plan and would allow the applicant to apply for a Special Use Permit to develop the property as multi-family apartments.

Agenda Action: Ordinance - First Reading

Time Requested: 30 minutes

Proposed Motion

I move to introduce, on first reading, Bill No. _____, an ordinance to change the zoning from Single Family 6,000 to Neighborhood Business on property located on Emerson Drive, APN 002-751-07, based on the findings contained in the staff report.

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

The Planning Commission recommended approval of the proposed Zoning Map Amendment by a vote of 6 ayes, 0 nays and 1 absent.

Background/Issues & Analysis

The Board of Supervisors, pursuant to the Carson City Municipal Code, is required to take final action on all zoning map amendments. This is the first of two readings to amend the Title 18 City Zoning Map by ordinance. Please see the complete staff report to the Planning Commission for more information.

Attachments:

- 1) Ordinance
- 2) Planning Commission Case Record
- 3) Planning Commission Staff Report

Applicable Statute, Code, Policy, Rule or Regulation

CCMC 18.02.075 (Zoning Map Amendments)

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

- 1) Deny the Zoning Map Amendment
- 2) Refer the matter back to the Planning Commission for further review

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

ORDINANCE NO. 2016-__

BILL NO. __

AN ORDINANCE TO CHANGE THE ZONING OF APN 002-751-07, PROPERTY LOCATED ON EMERSON DRIVE FROM SINGLE FAMILY 6,000 TO NEIGHBORHOOD BUSINESS.

Fiscal Effect: None

THE CARSON CITY BOARD OF SUPERVISORS HEREBY ORDAINS:

SECTION I:

An application for a Zoning Map Amendment on Assessor’s Parcel Number 002-751-07, property located at Emerson Drive, Carson City, Nevada, was duly submitted by the Carson City Planning Division in accordance with Section 18.02.075, et seq. of the Carson City Municipal Code (CCMC). The request will result in the zoning designation of the subject parcel APN 002-751-07 changing from Single Family 6,000 (SF6) to Neighborhood Business (NB). After proper noticing pursuant to NRS 278 and CCMC Title 18, on January 27, 2016, the Planning Commission, during a public hearing, reviewed the Planning Division staff report, took public comment and voted 6 ayes, 0 nays and 1 absent to recommend to the Board of Supervisors approval of the Zoning Map Amendment.

SECTION II:

Based on the findings that the Zoning Map Amendment would be in substantial compliance with the goals, policies and action programs of the Master Plan, that the Amendment will provide for land uses compatible with existing adjacent land uses and will not have detrimental impacts to other properties in the vicinity; that the Amendment will not negatively impact existing or planned public services or facilities and will not adversely impact the public health, safety and welfare; and that the request satisfied all other requirements for findings of fact enumerated in CCMC Section 18.02.075(5), the zoning map of Carson City is amended changing the zoning of APN 002-751-07 from Single Family 6,000 (SF6) to Neighborhood Business (NB) on an approximately 5.5 acres or 239,580 square feet parcel as shown on “Exhibit A” attached.

PROPOSED this ____ day of _____, 2016.

PROPOSED BY Supervisor _____

PASSED on the ____ day of _____, 2016.

VOTE:

AYES: _____

NAYS: _____

ABSENT: _____

ROBERT L. CROWELL, Mayor

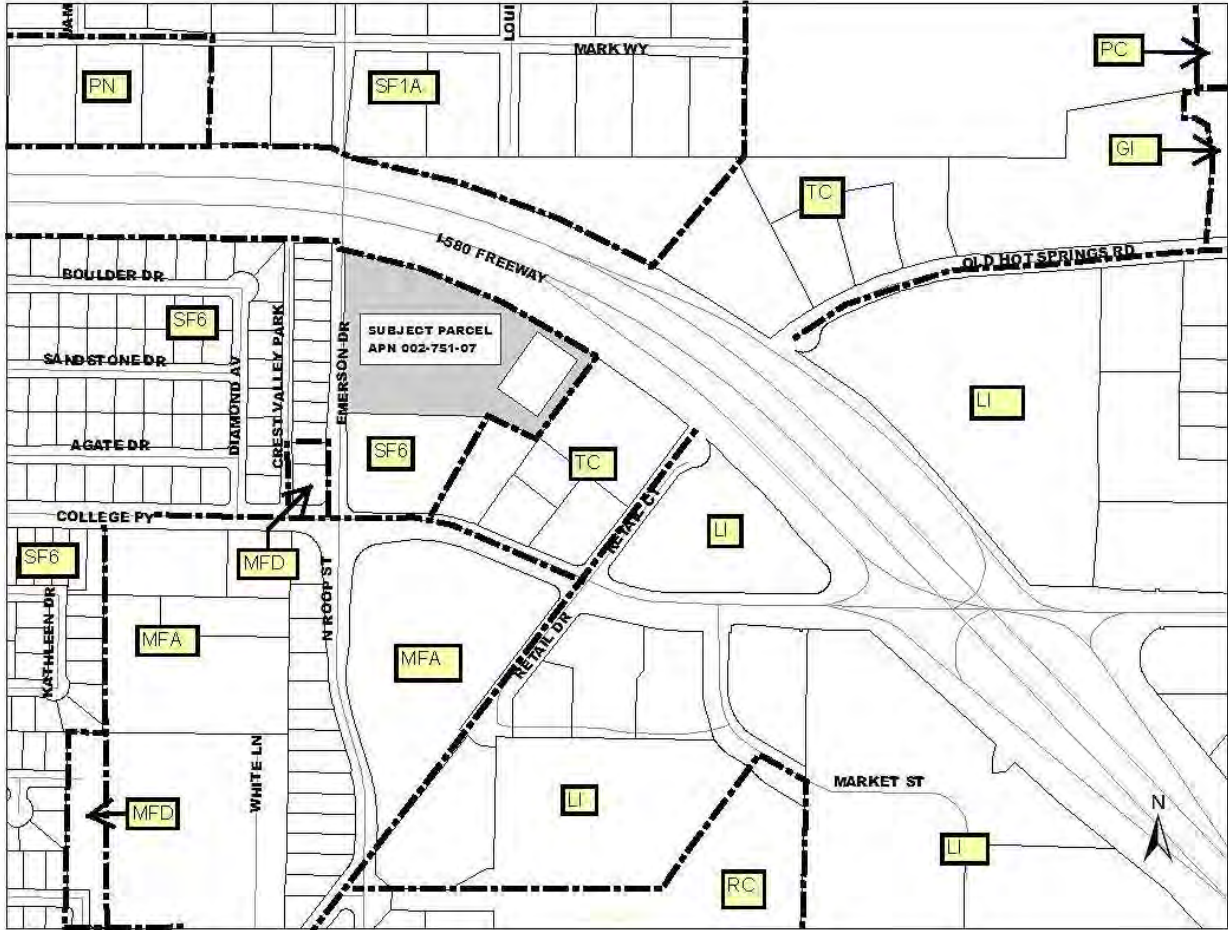
ATTEST:

SUSAN MERRIWETHER, Clerk-Recorder

This ordinance shall be in force and effect from and after the ____ of _____, 2016.

EXHIBIT A

EXISTING ZONING



CARSON CITY PLANNING COMMISSION

CASE RECORD

MEETING DATE: January 27, 2016

AGENDA ITEM NO.: F-4

APPLICANT(s) NAME: Ed Horan (Rubicon Design Group

FILE NO. ZMA-15-178

PROPERTY OWNER(s): Grantor Retained Annuity Trust c/o Dick Rottman, Trustee

ASSESSOR PARCEL NO(s): APN 002-751-07

ADDRESS: Emerson Drive

APPLICANT'S REQUEST: To recommend to the Board of Supervisors approval of a Zoning Map Amendment to change the zoning of property from Single Family 6,000 (SF6) to Neighborhood Business (NB).

COMMISSIONERS PRESENT: CASTRO ESSWEIN SATTLER

GREEN SALERNO OWEN MONROY

STAFF REPORT PRESENTED BY: Lee Plemel

REPORT ATTACHED

STAFF RECOMMENDATION: CONDITIONAL APPROVAL

APPLICANT REPRESENTED BY: Derek Wilson, Rubicon Design Group

X_ APPLICANT/AGENT WAS and PRESENT and SPOKE

[X] APPLICANT/AGENT INDICATED THAT HE/SHE HAS READ THE STAFF REPORT, AGREES AND UNDERSTANDS THE FINDINGS, RECOMMENDATIONS, AND CONDITIONS, AND AGREES TO CONFORM TO THE REQUIREMENTS THEREOF.

___ PERSONS SPOKE IN FAVOR OF THE PROPOSAL ___ PERSONS SPOKE IN OPPOSITION OF THE PROPOSAL

DISCUSSION, NOTES, COMMENTS FOR THE RECORD:

Esswein – Could we rezone the NV Energy property with the annual Master Plan clean up?

MOTION WAS MADE TO RECOMMEND APPROVAL WITH THE FINDINGS AND CONDITIONS AS ENUMERATED ON THE STAFF REPORT.

MOVED: Owen **SECOND:** Sattler **PASSED:** 6 /AYE /NO /ABSTAIN 1/ABSENT

STAFF REPORT FOR PLANNING COMMISSION MEETING OF JANUARY 27, 2016

FILE: ZMA-15-178

AGENDA ITEM: F-4

STAFF AUTHOR: Kathe Green, Assistant Planner

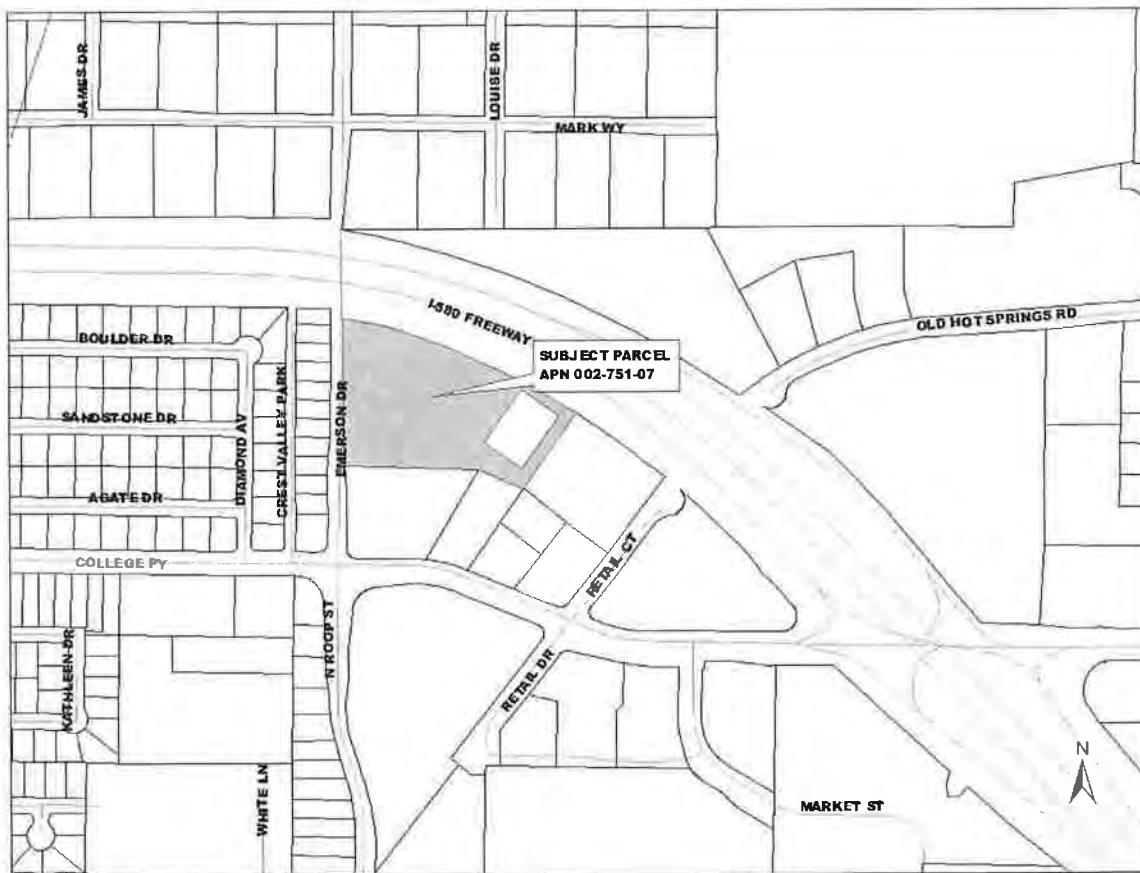
REQUEST: A Zoning Map Amendment request to change the zoning on a parcel from Single Family 6,000 (SF6) to Neighborhood Business (NB).

APPLICANT: Ed Horan

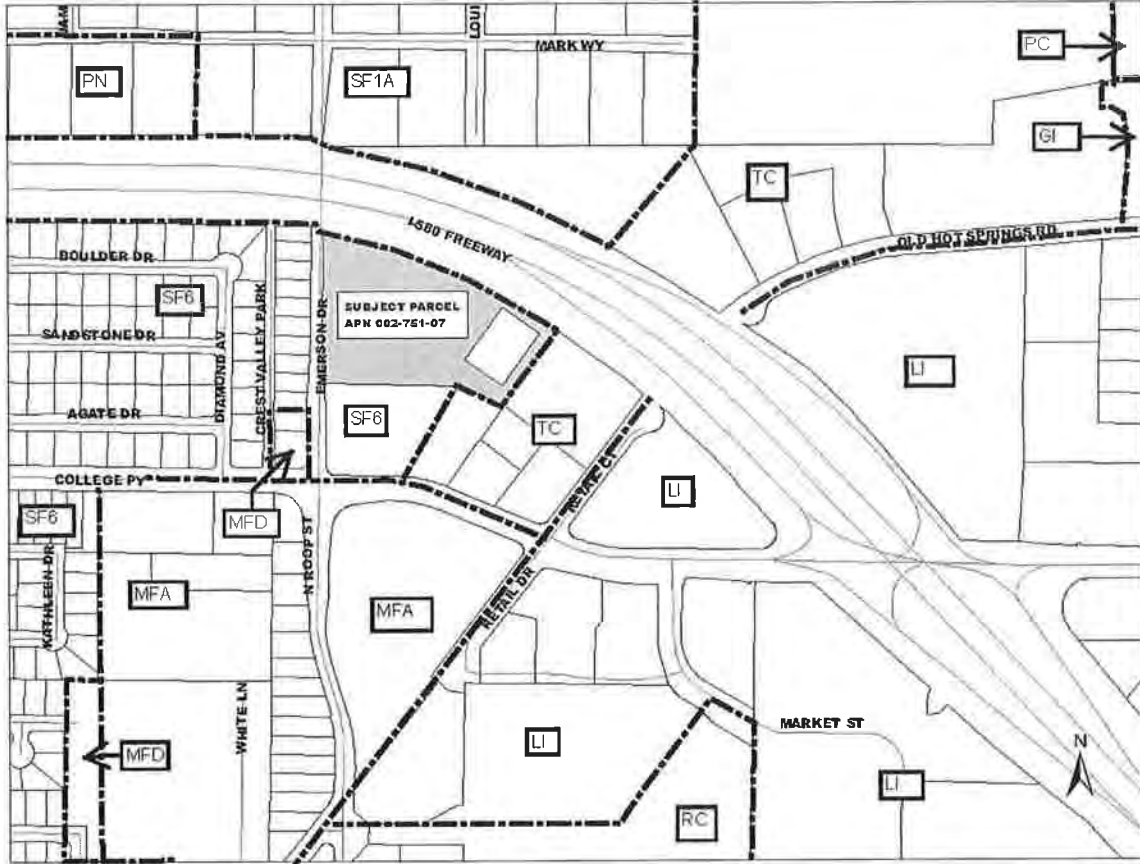
OWNER: Grantor Retained Annuity Trust, Dick L. Rottman, Trustee

LOCATION/APN: Emerson Drive/002-751-07

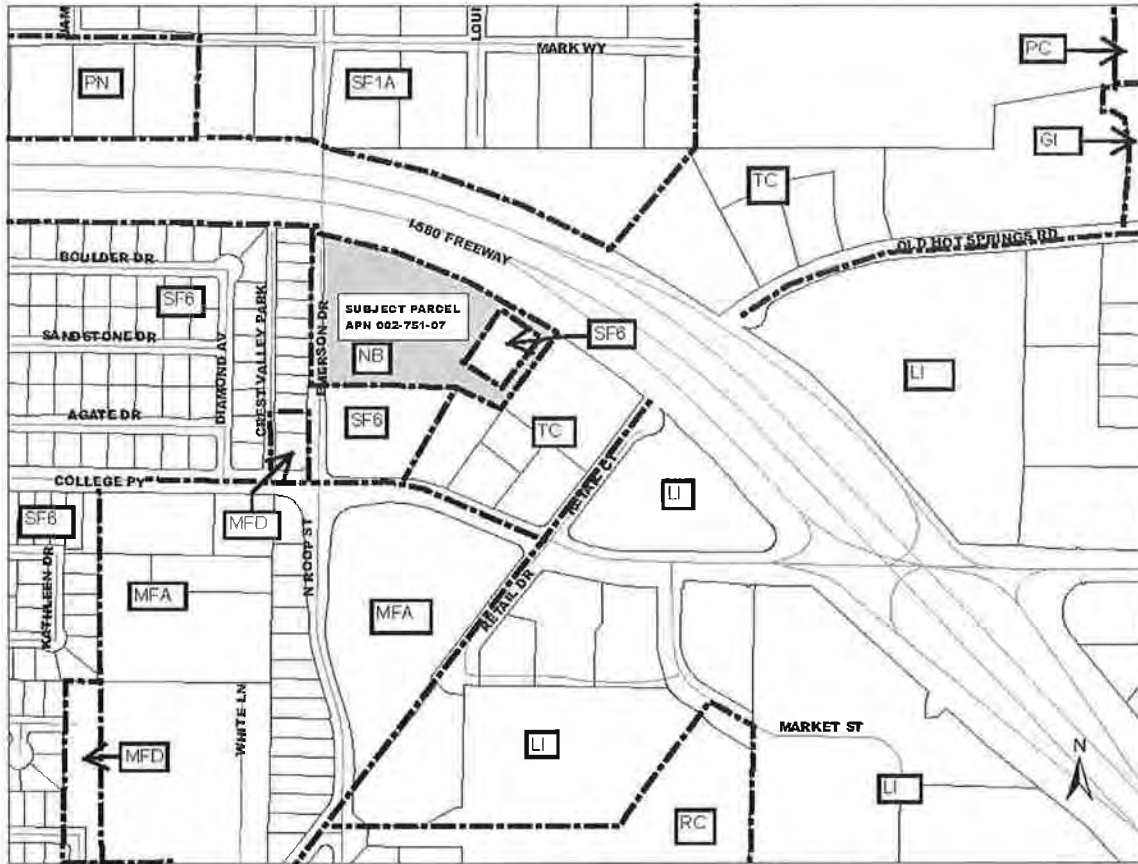
RECOMMENDED MOTION: “I move to recommend to the Board of Supervisors approval of ZMA-15-178, a Zoning Map Amendment to change the zoning of APN 002-751-07 from Single Family 6,000 to Neighborhood Business, on property located on Emerson Drive, based on the findings contained in the staff report.””



EXISTING ZONING



PROPOSED ZONING



LEGAL REQUIREMENTS: CCMC 18.02.050 (Review); 18.02.075 (Zoning Map Amendments).

MASTER PLAN DESIGNATION: Community/Regional Commercial (C/RC)

ZONING DESIGNATION: Single Family 6,000 (SF6)

PROPOSED ZONING DESIGNATION: Neighborhood Business (NB)

BACKGROUND:

The property under discussion is zoned Single Family 6,000 with a master plan designation of Community/Regional Commercial. The request under review is to change the zoning to Neighborhood Business. The current zoning of the property is not consistent with the master plan. This zoning change would align the master plan and zoning more closely. This property has also been impacted by the recent construction of the freeway to the north and northeast of the parcel. In addition, this parcel completely surrounds a parcel on which a utility substation is located on the eastern portion of this property.

DISCUSSION:

This proposal is to change the zoning of the subject parcel from Single Family 6,000 to Neighborhood Business. The applicant intends to propose a multi-family development at this location if this change of zoning to Neighborhood Business is approved. The applicant is aware that an additional review process through a Special Use Permit will be required to place residential uses on the site if this zoning request is approved. The current Single Family 6,000 zoning of the parcel does not allow multi-family apartments as an allowed or conditional use. The properties to the south and west are also zoned Single Family 6,000. The properties to the east and southeast are zoned Tourist Commercial, a zoning code which does not allow residential uses. The property to the southwest is zoned Multi-Family Duplex.

The applicant has submitted a request to allow a change of zoning to Neighborhood Business which would conditionally support multi-family apartment uses as well as the possibility of business uses on the site in compliance with allowed uses in the Neighborhood Business zoning district. The proposed change of zoning would support development of the site with uses which would be compatible with the area, while continuing a transition from business uses, to multi-family housing, to duplex housing, to single family housing. The location of this property to the south of the freeway, entirely surrounding an existing utility substation, north of an existing church and parking lot, and west of several businesses would make the development of the site with Single Family residences highly unlikely, while development of the site with proposed multi-family apartments would be a logical transition and provide additional housing in the vicinity.

The current designation of the property as a residential zone is in conflict with the underlying Master Plan designation of Community/Regional Commercial, while the proposed change of zoning to Neighborhood Business would be in compliance. The size of this property is 5.5 acres or 239,580 square feet. Development of the site would include curb, gutter and sidewalk improvements.

PUBLIC COMMENTS: Public notices were mailed to 30 adjacent property owners within 323 feet of the subject parcel in accordance with the provisions of NRS and CCMC 18.02.045 on January 8, 2016. As of January 14, 2016, no written comments have been received in opposition or support of this application. Any comments that are received after this report is completed will be submitted prior to or at the Planning Commission meeting, depending on their submittal date to the Planning Division.

OTHER CITY DEPARTMENT OR OUTSIDE AGENCY COMMENTS If the zoning change is approved the following will be required when the site is developed:

Engineering Division:

1. Half street improvements including curb, gutter and sidewalk will be required.
2. Capacity reports will be required to show that water and sewer infrastructure is adequate for this project.
3. Proper drainage must be addressed as part of this project.

Fire Department:

1. Project must comply with the 2012 International Fire Code and Northern Nevada amendments

Building Division: No concerns

Health Department: No concerns

Environmental Control: No concerns

FINDINGS: Staff recommends the following findings for approval pursuant to the Carson City Municipal Code Section 18.02.075(5), Zoning Map Amendments.

1. *The proposed amendment is in substantial compliance with the goals, policies and action programs of the Master Plan.*

Goal 1.2a —Promote infill and redevelopment in targeted areas

Goal 6.2a- —Promote compatible infill and redevelopment

Goal 9.3 —Maintain the quality and character of established neighborhoods

Policy 1.2a —Priority Infill and Redevelopment Areas

Policy 6.2a —Neighborhood Compatibility

Policy 9.3b —Compatibility of Infill and Redevelopment

Ensure that infill and redevelopment is designed in a manner that minimizes impacts on and is compatible with existing neighborhoods through the use of appropriate height and density transitions, similar setbacks and lot coverage, garage and loading area location and configuration, the development of park and recreational facilities, connectivity to existing neighborhoods by a pathways system, and other neighborhood specific design considerations.

This is an infill site. There is presently a utility substation completely surrounded by this parcel. This site is less desirable for development with single family residences as a result of the location of the substation, as well as the adjacent freeway to the immediate north of the site. This change of zoning is proposed on a site that is currently undeveloped, but which is already supplied by City services including connections to sewer, water and emergency services. The surrounding area has a mix of dwelling uses, varying from single, duplex and multi-family housing, along with a church, offices, fast food restaurant as well as the previously mentioned utility substation and freeway adjacent to the site.

The applicant is proposing development of the site with multi-family apartments if this change of zoning is approved. The setbacks for the Neighborhood Business require 30 feet if adjacent to a residential zoning district, an increase the requirement from Single Family 6,000, while the height is limited to 26 feet, the same as the allowed height in the current zoning district. However, additional height could be requested during the required review by Special use Permit for a multi-family apartment use in the Neighborhood Business zoning district, if the applicant prefers a multi-story project that exceeds 26 feet in height.

2. *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 zoning map amendment will provide for zoning that is compatible with existing and planned future uses on this and surrounding properties. The property is presently zoned Single Family 6,000, but the use of the properties surrounding this site limit the probability of the development of this site with single family residences. The adjacent freeway, utility substation, church, offices, businesses and fast food restaurant hinder the likely development of this site with single family homes in compliance with the current zoning designation. A mix of uses, including residential uses after approval of a Special Use Permit, could include multi-family apartments, and businesses are more likely to be developed on this site in the future if the requested change of zoning is approved.

3. 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 Neighborhood Business zoning designation is consistent with the use of this and surrounding property as the area is developed with a mix of uses, including single family, duplex, multi-family apartment, businesses, church, offices and fast food restaurant. All of these uses are allowed or conditional in the proposed Neighborhood Business zoning district. The intended development would not negatively impact existing or planned public services or facilities and would require setbacks which are in excess of those required for single family development in those areas where this parcel is adjacent to single family zoning unless a Variance is approved.

4. That sufficient consideration has been exercised by the applicant in adapting the project to existing improvements in the area.

Water, sewer and road facilities exist in the vicinity to serve the existing and any proposed development at this site. This request is not in conflict with any Engineering plans for streets or storm drainage. Surrounding properties in the vicinity are a mix of various types of dwelling units, including single family, duplex and multi-family residential uses, and business uses including offices, a church and a fast food restaurant, along with a utility substation and freeway. A zoning designation of Neighborhood Business rather than Single Family 6,000 would be in harmony with existing uses in the area as well as the proposed development of the site with multi-family housing.

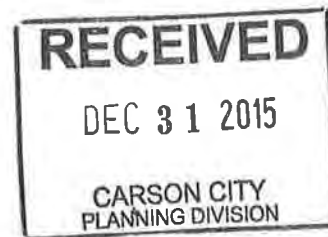
Attachments:

- Site Photos
- Engineering Division comments
- Fire Department comments
- Building Division comments
- Health Department comments
- Environmental Control comments
- Draft Ordinance
- Application ZMA-15-178









**Engineering Division
Planning Commission Report
File Number ZMA 15-178**

TO: Planning Commission

FROM: Rory Hogen, E.I.

DATE: Dec. 30, 2015

MEETING DATE: Jan. 26, 2016

SUBJECT TITLE:

Action to consider a change in zoning for parcel 02-751-07 on Emerson Dr just south of the freeway from Single Family 6,000 (SF6) to Neighborhood Business.

RECOMMENDATION:

The Engineering Division has no preference or objection to the zoning change requested with the following requirements:

1. Half street improvements including curb, gutter and sidewalk will be required.
2. Capacity reports will be required to show that water and sewer infrastructure is adequate for this project.
3. Proper drainage must be addressed as part of this project.

DISCUSSION:

The Engineering Division has reviewed the request within our areas of purview relative to adopted standards and practices and to the provisions of CCMC 18.02.075, Change of Land Use District and Code Amendments. The following discussion is offered.

CCMC 18.02.080(2a) - Adequate Plans

The information submitted by the applicant is adequate for this analysis.

CCMC 18.02.080 (5c) - Traffic/Pedestrians

The adjacent streets are adequate to handle existing development as well as any anticipated future development allowed within the requested zoning.

CCMC 18.02.080 (5d) - Public Services

Public Water and Sewer services are available for this site.



December 22, 2015

ZMA 15-178:

1. Project must comply with the 2012 International Fire Code and Northern Nevada amendments.

Dave Ruben

Fire Marshal
Carson City Fire Department
777 S. Stewart Street
Carson City, NV 89701

Direct 775-283-7153
Main 775-887-2210
FAX 775-887-2209

December 21, 2015

ZMA-15-178

Building has no comments.

Shawn Keating CBO

Building Official

Carson City Community Development Department

Web page <http://www.carson.org/index.aspx?page=172>

skeating@carson.org

Office 775-887-2310 X 7052

Fax 775-887-2202

Cell 775-230-6623

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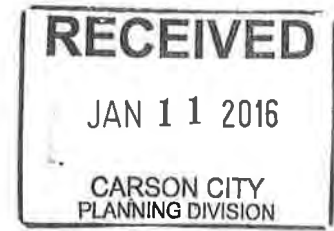
January 11, 2016

ZMA-15-178

Carson City Health and Human Services

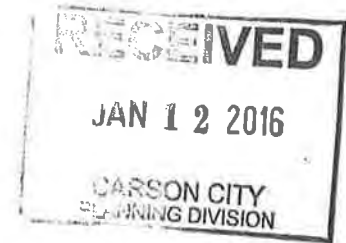
Carson City Health and Human Services has no concerns with this project.

Dustin Boothe, MPH, REHS
Carson City Health and Human Services
900 E. Long St.
Carson City, NV 89706
(775) 887-2190 ext. 7220



January 12, 2016

ZMA 15 178



No Comment from ECA

Mark Irwin

Senior Environmental Control Officer

Carson City Public Works

3305 Butti Way

Carson City, Nevada – 89701

Email - mirwin@carson.org

Phone Numbers

775-283-7380 (desk)

775-220-1417 (cell)

775-887-2164 (fax)

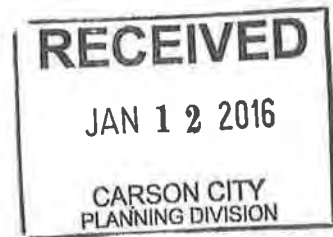
•Please Note•

Our current office hours are

Mon.-Thurs. 7:00 A.M. to 5:30 P.M.

January 12, 2016

SUP 15-179



No Comment from ECA

Mark Irwin

Senior Environmental Control Officer

Carson City Public Works

3305 Butti Way

Carson City, Nevada – 89701

Email - mirwin@carson.org

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•Please Note•

Our current office hours are

Mon.-Thurs. 7:00 A.M. to 5:30 P.M.

Emerson Drive Zoning Map Amendment

RECEIVED

MAY 28 2015

CANSON CITY
PLANNING DEPARTMENT

- ZMA - 15 - 178



Prepared by:



December 17, 2015

Job # 145-07

EMERSON DRIVE ZONING MAP AMENDMENT

Prepared for:

Ed Horan

829 Arlington Court

Reno, Nevada 89509

Prepared by:

Rubicon Design Group, LLC

100 California Avenue, Suite 202

Reno, Nevada 89509

(775) 425-4800

December 17, 2015

Emerson Drive Zoning Map Amendment

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Appendices:

Zoning Map Amendment Application
Owner Affidavit Forms
Applicant Acknowledgement Form
Proof of Property Tax Payment

Emerson Drive Zoning Map Amendment

Introduction

This application includes the following request:

- A Zoning Map Amendment to rezone 5.5± acres from SF6 to Neighborhood Business (NB).

Project Location

The project area is APN 002-751-07 and consists of 5.5± acres. The site is located on the east side of Emerson Drive, roughly 275' north of College Parkway. Interstate 580 forms the northern border of the property. To the south and east of the site are a mix of uses and regulatory zones, including a church (SF6 zone) and professional office, fast food, and a vacant parcel (Tourist Commercial zone). To the west is single family housing. Fully enclosed within the site is a separate parcel, owned by Sierra Pacific Power Company and containing an electrical substation. This separate parcel is not a part of this request. Figure 1 (below) depicts the project location.



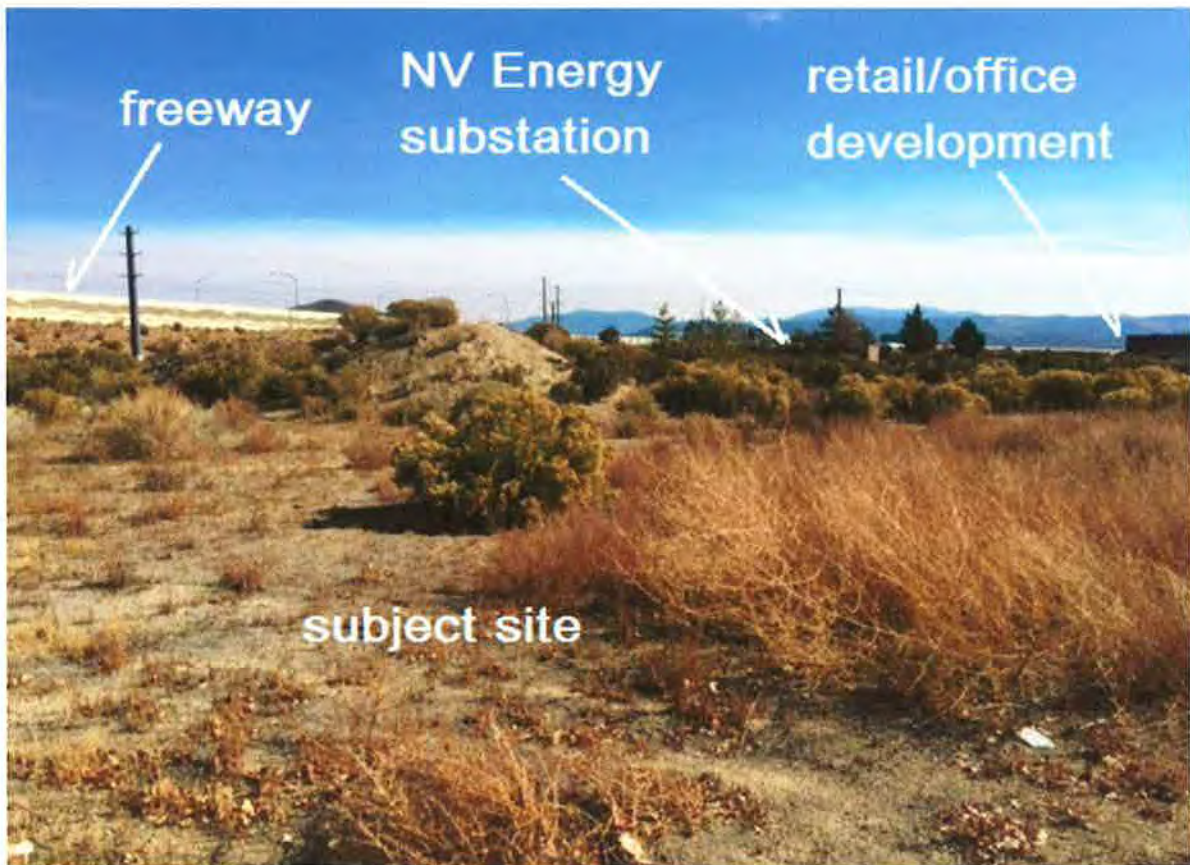
Figure 1 – Vicinity Map

Emerson Drive Zoning Map Amendment

Existing Conditions

Currently, the project site is vacant. It is level and at grade with the surrounding streets. It has been informally accessed over the years and used for temporary purposes such as dirt storage during freeway construction. There is a bike path adjacent to the project site, along the north boundary. This path will remain in place with this project and is considered an amenity that enhances the site.

The Sierra Pacific electrical substation that is located within the site will remain in place with this project. Access to the substation will remain. Figures 2 (below) and 3 (following page) depict the existing onsite conditions.



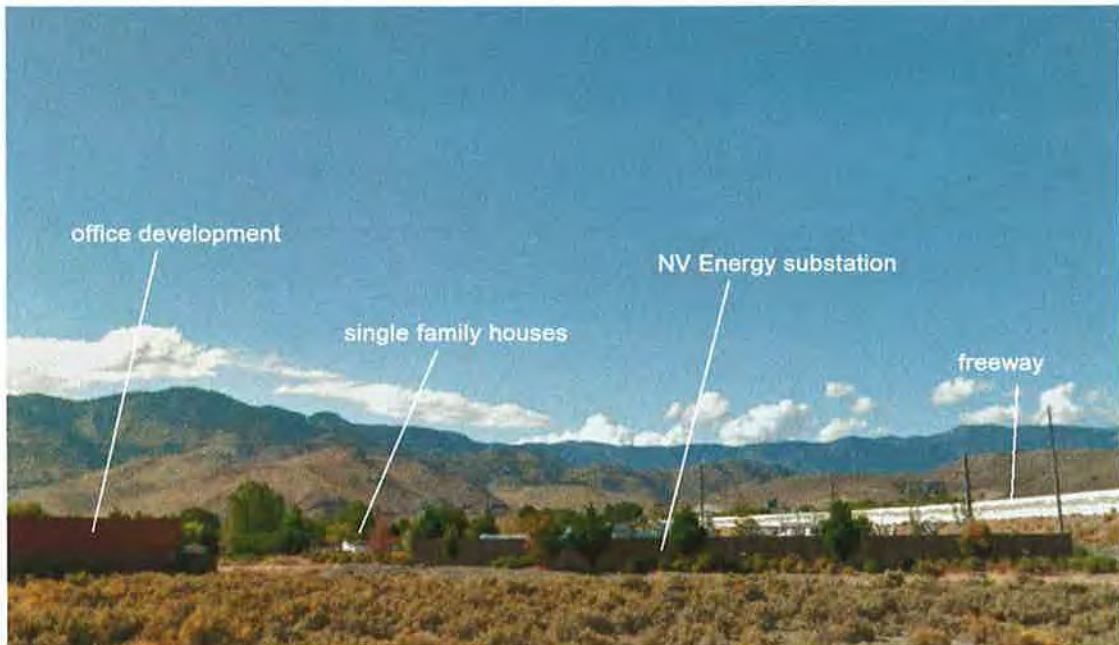
View across site, looking northeast from Emerson Drive

Figure 2 – Existing Conditions

Emerson Drive Zoning Map Amendment



View looking north across property with Emerson Drive on the left



View looking west across property, from eastern edge

Figure 3 – Existing Conditions

Emerson Drive Zoning Map Amendment

Request Summary

This application is for a Zoning Map Amendment (ZMA). The intended use of the property is multi-family housing. The requested NB zone would allow for retail uses. Retail uses are a possibility for the site, particularly if they can be coordinated with the existing retail/office development to the east. However, the current area-wide need for housing and the strong multi-family market forms the basis for this project. No development has not been designed at this stage. However, any multi-family project will require the approval of a Special Use Permit, under Carson City code. Therefore, a thorough review and public hearing will occur for the actual use, following this zone change process.

The request is to amend the existing zoning from SF6 to Neighborhood Business (NB). There is a mix of zoning in the area, including: Tourist Commercial (TC), Multi-Family Duplex (MFD), and Multi-Family Apartment MFA). Figure 4, below, shows the existing zoning.



Figure 4 – Existing Zoning

To the west of the site, across Emerson Drive, is single family zoning, with a small amount of multi-family. This neighborhood is fully built out and nothing in this area will be amended with this application. There are no houses directly contiguous to the site as they are separated from it by Emerson Drive. The northern

Emerson Drive Zoning Map Amendment

property boundary is occupied by the freeway and the southern and eastern boundary are zoned Tourist Commercial and contain a mix of uses including a church, offices, and a fast food restaurant.

It is important to note that this TC zoning has the potential for high-intensity development, including gaming, hotels, nightlife establishments, etc.

Given this existing zoning layout, the construction of a multi-family complex on the site would serve as a suitable transition area between the freeway, the TC zoning, and the existing single family housing to the west.

The SF6 zone that is contiguous to the project site on the south side is fully occupied by a church and parking areas. No single family homes are likely to be constructed on this site. The SF6 zone on the east side of Emerson (project parcel, church parcel, electrical substation parcel) are therefore not likely candidates for single family development due to existing development and adjacency to TC zoning. A standard planning practice in such a case is to use the zoning map to encourage transition zones that move from high intensity uses (TC), to medium intensity uses (multi-family), to low intensity uses (single family). That is exactly the goal this request is promoting.

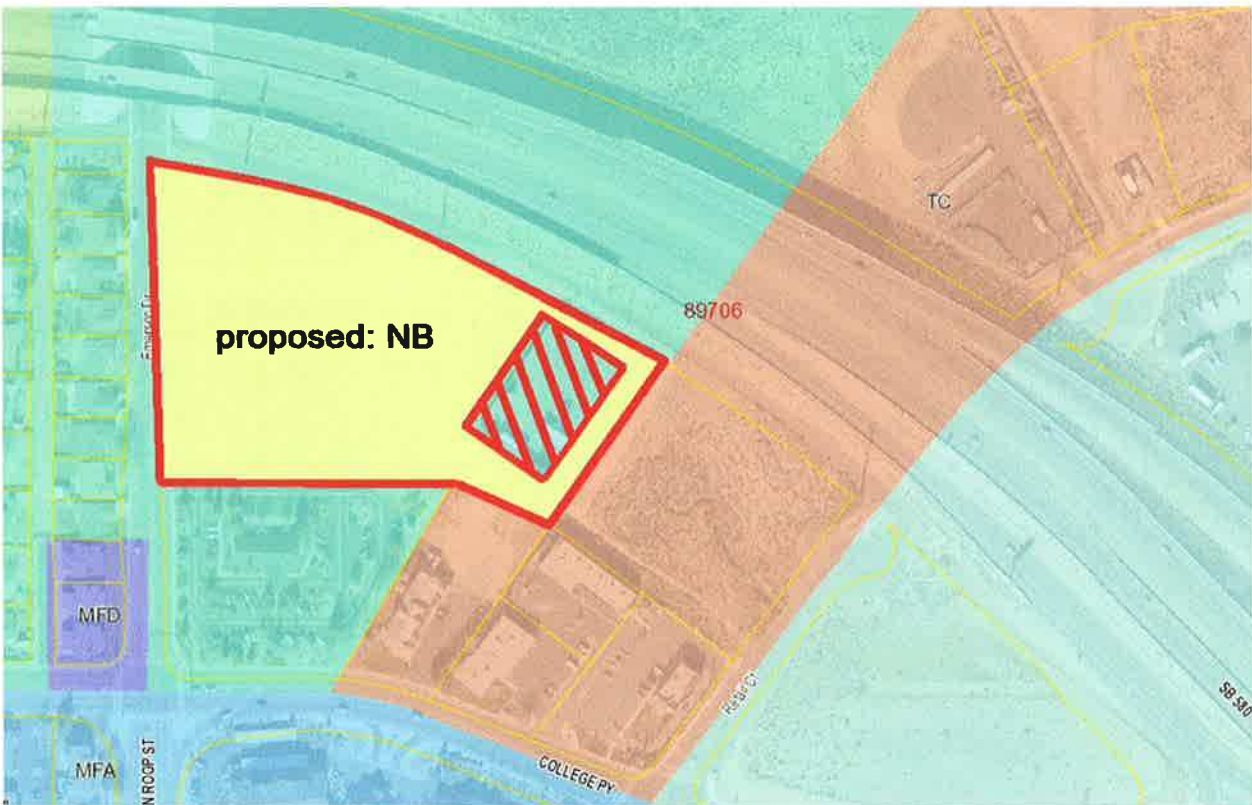


Figure 5 – Proposed Zoning

Emerson Drive Zoning Map Amendment

Conformance with Master Plan

The project site has a Master Plan designation of Community/Regional Commercial (C/RC). The adjacent church, office, and fast food parcels are also master planned C/RC. This designation is suitable for the office and retail uses and the TC zoning on these parcels is conforming. However, the SF6 zoning on the project site does not conform to the underlying Master Plan designation. The Carson City Master Plan identifies the following zones as suitable for a C/RC area: GC, RC, NB, TC. Note that single family residential zones are not included in this designation. This zoning map amendment seeks to replace a non-conforming zone (SF6) with a conforming zone (NB). This request is therefore a move toward greater conformity between the City's zoning code and the Master Plan.

Master Plan Policy Checklist

This section is taken directly from Carson City documents and forms part of both the *Master Plan Amendment and Zoning Map Amendment* application process. It also serves to address potential impacts generated by the MPA and ZMA requests. Responses to the checklist questions are included in this section and are printed in **bold type**.

PURPOSE

The purpose of a development checklist is to provide a list of questions that address whether a development proposal is in conformance with the goals and objectives of the 2006 Carson City Master Plan that are related to Master Plan Map Amendments and Zoning Map Amendments. This checklist is designed for developers, staff, and decision-makers and is intended to be used as a guide only.

Development Name: **Emerson Drive Zoning Map Amendment**

Reviewed By:

Date of Review:

DEVELOPMENT CHECKLIST

The following five themes are those themes that appear in the Carson City Master Plan and which reflect the community's vision at a broad policy level. Each theme looks at how a proposed Master Plan or Zoning Map Amendment can help achieve the goals of the Carson City Master Plan. A check mark indicates that the proposed amendment meets the applicable Master Plan policy. The Policy Number is indicated at the end of each policy statement summary. Refer to the Comprehensive Master Plan for complete policy language.

CHAPTER 3: A BALANCED LAND USE PATTERN

The Carson City Master Plan seeks to establish a balance of land uses within the community by providing employment opportunities, a diverse choice of housing, recreational opportunities, and retail services.

Is or does the proposed amendment:

✓ Discourage growth outside areas planned to be served by community water and wastewater facilities as identified in the Water and Wastewater Master Plans (1.1b)?

This application seeks to promote development on an infill site that is already served by infrastructure and

Emerson Drive Zoning Map Amendment

so this application directly promotes this Master Plan policy. The site has an intense Master Plan designation and so is considered suitable for development.

Promote infill and redevelopment in an identified priority area (1.2a)?

The project promotes infill development. However, it is not located in a priority area.

At adjacent county boundaries, minimize potential land use conflicts with adjacent properties (1.5a)?

Not applicable. The site is not adjacent to a county boundary so there is no potential for conflict.

Adjacent to State or Federal lands, ensure compatibility with planned adjacent uses and access (1.5b)

Not applicable.

Located to be adequately served by city services including fire and sheriff services, and coordinated with the School District to ensure the adequate provision of schools (1.5d)?

The site is surrounded by existing development and is therefore already served by City services. Access to the site is safe, convenient, and logical given the fully functional street network and easy access to College Parkway. The site is served by Carson City High School, Carson Middle School, and Fremont Elementary School, however the project site is not large enough to generate significant school demand. The site is 1.1 miles from Fire Station #2 and is served by City law enforcement. Ronald D. Wilson Memorial Park is an easy walk from the site.

Promote a citywide range of mixed-use, residential, commercial and employment uses at a variety of scales and intensities (2.1a)?

This project seeks to promote an increased mix of housing choices by making an infill site, which is close to employment areas, available for multi-family development.

In identified Mixed-Use areas, promote mixed-use development patterns as appropriate for the surrounding context consistent with the land use descriptions of the applicable Mixed-Use designation, and meet the intent of the Mixed-Use Evaluation Criteria (2.1 b, 2.2b, 2.3b, Land Use Districts)?

The site is not within an identified mixed-use area, however, it does provide for an increased range of housing choices.

Discourage rezoning of properties that create "friction zones" between adjacent land uses, particularly industrial and residential uses (2.1d)?

This zoning map amendment would remove a potential friction area by providing for a reasonable transition of uses between the existing TC zoning to the east and the single family zoning to the west.

Emerson Drive Zoning Map Amendment

- ✓ Encourage development outside the primary floodplain and away from geologic hazard areas (3.3d, e)?

The site is located away from known geologic hazards and it outside the floodplain.

- ✓ Provide for zoning consistent with the Land Use designation (Land Use table descriptions)?

The current zoning is not in conformance with the master plan designation. This project will therefore remove an existing non-conformity.

- ✓ Meet the location criteria for the applicable Land Use designation (Land Use descriptions)?

The intended use meets the locational criteria.

If located within an identified Specific Plan Area (SPA), meet the applicable policies of that SPA (Land Use Map, Chapter 8)?

The site is not within a Specific Plan Area.

CHAPTER 4: EQUITABLE DISTRIBUTION OF RECREATIONAL OPPORTUNITIES

The Carson City Master Plan seeks to continue providing a diverse range of park and recreational opportunities to include facilities and programming for all ages and varying interests to serve both existing and future neighborhoods. Is or does the proposed amendment:

- Provide opportunities to expand parks and recreation opportunities (4.2a)?

The project area is too small to offer recreation opportunities however, it is bordered by a bike trail.

- Consistent with the Open Space Master Plan and Carson River Master Plan (4.3a)?

The site is an infill opportunity. It is of modest size and is surrounded by existing development. It does not conflict with the Open Space Plan but it is also not ideally suited to promoting this Plan.

CHAPTER 5: ECONOMIC VITALITY

The Carson City Master Plan seeks to maintain its strong diversified economic base by promoting principles which focus on retaining and enhancing the strong employment base, include a broader range of retail services in targeted areas, and include the roles of technology, tourism, recreational amenities, and other economic strengths vital to a successful community.

Is or does the proposed amendment:

- Help maintain and enhance the primary job base (5.1)?

This amendment may contribute to a healthy job base by providing housing choices that are close to existing job centers.

Emerson Drive Zoning Map Amendment

- ✓ Encourage a citywide housing mix consistent with the labor force and non-labor force populations (5.1j)

This amendment directly addresses this policy by providing an enhanced mix of housing options. The site is intended for multi-family housing.

- Encourage the development of regional retail centers (5.2a)

The site is too small to provide regional retail and is not directly adjacent to a major roadway.

- Encourage reuse or redevelopment of underused retail spaces (5.2b)?

Not applicable.

- Support heritage tourism activities, particularly those associated with historic resources, cultural institutions and the State Capitol (5.4a)?

Not applicable.

- Promote revitalization of the Downtown core (5.6a)?

By locating this project within the existing City boundary it could be argued that it encourages greater use of nearby retail, including downtown businesses. However, it will have little direct impact on specific revitalization efforts.

- Encourage the incorporation of additional housing in and around the Downtown (5.6c)?

This amendment will allow for additional housing near downtown.

CHAPTER 6: LIVABLE NEIGHBORHOODS AND ACTIVITY CENTERS

The Carson City Master Plan seeks to promote safe, attractive and diverse neighborhoods, compact mixed-use activity centers, and a vibrant, pedestrian-friendly Downtown. Is or does the proposed amendment:

- ✓ Promote compatibility with surrounding development for infill projects or adjacent to existing rural neighborhoods (6.2a, 9.3b 9.4a)?

The amendment is compatible with existing development and provides for a logical transition between intense zoning (TC) and SF6 zoning to the west of the project.

- If located in an identified Mixed-Use Activity Center or area, provide for the appropriate mix, size and density of land uses consistent with the Mixed-Use district policies (7.1a, b)?

The site is not in a Mixed-Use Activity Center.

Emerson Drive Zoning Map Amendment

✓ Encourage an appropriate mix of housing models and densities based upon the location, size and surrounding neighborhood context (9.1a)?

The surrounding area contains a mix of zoning and land uses. This amendment will allow for additional housing choices in the area. The proposed use will fit with the existing mix of office, retail, civic, multi-family, and single family uses.

✓ Discourage "spot" rezoning of parcels within established rural neighborhoods that have not been identified as higher density on the Land Use Map or that are not contiguous with lots zoned for a comparable density (9.4b)?

As an infill site, this project does not impact rural neighborhoods. This is not spot zoning in that there is already a mix of zoning categories in the area, including TC, Multi-family, and single family.

CHAPTER 7: A CONNECTED CITY

The Carson City Master Plan seeks promote a sense of community by linking its many neighborhoods, employment areas, activity centers, parks, recreational amenities and schools with an extensive system of interconnected roadways, multi-use pathways, bicycle facilities, and sidewalks.

Is or does the proposed amendment:

✓ Promote transit-supportive development patterns (e.g. mixed-use, pedestrian-oriented, higher density) along major travel corridors to facilitate future transit (11.2b)?

The project site is close to a transit line on College Parkway. Residents will be able to commute or shop using public transit.

Promote enhanced roadway connections and networks consistent with the Transportation Master Plan (11.2c)?

The project site is too small to have a significant impact on roadway connections. However, it will contribute to enhanced demand for public transit services by locating residents close to transit lines.

✓ Provide for appropriate pathways through the development and to surrounding lands, including parks and public lands, consistent with the Unified Pathways Master Plan and the proposed use and density (12.1a, c)?

The project site will easily connect to existing walking routes along Emerson Drive and College Parkway. There is an easy walking connection to Ronald Wilson Park.

Emerson Drive Zoning Map Amendment

Zoning Map Amendment Application Questionnaire

The Carson City Municipal Code establishes that the following conditions and standards must be met when considering a zoning map amendment. Each is addressed in **bold face** type.

1. That the proposed amendment is in substantial compliance with and supports the goals and policies of the Master Plan.
 - A. In reviewing the attached Carson City Master Plan Policy Checklist, determine which Policies are applicable to the proposal. Explain what features of the proposed project support your selection of Goals and Policies concerning land use and related policies for the neighborhood where the subject project is located.

The proposed amendment supports multiple goals and policies including: compatibility with surrounding development; enhancing the mix of housing choices; encouraging infill development; locating development within the existing City service area; and locating development near existing transportation routes.

Both the Zoning Map Amendment Findings and the Master Plan Policy Checklist are included with this application.

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.
 - A. Describe the land uses and zoning adjoining your property (for example: North: two houses, Single-Family One Acre zoning; East: restaurant, Retail Commercial zoning, etc.), and how your zoning will be compatible with those uses and not cause detrimental impacts.

This amendment will provide for increased compatibility between land uses. The existing zoning map places single family zoning adjacent to Tourist Commercial zoning. This is a potential friction area between uses. This amendment will allow for a logical transition from the intense TC zoning to a moderate intensity area (NB zone, multi-family development), to the low intensity single family area to the west.

As noted, to the west across Emerson Drive is single family housing. There is a small multi-family zone to the southwest. To the south is single family zoning fully occupied by a church and parking area. To the southeast and east is Tourist Commercial zoning with a mix of uses including office and fast food.

- B. Describe land use and zoning changes in the general vicinity which have occurred in the previous five-year period.

The single biggest land use change in the past 5 years is the demand for a greater mix of housing choices. This is true throughout the area and within Carson City. The demand for a variety of housing choices is due to young families waiting several years prior to purchasing a house and also to retirement-age people wanting to downsize from large lots and large houses. Both of these trends are encouraging the

Emerson Drive Zoning Map Amendment

development of quality, small lot and multi-family developments. This project is a direct response to this demand.

An additional change is the recognition that housing close to transit lines and existing employment areas allows for more efficient transportation networks and service provision. Most cities, including Carson City, now encourage infill development as a means of reducing demand for new infrastructure.

Specific changes to the project area include continued development of office and retail centers along College Parkway. There is demand for workforce housing close to these employment centers.

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 project site is too small to have a substantial impact on the overall public welfare of the area. However, the intended multi-family housing is compatible with surrounding development and will allow for an enhanced mix of housing, thereby offering residents improved housing choices.

4. That sufficient consideration has been exercised by the applicant in adapting the project to existing improvements in the area. Be sure to indicate the source of the information that you are providing (private engineer, development engineering, title report, or other sources). Describe how your proposed Zoning Map Amendment will not adversely impact drainage, sewer, water, traffic, schools, emergency services, roadways and other city services.

- A. Is drainage adequate in the area to support the density that may occur with the rezoning? How will drainage be accommodated? How have you arrived at this conclusion?

The primary reason this project site will not adversely impact surrounding infrastructure is the modest size of the property. At only 5.5 acres, with easy access to existing improvements, this site is not likely to create substantial changes in infrastructure needs.

Existing site drainage is not formalized. The property is bordered by Emerson Drive which has drainage improvements installed for the adjacent properties but not for this project site. It is therefore in the City's interest to see a project pursued on this site that will install the drainage improvements. This includes curb and gutter installation and engineered stormwater detention area(s) onsite to prevent impacts to other properties. These improvements will be included with the intended multi-family project.

Carson City GIS data indicates there is moderate slope (1-2%) across the property. In general, a moderate slope can facilitate sound drainage. At the time of building/site design, the parcel can be graded to allow for controlled movement of stormwater across the site, to a detention basin. There is adequate space on site for detention, particularly at the southeast side of the property.

- B. Are the water supplies in the area of your project adequate to meet your needs without degrading supply and quality to others? Is there adequate water pressure? Are the lines in need of replacement? Talk to the Utilities Department for the required information.

Emerson Drive Zoning Map Amendment

All new development will be required to meet the provisions of the Carson City Municipal Code, including review of water supply and system design. Discussions with Carson City Utilities Department indicates there are no service delivery issues to the site and the parcel is capable of connection to existing installations.

- C. Are roadways sufficient in the area to serve the density that may occur from the rezoning? How have you arrived at this conclusion?

The area is adjacent to Emerson Drive and is a short distance from College Parkway, an arterial street. Driving distance from the site to Interstate 580 is less than ½ mile. The site is also served by a transit line on College Parkway. These factors combine to minimize impacts to neighborhood streets.

The Master Plan designation for the area is Community/Regional Commercial, a potentially intense category. The area was clearly viewed as suitable for intense development when this designation was applied. The proposed zoning amendment is in conformity with this designation.

With this amendment, a multi-family project of perhaps 100 units is plausible for this site. According to the Institute for Traffic Engineers (Trip Generation, Institute of Traffic Engineers, 8th Edition), this would generate 30 morning peak hour trips and 39 evening peak hour trips. These numbers are too low to be significant.

- D. Will the school district be able to serve the student population that may occur from the rezoning? How have you arrived at this conclusion?

Discussion with the school district indicates there is additional capacity in area schools. Based on the modest size of the property, no undue school impacts are expected.

- E. Are adequate means of access available for emergency vehicles to serve the site? What is the approximate response time for emergency vehicles? If your application is approved to rezone the property, will additional means of access be required for increased density? Or will existing access ways be adequate? How have you arrived at this conclusion?

Access already exists to the site and the area is covered by emergency services. Carson City Fire Station #2 is 1.1 miles from the site. There is easy access to major streets from the property, including College Parkway and Interstate 580. The site is mainly flat and no topographical barriers exist. No new emergency facilities will be required with this project.

Zoning Map Amendment Findings

Like the previous MPA findings, ZMA findings are listed below and addressed in **bold face type**.

Per CCMC 18.02.075, the commission, in forwarding a recommendation to the board for approval of a zoning map amendment or zoning code amendment shall make the following findings of fact:

Emerson Drive Zoning Map Amendment

(1) That the proposed amendment is in substantial compliance with and supports the goals and policies of the master plan.

The proposed zoning amendment brings the site into conformance with the City's Master Plan. It also eliminates a potential friction zone between land uses.

The proposed zoning, and intended multi-family use, is sensitive to and compatible with surrounding development and zoning categories by providing a transition area from the higher intensity zoning (TC) to the east.

(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 encourages a compatible land use layout by providing a transition between intense zoning (TC) and the single family zoning to the west. The intended use, multi-family housing, is compatible with the existing mix of uses that includes civic functions (church), office, fast food, and multi-family development.

Impacts to surrounding properties will be beneficial in that any development of the site will have to include curb/gutter/sidewalk upgrades and engineered site drainage. This is the only parcel on this block of Emerson Drive that currently lacks these upgrades.

(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.

This amendment is not detrimental to public health or safety. It will not result in any significant change to existing or planned public services. This amendment will make possible a multi-family project on the site, allowing for a more efficient use of City services through infill development.

APPENDIX

Carson City Planning Division
 108 E. Proctor Street· Carson City NV 89701
 Phone: (775) 887-2180 • E-mail: planning@carson.org

FOR OFFICE USE ONLY:

ZONING MAP AMENDMENT

FILE # ZMA – 15 - - ZMA - 15 - 178

FEE: \$2,450.00 + noticing fee

DEC 23 2015

APPLICANT PHONE #
 Ed Horan 775-691-3251

SUBMITTAL PACKET

- Application Form
- Written Project Description
- Site Plan
- Proposal Questionnaire With Both Questions and Answers Given, Supporting Documentation
- Applicant's Acknowledgment Statement
- 6 Completed Application Packets (1 Original + 5 Copies)
- Documentation of Taxes Paid-to-Date (1 copy)
- Project Impact Reports (Engineering-4 copies)
- CD containing application data (all to be submitted once application is deemed complete by staff)

MAILING ADDRESS, CITY, STATE, ZIP
 829 Arlington Court, Reno, NV 89509

EMAIL ADDRESS
 edhoran@sbcglobal.net

PROPERTY OWNER PHONE #
 same as above

MAILING ADDRESS, CITY, STATE, ZIP

EMAIL ADDRESS

APPLICANT AGENT/REPRESENTATIVE PHONE #
 Rubicon Design Group, LLC (775) 425-4800

Application Reviewed and Received By:

MAILING ADDRESS, CITY, STATE, ZIP
 100 California Ave., Suite 202, Reno, NV 89509

Submittal Deadline: See attached PC application submittal schedule.

EMAIL ADDRESS
 dwilson@rubicondesigngroup.com

Note: Submittals must be of sufficient clarity and detail such that all departments are able to determine if they can support the request. Additional Information may be required.

Project's Assessor Parcel Number(s) 002-751-07	Street Address Emerson Drive, south of Interstate 580	ZIP Code
---	--	----------

Project's Master Plan Designation Community/Regional Commercaill	Project's Current Zoning SF6	Nearest Major Cross Street(s) College Parkway/Emerson Drive
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Briefly describe the components of the proposed project: in accordance with Carson City Municipal Code (CCMC), Section 18.02.075. In addition to the brief description of your project and proposed use, provide additional page(s) to show a more detailed summary of your project and proposal. **This request is for a zoning map amendment to allow for the construction of multi-family housing.**

The current zoning of SF6 is not in conformance with the City's Master Plan. This change to Neighborhood Business (NB) will bring the zoning into conformance. Multi-family housing is allowed in the NB zone with a Special Use Permit. Please see the attached report for a complete description.

PROPERTY OWNER'S AFFIDAVIT

I, See attached affidavits, being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have knowledge of, and I agree to, the filing of this application.

Signature _____ Address _____ Date _____

Use additional page(s) if necessary for other names.

On _____, 2_____, _____, personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.

Notary Public _____

[Assessor Home](#)
[Personal Property](#)
[Sales Data](#)
[Secured Tax Inquiry](#)
[Recorder Search](#)

Parcel Detail for Parcel # 002-751-07

<p style="text-align: center;">Location</p> <p>Property Location EMERSON DR Town Add'l Addresses District 2 4 - ORMSBY DISTRICT Subdivision PARCEL D MAP #1778 Lot Block Legal Description Property Name</p>	<p style="text-align: center;">Ownership</p> <p>Assessed Owner Name ROTTMAN, D L NV TR & GRANTOR TR Mailing Address % DICK L ROTTMAN, TRUSTEE Ownership His Add'l Owners 450 ANITRA DR Document Hist RENO, NV 89511-0000 Legal Owner Name ROTTMAN, D L NV TR & GRANTOR TR Vesting Doc #, Date 439162 10/16/13 Book / Page / Map Document #s #248032</p>
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<p style="text-align: center;">Description</p> <p>Total Acres 5.500 Square Feet 239,580 Ag Acres .000 W/R Acres .000</p> <p style="text-align: center;">Improvements</p> <table style="width:100%;"> <tr> <td>Single-family Detached 0</td> <td>Non-dwelling Units 0</td> <td>Bedrooms / Baths 0 / .00</td> </tr> <tr> <td>Single-family Attached 0</td> <td>Mobile Home Hookups 0</td> <td>Stories 0</td> </tr> <tr> <td>Multiple-family Units 0</td> <td>Wells 0</td> <td>Garage Square Ft... 0</td> </tr> <tr> <td>Mobile Homes 0</td> <td>Septic Tanks 0</td> <td>Attached / Detached</td> </tr> <tr> <td>Total Dwelling Units 0</td> <td>Buildings Sq Ft 0</td> <td></td> </tr> <tr> <td>Improvement List</td> <td>Residence Sq Ft 0</td> <td></td> </tr> <tr> <td>Property Costing Estimates</td> <td>Basement Sq Ft 0</td> <td>Basement</td> </tr> <tr> <td></td> <td>Finished Basement SF 0</td> <td>Bedrooms / Baths 0 / .00</td> </tr> </table>	Single-family Detached 0	Non-dwelling Units 0	Bedrooms / Baths 0 / .00	Single-family Attached 0	Mobile Home Hookups 0	Stories 0	Multiple-family Units 0	Wells 0	Garage Square Ft... 0	Mobile Homes 0	Septic Tanks 0	Attached / Detached	Total Dwelling Units 0	Buildings Sq Ft 0		Improvement List	Residence Sq Ft 0		Property Costing Estimates	Basement Sq Ft 0	Basement		Finished Basement SF 0	Bedrooms / Baths 0 / .00	<p style="text-align: center;">Appraisal Classifications</p> <p>Current Land Use Code 120 Code Table</p> <p>Zoning Code(s) SF6</p> <p>Re-appraisal Group 2 Re-appraisal Year 2014 Original Construction Year Weighted Year</p>
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STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 18, 2016

Staff Contact: Lee Plemel, Community Development Director (lplemel@carson.org)

Agenda Title: For Possible Action: To provide direction to staff regarding the enforcement of various City code issues related to long-term-stay motels and the possible implementation of a "motel safety program" to address the issues across various City departments.

Staff Summary: Complaints to various City departments regarding certain motels have been ongoing periodically for a number of years, with issues ranging from poor exterior appearance and maintenance, poor living conditions for occupants, high concentration of crime, and unsafe living conditions. A "motel safety program" similar to a program the City of Reno uses, which is a comprehensive approach to code enforcement across multiple departments, could be implemented to address building code compliance, fire code compliance, criminal activity, nuisance issues, and other issues.

Agenda Action: Formal Action/Motion

Time Requested: 30 minutes

Proposed Motion

I move to direct staff to develop a motel safety program plan to bring back to the Board of Supervisors with more detailed operational and budget information.

Board's Strategic Goal

Safety

Previous Action

N/A

Background/Issues & Analysis

The purpose of this item is to get direction from the Board of Supervisors regarding the enforcement of various City code issues related to long-term-stay motels. Complaints regarding certain motels have recently been brought to the attention of various City departments. Complaints have been ongoing periodically for a number of years, with issues ranging from poor exterior appearance and maintenance, poor living conditions for occupants, high concentration of crime, and unsafe living conditions.

At the same time, many motels provide a low-income housing alternative and serve as de-facto low income housing in the City. According to Health and Human Service Department records, there are currently 30 hotels/motels in Carson City with a total capacity of 1,790 rooms. Approximately 600 (1/3rd) are rented out as long-term stays. The purpose of a motel safety program is to ensure that the facilities provide safe, healthy conditions for City residents and visitors.

An option for the Board of Supervisors to consider to systematically address various issues at motels is the implementation of a motel safety program similar to a program the City of Reno uses to address code enforcement, fire code compliance and criminal activity. A general outline of Reno's operational process is attached, as provided by the City of Reno. The Reno "motel interdiction" program is managed through the Reno Police Department.

The implementation of such a program in Carson City would require the cooperation and commitment of resources from a number of City departments and divisions including the Sheriff, Fire Department, Health Department, Community Development Code Enforcement Division, Building Division, and Planning Division. Attached is information from several departments regarding the codes that may be enforced through such a program as well as the potential impacts it would have on department operations. Note that the estimated impacts are largely unknown at this point and would depend on the details of how Carson City would implement such a program. Should the Board of Supervisors wish to move forward with implementing a program in Carson City, staff will work together to develop a more detailed plan that includes the necessary resources to implement the program.

Pros:

- This would be a comprehensive approach to addressing various code issues at the motels with the worst problems, as identified by various City departments.
- Requiring property owners to upgrade their properties could lead to further redevelopment of the property.
- Helps eliminate motels as a “safe haven” for criminals.

Cons:

- This is a resource-intensive process, requiring significant staff time from various City departments.
- Staff would have to take a one-property-at-a-time approach, often dealing with numerous issues on each property.
- Occupants could be displaced on short notice and need emergency housing.

City staff from the various departments that would be involved with a motel safety program will be available at the Board of Supervisors meeting to answer questions regarding specific code questions and the impacts it could have on department operations.

Zoning considerations:

“Motels” and “hotels,” as defined in CCMC Title 18 (Zoning), are currently limited in use to only a transient basis of less than 28 days. Long-term room rental, i.e. rental of room by lump-sum payment for a period of 28 days or more, is prohibited by the current zoning code.

However, the limitation on transient occupancy of hotels and motels was adopted in approximately 1995, before which there was no such time limitation. Therefore, motels and hotels constructed before 1995 (which includes most if not all motels in Carson City) are grandfathered per CCMC zoning code and may continue to rent as long-term-stay motels.

The following are the definitions of hotel and motel from CCMC Title 18:

18.03 - Definitions

"Hotel" means a building containing 6 or more guest rooms intended or designed to be used, or which are used, rented or hired out to be occupied, or which are occupied for sleeping purposes by guests on a transient basis less than 28 consecutive days total.

"Motel" means an establishment providing sleep accommodations on a transient basis less than 28 consecutive days total with the majority of the rooms having direct access to the outside without the necessity of passing through the main lobby of the building.

“Transient lodging tax” is regulated by CCMC Chapter 4.08 (Room Rental Tax). This Chapter provides for the collection of the tax, with the following exception:

4.08.100 - Exemptions.

There is excepted from the transient lodging tax each rental by a licensee of a room or rooms made for a period of twenty-eight (28) days or more. This exemption, however, applies only where payment is made for the entire twenty-eight (28) day period upon arrival, in which case the exemption commences on the first day of occupancy; or payment is made for less than twenty-eight (28) days upon arrival, in which case the exemption commences on the twenty-ninth (29th) day of occupancy.

(Ord. 1994-58 § 1, 1994: Ord. 1990-25 § 4, 1990).

The transient lodging tax exemption in CCMC 4.08.100 allows a motel or hotel to avoid payment of transient lodging tax by collecting rent for 28 days or more, i.e. on a monthly basis. The current transient lodging tax rate is 10%, distributed for uses as detailed in Section 4.08.080 (Imposition and rate of tax).

Go to <http://mynews4.com/news/local/safety-and-health-violations-found-at-reno-motel> to see a News 4 story regarding an inspection of a hotel by the Reno "community safety and services team" as an example of how a local program might work.

Attachments:

- 1) Reno Motel Interdiction Program outline
- 2) Memos from various City Departments regarding applicable city codes and impacts to operations

Applicable Statute, Code, Policy, Rule or Regulation

Multiple City codes referenced in attachments.

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: TBD

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: In order to implement a comprehensive program that deals with multiple properties, it is likely that additional resources will be needed by some departments. These impacts will not be known until a comprehensive program plan is established.

Alternatives

- 1) Direct staff to continue code enforcement through routine patrols and on a complaint basis only.
- 2) Provide other direction to staff based on the discussion at the meeting.

Board Action Taken:

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

(Vote Recorded By)

City of Reno
Motel Interdiction Outline

1. Background – The Reno Police Department will initiate a motel interdiction operation on local hotel/motels where the Reno PD Community Action Office has received a notable increase in calls for service for PD and Medical Services, increased complaints from citizens or other businesses, or a request from the City of Reno Code Enforcement Division.
2. Once a “problem” hotel has been identified, the following individuals/divisions will be contacted and a meeting to discuss the ongoing problems with the business will be set.
3. The following individuals or divisions within the City of Reno are normally in attendance:
 - Assigned Community Action Officer who filtered the call and the goals of contact with the hotel/motel and its occupants.
 - Code Enforcement will discuss current and prior code violations
 - Fire Department will discuss current prior fire violations
 - Sex Offender Unit will have a list, if any, of current sex offenders registered at hotel
 - Marshalls will have a list of current occupants who have warrants and reside at hotel
 - Public Information Officer to discuss media relations on letting the community and media know how the law enforcement agency is working with the community and business make it a safer place to live and or clean up the area
4. Once the main players meet, a time and date are set and normally the business is advised at least 24 hours in advance of the complaint and “possible” spot inspection.
5. Once the operation occurs and if there are gross code violations that require occupants to be displaced, we work with Victim Services and the Red Cross to assist with temporary housing.

January 30, 2016

To: Community Development Director, Carson City
From: Shawn Keating, Chief Building Official, Carson City

Subj: Motel Interdiction Process

The 2012 International Property Maintenance Code is the main document for this action. In accordance with the Charles Abbott Associates (CAA) Exhibit A, Building Code Enforcement, CAA staffs are obligated to perform inspections, investigations, and enforcement under this code. CAA will have a staff member dedicated to work within this task force under "**Keep it Maintained Initiative**". Although a number of items in 2012 IPMC are currently exempt from building permit requirements under Carson City Municipal (CCMC) Title 15, Section 105, our staff will work towards compliance with the owners or agents of these properties and our inspectors will forward any noncompliance issues for disposition per the City's process to Code Enforcement section. There would be NO additional resources than already agreed upon. I attached a sample of the check lists developed to standardize the process use.

If the repairs require building permits per Carson City Municipal Code (CCMC) Title 15, Section 105, a building permit can be issued to a license contractor to conduct each separate repair. However, there may be a more expedite way under CCMC section 105.1.1, this sections allows the Building Official to issue annual permit in lieu of separate building permits to the property owner, entity or corporation. If this is used, this building permit could serve as public records of all non-exempted work and can allow for the fastest means to get this facility back in service. This option has been seldom used and would require more process review; however, this annual permit type can be issued and open to cover all work to be completed under this process and a tool to document and recover accrued costs from other departments.

If you have any further questions, I am always available to discuss these matters.

Sincerely,



Shawn Keating
Chief Building Official

“Keep it Maintained Initiative”

The International Property Management code (IPMC) provides a road map to the “**Keep It Maintained**” principle for a healthy home.

The purpose of the IPMC is to “ensure public health, safety, and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises.” The consensus process, with many stakeholders that prefer incremental changes and tend to prioritize safety, cost, and health.

The IPMC is typically administered by state and local building code officials. These officials approach codes to guide construction and respond to permit requests. Some are not comfortable with enforcing or lack the means to enforce the IPMC on existing homes without a permit to trigger their review.

2012 IPMC Checklist

This is a highlight of the 2012 IPMC Code other code sections still apply

Exterior:

Sanitation 302.1. All exterior property and premises shall be maintained in a clean, safe and sanitary condition...

Protective treatment 304.2. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition...

Siding:

Exterior walls 304.6. All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent *deterioration*.

Roofing:

Roofs and drainage 304.7. The roof and flashing shall be sound, tight and not have defects that admit rain...Roof water shall not be discharged in a manner that creates a public nuisance...

Windows:

Glazing 304.13.1. All glazing (glass) shall be maintained free from cracks and holes.

Openable windows 304.13.2. Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

Foundation:

Foundation walls 304.5. All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents, other pests, and water.

Handrails and Guards:

Handrails and guards 304.12. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

Doors:

Doors R304.18.1 (see local amendment) Doors providing access to a dwelling unit... shall be equipped with a lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort... The lock should be part of the doorknob or door handle mechanism...

Interior:

Interior surfaces 305.3. All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

Electrical:

605.1. Installation. All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and *approved* manner.

Wiring 605.4. Flexible cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.

Plumbing:

504.1 All plumbing fixtures shall be properly installed and maintained in working order. Structural...:

Heating:

Residential occupancies 602.2. The Dwelling shall be provided with heating facilities capable of maintaining a room temperature of 68 degrees...

Mechanical appliances 603.1 All mechanical appliances, fireplaces, solid fuel-burning appliances should be maintained in safe working condition...

Smoke Alarms:

Smoke alarms 704.2

#1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of *bedrooms*.

#2. In each room used for sleeping purposes.

#3. In each story within a *dwelling unit*, including *basements* and cellars but not including crawl spaces and uninhabitable attics. In dwellings or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

Emergency Escape Openings:

Emergency escape openings.702.4. Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction, and the following. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.

This is a highlight of the 2012 IPMC Code other code sections still apply

Code Enforcement Department		Hotel/ Motel Occupancy Inspection	
Maintenance Inspection Guide(MIG)			
		As of 01-1-2016	
Inspector:		Address:	Bldg/Unit: Date:
Path to Inspection & Exterior			
Item / IPMC Sec.	Observed Condition/Violation	Add Descriptions When Needed	
<input type="checkbox"/> Ext. Stairway (304.10) (304.1.1.12)	<input type="checkbox"/> treads: damaged/not maintain./dimen. viol. <input type="checkbox"/> riser height violation <input type="checkbox"/> structurally unsound <input type="checkbox"/> not installed/maintained to code		
<input type="checkbox"/> Balcony, deck, porch (304.10) (306.1.1) (304.1.1.12)	<input type="checkbox"/> structurally unsound <input type="checkbox"/> walking surface not maintained <input type="checkbox"/> improperly/inadequately anchored <input type="checkbox"/> not installed/maintained to code		
<input type="checkbox"/> Handrails (304.12-e),(305.5-i) (307.1) (304.1.1.12)	<input type="checkbox"/> missing <input type="checkbox"/> not installed/maintained to applicable code		
<input type="checkbox"/> Guards (304.12), (305.5-i), (307.1) (307.2) (304.1.1.12)	<input type="checkbox"/> intermed.(s) spacing exceeds allowable <input type="checkbox"/> loose/missing intermed. rail(s) <input type="checkbox"/> not installed/maintained to code		
<input type="checkbox"/> Ext. Walls (304.2)(304.6)	<input type="checkbox"/> damaged <input type="checkbox"/> inadequately protected <input type="checkbox"/> window trim <input type="checkbox"/> not installed/maintained to code		
<input type="checkbox"/> Roof (304.7)	<input type="checkbox"/> damaged <input type="checkbox"/> soffit/facia deterioration <input type="checkbox"/> leaking <input type="checkbox"/> not installed/maintained to code		
<input type="checkbox"/> Light fixture (605.3)(402.2)	<input type="checkbox"/> not maintained <input type="checkbox"/> exposed wiring <input type="checkbox"/> missing <input type="checkbox"/> not installed/maintained to code		
Exit/Egress Door(s)			
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed	
<input type="checkbox"/> Door(s) (304.15) (304.18.1) (702.3)	<input type="checkbox"/> prohibited lock <input type="checkbox"/> damaged <input type="checkbox"/> threshold mainten. <input type="checkbox"/> inoper./faulty hardware/lock <input type="checkbox"/> deadbolt lock not provided <input type="checkbox"/> Inadeq. weather stripping <input type="checkbox"/> obstructed <input type="checkbox"/> not installed/maintained to code		
Windows			
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed	
<input type="checkbox"/> windows(s) (304.2) (304.13) (304.18.2)	<input type="checkbox"/> prohibited/inoper./faulty lock <input type="checkbox"/> damaged <input type="checkbox"/> cracked <input type="checkbox"/> broken <input type="checkbox"/> not weather tight <input type="checkbox"/> not approved <input type="checkbox"/> does not remain open <input type="checkbox"/> not installed/maintained to code		
Living (≥120 sq.ft.)/Dining Area			
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed	
<input type="checkbox"/> Walls / floor / ceiling (305.3) (305.4)	<input type="checkbox"/> loose surface material <input type="checkbox"/> damaged/not maintained <input type="checkbox"/> holes (≥32 sq.ft.)/(<32 sq.ft.) <input type="checkbox"/> trip hazard <input type="checkbox"/> not installed/maintained to code		
<input type="checkbox"/> Electrical (604) (605)	<input type="checkbox"/> cover plates <input type="checkbox"/> faulty outlets/switches <input type="checkbox"/> exposed wiring <input type="checkbox"/> light fixture(s) <input type="checkbox"/> inoperable/not maintained <input type="checkbox"/> not installed/maintained to code		
Kitchen			
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed	
<input type="checkbox"/> Sink (504.1)	<input type="checkbox"/> leaking <input type="checkbox"/> clogged <input type="checkbox"/> not installed/maintained to code		
<input type="checkbox"/> Electrical & Appliances (603.1) (605.1)	<input type="checkbox"/> cover plates <input type="checkbox"/> exposed wiring <input type="checkbox"/> light fixture(s) <input type="checkbox"/> inoperable <input type="checkbox"/> faulty outlets/switches <input type="checkbox"/> hazardous <input type="checkbox"/> leaking <input type="checkbox"/> not installed/maintained to code		

<input type="checkbox"/> Walls / floor / ceiling (305.3) (305.4)	<input type="checkbox"/> loose surface material <input type="checkbox"/> damaged <input type="checkbox"/> holes (≥ 32 sq.ft./(<32 sq.ft.) <input type="checkbox"/> trip hazard <input type="checkbox"/> not installed/maintained to code	
Sleeping Room (If more than (1) inspected, identify which sleeping room the violation was observed)		
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed
<input type="checkbox"/> Egress window (702) (702.1) (702.5) (702.5.1)	<input type="checkbox"/> lacks required clear opening/does not meet code <input type="checkbox"/> obstructed <input type="checkbox"/> not provided <input type="checkbox"/> sill height exceeds allowable maximum <input type="checkbox"/> does not remain open <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Electrical (604) (605)	<input type="checkbox"/> outlet covers <input type="checkbox"/> outlets/switches <input type="checkbox"/> light fixture(s) inoperable/not maintained <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Walls / floor / ceiling (305.3) (305.4)	<input type="checkbox"/> loose surface material <input type="checkbox"/> damaged <input type="checkbox"/> holes (≥ 32 sq.ft./(<32 sq.ft.) <input type="checkbox"/> trip hazard <input type="checkbox"/> not installed/maintained to code	
Bathroom (If more than (1) bathroom inspected, identify bathroom with the violation)		
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed
<input type="checkbox"/> Required Ventilation (403.2)	<input type="checkbox"/> not provided <input type="checkbox"/> not vented to exterior <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Lavatory (502.1)	<input type="checkbox"/> not secure <input type="checkbox"/> faucet handle(s) broken/faulty/missing <input type="checkbox"/> faulty shut-off valves <input type="checkbox"/> trap leaking <input type="checkbox"/> low pressure <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Tub/shower (502.1)	<input type="checkbox"/> inadequately caulked/sealed <input type="checkbox"/> leaking <input type="checkbox"/> valve(s) improperly maintained <input type="checkbox"/> other <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Water closet (502.1)	<input type="checkbox"/> not secure <input type="checkbox"/> broken <input type="checkbox"/> leaking/cont. running <input type="checkbox"/> flush device faulty <input type="checkbox"/> clogged <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Electrical (605)	<input type="checkbox"/> outlet covers <input type="checkbox"/> GFCI <input type="checkbox"/> outlets/switches <input type="checkbox"/> light fixture(s) inoperable/not maintained <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Walls / floor / ceiling (305.3) (305.4)	<input type="checkbox"/> loose surface material <input type="checkbox"/> damaged <input type="checkbox"/> holes (≥ 32 sq.ft./(<32 sq.ft.) <input type="checkbox"/> trip hazard <input type="checkbox"/> not installed/maintained to code	
Systems		
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed
<input type="checkbox"/> Mech./HVAC. (602, 603)	<input type="checkbox"/> loose/missing register <input type="checkbox"/> lack of heat (68° min.) <input type="checkbox"/> inoperable <input type="checkbox"/> other(vent, location) <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Electrical (604.2) (604.3,605.1)	<input type="checkbox"/> lack of electric service to dwelling <input type="checkbox"/> Improper electrical wiring <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Fire Protection/Smoke alarm(s) (704)	<input type="checkbox"/> missing <input type="checkbox"/> not functioning <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Plumbing (505.3), (505.4),(506)	<input type="checkbox"/> lack of water service to dwelling <input type="checkbox"/> other <input type="checkbox"/> lack of hot water (110° min.) <input type="checkbox"/> not installed in proper <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Structural Ex (304.4) In (305.2)	<input type="checkbox"/> roof <input type="checkbox"/> walls <input type="checkbox"/> floor <input type="checkbox"/> foundation <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Light (402)	<input type="checkbox"/> not provided <input type="checkbox"/> inadequate <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Ventilation (403)	<input type="checkbox"/> not provided <input type="checkbox"/> inadequate <input type="checkbox"/> dryer exhaust <input type="checkbox"/> not installed/maintained according to code	

<input type="checkbox"/> Interior Stairway (305.4,5) <input type="checkbox"/> Handrail/Guardrail (307.1,2)	<input type="checkbox"/> treads: damaged/not maintain./dimension violation <input type="checkbox"/> riser height violation <input type="checkbox"/> structurally unsound <input type="checkbox"/> missing <input type="checkbox"/> not installed/maintained to code	
Water Heater		
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed
<input type="checkbox"/> T & P Valve (505.4) <input type="checkbox"/> T & P line	<input type="checkbox"/> improperly installed <input type="checkbox"/> improperly terminated <input type="checkbox"/> unapproved material <input type="checkbox"/> missing <input type="checkbox"/> not intalled/maint. to code	
<input type="checkbox"/> Vent (505.4) (603.3)	<input type="checkbox"/> cap missing <input type="checkbox"/> inadequate clearance to combust. <input type="checkbox"/> improper termination <input type="checkbox"/> not intalled/maint. to code	
<input type="checkbox"/> Combust. Air (505.4) (603.5)	<input type="checkbox"/> not to code <input type="checkbox"/> not provided <input type="checkbox"/> inadequate <input type="checkbox"/> improper location <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Unit (505.4)	<input type="checkbox"/> improper location <input type="checkbox"/> improperly installed / maintained <input type="checkbox"/> not installed/maintained to code	
Infestation		
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed
<input type="checkbox"/> Pest Elimin. (309.1,2,3,4,5) <input type="checkbox"/> Rodent Harborage (302.5) <input type="checkbox"/> Infestation (108.1.3)	infestation of: <input type="checkbox"/> rodents <input type="checkbox"/> roaches <input type="checkbox"/> bed bugs <input type="checkbox"/> bees <input type="checkbox"/> fleas <input type="checkbox"/> other	
Accessory Structure(s)		
Item / IPMC Sec	Observed Condition/Violation	Add Descriptions When Needed
<input type="checkbox"/> Structure(s) (302.7)	<input type="checkbox"/> unsound Accessory structure <input type="checkbox"/> detached wall <input type="checkbox"/> unsound fence (leaning, dilapidated, collapsed) <input type="checkbox"/> retaining wall not maintained <input type="checkbox"/> not installed/maintained to code	
<input type="checkbox"/> Swimming Pool(s) (303.1, 303.2)	<input type="checkbox"/> gates <input type="checkbox"/> not installed/maintained to code	

***Please attach additional violation information on separate page(s).**

I _____ [inspector name] conducted a visual inspection of the interior and exterior areas of all structure(s), dwelling unit(s), common area(s), and appurtenances of the property located at _____ [address] on _____ [date/s].

Based on my inspection of this property on such date/s, I find that it is safe to occupy for residential purposes in its present condition. I observed in connection with my inspection/s of this property nothing that indicates or suggests that the property in its present condition poses a hazard to life, health, or public safety.

I have completed for this property the checklist form provided for such purpose by the Carson City, Code Enforcement. I have noted on the form any deficiencies (violations), concerns, or suspect conditions for which I recommend additional action or further investigation.

If I have reinspected this property, I have also noted on this form whether and when I verified that deficiencies previously noted by me or by a previous inspection have been corrected and whether additional issues or concerns are identified by me upon my reinspection of this property.

Should the form I completed for this property's inspection or reinspection indicate deficiencies that I have noted remain uncorrected, my signature here is intended to certify to Carson City that I believe this property nevertheless is safe to occupy despite the uncorrected conditions I have noted on my form.

I understand and intend that the Carson City rely on this certification by me of the safety of this property for residential use as short term lodging by the public in deciding whether to approve the property owner's application for a license to operate this property in its present condition for a Short Term Rental use.

_____ (signature), _____ date, _____, _____ (expiry date)



CARSON CITY, NEVADA
CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

Memorandum

To: Lee Plemel, Community Development

From: Dustin Boothe, Health Department

Date: February 4, 2016

Re: Long Term Stay Motels

The codes that you would be able to enforce upon entry of the motel premises.

We would use the following codes, but would need to change our policy of when we inspect.

NAC 447.400 Inspections; correction of deficiencies. (NRS 439.200)

1. A representative of a health authority shall give a proper identification of himself before entering a hotel to make an inspection pursuant to NRS 447.200. Such an inspection may be made as often as the health authority determines is necessary to ensure compliance with chapter 447 of NRS and the applicable regulations.

2. Upon completion of the inspection, the representative shall prepare a report of the inspection. The report must set forth any deficiency discovered during the inspection and specify the period during which the owner or operator of the hotel is required to correct the deficiency. A copy of the report must be furnished to the owner or operator of the hotel.

3. Any failure of an owner or operator to correct a deficiency within the period specified in the report is a violation of this chapter.

[Bd. of Health, Hotel and Motel Reg. Nos. 7.2.1-7.2.3, eff. 2-5-82]—(NAC A 10-30-97)

NRS 447.040 Cleanliness of rooms used for sleeping. Every room in any hotel in this state used for sleeping purposes must be free from any and every kind of dirt or filth of whatever nature, and the walls, floors, ceiling and doors of every such room shall be kept free from dirt.

[4:136:1915; 1919 RL p. 2811; NCL § 3340]

NRS 447.045 Hotel required to be kept in sanitary condition.

1. Toilet rooms and bathrooms, including toilets, bathing and lavatory facilities, in hotels shall be kept clean and sanitary.

2. All other rooms, corridors, stairways, elevators, fire escapes, garages within

Carson City Health & Human Services

900 East Long Street • Carson City, Nevada 89706 • (775) 887-2190 • Hearing Impaired-Use 711

Clinical Services (775) 887-2195 Fax: (775) 887-2192	Public Health Preparedness (775) 887-2190 Fax: (775) 887-2248	Human Services (775) 887-2110 Fax: (775) 887-2539	Disease Control & Prevention (775) 887-2190 Fax: (775) 887-2248	Chronic Disease Prevention & Health Promotion (775) 887-2190 Fax: (775) 887-2248	535
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CARSON CITY, NEVADA
CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

hotels, lobbies and other portions or appurtenances of hotels used by tenants shall be kept in a clean and sanitary condition, free of fire hazards and free of hazards to life and limb.

(Added to NRS by 1957, 484)

NRS 447.200 Access for inspection of hotel. The health authority shall have access at any time to any hotel in this State for the purpose of making inspections and carrying out the provisions of this chapter.

[12:136:1915; A 1945, 384; 1943 NCL § 3348]—(NRS A 1969, 1023)

NRS 447.210 Criminal penalty; each day of violation constitutes separate offense.

1. Every proprietor, owner, manager, lessee or other person in charge of any hotel in this state who fails to comply with the provisions of NRS 447.003 to 447.200, inclusive, or any of the provisions of the regulations hereby established whether through the acts of himself or herself, his or her agent or employees is guilty of a misdemeanor.

2. Every day that any hotel is in violation of any of the provisions of this chapter constitutes a separate offense.

[10:136:1915; A 1945, 384; 1943 NCL § 3346]—(NRS A 1967, 581; 2001, 707)

Another approach is to develop local codes that address Long Term Stay Facilities, instead of making them conform to standards of hotel/motels.

The resources you would need to implement the enforcement program.

-Environmental Health (EH)-we would need additional staff. This additional staff would be responsible for the joint initial inspection and the follow up with compliance inspections. We currently spend about 40 hours a year on our current Hotel/Motel program. With this program it is anticipated that an additional .5 FTE would be able to handle the current load of routine inspections and the follow up that would be required to ensure that long term stay hotels/motels are in compliance with NAC 447.

-Human Services (HS)- we would need additional staff. This additional staff .5 FTE would help individuals who have been displaced from a long term stay hotel/motel find a new place to stay.

-Currently Human Services has grant dollars to help individuals pay security deposits, however this money is dedicated to the current case load that they have. This enforcement program would cause a larger need to help pay for utility and security deposits.

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CARSON CITY, NEVADA
CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

The additional cost you would anticipate needing to implement the program.

EH

- Personal (Salary and Benefits) \$39,600.00
- Operating \$2,000.00
- Vehicle (new) \$7,000.00

HS

- Personal (Salary and Benefits) \$21,000.00
- Operating \$2,000.00
- utility and security assistance \$7,000.00

Total **\$78,600**

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Carson City Code Enforcement

108 E. Proctor Street
Carson City, Nevada 89701
(775) 887-2180 – Hearing Impaired: 711
codeenforcement@carson.org
www.carson.org/planning

January 28, 2016

To: Lee Plemel—Community Development Director

From: Kevin McCoy—Code Enforcement

Regarding—Hotel /Motel Interdiction

Additional Needs:

One additional personnel.	Estimated cost	Part Time	\$20,000.00
		Full Time	\$55,000.00
Vehicle and equipment	Estimated cost		\$25,000.00

Total Estimated Cost \$45,000-\$77,000

The above is the estimated startup cost. Consideration must be made for additional cost to the City for abatement procedures, filing fees and additional enforcement. Those costs are determined based on the actual action taken at that time.

Carson City Municipal Codes:

Chapter 4.04 Business License

Chapter 8.08 Nuisances

Chapter 8.09 Enforcement Provisions for Nuisances

Chapter 10.24 Stopping, Standing and Parking

Chapter 18.16 Development Standards

Chapter 15.05.020 (100.10 #8) International Property Maintenance Code-Enforcement

As the Building department is limited on enforcement powers, Code Enforcement currently works in conjunction with the Building department when citations are needed. If this moves forward, I would anticipate the working relationship to remain as it currently is.

Lee Plemel

From: Dave Ruben
Sent: Tuesday, February 02, 2016 2:38 PM
To: Lee Plemel
Cc: Robert Schreihans
Subject: Long Term Motel

Lee, in response to your request:

1. What codes would we enforce at motels? We enforce NRS/NAC 477 (State Fire Marshal regulations), 2012 International Fire Code, Carson City Municipal Code Title 14 (misc local fire code regulations).
2. What resources would we need to implement the enforcement program? This would vary depending on the level of the enforcement program but we would anticipate the need for an additional ½-1 full time fire inspector.
3. What additional cost would there be to implement the program? The cost would be for the fire inspector (\$81,386 plus benefits) and all the support equipment needed to deploy them such as computer work station and vehicle.

Dave Ruben

Fire Marshal
Carson City Fire Department
777 S. Stewart Street
Carson City, NV 89701

Direct 775-283-7153
Main 775-887-2210
FAX 775-887-2209