



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: July 7, 2022

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding the appointment of three members to the Carson City Culture and Tourism Authority ("CTA"), two as representatives for hotel or motel operators, and one as a citizen-at-large representative, each for two-year terms expiring in July 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 244A.599 requires the Board of Supervisors to appoint representatives to the CTA in accordance with the following: two members must represent the hotel or motel industry operators in the City; one member must represent the other commercial interests in the City; one member must be a member of the Carson City Board of Supervisors; and one member must represent the City at large. Applications for reappointment were received from Mike Jones and Steven Kehm as representatives for the hotel or motel operator positions. An application for reappointment was received from Bobbi Rahder and a new application was received from Katie Bailey for the citizen-at-large position.

Agenda Action: Formal Action / Motion

Time Requested: 30 minutes

Proposed Motion

I move to appoint _____ and _____ to fill the positions as representatives for hotel or motel operators; and _____ to fill the citizen-at-large position, each for a two-year term expiring in July 2024.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

NRS 244A.599

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

Reopen the positions for additional applicants.

Attachments:

[CTA Packet.pdf](#)

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)




Carson City, NV

Carson City Culture & Tourism Authority

Board Details

To establish Carson City as a destination in order to draw more visitors and increase their length and frequency of stay. In addition, to enhance revenues to provide funding and facilities for local recreation.

Overview

 **Size** 5 Seats

 **Term Length** 2 Years

 **Term Limit** N/A

Additional

Meetings

Every second Monday of each month starting at 4:00 pm. Meetings are held in the Sierra Room. For information visit: VisitCarsonCity.com

Powers & Duties

- Attend monthly meetings to approve operating bills and activities
- Hear and decide on requests for funding of special projects and grant requests
- Establish policies and procedures
- Assist in the development of marketing and public relations plans
- May be required to attend public functions on behalf of the Carson City Culture & Tourism Authority.

Additional Information

[NRS_244A.599.pdf](#)



Carson City, NV

Carson City Culture & Tourism Authority

Board Roster



Stacey Giomi

1st Term Jan 17, 2019 - Dec 31, 2022

Position Board of Supervisors



Michael Jones

2nd Term Aug 01, 2020 - Jul 01, 2022

Position Hotel/Motel Industry

Office/Role Chair



Steven J Kehm

1st Term Aug 20, 2020 - Jul 01, 2022

Position Hotel/Motel Industry



Bobbi Rahder

1st Term Aug 20, 2020 - Jul 01, 2022

Position Citizen at Large



Steven Reynolds

1st Term Mar 18, 2021 - Mar 31, 2023

Position Other Commerical Interests

Profile

Katie

First Name

Bailey

Middle Initial

Last Name

katielinbailey@gmail.com

Email Address

5180 Gentry Lane

Street Address

Suite or Apt

Carson City

City

NV

State

89701

Postal Code

Mobile: (214) 725-6051

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Carson City Culture & Tourism Authority: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

I have lived in Carson City for a total of 27 years, graduating from Carson High School. I then went on to obtain my AA degree from WNCC and then a BA from UNR. I moved to Texas with my husband, who also finished his degrees at WNCC and UNR, so he could attend law school. I continued my education at UTA where I earned my MPA. We moved our family back to Carson City in 2014 with our daughters now attending the same elementary school I did as a child. I love Carson City, I love the small town feel but access to so many things. Nevada Day is a must for my family, having bragging rights of being in the parade every year I've lived here. My husband and I are excited to raise our family here, and bought our "forever home" with views of Mt. Rose and Job's Peak, although it does need a little (a lot) of work. I want to be a part of continuing the hard work that those before me have done to make this such a wonderful place. Carson City has so much to offer and has grown so much in the tourism space and attracting visitors. This Board is meant to highlight all the wonderful things about Carson City, and I would love to be a part of that.

Question applies to Carson City Culture & Tourism Authority

Culture & Tourism Authority Position I am applying for: *

☒ Citizen-at-Large

Question applies to Carson City Culture & Tourism Authority

****Question below is for those applying for the Other Commercial Interests position.**

If applying for any other position please use N/A to proceed.

Question applies to Carson City Culture & Tourism Authority

Please explain in your application materials why you are qualified to represent commercial interests in Carson City; for example, you are the owner/operator of a commercial business located in Carson City or you manage/represent a commercial business located in Carson City. An Applicant who does not represent commercial interests or fails to explain why he or she is qualified to represent commercial interests in Carson City may, in the sole discretion of Carson City, be disqualified from being appointed to this position.

N/A

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission?

☐ Yes ☒ No

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

☐ Yes ☒ No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

☐ Yes ☒ No

Question applies to multiple boards

If yes, please provide contract details:

N/A

Question applies to multiple boards

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

Education

College, Professional, Vocational or Other Schools attended:

University of Nevada, Reno University of Texas, Arlington Western Nevada Community College

Major Subject:

University of Nevada, Reno: International Affairs and Business Administration University of Texas, Arlington: Public Administration

Degree Conferred:

University of Nevada, Reno: Bachelor of Arts and Executive Master of Business Administration University of Texas, Arlington: Master of Public Administration Western Nevada Community College: Associate Degree

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

Not only does my education demonstrate my skillset in both business and public administration, but my experience working for one of the most widely known brands in the world (Harley-Davidson) gives me a unique insight to what makes a strong "brand" and how to protect that. Carson City is unlike any other area of Nevada and I believe I can offer valuable insight and ideas as a member.

List the community organizations in which you have participated and describe participation:

As a youth in Carson City, I volunteered with Civil Air Patrol as the cadet commander, and assisted in live search missions. While living in Texas, I volunteered with the Red Cross Disaster Action Team to assist families immediately after a fire, tornado, or natural disaster.

List your affiliation with professional or technical societies: *if required for the position.

[Upload a Resume](#)

Declaration to Accept Terms & Conditions

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 hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

☒ I Agree *

EXPERIENCE

Harley-Davidson Financial Services, Inc. (November 2014 - present) **Reno, NV**
Manager, Collections and Vendor Management (remote as of March 2020)

- Manage a remote team across multiple locations focused on reducing 30+ delinquency, preventing losses, and optimizing vendor performance
- Lead the department through vendor on-boarding, contract negotiations, training, and terminations
- Created brand-protection approach for customers facing natural disasters
- Oversaw collections staffing for Carson office using job fairs, hiring committees, logistics, and department-wide holiday scheduling
- Champion system and strategy changes, including loan management system and call model
- Effectively manage both vendor-facing and departmental objectives to budget

Hyundai Capital America (January 2012 - September 2014) **Plano, TX**
Manager I, Servicing Support

- Created internal process for HCA Auto-Pay initiative
- Successfully relocated Total Loss and Ancillary Products teams to the Plano office and implemented process improvements

Unit Lead/Collections Supervisor

- Consistently achieved top ratings in CBS audit results
- Coordinated benchmarking visits with other captive finance companies
- Employee Recognition Award Recipient (2012)

Ward & Turton, PLLC (August 2011 - January 2012) **Dallas, TX**
Legal Assistant/Office Manager

- Prepared legal documents and organized litigation case files for small law firm.
- Supported attorneys, tracked deadlines, and maintained communication channels for the firm with clients, opposing lawyers, vendors, and courts

Harley-Davidson Financial Services, Inc. (June 2010 - August 2011) **Plano, TX**
Commercial Loan Workout Coordinator (Independent Contractor)

- Managed workouts of commercial loans
- Coordinated liquidations and managed in-field vendors onsite for dealer closures

Harley-Davidson Financial Services, Inc. (July 2001 - July 2009) **Carson City, NV & Plano, TX**
Operations Manager

Established and managed a team of exempt analysts and administrative staff across all operational areas (insurance, collections, loan origination, and servicing) in both Texas and Nevada locations

- Implemented phone Quality Assurance team and processes for all operational departments over multiple locations
- Acted as business representative for QA and testing of new systems in origination and servicing
- Improved collection correspondence process, resulting in \$60,000 in annual savings
- Renegotiated vendor contracts, reducing expenditures by over \$300,000 annually
- Quality Advisory Council Member, April 2007-December 2007

Prior positions include Retail Operations Technical Support, and Underwriting Associate

EDUCATION

Executive Master of Business Administration - University of Nevada, Reno (2019)

Master of Public Administration - University of Texas, Arlington (2009)

Bachelor of Arts: International Affairs - University of Nevada, Reno (2005)

Profile

Michael

First Name

Jones

Middle Initial

Last Name

mjones@bhwk.com

Email Address

2171 E.William Street

Street Address

Suite or Apt

Carson City

City

NV

State

89701

Postal Code

Business: (775) 671-3410

Primary Phone

Mobile: (775) 230-3200

Alternate Phone

Which Boards would you like to apply for?

Carson City Culture & Tourism Authority: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

I have served on the board for 4 years now, and I think we have made significant progress in bringing a more analytical approach to our decision making, our marketing concepts, and developing a tourism plan for the future. The CTA has had to accomplish a lot over the last two years under some very difficult circumstances (COVID-19). A few of the objectives that have been accomplished or initiative's we are currently working on are: The launching of a tourism industry-oriented website (Visit Carson City),The development of a Carson City media kit. The reimagining of the Kit Carson Trail (Sandstone/Medallion markers) . The integration of the Arts and Culture Program into the CTA. Was involved in the re-write of the CTA policies and procedures. Oversaw and helped with the coordination of the CTA's first integrated brand campaign, and the Cities Arts & Culture strategic plan. I am sure I am missing a few items, and we still have more to do. Creating of a Carson City Public Art Policy and developing of a five-year (CY23-27) strategic visitor experience plan. In the end I am proud of the accomplishments and strides the CTA board has made over the last four years, I believe in the team that Dave Peterson as assembled and want to continue that involvement for the next two years.

Question applies to Carson City Culture & Tourism Authority

Culture & Tourism Authority Position I am applying for: *

☒ Hotel/Motel Industry

Question applies to Carson City Culture & Tourism Authority

****Question below is for those applying for the Other Commercial Interests position.**

If applying for any other position please use N/A to proceed.

Question applies to Carson City Culture & Tourism Authority

Please explain in your application materials why you are qualified to represent commercial interests in Carson City; for example, you are the owner/operator of a commercial business located in Carson City or you manage/represent a commercial business located in Carson City. An Applicant who does not represent commercial interests or fails to explain why he or she is qualified to represent commercial interests in Carson City may, in the sole discretion of Carson City, be disqualified from being appointed to this position.

General Manager for Gold Dust West Carson City.

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission?

☐ Yes ☒ No

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

☐ Yes ☒ No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

☐ Yes ☒ No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

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

Education

College, Professional, Vocational or Other Schools attended:

San Bernardino Valley College

Major Subject:

General Education - Police Science

Degree Conferred:

Associate Degree

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

40 years experience in the casino/Hospitality industry and promoting the Northern Nevada area. Plus I have been the Board Chair for the last four years.

List the community organizations in which you have participated and describe participation:

List your affiliation with professional or technical societies: *if required for the position.

N/A

Upload a Resume

Declaration to Accept Terms & Conditions

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I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

☒ I Agree *

Michael S. Jones

Professional Profile:

I am a result driven individual with extensive experience in Casino Operations with a strong record of accomplishments in Slot Operations, Table Games, Player Development, and Customer service. My strengths include planning, developing, supervising and implementing policies, programs and procedures to promote growth and economic success for a property. Exceptional leader with a career record of surpassing casino operating objectives and guest expectations.

Experience:

Gold Dust West Carson City

February 2017 to Present

General Manager
Carson City, NV

I manage all aspects of Gold Dust West Hotel/Casino & RV Park. This includes Casino, Food & Beverage, and Hotel Operations. Additionally I oversee and direct staff responsible for property maintenance and appearances. I am responsible for monitoring all operating costs, budgets, and forecasts to ensure that the property meets stated goals. I am also responsible for staffing, and customer satisfaction.

Hard Rock Hotel Casino Lake Tahoe

September 2014 to February 2017

Director of Casino Operations
Lake Tahoe, NV

Responsible for preparing, planning, and executing the layout of the casino floor (Slots & Table Games) along with the purchasing of new equipment. Responsible for overseeing the day to day operations of the casino while ensuring the security of company assets, guest satisfaction and employee morale. Prepared the budget in areas of responsibility, project annual costs, revenue and monitor financial results and prepare monthly reports in all casino areas; take corrective action where necessary to make sure financial goals are met. Also oversee Player development establishing Established goals and objectives for monthly casino revenue and player development. Worked to develop a culture and environment that delivers exceptional guest service.

Sands Regency

September 2010 to September 2014

Director of Casino Operations
Reno, NV

Oversee all operating aspects of 563 Slots, 15 Table Games, Poker Room, Security, and 200 seat Bingo room. Responsibilities include planning, developing and monitoring of all department budgets and capital projects. Have redesigned casino floor to provide a better casino experience for our guests and increase revenue. Changed scheduling guidelines for Table games resulting in a 15% labor savings. Developed and implemented new customer service standards for departments, along with new policy and procedure manuals. I am responsible for the redesign of Bingo parlor to provide a more comfortable atmosphere as well as a more user friendly operational selling stations. Developed departmental newsletter to energize employees, spotlight personal activities, as well as communicate upcoming departmental and property changes/ events.

Tropicana Entertainment

August 2003 to November 2009

Director of Casino Operations
Montbleu Casino Resort & Spa.
Lake Tahoe, NV
Tropicana Entertainment

June 2008 to November 2009

Oversaw casino operations comprised of 150 employees, 700 slot machines, 35 table games, 6 poker tables, player development and players club. Ensured guests receive the ultimate gaming experience by designing user friendly floor layouts and set challenging employee expectations in the area of guest service. Responsible for the development of all budgets and monitoring of budget variances. Track all department expenditures to adhere to previously set budgetary guidelines, and maximized daily revenues through strategic analysis and making adjustments where necessary for all casino departments to market conditions. See that property adheres to and complies with company policies, procedures, standards and all gaming internal controls and government regulations.

General Manager

Casino Aztar
Evansville Indiana
Tropicana Entertainment

November 2007 to June 2008

I oversaw all operating aspects of Casino Aztar Resort which included 1100 slots, 52 table games, 350 hotel rooms, eight dining outlets, and 800 employees. I was directly responsible for the planning and executing of both short and long-range marketing plans, increased revenue 10% YOY same period. Set challenging expectations. Instituted comprehensive training programs to standardize operations, and ensured guest satisfaction. Developed cost savings initiatives mainly through more efficient scheduling programs in all areas of the operation, while still adhering to all internal controls as well as state and local compliance guidelines.

Casino General Manager

Horizon Casino Resort / Montbleu Resort & Spa.
Lake Tahoe, NV
Tropicana Entertainment

Sept 2006 to November 2007

I had overall operational responsibility for the casino department directors and the performance of their duties. Created and monitored budgets for all areas of responsibility. Responsible for implementation of casino operating philosophy, including changes in gaming and marketing strategy, casino configuration and facility design. Increased gaming revenues 15% over prior year.

Assistant General Manager

MontBleu Casino Resort,
Lake Tahoe, NV
Tropicana Entertainment

June 2006 to Sept 2006

Direct, develop, and manage all gaming departments. I restructured all casino departments; providing coaching and leadership to all directors and their staffs. I was responsible for developing and overseeing all departments' budgets and capital projects.

Assistant General Manager

Horizon Casino
Lake Tahoe, NV
Tropicana Entertainment

May 2005 to June 2006

Direct, develop, and manage all gaming departments. I was able to achieve significant gains in customer service levels, staff development, and team collaboration. I increased gaming revenue by 3.5% in 2005 reduced overall expenses by 6%. Developed and oversaw all department budgets.

Director of Slot Operations

Horizon Casino
Lake Tahoe, NV
Tropicana Entertainment

May 2004 to May 2005

I oversaw all aspects of slot operations, increased slot revenue 5%, while reducing overall expenses by 7%. Managed system upgrade project (Aristocrat Oasis), providing project timelines and schedules. Areas of expertise include slot

performance, profit/loss, vendor negotiations operational overview, staffing and layout strategies, and emerging technology research and employee development. I was responsible for yearly budget and capital projects.

Director of Table Games

Horizon Hotel Casino

Lake Tahoe, NV

Tropicana Entertainment

August 2003 to May 2004

I implemented new game mix, as well as policy and procedural changes that resulted in a labor savings of 5% while increasing revenue by 8%. Increased overall hold% during period from 13.5% to 18.0%. I planned and maintained yearly budget and regulatory compliance for the department.

Harrah's/Harvey's Hotel Casino

1989 to 2003

Games Shift Manager

1999 to August 2003

Harrah's/ Harvey's Hotel Casino

Lake Tahoe, NV

Slot Shift Manager

1998 to 1999

Harvey's Hotel Casino

Slot Supervisor

1997 to 1998

Harvey's Hotel Casino

Games Scheduler

1996 to 1997

Harvey's Hotel Casino

Crap Pit Manager

1995 to 1996

Harvey's Hotel Casino

Pit Supervisor

1989 to 1995

Harvey's Hotel Casino

Education:

San Bernardino Valley College (AA)

San Bernardino, CA - 1975

Profile

Steven

First Name

J

Middle Initial

Kehm

Last Name

steve@guardhospitality.com

Email Address

17 Hospitality Way

Street Address

Suite or Apt

Carson City

City

NV

State

89706

Postal Code

Mobile: (605) 228-1985

Primary Phone

Business: (775) 885-2900

Alternate Phone

Which Boards would you like to apply for?

Carson City Culture & Tourism Authority: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

I want to help the area obtain new events to showcase our community and increase tourism in the area. I moved to Carson City in May of 2019 and have fallen in love with the community/area and want to do my part to help educate travelers about the beauty and the opportunities the area presents.

Question applies to Carson City Culture & Tourism Authority

Culture & Tourism Authority Position I am applying for: *

☒ Hotel/Motel Industry

Question applies to Carson City Culture & Tourism Authority

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I have experience in management of hotels, event planning and rental properties.

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission?

☐ Yes ☒ No

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

☐ Yes ☒ No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

☐ Yes ☒ No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

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

Education

College, Professional, Vocational or Other Schools attended:

College

Major Subject:

English Lit

Degree Conferred:

English Lit

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I have a vast history of planning, organizing and participating in events from 20 to 350 people.

List the community organizations in which you have participated and describe participation:

I am a part of the Carson City Youth Soccer organization and have served on several boards and committees throughout the years. Having lived here for a year I am looking to help impact the overall wellness of the Community.

List your affiliation with professional or technical societies: *if required for the position.

N/A

Upload a Resume

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I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

☒ I Agree *

Profile

Bobbi

First Name

Rahder

Last Name

brahder24@gmail.com

Email Address

628 Stafford Way

Street Address

Suite or Apt

Carson City

City

NV

State

89701

Postal Code

Home: (785) 979-9592

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Carson City Culture & Tourism Authority: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

I have 25 years of experience as a museum professional as museum director, curator, exhibits coordinator, grant writer and fundraiser. I currently am the museum director for the Stewart Indian School Cultural Center & Museum that opened in January 2020. Although we had to close to the public in March because of COVID-19, we are reopening soon. A recent marketing study predicted over 30,000 people will visit our museum in the coming year. We already had 997 people visit before we had to close. Our audience is the general public, visitors to Carson City and Nevada, as well as Nevada's 27 tribes, bands, and colonies and the Stewart alumni who came from over 200 tribes in the Western US. We feel we have a lot to offer the tourism industry in Carson City and I would like to be involved so I can promote both our museum as well as the other cultural heritage sites in Carson City and Nevada.

Question applies to Carson City Culture & Tourism Authority

Culture & Tourism Authority Position I am applying for: *☒ Citizen-at-Large

Question applies to Carson City Culture & Tourism Authority

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I represent cultural arts organizations. I do not represent commercial business interests.

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission?

☒ Yes ☐ No

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

☐ Yes ☒ No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

☐ Yes ☒ No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

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

Education

College, Professional, Vocational or Other Schools attended:

I have a Master's degree in museum studies from the University of Kansas, and am a PhD candidate in American Studies at the University of Kansas, hoping to finish and graduate in 2022.

Major Subject:

Museum Studies and American Studies

Degree Conferred:

Master's degree completed, working on PhD

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I have been a museum professional for several different cultural organizations in various states. I have a college education and have served on the boards of various non-profit cultural organizations. I can see the cultural arts situation from a number of different perspectives and will bring that broad perspective to this board. In addition, I have worked with a number of different cultural groups and am committed to diversity and equity in all the work I do.

List the community organizations in which you have participated and describe participation:

I have worked on several projects with the Nevada State Museum and the Nevada Historical Society I have participated in the Nevada Museum of Art Reawakening the Great Basin events for the past two years I attended the Carson City Strategic Planning session in 2017 Our museum was one of the sites for the True Grit Reading event planned by the Carson Cultural Commission Our museum has been involved in several events sponsored by the Nevada Department of Tourism and Cultural Affairs I have provided professional museum consulting services to the Pyramid Lake Museum, in Nixon, NV I have provided professional museum consulting services to the Newe Ghani Cultural Center in Elko, NV I have provided professional museum consulting services to the Reno Sparks Indian Colony in Sparks, NV

List your affiliation with professional or technical societies: *if required for the position.

American Alliance of Museums Nevada Museums Association American Indian/Alaska Native Tourism Assn. Association of Tribal Archives, Libraries, and Museums American Association of State and Local History

Upload a Resume

Declaration to Accept Terms & Conditions

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I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

☒ I Agree *

Bobbi J. Rahder
<mailto:brahder24@gmail.com>; brahder@nic.nv.gov
Cell: (785) 979-9592 Office: (775) 687-7606

Profile:

Museum professional and curator offering 25 years of demonstrated expertise in successfully developing, implementing, managing, and evaluating outcomes-based projects and programs for museums and other cultural institutions.

Museum/Gallery Work Experience

Stewart Indian School Cultural Center & Museum, Nevada Indian Commission, Carson City, NV
(2017-present)

- Museum Director of new museum, included creating mission/vision statement, institutional code of ethics, and developing policies and procedures for how the museum will operate
- Responsible for coordinating renovation of Stewart administration building into new museum with state funding
- Responsible for coordinating new Stewart history exhibit funded by state and consulting with nationally known exhibit designers, three sub-contractors, museum curator, and Stewart Cultural Advisory Committee
- Identifying and developing space for environmentally controlled collection storage
- Managing institutional budget and funds to ensure compliance with all fiscal management requirements
- Providing a collaborative working environment conducive to teamwork while supervising museum curator, volunteers, and student interns
- Working toward accreditation of new museum through the American Alliance of Museums by following professional standards and accreditation criteria while organizing museum
- Developing long-range and annual plans for museum and staff
- Writing and administering grants and fundraising activities to support museum and museum activities
- Providing for public relations and audience development involving the public in the work of the museum and serving as a resource for the community/region/state through service on boards, commissions, and civic committees
- Overseeing the preservation, cataloging, and public access to the museum's collections through exhibitions and educational programs

Historic Lecompton, Lecompton Historical Society, Photo Preservation Workshop, June 26, 2016.

Percolator Art Space, Lawrence, KS (2013-2017)

- Curated multiple exhibits for local artists from 2013-2015

African American Quilt Museum and Textile Academy, Lawrence, KS (2015-2017)

- Provided board training and strategic planning exercises
- Assisted with grant writing

Stafford County Museum, Stafford, KS (July-August 2014)

- Presented photo collection preservation workshop
- Coordinating preservation work of William Gray Glass Plate Negative Collection at Stafford County Museum

Haskell Cultural Center and Museum, Haskell Indian Nations University, (2012-2013)

- Responsible for museum collection inventory and updated Re:Discovery database
- Reorganized museum artifact storage room

Haskell Cultural Center and Museum, Haskell Indian Nations University, Lawrence, KS. (March 2009-May 2011)

- Responsible for museum collection inventory.
- Organized museum operations.

Spencer Museum of Art, University of Kansas, Lawrence, KS,

- Assisted Spencer Museum of Art to develop *Passages: Persistent Visions of a Native Place* (2011)
- Curated *Power, Place, and People: African American and Indigenous Stories*, Spencer Museum of Art, University of Kansas, Lawrence, KS, November 9, 10, 11, 2006.

Freedom's Frontier National Heritage Area Exhibitions Committee, Lawrence, KS, 2010.

- Curated sections on Haskell Indian Nations University and Native tribes of Kansas in *History of Lawrence Exhibition*, Carnegie Building, 9th and Vermont St. Lawrence, KS.

Lawrence Arts Center, Lawrence, KS, 2008.

- Gallery assistant, responsible for assisting with exhibition development.

Haskell Cultural Center and Museum, Haskell Indian Nations University, Lawrence, KS. (1994-2003)

- Administered and directed plan for preserving Haskell's archival and museum collections by analyzing needs of collections.
- Researched funding sources: successfully raised \$2,407,500 to support archives, museum preservation efforts, and to build the Haskell Cultural Center and Museum.
- Implemented Plan of Operations for Haskell Cultural Center and Museum as a professional museum according to accreditation standards of the American Assn. of Museums.

Grant Writing and Management Experience

Research Development Specialist, Humanities Grant Development Office, Hall Center for the Humanities, University of Kansas, Lawrence, KS (2014-2017)

- Assisted KU faculty to develop c institutional and collaborative grant and fellowship applications

Program Manager, Douglas County Heritage Conservation Council. (October 2013-October 2014)

- Managed the Council's Heritage Grant Program that provides funding to county museums and historical organizations.

Education

PhD candidate, American Studies Program, University of Kansas, 2011-present. Dissertation: *Memories that cannot be owned: Examining Gender, Stories, and Families in Rinehart/Muhr Photographs*. Will defend dissertation October 2021.

Master's of Arts in Museum Studies, American Studies Track, 1994, University of Kansas, Lawrence, KS.

Bachelor of Arts in Journalism, 1976, University of Nebraska, Lincoln, NE.

Teaching and Editing Work Experience

Graduate Teaching Assistant, American Studies Program, University of Kansas, Lawrence, KS (2011-2014)

Managing Editor, *Women, Gender, and Families of Color Journal*, American Studies Department, University of Kansas, Lawrence, KS. (2011-2013)

Visiting Assistant Professor, Indigenous Nations Studies and Museum Studies Graduate Programs, University of Kansas. Lawrence, KS. (Aug. 2007 - May 2008)

Lecturer, Indigenous Nations Studies and Museum studies Graduate Programs, University of Kansas, Lawrence, KS, (Aug. 2004-July 2007)

Lecturer, Haskell Indian Nations University, American Studies Program, (1994-2011)

Publications

Forthcoming Dissertation Topic: *Memories that cannot be owned: Examining Gender, Stories, and Families in the Rinehart/Muhr Photographs*. Expected date 2022.

Review Essay for *Wicazo sa Review: A Journal of Native American Studies*, "Native American Voices on Identity, Art & Culture: Objects of Everlasting Esteem," 2007.

Beyond the Reach of Time and Change: The Photographs of Frank A. Rinehart and Adolph Muhr, University of Arizona Press, 2004.

"Gendered Stylistic Differences Between Photographers of Native Americans at the Turn of the Century," *Journal of the West*, Kansas State University, Manhattan, KS, Jan. 1996.

Awards

- Recipient of the 2006 Crystal Eagle Award by Graduate Students in the Center for Indigenous Nations Studies Program, March 7, 2006.

Service/Professional Memberships/Leadership Positions

American Alliance of Museums, member, 2017-present.

Nevada Museums Association, member, 2017-present.

American Association of State and Local History, member, 2017-present.

American Indian-Alaska Native Tourism Association, member, 2017

Association of Tribal Archives Libraries and Museums, member, 2017-present.

Member of Lawrence Arts Roundtable, 2003-2017.

Member of Imagination and Place Society, Lawrence, KS, 2008-2017.

Board member of Percolator Art Space, Lawrence, KS, 2013-2017.

Board member of African American Museum and Textile Academy, Lawrence, KS, 2013-2017.

Haskell Cultural Preservation Committee, 2009-2011.

Pelathe Indian Community Center/Four Winds Native Center Board of Directors, 2007-2011

Member of Gallery Committee, Lawrence Arts Center, Lawrence, KS, 2008-2009.

Anthropological Research Advisory Committee INS, University of Kansas, 2005-2006.

Lawrence Arts Commissions' Sesquicentennial % for Art Project Committee, 2004.

NRS 244A.599 County fair and recreation boards: Creation; number, appointment and terms of members in county whose population is less than 100,000.

1. Whenever the board of county commissioners of any county or the Board of Supervisors of Carson City desires the powers granted in [NRS 244A.597](#) to [244A.655](#), inclusive, to be exercised, it shall, by resolution, determine that the interest of the county and the public interest, necessity or desirability require the exercise of those powers and the creation of a county fair and recreation board therefor, pursuant to the provisions of [NRS 244A.597](#) to [244A.655](#), inclusive. After approval of the resolution, the county or city clerk shall:

(a) Cause a copy of the resolution to be published promptly once in a newspaper published in and of general circulation in the county or city; and

(b) In the case of a county, cause a certified copy of the resolution to be mailed by registered or certified mail to the mayor or other chief executive officer of each incorporated city within the county.

2. In counties whose population is 100,000 or more, the county fair and recreation board must be selected as provided in [NRS 244A.601](#) or [244A.603](#).

3. In counties whose population is less than 100,000, and in which there are more than two incorporated cities, each incorporated city, except an incorporated city which is the county seat, must be represented by one member and any incorporated city which is the county seat must be represented by four members. Within 30 days after the day of publication of the resolution or the day on which the last of the copies of the resolution was mailed, whichever day is later, the mayor or other chief executive officer shall, with the approval of the legislative body of the city, appoint a member or members of the city council or board of trustees to serve on the board for the remainder of his, her or their terms of office. The clerk or secretary of the city shall promptly certify the appointment by registered or certified mail to the county clerk.

4. In counties whose population is less than 100,000, and in which there are only two incorporated cities, each incorporated city must be represented by one member who must be appointed and certified as provided in subsection 3, and the board of county commissioners shall appoint four representatives as follows:

(a) Two members to represent the hotel or motel operators in the county.

(b) One member to represent the other commercial interests in the county.

(c) One member to represent the county at large.

5. In counties whose population is less than 100,000, and in which there are fewer than two incorporated cities, any incorporated city which is the county seat must be represented by one member, who must be appointed and certified as provided in subsection 3, and the board of county commissioners shall appoint three representatives as follows:

(a) One member to represent the motel operators in the county.

(b) One member to represent the hotel operators in the county.

(c) One member to represent the other commercial interests in the county.

6. In all counties whose population is less than 100,000, one member of the board of county commissioners must be appointed by the county commissioners to serve on the board for the remainder of his or her term of office.

7. In all counties whose population is less than 100,000, and in which there is no incorporated city, the board of county commissioners shall appoint one member to represent the county at large.

8. In Carson City the Board of Supervisors shall appoint five representatives to the fair and recreation board established as provided in subsection 1 as follows:

(a) Two members to represent the hotel and motel operators in the city.

(b) One member to represent the other commercial interests in the city.

(c) One member who is a member of the Board of Supervisors.

(d) One member to represent the city at large.

9. Members who are not elected officials shall serve for 2-year terms.

10. The terms of all elected officials are coterminous with their terms of office. Any such member may succeed himself or herself.

[2:383:1955]—(NRS A 1961, 300, 453; 1963, 100, 791; [1965, 10](#); [1967, 1377](#); [1969, 95](#), [322](#), [1535](#); [1971, 337](#); [1977, 819](#); [1979, 515](#); [1991, 60](#); [2001, 484](#); [2003, 2263](#))



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: July 7, 2022

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding the appointment of one member to the Library Board of Trustees to fill a four-year term that will expire in June 2026. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Board of Supervisors appoints five persons who are residents of Carson City to serve as library trustees. There is one vacancy due to resignation. New applications were submitted by William Harris and Jonathon Olivas.

Agenda Action: Formal Action / Motion

Time Requested: 30 minutes

Proposed Motion

I move to appoint _____, for a term that will expire in June 2026.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

NRS 379.020

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

Attachments:

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay


(Vote Recorded By)



Board Details

To govern all library policy and to hold property and effects of the library in trust for the public. To represent the library both to the people and to the governing officials and to provide the people and the governing officials a well-run library.

Overview

 **Size** 5 Seats

 **Term Length** 4 Years

 **Term Limit** 8 Years

Additional

Meetings

•5:15 p.m. •The fourth Thursday of each month (Changes authorized by Board Chair)

Powers & Duties

Typical duties are listed below: 1. Set, appoint and evaluate the professional performance of the library director. 2. Determine the policy of the library to allow development of the highest possible degree of operating efficiency in the library. 3. Submit the annual budget and work to secure adequate funds to finance the requested library services. 4. Through the library director, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they met the requirements of the total library program. 5. Study and support legislation which will bring about the greatest good to the library. 6. Cooperate with other public officials and boards to promote the services of the library and participate in maintaining vital public relations. 7. Other duties as set forth under NRS 379.025.

Additional Information


[NRS_379.020..pdf](#)



Carson City, NV

Library Board of Trustees


Board Roster



Julie A Balderson

1st Term


Aug 01, 2019 - Jun 30, 2023



Beth B Lucas

1st Term

Aug 06, 2020 - Jun 30, 2024



Elizabeth (betts) Markle

1st Term


Jun 17, 2021 - Jun 30, 2025



Sarena J. Nichols

1st Term

Jun 17, 2021 - Jun 30, 2025



Vacancy

Profile

Jonathon

First Name

Olivas

Last Name

johnnyolivas@gmail.com

Email Address

2766 Christmas Tree Dr

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

Mobile: (775) 690-7322

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

The library is a place where we can reach our youth for showing them opportunities for their future careers. Also, be a place of fun and to learn. I think the library is a forgotten resource in the community and that needs to change with our youth.

Question applies to multiple boards

Are you currently a registered voter in Carson City?☒ Yes ☐ No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission?☐ Yes ☒ No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

☐ Yes ☒ No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

☐ Yes ☒ No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

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

Education

College, Professional, Vocational or Other Schools attended:

College, not completed.

Major Subject:

Computer Science

Degree Conferred:

None earned

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

Listed in resume.

List the community organizations in which you have participated and describe participation:

Boys and Girls Clubs of Western Nevada Board, Past President, 12 years Community Health Alliance Foundation Board, Reno, 2019-2021

List your affiliation with professional or technical societies: *if required for the position.

- Accredited Investment Fiduciary - C(k)P® Certified 401(k) Professional in good standing with The Retirement Advisor University in collaboration with UCLA Anderson School of Management Executive Education

Declaration to Accept Terms & Conditions

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 hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

☒ I Agree *



JONATHON OLIVAS

johnnyolivas@gmail.com | 775-690-7322 | Carson City, NV 89703

Summary

Dedicated and organized financial professional with outstanding relationship-building and problem-solving skills. Driven to exceed expectations and operate effectively in fast-paced, high-pressure environments. Self-motivated team player adept at cultivating partnerships and building lasting relationships across all demographics and management levels. Dynamic and reliable with exceptional customer service and communication skills.

Skills

- Planning for Retirement
- Advising on Investments
- Making Insurance Decisions
- Managing Wealth
- Increasing Savings
- Developing Financial Plans
- Analytical Thinking
- Critical Thinking
- Financial Goal Planning
- Up-To-Date Market Knowledge
- Client Interviews
- Financial Research

Experience

AdvoWealth Advisors, LLC | Reno, NV

Wealth Advisor

01/2021 - Current

- Owner/Founder
- Provided professional advice to clients regarding individual financial plans and strategies.
- Consulted with clients to assess and meet short- and long-term financial goal.
- Developed and deepened relationships with new and existing clients to advance progress and improve business.
- Interviewed clients to determine income, expenses, financial objectives and risk tolerance in order to develop successful financial plans.
- Promoted business to increase customer base and grow revenue.
- Devised business plan and identified target customers.
- Analyzed wills, insurance policies and corporate contracts.
- Hired and developed junior financial and support staff.
- Advised clients on targeted business strategies and corporate financing.

New York Life Insurance Co | Reno, NV

Financial Advisor/Agent

03/2008 - 01/2021

- Top Agent and Advisor in the company over many years through their Council program
- Numerous company achievements and grew to a top advisor in the company
- Member of National Association of Insurance and Financial

- Advisors (NAIFA), received Quality award from them
- Million Dollar Roundtable member 2017
 - Explained advantages and disadvantages of available financial products to customers to maximize satisfaction.
 - Interviewed clients to determine income, expenses, financial objectives and risk tolerance in order to develop successful financial plans.
 - Kept abreast of financial impact of clients' life changes to meet needs and target new areas of growth.
 - Analyzed wills, insurance policies and corporate contracts.
 - Counseled clients on profitable strategies to support informed decision-making on investments, financing and partner sourcing.
 - Advised clients on targeted business strategies and corporate financing.

Education and Training

University of Nevada, Reno | Reno, NV

Some College (No Degree) in Computer Science And Programming

US Naval Academy | Annapolis, MD

Some College (No Degree) in Computer Science and Programming

Certifications

- AIF®, Accredited Investment Fiduciary
- C(k)P®, Certified 401(k) Professional
- LUTCF®, Life Underwriter Training Council Fellow
- Series, 6, 63, 7

Profile

William

First Name

C

Middle Initial

Harris

Last Name

carsoncity@att.net

Email Address

5049 Imus Road

Street Address

Suite or Apt

Carson City

City

NV

State

89706

Postal Code

Mobile: (775) 230-2226

Primary Phone

Home: (775) 884-0708

Alternate Phone

Which Boards would you like to apply for?

Library Board of Trustees: Submitted

Question applies to multiple boards

Why would you like to serve on this Board/Committee/Commission?

I want to do my part.

Question applies to multiple boards

Are you currently a registered voter in Carson City?☒ Yes ☐ No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission?☐ Yes ☒ No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

☐ Yes ☒ No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

☐ Yes ☒ No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

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

Education

College, Professional, Vocational or Other Schools attended:

KCKCC-Kansas City Kansas JCCC-Overland Park Kansas Baker University-Baldwin Kansas USN-1981-1989 Various electronic and sonar schools

Major Subject:

Communications

Degree Conferred:

No degree except various navy certificates

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I'm honest, have common sense, and have owned my own business since 1998.

List the community organizations in which you have participated and describe participation:

I'm a member of the American Legion Post 4 Carson City.

List your affiliation with professional or technical societies: *if required for the position.

.

Upload a Resume

Declaration to Accept Terms & Conditions

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 hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

☒ I Agree *

NRS 379.020 Trustees of county library: Appointment; terms; vacancies; compensation; expenses; removal.

1. The board of county commissioners shall appoint five competent persons who are residents of the county to serve as county library trustees. Three trustees shall hold office for the terms of 1, 2 and 3 years respectively, and two trustees shall hold office for terms of 4 years. Annually thereafter, the board of county commissioners shall appoint one trustee who shall hold office for a term of 4 years, except that in those years in which the terms of two trustees expire, the board of county commissioners shall appoint two trustees for terms of 4 years. County library trustees shall hold office until their successors are appointed and qualified.

2. No trustee may be appointed to hold office for more than two consecutive 4-year terms.

3. All vacancies which may occur at any time in the office of county library trustee must be filled by appointment by the board of county commissioners.

4. County library trustees serve without compensation, except that the board of county commissioners may provide for compensation in an amount of not more than \$40 per meeting, with a total of not more than \$80 per month, and may provide travel expenses and subsistence allowance for the members in the same amounts as are allowed for employees of the county library.

5. The board of county commissioners may remove any trustee who fails, without cause, to attend three successive meetings of the trustees.

[2:187:1925; A 1956, 214] — (NRS A 1959, 329; [1967, 1060](#); [1971, 133](#); [1981, 997](#); [1989, 612](#))



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: July 7, 2022

Staff Contact: Carol Akers, Purchasing & Contracts Administrator and Darren Schulz, Public Works Director

Agenda Title: For Possible Action: Discussion and possible action regarding an amendment to Contract No. 21300204 ("Amendment") for Nichols Consulting Engineers, CHTD ("NCE") to perform the second phase of engineering, design and construction support services, plus additional services related to undergrounding overhead utilities ("Services") for the East William Complete Streets Project ("Project") for an additional \$1,930,458, resulting in a total not to exceed amount of \$2,320,700.50 for Contract No. 21300204. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: The Project is a comprehensive complete streets project designed to revitalize the East William Street Corridor, between Carson Street and Interstate 580. NCE was selected to provide Services for the Project in two phases. NCE completed the first phase of the Services for \$390,242.50 under Contract No. 21300204. The Amendment would be for NCE to complete the second phase of the Services, plus additional services related to undergrounding overhead utilities for \$1,930,458, resulting in a total not to exceed amount of \$2,320,700.50 for Contract No. 21300204.

Agenda Action: Formal Action / Motion

Time Requested: 5 minutes

Proposed Motion

I move to approve the amendment as presented.

Board's Strategic Goal

Efficient Government

Previous Action

January 6, 2022 – The Board of Supervisors awarded Contract No. 21300204 to NCE to provide phase one Services for the Project for \$390,242.50.

Background/Issues & Analysis

NCE was selected to provide Phases One & Two of the Services through RFP 21300204. The City issued formal Request for Proposals ("RFP") 21300204 to secure Services for the Project, with the Services to be provided in two phases to improve the quality and reliability of service received by the City. With larger and more complex projects, like this one, there are many unknown challenges to overcome during the design process, which make it very difficult for an engineering team to provide precise scope and budget estimates until additional investigations and data are collected. Separating the Services into two phases, an early design phase and a final design phase, allows for better development of the first phase project elements. This results in a better tailored scope of work for the second phase, which reduces risk for both the City and the consultant.

RFP 21300204 was released on October 19, 2021, seeking a qualified firm to provide the Services (Phases One & Two) for the Project, and NCE achieved the highest combined average ranking among all committee members during the evaluation for that RFP.

The first phase of the Services is complete, with Project design advanced to approximately 15%, and with particular emphasis on completing the necessary evaluations, analysis, engineering investigations and review to ensure that the foundational design decisions were made through a collaborative effort, which also include the public as Project stakeholders. The tasks completed under phase one of the Services included (1) topographical survey and mapping, (2) geotechnical investigation and pavement design, (3) initial utility investigation, (4) alternatives development, (5) public outreach support, and (6) utility undergrounding coordination.

Through RFP 21300204, NCE was selected to provide both phases of the Services; however, the Board awarded Contract 21300204 to NCE for Phase One only so the parties could benefit from the Phase One information when setting the terms for Phase Two of the Services, through an Amendment to the contract. The parties have now done so, and the Amendment would set the terms for NCE to perform Phase Two of the Services, which includes: project management, utility coordination, public outreach support, right-of-way engineering, preliminary and final design, drainage analysis, and support for permitting, bidding and construction.

NCE was also selected to provide additional utility services for the Project through RFQ 21300288. During the Phase One Services, the City released a separate Request for Qualifications ("RFQ") for overhead utility undergrounding engineering design and construction support services ("Utility Services") for the Project, RFQ 21300288. Specifically, RFQ 21300288 was released on March 3, 2022, and responses were accepted through 2:00 pm on March 31, 2022. Four statements of qualification were received in response, including one from NCE, and the Review and Selection Committee selected NCE based on its qualifications, project experience, technical capacity and project approach. NCE achieved the highest combined average ranking among all committee members during the evaluation.

The Amendment covers both the Phase Two Services and the Utility Services. Phase Two of the Services (RFP 21300204) and the Utility Services (RFQ 21300288) both involve engineering, design and construction support services for improvements for the Project, within the Project's geographical limits. NCE was selected to perform both Phase Two of the Services and the Utility Services, and the work performed under Phase Two of the Services will inform the Utility Services, and vice versa. For these reasons, staff proposes incorporating Phase Two of the Services and the Utility Services into the same contract, namely the Amendment. Combining the two scopes of work under one contract will allow for efficiencies of work and reduce ambiguities that could arise from multiple contracts governing NCE's obligations on the Project.

The Amendment requires NCE to perform Phase Two of the Services and the Utility Services for \$1,930,458. This Amendment incorporates the full scope of work and budget to complete the remainder of the Project's necessary design features.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 332; NRS 625.530(3)

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Project# P751021001

Infrastructure Sales Tax Fund / Infrastructure Capital / 3100615-507010

Is it currently budgeted? Yes

Explanation of Fiscal Impact: Project# P751021001, Account# 3100615-507010 will be reduced by an additional amount not to exceed \$1,930,458. The funding available for Project Number P751021001 in account 3100615-507010 is \$1,655,805 with an additional \$1,187,669 in funding available in FY 23 for a total available amount of \$2,843,474.

Alternatives

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

Attachments:

[21300204 Amendment 1.pdf](#)

[21300204 Executed Contract.pdf](#)

Board Action Taken:

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

AMENDMENT FOR CONTRACT

Contract No.: 21300204

Title: East William Street Feasibility Study – Engineering Design Services Phase 2

Amendment No.: 1

If Consideration will be amended, please indicate amount: Increase Contract by \$1,930,458.00

Reason for amendment: To extend the term for Contract 21300204 from December 31, 2022, through June 30, 2025; to add Phase Two Engineering Design Services for the East William Street Feasibility Study ("Phase Two") and the additional Overhead Utility Undergrounding Services, as described in Exhibit A to this Amendment, to the scope of SERVICES under Contract 21300204; and to increase the compensation owed to Nichols Consulting Engineers, CHTD ("NCE") under Contract 21300204 by \$1,930,458.00 for the performance of Phase Two services, for a new total not to exceed amount of \$2,320,700.50 for Contract 21300204.

It is also agreed, that all unaffected conditions, requirements, and restrictions of Contract No. 21300204 remain in full force and effect for the duration of the Contract No. 21300204's term.

Amendment 1 will become effective when approved by the Carson City Board of Supervisors and executed by the Carson City Mayor.

CONSULTANT

Approved by:

NCE:

Name/Title: Angela Hueftle, Principal

Signature: _____ Date: _____

CITY

Approved by:

City Department: Public Works

Name/Title: Darren Schulz, Director

Signature: _____ Date: _____

Carson City Purchasing and Contracts:

Name/Title: Carol Akers, Purchasing and Contracts Administrator

Signature: _____ Date: _____

Approved as to form by:

District Attorney's Office:

Name/Title: Adam Tully, Deputy District Attorney

Signature: _____ Date: _____

AMENDMENT FOR CONTRACT

Contract No.: 21300204

Title: East William Street Feasibility Study – Engineering Design Services Phase 2

Amendment No.: 1

CONTRACT ACCEPTANCE AND EXECUTION:

The Board of Supervisors for Carson City, Nevada at their publicly noticed meeting of July 7, 2022, approved the acceptance of the attached Amendment for Contract hereinbefore identified as Amendment No. 1 to CONTRACT No. 21300204. Further, the Board of Supervisors authorizes the Mayor of Carson City, Nevada to sign this document and record the signature for the execution of this Amendment for Contract in accordance with the action taken.

CARSON CITY, NEVADA

LORI BAGWELL, MAYOR

DATED this 7th day of July, 2022.

ATTEST:

AUBREY ROWLATT
Clerk-Recorder

DATED this 7th day of July, 2022.

**P751021001
3100615-507010**



June 28, 2022
File No. 953.10.25

Mr. Darren Anderson, PE
Senior Project Manager
Carson City Public Works
3505 Butti Way
Carson City, NV 89701

RE: Civil Engineering Services for the Final Design of the East William Complete Street and Overhead Utility Undergrounding Projects

Dear Mr. Anderson:

NCE appreciates the opportunity to submit this scope and fee for final design engineering services for the East William Complete Street and Overhead Utility Undergrounding Projects.

PROJECT DESCRIPTION

It is our understanding the Projects are located on East William Street from Carson Street to I-580. The Complete Street project will include corridor access management solutions, ADA compliant sidewalks and curb ramps, multi-use path and bicycle facilities, upgrades to stormwater facilities, low-impact development infrastructure, utility replacements, landscaping, enhanced street lighting, streetscape beautification and presentation areas to establish public art and gateway features, updated traffic signal equipment, fiber optic communications, pavement rehabilitation and preservation treatments of the roadway, electric vehicle charging stations, and bus pullouts.

The Overhead Utility Undergrounding Project is a critical first step of the larger Complete Street project, mitigating accessibility issues, and removing design constraints caused by the pole locations. The project will convert the existing overhead utilities (overhead power and communication lines) on East William Street to an underground facility for planned corridor improvements. Overhead utilities from North Carson Street to Saliman Road will be undergrounded, which includes approximately 5,000 linear feet of NV Energy, AT&T, and Charter facilities, including seven transformers and 33 poles. The underground facility will be located within East William Street roadway and utilities will share a joint underground trench.

This scope of work includes project management, utility coordination, public outreach support, right-of-way engineering, Local Public Agency (LPA) coordination, preliminary and final design, drainage analysis and design, NEPA and technical studies, permitting support, and bidding and construction services support.

Reno, NV
1885 S. Arlington Avenue, Suite 111
Reno, NV 89509
(775) 329-4955

SCOPE OF SERVICES

Tasks 1-7 are included in the current contract for Civil Engineering Services for the East William Complete Street Project. No additional work is proposed for Tasks 1-7. Tasks 8 and 9 are both the Complete Street and the Overhead Utility Undergrounding projects. Tasks 10-18 are for the Complete Streets project, with the exception of Task 14 which is for both the Complete Street and the Overhead Utility Undergrounding projects. Tasks 19- 24 are for the Overhead Utility Undergrounding project. Lastly, Task 25 is Owner Directed Services applicable to both projects.

TASK 8 - PROJECT MANAGEMENT**A. Team and Project Management**

NCE's Project Manager will serve as the City's single point of contact on the contract and will have primary responsibility for both coordinating the efforts of the project team and subconsultants and on-going project coordination of activities for the duration of the work. Specific project management tasks include project initiation and administration, monthly budget monitoring and invoicing, processing subconsultant invoicing, and scheduling. We assume a duration of fifteen months for project management.

B. Project Coordination

NCE's Project Manager will keep the City's Project Manager well informed of progress with bi-weekly informal briefings via email or phone call.

Assumptions:

1. This task will provide team and project management and project coordination for both the Complete Street and Overhead Utility Undergrounding projects.

Deliverables:

1. Monthly invoices
2. Project(s) schedule
3. Bi-weekly phone call and/or email to the City Project Manager

TASK 9 – UTILITY COORDINATION

NCE will continue facilitating monthly meetings with the utility companies whose facilities are impacted by the Overhead Utility Undergrounding project. NCE will prepare meeting agendas and provide meeting summaries following the meeting. NCE will coordinate with NV Energy, AT&T, and Charter to attend coordination meetings, provide documentation for utility agreements, and obtain design of their facilities. NCE will provide the utility providers the Complete Street design information they need to prepare their relocation design. NCE will distribute design review submittals (30%, 60%, 90%, and Final) of the Overhead Utility Undergrounding project to utility agencies for review and comment and respond to and provide the City with the utility agency review comments.

As design of the Complete Street project progresses, NCE will coordinate with the utility agencies for upcoming work, facility relocation and new installation, and to ensure utilities

likely affected by the project are drawn on the plan and profile. NCE will evaluate potential conflicts through field investigation and investigate conflict resolution strategies. NCE will distribute design review submittals (30%, 60%, 90%, and Final) of the Complete Street project to utility agencies for review and comment and respond to and provide the City with the utility agency review comments.

Assumptions:

1. We assume fifteen (15) utility coordination meetings will be held and utility coordination of both projects will occur during the meetings
2. Plan submittals to the utility companies will be PDF format

TASK 10 – PUBLIC OUTREACH SUPPORT

A. Community Information Meetings

NCE will participate in two (2) community information meetings. NCE will participate in four (4) pre-community information meetings with the City and the City's public outreach consultant to discuss and review exhibits, topics, and appropriate responses to questions for the public meeting. NCE anticipates preparing up to four (4) exhibits (visualizations or cross-sections) for the community information meeting to demonstrate before and after conditions along the corridor. NCE will attend the community information meeting to assist with facilitation and answer technical questions.

Deliverables:

1. Community information meeting exhibits and presentation materials

Assumptions:

1. Preparation, facilitation, and documentation of the public information meeting, identification of venue, design of print ads, mailers, handouts, and surveys, final summary of comments provided, and direct costs associated with the meeting venue, ads, mailers, court reporter, and translator are not included. We assume these items will be provided by either the City or the City's public outreach consultant.

B. Committee Meetings Support

NCE will support the City in presentations and updates to various committees including the Redevelopment Authority, Regional Transportation Commission, Board of Supervisors, and others as requested by the City project manager. It is anticipated NCE will prepare for and attend up to six (6) meetings during this phase of the project.

TASK 11 –RIGHT-OF-WAY (ROW) ENGINEERING

A. Right-of-Way Setting

NCE will participate in a meeting to set the right-of-way requirements for the project. NCE will prepare a right-of-way summary that identifies all easements necessary to construct the project including partial acquisitions, permanent easements, public utility easements, temporary construction easements, and permissions to construct. The summary will include APN, property owner, address, easement type, easement size, and easement purpose. The

summary will be updated as needed throughout the project to reflect updated vesting deeds and final easements.

B. Right-of-Way Maps

NCE will prepare right-of-way maps including existing and proposed easements, existing right-of-way, APN, owner information, and size and type of proposed easement. The right-of-way maps will be updated as needed throughout the project to reflect updated vesting deeds and final easements.

C. Preliminary Title Reports

It is estimated that permanent easements, temporary construction easements, and six (6) partial acquisitions on nineteen (19) parcels will be required for construction of pedestrian path sidewalk improvements. NCE will obtain nineteen (19) preliminary title reports including exceptions and updates. NCE will coordinate necessary revisions to the preliminary title reports with the title company. NCE will deliver the electronic preliminary title reports to the City. NCE assumes one update to each of the 19 title reports will be required for the duration of the project. NCE will coordinate the updates with the title company and deliver the updated title reports to the City.

D. Boundary Survey and Legal Descriptions

NCE will review title reports for an estimated nineteen (19) subject parcels to identify existing encumbrances, record mapping, parcel boundary and/or easement legal descriptions detailed within the exceptions portion of said reports. NCE will utilize City records to obtain deeds and other record data identified above related to the parcels to be surveyed. NCE will use this information to create digital AutoCAD boundary line work which will be used to generate survey search coordinates for boundary monuments associated with the subject parcels.

NCE will then perform field boundary surveys of the subject parcels. During the field survey, existing property corners, section corners, and Right-of-Way monuments will be located as required to resolve the legal boundaries of the subject parcels. NCE will utilize record boundary information in conjunction with the data gathered in the field to resolve the parcels' boundaries and prepare a digital boundary base map for the subject parcels. The digital base map will depict parcel boundaries, easement boundaries, street right-of-ways and found boundary monuments.

NCE will utilize the boundary base map to prepare legal descriptions and exhibit figures for easements on 19 parcels. If required, NCE will amend legal descriptions and update exhibit figures as necessary throughout the design and review process for the project.

E. Right-of-Way Acquisitions

NCE will utilize the boundary base map assembled under Task 11D to prepare six (6) legal descriptions and exhibit figures for the parcels affected by the land transfers associated with Right-of-Way acquisitions.

NCE will prepare Record of Survey plats to support each acquisition. These maps will display found and set boundary monuments, section corner ties, GPS coordinates and control point ties, existing easements, existing lot lines, adjusted parcel and Right-of-Way boundaries, recorded transfer deed document file numbers, and planimetric features as required. Upon

close of escrow, NCE will set the final monuments as 5/8" rebar w/ plastic caps or nail and tag as required by N.R.S. 625 and submit the plat for recording to the Carson City Recorder's office in accordance with N.R.S. and local government ordinances.

Deliverables:

1. Right-of-way summary
2. Right-of-way maps
3. Preliminary title reports and updated vesting deeds (19)
4. Boundary survey (19 parcels)
5. Legal descriptions and exhibits (on 19 parcels)
6. Legal descriptions, exhibits, and Record of Survey Plats (6 for partial acquisitions)

Assumptions:

1. Acquisition and appraisal services are not included.
2. NDOT will not have oversight of right of way activities required for the Complete Streets project. See Task 20 Local Public Agency Coordination for work related to NDOT oversight of the Overhead Utility Undergrounding project.

TASK 12 – PRELIMINARY DESIGN (30% P&E)

NCE will evaluate the condition of the existing curb and gutter, sidewalk, pedestrian ramps, driveway approaches, and multi-use path to remain based on criteria agreed upon with the City. Curb and gutter, sidewalk, driveway approaches, and multi-use path deemed inadequate will be shown as to be replaced, to the nearest panel, in the preliminary plans. NCE will also evaluate existing pedestrian ramp and pedestrian path configurations and locations for ADA compliance and provide recommendations for replacement, as appropriate.

NCE will use the preferred alternative of the corridor improvements to prepare 30% preliminary civil improvement plans in accordance with City standards. Civil improvement plans will be prepared with AutoCAD Civil 3D 2022 with design elements having appropriate 3D references/properties. The 22"x34" plan set will consist of graphic representations reviewed by a Licensed Civil Engineer showing the project limits, right-of-way and parcel lines, curb lines and medians, curb returns and driveways, anticipated pavement treatment options, proposed water, sewer, storm drain, and fiber optic improvements in plan view, and typical cross sections that show the pavement rehabilitation treatments, lane widths, medians, sidewalks, landscape buffers, and landscape areas. Drawings and details will be consistent with the latest editions of the Standard Specifications for Public Works Construction and the Standard Details for Public Works Construction or as approved by the City during project review and discussion.

The following types of plan sheets are anticipated:

1. Title Sheet
2. Notes, Legends, and Abbreviations
3. Key Map
4. Demolition Plans
5. Horizontal Control Plans
6. Improvement Plans
7. Grading and Drainage Plans and Profiles
8. Cross Sections
9. Striping Plans
10. Civil Details
11. Striping Details
12. Landscape Layout Plans
13. Landscape Details
14. Irrigation Layout Plans
15. Irrigation Details
16. Electrical and Lighting Plans
17. Electrical Details
18. Traffic Signal Modification Plans
19. Traffic Signal Details

NCE will prepare the 30% Engineer's Estimate of Probable Construction Cost (estimate). The estimate will be prepared using the approximate quantities of the work items at this phase of design with a 30% contingency. The estimate will be prepared in MS Excel format and will be based on recent construction cost data available to NCE and the City for projects of this type and this location. The estimate will be updated and refined as the design effort progresses.

The 30% P&E will be reviewed by NCE's QA/QC manager prior to submitting it to the City. NCE assumes that the City will provide red-line comments on the plans using Bluebeam and NCE will respond to the comments in Bluebeam. NCE assumes that the City will provide comments on the estimate via email or PDF markup and NCE will respond in similar format.

Subsequent to the City's review period, NCE will participate in a 30% design review meeting with city staff to review the design and discuss pertinent comments to be addressed for the 60% PS&E.

The 30% P&E will include landscape/irrigation, traffic signal modifications and electrical/lighting design. The scope of work for both design elements is described below. As the design progresses, both design elements will be advanced to the subsequent design stages.

Landscape and Irrigation:

NCE will prepare landscape and irrigation PS&E for the project. The design stages will include a schematic landscape master plan that will be presented to city staff, and the various design submittals.

Schematic Landscape Master Plan:

Based on the landscape design standards and goals received from the Client, NCE will prepare a Schematic Landscape Master Plan. The Schematic Landscape Master Plan will depict the schematic layout of plantings, site furnishings, pavements and lighting. NCE will present the Draft Schematic Landscape Master Plan to the City staff for their review and input. Comments from the City staff will be summarized and will guide the design of the PS&E.

NCE will prepare plans for the project that will indicate the relative location of plantings, including a plant list and irrigation plans. NCE anticipates preparing the following drawings:

Planting Plans:

- Draft Planting Plans and Plant List
- Draft Planting Details

Irrigation Plans which depict:

- Connections to existing water meters and backflows
- Mainline layout and remote-control valve locations
- Layout of all irrigation sprinklers, drip line and bubblers
- Valving of planting zones based on plant type, slope and exposure
- Lateral piping of valves to sprinklers, bubblers and drip irrigation
- Irrigation legend, notes, and details
- Irrigation water use calculations per local and state ordinance

Electrical Design:

NCE will provide the electrical design for the project. The lighting design along E. William Street from North Carson Street to Stewart Street will follow the aesthetic of the existing downtown Carson City Lighting which is the "Carson City" style fixture by Sternberg lighting mounted atop a 12' pole. The lighting design from Stewart Street to I-580 along E. William Street will be new cobra head luminaires using a similar style of the recent South Carson Street project with steel poles and roadway luminaires.

The electrical design scope of work includes drawings and specifications for new street lighting, relocating and/or removing the existing street lighting, irrigation control power, miscellaneous electrical connections, electrical service points for lighting and signalized intersections, electrical connections for 2 EV charging stations, and coordination with NV Energy for electrical utility relocations and new service requirements. The scope of work includes photometric calculations and electrical load and voltage drop calculations.

Traffic Signal Modifications:

NCE will provide plans, specifications, and engineer's estimate for modification of the traffic signal system for the various stages of design. This task and budget are for the design of all necessary and optional work items described in the East William Street Traffic Signal Modifications & Interconnect Review memo. The following intersections are included in this scope of work:

1. N. Carson Street/E. William Street
2. N. Stewart Street/E. William Street
3. N. Roop Street/E. William Street
4. N. Saliman Street/E. William Street

5. Gold Dust West Way/E. William Street
6. Replace NDOT ATR station at Mills Park (assumes no NDOT permit process)

This scope of work includes establishing new equipment locations consistent with the final intersection configurations (new curb returns, new pedestrian ramps, new pedestrian buttons, new poles, intersection reconfiguration, etc.), reviewing and improving signal head alignments, upgrades addressing ADA and MUTCD compliance, where needed, providing station/offset points for signal pole/mast arm alignment, reviewing signal phasing (preparing coordination signal timing plans is excluded but can be provided, if desired, under an additional task with additional budget), design of new conduit, conductors, push button locations, and other equipment, specification of new cabinets, controller, or detection equipment, detailed coordination of push buttons relative to pedestrian ramp design for ADA compliance, providing notes, equipment schedules, and conduit/conductor schedules.

Deliverables:

1. Schematic landscape master plan – PDF
2. 30% plans – PDF
3. 30% cost estimate - PDF

Assumptions:

1. City to provide one consolidated set of comments on the 30% plans
2. NCE and City will meet to review the 30% P&E (assume 2-hour meeting).

TASK 13 – DRAINAGE ANALYSIS

The drainage analysis will be prepared according to the methods and criteria presented in the Carson City Drainage Manual (Drainage Manual), effective July 1, 2021. The drainage analysis to support the design of the improvements will be based on the Preliminary Drainage Analysis completed for the preferred alternative for East William Street.

A. Initial Drainage and Storm Water Meeting

NCE will meet with representatives of the City to discuss the drainage and storm water improvements and costs included in the preferred alternative to obtain direction prior to the progression of the design.

Deliverables:

1. Meeting agenda and notes for one (1) Initial Drainage and Storm Water Meeting.

B. Preliminary Technical Drainage Study

NCE will prepare a Preliminary Technical Drainage Study to support the drainage and storm water treatment improvements included in the 60% design submittal. The study will follow the outline included in the Drainage Manual and will detail the offsite drainage conditions, existing flow conditions within the Project Area in the Major (100-year) and Minor (10-year) design storm events, proposed drainage facilities and their impacts on the flow conditions within the Project Area, water quality design calculations, constraints of the design, and compliance with regulations including areas where the design does not meet Carson City criteria with supporting justification. After submittal of the study to the City, NCE will meet

with the City to discuss comments on the proposed drainage features and analysis. The City's comments and discussions will be addressed in the Final Technical Drainage Study.

Deliverables:

1. Preliminary Technical Drainage Study – PDF
2. Meeting agenda and notes for one (1) Preliminary Technical Drainage Study Meeting

C. Final Technical Drainage Study

Based on the comments and feedback from the City on the Preliminary Technical Drainage Study, NCE will revise the analysis and documentation and prepare a Draft Final Technical Drainage Study to be submitted with the 90% design package. The analysis will incorporate changes to the design that occur between the preliminary and 90% submittals. After receiving comments from the City, NCE will prepare and submit the Final Technical Drainage Study.

Deliverables:

1. Draft Final and Final Technical Drainage Study – PDF

Task 14 - NEPA

A. NEPA Categorical Exclusion (CE) Package

NCE will develop NEPA materials in support of a Categorical Exclusion (CE) under NEPA. Pursuant to Council of Environmental Quality's (CEQ's) regulations, the Federal Highway Administration (FHWA) has defined categories of actions that do not involve significant environmental impacts. The FHWA uses a distinct checklist and CE categories which NCE will use for this project as a basis for developing and providing FHWA with NEPA review materials. NCE will review the project to determine if it falls under either 'C-list' CE (found in 23 CFR 771.118(c)) or 'D-list' CEs, located in 23 CFR 771.118(d), and will communicate to Carson City and FHWA to verify which classification is appropriate to exclude this project from further environmental documentation and review. One NEPA document will be prepared for the Complete Street and Overhead Utility Undergrounding projects.

NCE will work with the City to develop a Project Description and project boundary to use in initial consultations with agencies and verify resource topics affected, field studies, assist with State Historic Preservation Office (SHPO) consultations, and provide materials in support of a NEPA CE. As the lead federal agency, FHWA will coordinate consultation efforts with SHPO.

As part of the NEPA CE package, NCE will prepare a Project Description for review and approval by the City. The Project Description will include design details of the proposed project; a discussion of existing and proposed rights-of-way and easements; a list of construction methods and excavation depths; an anticipated construction schedule; and other relevant details to allow a thorough impact analysis in support of environmental review. Once the Project Description is finalized, it will become integrated into technical studies and the CE checklist to assist with environmental review.

As part of a recent planning effort, NCE identified field studies that would be required to support this NEPA effort. Those field studies and reports will be completed (as detailed in Task 11B) and will be integrated into the NEPA CE package.

Using the final Project Description and technical reports developed under Task 14B, NCE will prepare a CE checklist consistent with the Council on Environmental Quality's (CEQ) NEPA implementing regulations (40 CFR parts 1500-1508) and the FHWA environmental impact regulations (23 CFR part 771). The CE checklist will meet the FHWA's requirements for information required for a Categorical Exclusion (23 CFR Part 771.118).

The Draft CE Checklist will be provided to the City for review and comment. Once comments are addressed, NCE will prepare a Final CE Checklist including backup documentation for the NEPA submittal package. The FHWA will review the project to ensure the CE is appropriate, and to determine whether other environmental laws/requirements apply, or unusual circumstances exist. In order for NEPA clearance to be complete, FHWA's consultation with SHPO will need to be completed.

Deliverable:

1. FHWA CE Checklist and supporting materials (NEPA CE Package)

Assumptions:

1. One NEPA document will be required for both the Complete Street and Overhead Utility Undergrounding projects that is anticipated to be a Cat Ex.
2. FHWA will be the lead agency. NDOT review and approval of the NEPA document is not required prior of submittal to FHWA. The NEPA document will be submitted by the City to FHWA and NDOT at the same time. Separate submittals to and review by NDOT, prior to submittal to FHWA, are not included.

B. Technical Studies

B1. Biological Resources

In support of the NEPA environmental document, NCE will conduct a special status species (SSS) reconnaissance-level field survey and prepare a SSS technical memorandum, building on the results from previous SSS database searches with the Nevada Natural Heritage Program (NNHP), Nevada Department of Wildlife (NDOW), and the United States Fish and Wildlife Service (USFWS).

The purpose of the reconnaissance-level field survey will be to determine if SSS habitat is present in proposed work areas, to verify the results of the database research, identify existing or potential raptor or migratory bird nests, existing or potential bat roosting sites, and document noxious weeds present within the project area. The field survey will be conducted during the spring/summer/early fall months, beginning around sunrise and lasting through mid-morning, and will occur during favorable weather (no rain or snow).

NCE will prepare a SSS technical memorandum that presents the database search results, field survey approach and results, and recommendations, if appropriate.

Deliverables:

1. Draft and final SSS technical memorandum

Assumptions:

1. No SSS will be identified within the project area and no impacts to SSS will occur

B.2 Cultural Resources Investigation

For the project to be considered a Categorical Exclusion (CE) under NEPA, NCE recommends, as an important first step, a kick-off call with FHWA to discuss the proposed approach outlined below, for addressing architectural and archaeological resources. Prior to the call, it is recommended to share the Preliminary APE map for review and as a discussion topic during the call. Establishing a formal APE boundary including potential direct and indirect impacts to nearby cultural resources will be necessary. Up to two additional meetings with the FHWA are anticipated during this task.

- Approach to architectural resources
 - NCE recommends that identified resources within or adjacent to the APE be left unevaluated and treated as National Register eligible. This would forego the need for a detailed architectural inventory and associated resource form and report development.
 - In lieu of an Architectural Inventory Report, NCE would prepare an Impact Assessment Report to justify the recommendation of No Adverse Effect to architectural resources.
- Approach to archaeological resources
 - The project area consists of a highly developed urban corridor and very little previously undisturbed ground is present. As a result, NCE recommends that an intensive archaeological inventory not be conducted.
 - In lieu of a formal field survey, emphasis should be placed on the development of a monitoring program that would allow for the documentation and evaluation of archaeological resources encountered during the construction of the Project. Portions of the APE where there is a greater likelihood of encountering subsurface archaeological resources would be identified. Key factors include the location of previously recorded archaeological resources, the location of historic-aged utilities and infrastructure (e.g., storm drain, water, and sewer mains, etc.), and the depth of proposed Project-related disturbance.
 - NCE will develop an Archaeological Monitoring Plan outlining the approach above and the steps necessary following a discovery (i.e., recordation and documentation protocols). This would be a stand-alone report from the Impact Assessment report.

Assuming the FHWA (and subsequently the SHPO) agrees to this approach, NCE will proceed with preparation of the Impact Assessment Report and Archaeological Monitoring Plan, as outlined above. The reports will be prepared by a Secretary of Interior (SOI) qualified archaeologist. The Impact Assessment Report will be reviewed by an SOI qualified architectural historian. The material developed by NCE will be provided to the City for review. Once comments have been incorporated, it is recommended that the City provide the revised draft material to the FHWA, who in turn will consult with the SHPO. Based on

past experience, it is recommended that neither NCE nor the City communicate directly with SHPO, as that will be the responsibility of the FHWA. In general, report review timeframes for both the FHWA and SHPO, are expected to be 30 days each. One round of revision from each of the FHWA and the SHPO is anticipated for each report.

Deliverables:

1. FHWA meeting agenda and summaries provided to the parties involved
2. Draft and final Impact Assessment Report
3. Draft and final Archaeological Monitoring Plan

B.3 Section 4(f) De Minimis Evaluation and Memorandum

As a result of the pre-NEPA efforts, it was concluded the project may impact Mills Park, a Section 4(f) property. NCE assumes the proposed impacts to Mills Park can be considered a De Minimis Impact. According to the Federal Highway Administration Section 4(f) De Minimis Impact for Parks, Recreation Areas, and Refuges, projects that propose to impact 4(f) properties must be evaluated to determine if the following three criteria are satisfied:

"1) the transportation use of the Section 4(f) resources does not adversely affect the activities, features, and attributes that qualify the resource for protection under Section 4(f), 2) the public has been afforded an opportunity to review and comment on the effects of the project on the protected activities, features, and attributes of the Section 4(f) resource, and 3) the official(s) with jurisdiction over the property are informed of U.S. DOT's intent to make the de minimis impact determination based on their written concurrence that the project will not adversely affect the activities, features, and attributes that qualify the property for protection under Section 4(f)."

NCE will evaluate the use and potential impact to the Section 4(f) property (Mills Park) by developing a memorandum that includes the following information for NDOT and FHWA to issue written concurrence of de minimis finding:

- Description of activities, features, and attributes of Section 4(f) property
- Description of use of Section 4(f) property (evaluation of impact)
- Avoidance or minimization measures incorporated
- Archaeological and historic sites within Section 4(f) Property

Once the FHWA determines that a transportation use of Section 4(f) property, after consideration of impact avoidance, minimization, and mitigation or enhancement measures, results in a de minimis impact on that property, an analysis of avoidance alternatives is not required, and the Section 4(f) evaluation process is complete.

Deliverables:

1. Section 4(f) De Minimis Memorandum

Assumptions:

1. Preparation of a De Minimis Memorandum will be sufficient for USDOT and NDOT to verify de minimis impact findings

2. A de minimis determination is the appropriate level of documentation required to satisfy Section 4(f) requirements of NEPA

TASK 15 – FINAL DESIGN (60% PS&E, 90% PS&E, FINAL PS&E)

A. 60% PS&E

The 30% P&E will be revised to advance the design to the 60% design phase and to incorporate comments received from the City on the 30% P&E. NCE will provide a response to comments provided by the City as part of the 30% P&E review.

The 60% civil improvement plans will incorporate design elements and details expected at this stage of completion, including layout plans for demolition and removal, civil design improvements including sidewalk widening, curb ramps, pavement treatments, medians, sidewalk repairs, gutter flow line for drainage repairs, grading and drainage plans including storm drain plan and profiles, water, sewer, and fiber optic improvements plan and profiles, and typical cross sections and pertinent details. The plans will include electrical/lighting plans and details, and traffic signal modification designs, planting and irrigation plans, placemaking locations, and striping and signage plans, including details.

Traffic control plans are not included in this scope of work. Technical specifications for traffic control will include language regarding submittal of traffic control plans by the contractor.

NCE will conduct a constructability review during the preparation of the 60% PS&E. Comments and notes collected during the constructability review will be considered and incorporated as applicable into the 60% PS&E.

NCE assumes that the City will prepare the front-end contract documents and NCE will prepare the technical specifications. Technical specifications will be provided at the 60%, 90%, and Final design stages.

The technical specifications will be prepared in MS Word format and will be based on Orange Book Standard Specifications, latest edition.

The 30% estimate will be refined and updated with the quantities shown on the 60% plans. Revisions to unit costs in the estimate will be made as appropriate to reflect the bidding climate at the time. The estimate will be submitted in MS Excel format including a 20% contingency.

A quality assurance (QA) review of the 60% PS&E package will be conducted by NCE's QA/QC Manager on the project. Comments resulting from the QA review will be incorporated prior to submittal of the 60% PS&E to the City.

NCE assumes that the City will provide red-line comments on the plans using Bluebeam and NCE will respond to the comments in Bluebeam. NCE assumes that the City will provide comments on the specifications and estimate via email or PDF markup and NCE will respond in similar format.

Subsequent to the City's review period, NCE will participate in a 60% design review meeting with City staff to review the design and discuss pertinent comments to be addressed for the 90% PS&E.

Deliverables:

1. Electronic copy of 60% PS&E (plans, technical specifications, and estimate).
2. Two 11"x17" 60% plan sets.
3. Response to comments.

Assumptions:

1. City to provide one consolidated set of comments on the 60% PS&E.
2. Traffic control plans are not included in this scope of work.
3. NCE and City will meet to review the 60% PS&E (assume 2-hour meeting).

B. 90% PS&E

The 60% PS&E will be revised to advance the design to the next phase and to incorporate comments received from the City. NCE will provide a response to each comment that is provided by the City.

NCE will participate in a one-day constructability review workshop, to be held early in the 90% design development phase, put on by the City or City's other consultant.

The 90% PS&E will include additional design information and details typically expected at this stage of completion including but not limited to layout information for the improvements (civil, landscape, electrical, traffic), elevations, construction notes, materials, and refined and updated details. The technical specifications will be revised and updated as necessary to reflect the work items shown on the plans and bid item clarifications will be provided. NCE will prepare the bid item clarifications in accordance with the bid schedule established as part of the estimate.

The 60% estimate will be refined and updated with the quantities shown on the 90% plans. Revisions to unit costs in the estimate will be made as appropriate to reflect the bidding climate at the time. The estimate will be submitted in MS Excel format including a 15% contingency.

A quality assurance (QA) review of the 90% PS&E package will be conducted by NCE's QA/QC Manager on the project. Comments resulting from the QA review will be incorporated prior to submittal of the 90% PS&E to the City.

NCE assumes that the City will provide red-line comments on the plans using Bluebeam and NCE will respond to the comments in Bluebeam. NCE assumes that the City will provide comments on the specifications and estimate via email or PDF markup and NCE will respond in similar format.

Subsequent to the City's review period, NCE will participate in a 90% design review meeting with City staff to review the design and discuss pertinent comments to be addressed for the Final PS&E.

Deliverables:

1. Electronic copy of 90% PS&E (plans, technical specifications, bid item clarifications, and estimate).
2. Two full-size 90% plan sets.
3. Two 11"x17" 90% plan sets.
4. Response to comments.

Assumptions:

1. City to provide one consolidated set of comments on the 90% PS&E.
2. NCE and City will meet to review the 90% PS&E (assume 2-hour meeting).
3. Independent cost estimating, risk assessment, and value engineering is not included.

C. Final PS&E and Issued for Bid

The 90% PS&E will be revised to advance the design to the final stage and to incorporate comments received from the City. NCE will provide a response to each comment that is provided by the City.

The 100% PS&E will include additional design information and details typically expected at this stage of completion, such as additional construction details, and finalized planting, irrigation, electrical and traffic engineering designs. The 100% PS&E will be packaged and submitted similar to the 90% PS&E, unless directed otherwise.

The technical specifications will be further refined at this stage of the design. We will review and comment on the City's front-end documents (e.g., Bid and Contract Forms, General Provisions, Special Provisions, etc.), which the City will prepare and provide. The Engineer's Cost Estimate will be updated to reflect the revised quantities of work depicted on the plans. The Final PS&E will be delivered to the City in both hard copy and electronic formats.

NCE will address any additional comments received on the 100% PS&E and prepare Issued for Bid documents. The IFB documents will be reviewed, stamped, and signed by NCE's engineer of record, landscape architect, traffic engineer, and electrical engineer.

Deliverables:

1. Electronic copy of 100% and IFB PS&E.
2. Two full-size and two 11"x17" plan sets of the 100% PS&E.
3. Two full-size and two 11"x17" plans sets and .dwg files of the IFB PS&E.
4. One (1) wet-signed copy of the IFB plans, technical specifications, and engineer's estimate.
5. Response to comments.

Assumptions:

1. City to provide one consolidated set of comments on the 100% PS&E.

TASK 16 – PERMITTING SUPPORT**A. Nevada Department of Transportation (NDOT).**

NCE will schedule a pre-application meeting with NDOT upon completion of the 60% plan set. NCE will prepare and submit the necessary documentation required to obtain NDOT approval of the proposed bike lane striping near I-580. This will require completion of an encroachment permit application and plans depicting improvements in NDOT R/W.

B. Nevada Division of Environmental Protection (NDEP).

NCE will prepare and submit two (2) sets of stamped Final Plans and Specifications to the City so that City may submit documentation to Nevada Division of Environmental Protection, Bureau of Safe Drinking Water (NDEP-BSDW) and Nevada Division of Environmental Protection, Bureau of Water Pollution Control (NDEP-BWPC). NCE will assist with implementation of revisions requested by NDEP-BSDW and/or NDEP-BWPC as appropriate and will provide additional coordination with the City as necessary, until final approval letter(s) for the Project have been obtained.

Deliverables:

1. NDOT encroachment permit application and supporting materials
2. Two (2) full size (22"x34") stamped plans and specifications

Assumptions:

1. Assumes one (1) round of comments/revisions will be required from NDEP

TASK 17- BIDDING SUPPORT

NCE will provide assistance during the advertisement and bidding period of the project. This will include attendance at the pre-bid meeting, preparation of written responses to request for information (RFIs) received about the project design, and preparation of up to one (1) plan revision and clarifications to the PS&E that are deemed necessary.

Deliverables:

1. Attend pre-bid meeting.
2. Prepare responses to (RFIs) received regarding project design.
3. One (1) plan revision and clarification to PS&E.

Assumptions:

1. City will determine the responsiveness of bids received and tabulate bid results.
2. City will prepare pre-bid meeting agenda, notes, and addendums.

TASK 18- CONSTRUCTION SERVICES SUPPORT

NCE will provide support services to the City during the construction phase of the project. These services are anticipated to include attendance at the pre-construction conference, reviewing Contractor submittals and responding to Contractor requests for information (RFIs), providing recommendations for design changes due to unforeseen field conditions, construction site visits, and preparation of Record Drawings from marked as-built plans

supplied by the City's Contractor. The Record Drawings will be furnished to the City in both printed and electronic formats.

Deliverables:

1. Attend pre-construction conference.
2. Assist with review of Contractor's submittals and RFIs.
3. Provide recommendations for necessary design changes due to unforeseen conditions.
4. Perform up to 20 site visits with 2 hours on site.
5. Prepare and submit record drawings based upon the Contractor's representation of construction (one printed copy and one electronic copy in AutoCAD and PDF formats).

Assumptions:

1. Attendance at weekly construction meetings, construction management, inspection, surveying, and materials testing are not included.

Tasks 19- 24 are for the Overhead Utility Undergrounding project

TASK 19 – UTILITY UNDERGROUNDING RIGHT-OF-WAY (ROW) ENGINEERING

A. Right-of-Way Setting

NCE will participate in a meeting to set the right-of-way requirements for the project. NCE will prepare a right-of-way summary that identifies all easements necessary to construct the project including partial acquisitions, permanent easements, public utility easements, temporary construction easements, and permissions to construct. The summary will include APN, property owner, address, easement type, easement size, and easement purpose. The summary will be updated as needed throughout the project to reflect updated vesting deeds and final easements.

B. Right-of-Way Maps

NCE will prepare right-of-way maps including existing and proposed easements, existing right-of-way, APN, owner information, and size and type of proposed easement. The right-of-way maps will be updated as needed throughout the project to reflect updated vesting deeds and final easements.

C. Preliminary Title Reports

It is estimated that temporary construction easements and permanent utility easements on ten (10) parcels will be required for construction of overhead to underground utility improvements. NCE will obtain ten (10) preliminary title reports including exceptions and updates. NCE will coordinate necessary revisions to the preliminary title reports with the title company. NCE will deliver the electronic preliminary title reports to the City. NCE assumes one update to each of the 10 title reports will be required for the duration of the project. NCE will coordinate the updates with the title company and deliver the updated title reports to the City.

D. Boundary Survey and Legal Descriptions

NCE will review title reports for an estimated ten (10) subject parcels to identify existing encumbrances, record mapping, parcel boundary and/or easement legal descriptions

detailed within the exceptions portion of said reports. NCE will utilize City records to obtain deeds and other record data identified above related to the parcels to be surveyed. NCE will use this information to create digital AutoCAD boundary line work which will be used to generate survey search coordinates for boundary monuments associated with the subject parcels.

NCE will then perform field boundary surveys of the subject parcels. During the field survey, existing property corners, section corners, and Right-of-Way monuments will be located as required to resolve the legal boundaries of the subject parcels. NCE will utilize record boundary information in conjunction with the data gathered in the field to resolve the parcels' boundaries and prepare a digital boundary base map for the subject parcels. The digital base map will depict parcel boundaries, easement boundaries, street right-of-ways and found boundary monuments.

NCE will utilize the boundary base map to prepare legal descriptions and exhibit figures for easements on 10 parcels. If required, NCE will amend legal descriptions and update exhibit figures as necessary throughout the design and review process for the project.

Deliverables:

1. Right-of-way summary
2. Right-of-way maps
3. Preliminary title reports and updated vesting deeds (10)
4. Boundary survey (10 parcels)
5. Legal descriptions and exhibits (on 10 parcels)

Assumptions:

1. Acquisition and appraisal services are not included.
2. NDOT will have oversight of right of way activities required for the Overhead Utility Undergrounding project. See Task 20 Local Public Agency Coordination for work related to NDOT oversight of the Overhead Utility Undergrounding project.

TASK 20 – LOCAL PUBLIC AGENCY (LPA) COORDINATION

NCE will work closely with NDOT and the City to ensure the applicable federal and state requirements are met to obtain a notice to proceed with advertisement for construction of the Overhead Utility Undergrounding project. NCE will attend the NDOT project kick-off meeting, provide copies of all PS&E submittals (30%, 60%, 90%, and Final Bid Package), respond to comments, and provide certification the project has been designed to the relevant standards as determined at the kick-off meeting. NCE will provide support to the City, as requested, for the right-of-way and utility certification process.

Assumptions:

1. We have assumed up to 45 hours for this task.

TASK 21 – UTILITY UNDERGROUNDING PRELIMINARY DESIGN (30% P&E)

NCE will prepare 30% preliminary civil improvement plans and estimate for the Overhead Utility Undergrounding project in accordance with City and utility company standards. NCE will gather and document utility design requirements, guidelines, and standards for undergrounding utilities. Civil improvement plans will be prepared with AutoCAD Civil 3D 2022 with design elements having appropriate 3D references/properties. The 22"x34" plan set will consist of graphic representations reviewed by a Licensed Civil Engineer showing the project limits, right-of-way and parcel lines, existing utilities and site conditions, proposed underground location of the joint trench, both in the horizontal and vertical location, typical sections of the joint and service trenches, and connections to adjacent properties. The design plans will use the topographic survey and utility base map prepared as part of the Complete Streets project.

Drawings and details will be consistent with the latest editions of the Standard Specifications for Public Works Construction and the Standard Details for Public Works Construction or as approved by the City and utility companies during project review and discussion.

The following types of plan sheets are anticipated:

1. Title Sheet
2. Notes, Legends, and Abbreviations
3. Key Map
4. Typical Section for the joint trench
5. Plan and Profile of joint trench
6. Electrical Plans
7. Traffic Signal Plans (interim modifications)
8. Utility Designs (By Others)

NCE will prepare the 30% Engineer's Estimate of Probable Construction Cost (estimate). The estimate will be prepared using the approximate quantities of the work items at this phase of design with a 30% contingency. The estimate will be prepared in MS Excel format and will be based on recent construction cost data available to NCE and the City for projects of this type and this location. The estimate will be updated and refined as the design effort progresses.

The 30% P&E will be reviewed by NCE's QA/QC manager prior to submitting it to the City. NCE assumes that the City will provide red-line comments on the plans using Bluebeam and NCE will respond to the comments in Bluebeam. NCE assumes that the City will provide comments on the estimate via email or PDF markup and NCE will respond in similar format.

Subsequent to the City's review period, NCE will participate in a 30% design review meeting with city staff to review the design and discuss pertinent comments to be addressed for the 60% PS&E.

The 30% P&E will include electrical design and interim traffic signal modifications. The scope of work for both design elements is described below. As the design progresses, both design elements will be advanced to the subsequent design stages.

Electrical Design:

NCE will conduct a field investigation to determine which private properties will require conversion from overhead to underground service for power, telephone, and/or cable television services. This will develop the scope of work for each underground conversion to assist in the conversation with each private property owner. NCE will develop construction documents to demonstrate the conversions. The electrical design will show the required buried conduit, pull boxes, feeders, and new electrical equipment needed as part of the service connection from the joint underground facility to the adjacent parcel service connection panels including, but not limited to, underground pull sections and meters. We anticipate up to seven locations will require conversion from overhead to underground.

Interim Traffic Signal Modifications:

NCE will provide traffic engineering design services including the preparation of PS&E for interim (first phase) modifications to the traffic signal system, related to utility relocations, at the following intersections.

- Carson Street/E. William Street
- Stewart Street/E. William Street
- Roop Street/E. William Street
- Saliman Road/E. William Street

The scope of work includes coordination of new metered services for traffic signals, addressing interim conditions such as detection and equipment necessary for signal operation during utility relocations, ensuring utility relocations do not conflict with future signal modifications, and design of any interim condition conduit, conductors, push button locations, or other equipment.

Deliverables:

1. 30% plans – PDF
2. 30% cost estimate - PDF

Assumptions:

1. City will provide one consolidated set of comments on the 30% P&E.
2. NCE and City will meet to review the 30% P&E (assume 2-hour meeting).

Task 22 – Utility Undergrounding Final Design (60% PS&E, 90% PS&E, Final PS&E)**A. 60% PS&E**

The 30% P&E will be revised to advance the design to the 60% design phase and to incorporate comments received from the City on the 30% P&E. NCE will provide a response to comments provided by the City as part of the 30% P&E review.

The 60% civil improvement plans will incorporate design elements and details expected at this stage of completion, including layout plans for the joint trench, typical cross sections and pertinent details. The plans will include traffic signal modification designs, and electrical drawings, including details.

Traffic control plans are not included in this scope of work. Technical specifications for traffic control will include language regarding submittal of traffic control plans by the contractor.

NCE will conduct a constructability review during the preparation of the 60% PS&E. Comments and notes collected during the constructability review will be considered and incorporated as applicable into the 60% PS&E.

NCE assumes that the City will prepare the front-end contract documents and NCE will prepare the technical specifications. Technical specifications will be provided at the 60%, 90%, and Final design stages.

The technical specifications will be prepared in MS Word format and will be based on Orange Book Standard Specifications, latest edition.

The 30% estimate will be refined and updated with the quantities shown on the 60% plans. Revisions to unit costs in the estimate will be made as appropriate to reflect the bidding climate at the time. The estimate will be submitted in MS Excel format including a 20% contingency.

A quality assurance (QA) review of the 60% PS&E package will be conducted by NCE's QA/QC Manager on the project. Comments resulting from the QA review will be incorporated prior to submittal of the 60% PS&E to the City.

NCE assumes that the City will provide red-line comments on the plans using Bluebeam and NCE will respond to the comments in Bluebeam. NCE assumes that the City will provide comments on the specifications and estimate via email or PDF markup and NCE will respond in similar format.

Subsequent to the City's review period, NCE will participate in a 60% design review meeting with City staff to review the design and discuss pertinent comments to be addressed for the 90% PS&E.

Deliverables:

1. Electronic copy of 60% PS&E (plans, technical specifications, and estimate).
2. Two 11"x17" 60% plan sets.
3. Response to comments.

Assumptions:

1. City to provide one consolidated set of comments on the 60% P&E.
2. Traffic control plans are not included in this scope of work.
3. NCE and City will meet to review the 60% PS&E (assume 2-hour meeting).

B. 90% PS&E

The 60% PS&E will be revised to advance the design to the next phase and to incorporate comments received from the City. NCE will provide a response to each comment that is provided by the City.

The 90% PS&E will include additional design information and details typically expected at this stage of completion including but not limited to layout information for the

improvements, elevations, construction notes, materials, and refined and updated details. The technical specifications will be revised and updated as necessary to reflect the work items shown on the plans. NCE will prepare the bid item clarifications in accordance with the bid schedule established as part of the estimate.

The 60% estimate will be refined and updated with the quantities shown on the 90% plans. Revisions to unit costs in the estimate will be made as appropriate to reflect the bidding climate at the time. The estimate will be submitted in MS Excel format including a 15% contingency.

A quality assurance (QA) review of the 90% PS&E package will be conducted by NCE's QA/QC Manager on the project. Comments resulting from the QA review will be incorporated prior to submittal of the 90% PS&E to the City.

NCE assumes that the City will provide red-line comments on the plans using Bluebeam and NCE will respond to the comments in Bluebeam. NCE assumes that the City will provide comments on the specifications and estimate via email or PDF markup and NCE will respond in similar format.

Subsequent to the City's review period, NCE will participate in a 90% design review meeting with City staff to review the design and discuss pertinent comments to be addressed for the Final PS&E.

Deliverables:

1. Electronic copy of 90% PS&E (plans, technical specifications, bid item clarifications, and estimate).
2. Two full-size 90% plan sets.
3. Two 11"x17" 90% plan sets.
4. Response to comments.

Assumptions:

1. City to provide one consolidated set of comments on the 90% PS&E.
2. NCE and City will meet to review the 90% PS&E (assume 2-hour meeting).
3. Independent cost estimating, risk assessment, and value engineering is not included.

C. Final PS&E and Issued for Bid

The 90% PS&E will be revised to advance the design to the final stage and to incorporate comments received from the City. NCE will provide a response to each comment that is provided by the City.

The 100% PS&E will include additional design information and details typically expected at this stage of completion, such as additional construction details. The 100% PS&E will be packaged and submitted similar to the 90% PS&E, unless directed otherwise.

The technical specifications will be further refined at this stage of the design. We will review and comment on the City's front-end documents (e.g., Bid and Contract Forms, General Provisions, Special Provisions, etc.), which the City will prepare and provide. The Engineer's Cost Estimate will be updated to reflect the revised quantities of work depicted on the plans. The Final PS&E will be delivered to the City in both hard copy and electronic formats.

NCE will address any additional comments received on the 100% PS&E and prepare Issued for Bid documents. The IFB documents will be reviewed, stamped, and signed by NCE's engineer of record, landscape architect, traffic engineer, and electrical engineer.

Deliverables:

1. Electronic copy of 100% and IFB PS&E.
2. Two full-size and two 11"x17" plan sets of the 100% PS&E.
3. Two full-size and two 11"x17" plans sets and .dwg files of the IFB PS&E.
4. One (1) wet-signed copy of the IFB plans, technical specifications, and engineer's estimate.
5. Response to comments.

Assumptions:

1. City to provide one consolidated set of comments on the 100% PS&E.

TASK 23- UTILITY UNDERGROUNDING BIDDING SUPPORT

NCE will provide assistance during the advertisement and bidding period of the project. This will include attendance at the pre-bid meeting, preparation of written responses to request for information (RFIs) received about the project design, and preparation of up to one (1) plan revision and clarifications to the PS&E that are deemed necessary.

Deliverables:

1. Attend pre-bid meeting.
2. Prepare responses to (RFIs) received regarding project design.
3. One (1) plan revision and clarification to PS&E.

Assumptions:

1. City will determine the responsiveness of bids received and tabulate bid results.
2. City will prepare pre-bid meeting agenda, notes, and addendums.

TASK 24- UTILITY UNDERGROUNDING CONSTRUCTION SERVICES SUPPORT

NCE will provide support services to the City during the construction phase of the project. These services are anticipated to include attendance at the pre-construction conference, reviewing Contractor submittals and responding to Contractor requests for information (RFIs), providing recommendations for design changes due to unforeseen field conditions, construction site visits, and preparation of Record Drawings from marked as-built plans supplied by the City's Contractor. The Record Drawings will be furnished to the City in both printed and electronic formats.

Deliverables:

1. Attend pre-construction conference.
2. Assist with review of Contractor's submittals and RFIs.
3. Provide recommendations for necessary design changes due to unforeseen conditions.
4. Perform up to 5 site visits with 2 hours on site.
5. Prepare and submit record drawings based upon the Contractor's representation of construction (one printed copy and one electronic copy in AutoCAD and PDF formats).

Assumptions:

1. Attendance at weekly construction meetings, construction management, inspection, surveying, and materials testing are not included.

TASK 25- OWNER DIRECTED SERVICES

The intent of this task is to cover out of scope costs agreed to between NCE and the City that may arise throughout the duration of the project. No work shall be completed under this task without written authorization from Carson City.

The following activities shall be performed as part of this task:

- Additional design for improvements other than those listed in the Introduction to this Scope of Work. This work may result from the preliminary design completed under Task 12.
- Additional services other than those listed in Tasks 8-24 above, which may include, but not be limited to, supplemental survey, potholing, soil management plan, and architectural inventory.

Deliverables:

1. Deliverables will be negotiated if services are approved under this task.

Assumptions:

1. Work in this task may only proceed after approval is given from Carson City.

ESTIMATED FEE AND SCHEDULE

NCE proposes to provide our services on a time and materials basis in accordance with our Standard Schedule of Charges (Attachment A). We estimate our total fees for this scope of services will not exceed **\$1,930,458.00**. We have enclosed a detailed estimate of projected staff hours for the project to establish a basis of our estimated fees (Attachment B). Actual hours and fees may vary between tasks as the project progresses. We will notify you immediately of issues that would impact our estimate and will not perform work more than this estimate without your authorization.

NCE is prepared to begin work upon your authorization. Upon confirmation of this scope, we will develop a proposed schedule for discussion and review.

We appreciate the opportunity to provide these engineering services to Carson City and look forward to collaborating with you on this important project. If you have questions or additional requirements, please call me at (775) 772-1847.

Sincerely,
NCE



Angela Hueftle, PE
Principal

ATTACHMENT A

EAST WILLIAM COMPLETE STREET AND OVERHEAD UTILITY UNDERGROUNDING PROJECTS FINAL DESIGN SCHEDULE OF CHARGES 2022

PROFESSIONAL SERVICES

Principal.....	\$285/hour
Associate	\$225/hour
Senior II	\$195/hour
Senior I	\$185/hour
Project II	\$175/hour
Project I	\$165/hour
Staff II	\$155/hour
Staff I	\$145/hour

TECHNICAL SERVICES

Senior Construction Manager	\$150/(\$175-PW)/hour
Construction Inspector	\$130/(\$155-PW)/hour
Senior Designer	\$160/hour
CADD Designer	\$140/hour
CADD Technician	\$125/hour
Senior Field Scientist	\$125/hour
Field Scientist	\$105/hour
Senior Technician	\$130/(\$155-PW)/hour
Field/Engineering Technician	\$105/(\$130-PW)hour
Project Administrator	\$115/hour
Technical Editor	\$105/hour
Clerical	\$95/hour

CONTRACT LABOR

From time to time, NCE retains outside professional and technical labor on a temporary basis to meet peak workload demands. Such contract labor will be charged at regular Schedule charges.

LITIGATION SUPPORT

Engineer/Scientist	\$345/hour
Court Appearances & Depositions	\$575/hour

EQUIPMENT

Plotter Usage	(separate fee schedule)
Truck	\$105/day
Automobile	IRS Standard Mileage Rate+5%
Falling Weight Deflectometer Testing	\$4,000/Day
Coring	\$5,000/Day
Environmental Equipment	(separate fee schedule)

OUTSIDE SERVICES

Rental of equipment not ordinarily furnished by NCE and all other costs such as special printing, photographic work, travel by common carrier, subsistence, subcontractors, etc. cost + 5%

COMMUNICATION/ REPRODUCTION

.....
In-house costs for postage, printing and copying cost + 5%

TERMS

Billings are payable upon presentation and are past due 30 days from invoice date. A finance charge of 1.5% per month, or the maximum amount allowable by law, will be charged on past-due accounts. NCE makes no warranty, either expressed or implied, as to its findings, recommendations, specifications, or professional advice except that they are prepared and issued in accordance with generally accepted professional practice.

Task No.	Description	Principal \$285.00	Associate \$225.00	Senior II \$195.00	Project II \$175.00	Senior Designer \$160.00	Staff \$145.00	Senior Construction Manager \$150.00	Field Scientist \$105.00	Clerical \$95.00	Expenses	Subconsultant (includes 5% markup)	Totals
8	Project Management/Meetings (CS and UU)	0	222	0	0	0	0	0	0	38			260
CS	Team and Project Management		90							24	\$150		\$22,680.00
CS	Project Coordination		64										\$14,400.00
UU	Team and Project Management		40							14	\$150		\$10,480.00
UU	Project Coordination		28										\$6,300.00
	Subtotal Fees	\$0.00	\$49,950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,610.00	\$300.00	\$0.00	\$53,860.00
9	Utility Coordination (CS and UU)	6	0	12	168	100	0	0	0	0			288
	Utility Coordination Meetings (12 meetings)	6			72	24							\$18,150.00
	Plan Submittals and Response to Comments			8	72	36							\$19,920.00
	Conflict Resolutions			4	24	40							\$11,380.00
	Subtotal Fees	\$1,710.00	\$0.00	\$2,340.00	\$29,400.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,450.00
10	Public Outreach Support (CS)	52	40	0	24	42	0	0	0	0			158
A	Community Information Meetings												
	Four Pre-CIM Meetings	16				16							\$7,120.00
	Exhibits (Up to 6)	2	40		24	16					\$700.00		\$17,030.00
	Participate at 2 CIMs	10				10					\$150.00		\$4,600.00
B	Committee Meetings Support (6)	24									\$225.00		\$7,065.00
	Subtotal Fees	\$14,820.00	\$9,000.00	\$0.00	\$4,200.00	\$6,720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,075.00	\$0.00	\$35,815.00
11	Right-of-Way Engineering (CS)	9	0	0	30	104	80	0	0	0			223
A	Right-of-Way Setting	2			4	24					\$50.00		\$5,160.00
B	Right-of-Way Maps	4				10	80				\$150.00		\$14,490.00
C	Preliminary Title Reports	1			16							\$14,963.00	\$18,048.00
D	Boundary Survey and Legal Descriptions	1			8	60						\$47,250.00	\$58,535.00
E	Right-of-Way Acquisitions	1			2	10						\$22,050.00	\$24,285.00
	Subtotal Fees	\$2,565.00	\$0.00	\$0.00	\$5,250.00	\$16,640.00	\$11,600.00	\$0.00	\$0.00	\$0.00	\$200.00	\$84,263.00	\$120,518.00
12	Preliminary Design (30% P&E) (CS)	94	10	60	100	224	260	32	0	10			790
	Sidewalk Condition Survey					8		32			\$200		\$6,280.00
	Civil Design	20	10	60	100	160	200			8	\$500.00		\$93,010.00
	Landscape & Irrigation Design	30				40	60			2	\$500.00	\$6,405.00	\$30,745.00
	Electrical Design	8				8						\$6,720.00	\$10,280.00
	Traffic Signal Design	8				8						\$29,505.00	\$33,065.00
	QA/QC	28											\$7,980.00
	Subtotal Fees	\$26,790.00	\$2,250.00	\$11,700.00	\$17,500.00	\$35,840.00	\$37,700.00	\$4,800.00	\$0.00	\$950.00	\$1,200.00	\$42,630.00	\$181,360.00
13	Drainage Analysis (CS)	19	110	0	215	26	0	0	0	16			385
A	Initial Drainage and Storm Water Meeting	2	6		8					10	\$110.00		\$4,380.00
B	Preliminary Technical Drainage Study	12	72		155	14				4	\$110.00		\$49,475.00
C	Final Technical Drainage Study	5	32		52	12				2			\$19,835.00
	Subtotal Fees	\$5,415.00	\$24,750.00	\$0.00	\$37,625.00	\$4,160.00	\$0.00	\$0.00	\$0.00	\$1,520.00	\$220.00	\$0.00	\$73,690.00
14	NEPA & Technical Studies (CS and UU)	30	0	194	6	18	70	0	16	9			343
A	NEPA Categorical Exclusion (CE) Package												
	Project Description	6		10		10							\$5,260.00
	NEPA CE Checklist	8		20			16						\$8,500.00
	Agency Consultation (FHWA, SHPO)	2		8							\$100.00		\$2,230.00
	Final CE package submittal; FHWA concurrence	2		16			4				\$100.00		\$4,370.00
B	Technical Studies												
B.1	Biological Resources	2		4	4		14		16		\$100.00		\$5,860.00
B.2	Cultural Resources Investigation	6		128		6	28			8	\$400.00	\$1,260.00	\$34,110.00
B.3	Section 4(f) De Minimis Evaluation and Memorandum	4		8	2	2	8			1			\$4,625.00
	Subtotal Fees	\$8,550.00	\$0.00	\$37,830.00	\$1,050.00	\$2,880.00	\$10,150.00	\$0.00	\$1,680.00	\$855.00	\$700.00	\$1,260.00	\$64,955.00
15	Final Design (CS)	212	52	220	420	892	1010	48	0	60			2,914
A	60% P&E												
	Civil Design	20	20	80	120	260	360	24		8	\$400.00		\$145,360.00
	Landscape & Irrigation Design	36				40	90			8	\$150.00	\$11,025.00	\$41,645.00
	Electrical Design	4				10						\$16,800.00	\$19,540.00
	Traffic Signal Design	4				10						\$34,755.00	\$37,495.00
	QA/QC	28											\$7,980.00

B	90% PS&E												
	Civil Design	20	24	100	220	320	300	24		24	\$700.00		\$170,380.00
	Landscape & Irrigation Design	30				60	70		4	\$150.00	\$16,800.00	\$45,630.00	
	Electrical Design	4				12					\$23,520.00	\$26,580.00	
	Traffic Signal Design	4				12					\$34,755.00	\$37,815.00	
	QA/QC	28										\$7,980.00	
C	Final PS&E & IFB												
	Civil Design	12	8	40	80	132	140		12	\$450.00		\$70,030.00	
	Landscape & Irrigation Design	8				20	50		4	\$150.00	\$5,460.00	\$18,720.00	
	Electrical Design	2				8					\$6,720.00	\$8,570.00	
	Traffic Signal Design	2				8					\$14,385.00	\$16,235.00	
	QA/QC	10										\$2,850.00	
	Subtotal Fees	\$60,420.00	\$11,700.00	\$42,900.00	\$73,500.00	\$142,720.00	\$146,450.00	\$7,200.00	\$0.00	\$5,700.00	\$2,000.00	\$164,220.00	\$656,810.00
16	Permitting Support (CS)	1	2	0	20	12	16	0	0	2			53
A	Nevada Department of Transportation		2		16	8	16						\$6,850.00
B	Nevada Division of Environmental Protection	1			4	4				2	\$500.00		\$2,315.00
	Subtotal Fees	\$285.00	\$450.00	\$0.00	\$3,500.00	\$1,920.00	\$2,320.00	\$0.00	\$0.00	\$190.00	\$500.00	\$0.00	\$9,165.00
17	Bidding Support (CS)	14	0	4	8	42	35	0	0	11			114
	Pre-bid Meeting	4				4				1	\$100.00		\$1,975.00
	Plan Revision & Spec Clarification	8				8	20			8	\$100.00		\$7,320.00
	RFIs	2		4	8	30	15			2	\$100.00		\$10,015.00
	Electrical Engineer											\$3,360.00	\$3,360.00
	Traffic Engineer											\$4,200.00	\$4,200.00
	Subtotal Fees	\$3,990.00	\$0.00	\$780.00	\$1,400.00	\$6,720.00	\$5,075.00	\$0.00	\$0.00	\$1,045.00	\$300.00	\$7,560.00	\$26,870.00
18	Construction Services Support (CS)	31	0	32	160	171	190	20	0	18			622
	Pre-Construction Meeting	1				6					\$100.00		\$1,345.00
	Submittal Review	4		24	100	20	20			8	\$100.00		\$30,280.00
	RFI's	8		8	60	80	80			8	\$100.00		\$39,600.00
	Construction Site Visits	8				40		20			\$2,000.00		\$13,680.00
	Record Drawings	10				25	90			2	\$400.00		\$20,490.00
	Electrical Engineer											\$10,080.00	\$10,080.00
	Traffic Engineer											\$12,600.00	\$12,600.00
	Subtotal Fees	\$8,835.00	\$0.00	\$6,240.00	\$28,000.00	\$27,360.00	\$27,550.00	\$3,000.00	\$0.00	\$1,710.00	\$2,700.00	\$22,680.00	\$128,075.00
19	Utility Undergrounding Right-of-Way Engineering (UU)	8	0	0	23	78	48	0	0	0			157
	Right-of-Way Setting	2			4	14					\$50.00		\$3,560.00
	Right-of-Way Maps	4				4	48				\$150.00		\$8,890.00
	Preliminary Title Reports	1			11						\$50.00	\$7,875.00	\$10,135.00
	Boundary Survey and Legal Descriptions	1			8	60					\$50.00	\$24,360.00	\$35,695.00
	Subtotal Fees	\$2,280.00	\$0.00	\$0.00	\$4,025.00	\$12,480.00	\$6,960.00	\$0.00	\$0.00	\$0.00	\$300.00	\$32,235.00	\$58,280.00
20	Local Public Agency (LPA) Coordination (UU)	2	0	0	23	20	0	0	0	0			45
	LPA Coordination	2			23	20					\$400.00		\$8,195.00
	Subtotal Fees	\$570.00	\$0.00	\$0.00	\$4,025.00	\$3,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$8,195.00
21	Utility Undergrounding Preliminary Design (30% P&E) (UU)	12	0	0	140	60	60	0	0	8			280
	Civil Design	12			140	60	60			8	\$500.00		\$47,480.00
	Electrical Design											\$7,350.00	\$7,350.00
	Traffic Signal Design											\$8,400.00	\$8,400.00
	QA/QC												\$0.00
	Subtotal Fees	\$3,420.00	\$0.00	\$0.00	\$24,500.00	\$9,600.00	\$8,700.00	\$0.00	\$0.00	\$760.00	\$500.00	\$15,750.00	\$63,230.00
22	Utility Undergrounding Final Design (UU)	79	0	0	360	280	200	16	0	24			959
	60% P&E												
	Civil Design	24			100	120	80	16		8	\$500.00		\$58,800.00
	Electrical Design											\$8,085.00	\$8,085.00
	Traffic Signal Design											\$12,600.00	\$12,600.00
	QA/QC	7											\$1,995.00
B	90% PS&E												
	Civil Design	20			180	100	100			16	\$500.00		\$69,720.00
	Electrical Design											\$20,580.00	\$20,580.00
	Traffic Signal Design											\$12,600.00	\$12,600.00
	QA/QC	7											\$1,995.00
C	Final PS&E												

Exhibit A Amendment 1

	Civil Design	16			80	60	20				\$500.00		\$31,560.00
	Electrical Design											\$5,145.00	\$5,145.00
	Traffic Signal Design											\$12,600.00	\$12,600.00
	QA/QC	5											\$1,425.00
	Subtotal Fees	\$22,515.00	\$0.00	\$0.00	\$63,000.00	\$44,800.00	\$29,000.00	\$2,400.00	\$0.00	\$2,280.00	\$1,500.00	\$71,610.00	\$237,105.00
23	Bidding Support (UU)	16	0	0	20	24	20	0	0	9			89
	Pre-bid Meeting	4				4				1	\$100.00		\$1,975.00
	Plan Revision & Spec Clarification	8				8	20			8	\$100.00		\$7,320.00
	RFIs	4			20	12							\$6,560.00
	Electrical Engineer											\$2,520.00	\$2,520.00
	Traffic Engineer											\$4,200.00	\$4,200.00
	Subtotal Fees	\$4,560.00	\$0.00	\$0.00	\$3,500.00	\$3,840.00	\$2,900.00	\$0.00	\$0.00	\$855.00	\$200.00	\$6,720.00	\$22,575.00
24	Construction Services Support (UU)	17	0	8	92	128	40	0	0	0			285
	Pre-Construction Meeting	1				6					\$100.00		\$1,345.00
	Submittal Review	4		8	60	16							\$15,760.00
	RFIs	4			24	80							\$18,140.00
	Construction Site Visits	4				10					\$300.00		\$3,040.00
	Record Drawings	4			8	16	40				\$150.00		\$11,050.00
	Electrical Engineer											\$7,770.00	\$7,770.00
	Traffic Engineer											\$8,400.00	\$8,400.00
	Subtotal Fees	\$4,845.00	\$0.00	\$1,560.00	\$16,100.00	\$20,480.00	\$5,800.00	\$0.00	\$0.00	\$0.00	\$550.00	\$16,170.00	\$65,505.00
25	Owner Directed Services												\$75,000
	Total Fees	\$171,570.00	\$98,100.00	\$103,350.00	\$316,575.00	\$355,360.00	\$294,205.00	\$17,400.00	\$1,680.00	\$19,475.00	\$12,645.00	\$465,098.00	\$1,930,458.00

CS = Complete Streets
 UU = Utility Undergrounding



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** January 6, 2022

Staff Contact: Carol Akers, Purchasing & Contracts Administrator and Darren Schulz, Public Works Director

Agenda Title: For Possible Action: Discussion and possible action regarding Contract No. 21300204 with Nichols Consulting Engineers, CHTD ("NCE") to provide feasibility and design services for a Complete Streets Project on East William Street from Carson Street to Interstate 580, for a not to exceed amount of \$390,242.50. (Carol Akers, CAkers@carson.org and Randall Rice, RRice@carson.org)

Staff Summary: This design services contract is necessary to begin evaluation of a Complete Streets Project along William Street. The overall goal of the project is to revitalize the William Street Corridor between Carson Street and Interstate 580. City staff completed a formal Request for Qualifications process (RFQ 21300204) before selecting NCE.

Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to approve the contract as presented.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

A formal RFQ for design services of the William Street Complete Streets Project was released on September 23, 2021 and proposals were accepted through 2:00 pm on October 19, 2021. Six proposals were received, and the Review and Selection Committee selected NCE for this contract. NCE was selected above the other firms based on its qualifications, project experience, technical capacity and project approach. NCE achieved the highest combined average ranking among all committee members during the evaluation. The RAISE grant portion of the project is for "Construction Only". The work related to this current contract will have local funds applied to the design effort.

It is anticipated that the design will be completed in two phases, with an additional supporting contract needed to deliver a successful project. The first phase and contract, presented here, will advance the design to approximately 15%, and a future contract, or amendment to this contract, will likely be requested to complete the project design and allow the proposed design to be permitted and constructed.

The 15% design will focus on completing the necessary evaluations, analysis, engineering investigations and review to ensure that the foundational design decisions have been made through a collaborative effort. This will improve the final design process and make it more cost effective and efficient while minimizing any rework. The

work associated with this 15% design contract includes: (1) Topographical Survey and Mapping; (2) Geotechnical Investigation and Pavement Design; (3) Initial Utility Investigation; (4) Alternatives Development; (5) Public Outreach Support; and (6) Utility Undergrounding Coordination.

The second phase of this scope of work will be brought to the Board of Supervisors at a future meeting and will incorporate the full scope and budget to complete the remainder of the design to a construction level of detail. The second phase will use the design elements developed at 15% and prepare the project for bidding and execution. The benefit of breaking the design contract up is to allow further development of the initial project elements and tailor the second scope of work to those findings.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 332.115(1)(b) and 625.530(3)

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Project# P751021001

Infrastructure Sales Tax Infrastructure Capital / 3100615-507010

Redevelopment Capital Improvements / 6037510-507010

Is it currently budgeted? Yes

Explanation of Fiscal Impact: Project# P751021001, Account# 3100615-507010 will be reduced by a not to exceed amount of \$370,622.50 and Account# 6037510-507010 will be reduced by a not to exceed amount of \$19,620. The funding available after augmentation for Project Number P751021001 in account 3100615-507010 is \$1,105,282, to be added during the first round of budget augmentations in the January/February timeframe, and in Account #6037510-507010 is \$45,903.

Alternatives

Do not approve the contract and provide alternative direction to staff.

Attachments:

21300204 Draft Contract.pdf

Board Action Taken:

Motion: Approve

1) SG
2) MW

Aye/Nay
5-0-0

TH
(Vote Recorded By)

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

THIS CONTRACT is made and entered into this 6th day of January 2022, by and between Carson City, a consolidated municipality, a political subdivision of the State of Nevada, hereinafter referred to as “**CITY**”, and Nichols Consulting Engineers, CHTD (“**NCE**”), hereinafter referred to as “**CONSULTANT**”.

WITNESSETH:

WHEREAS, the Purchasing and Contracts Manager for **CITY** is authorized pursuant to Nevada Revised Statutes (hereinafter referred to as “**NRS**”) 332 and 338 and Carson City Purchasing Resolution #1990-R71, to approve and accept this Contract as set forth in and by the following provisions; and

WHEREAS, this Contract is for consulting services from one or more licensed architects, engineers and/or land surveyors; and

WHEREAS, this Contract (does involve X) (does not involve) a “public work” construction project, which pursuant to NRS 338.010(18) means any project for the new construction, repair or reconstruction of an applicable project financed in whole or in part from public money; and

WHEREAS, CONSULTANT’S compensation under this agreement (does) (does not X) utilize in whole or in part money derived from one or more federal grant funding source(s); and

WHEREAS, it is deemed necessary that the services of **CONSULTANT** for **CONTRACT No. 21300204** (hereinafter referred to as “Contract”) are both necessary and in the best interest of **CITY**; and

NOW, THEREFORE, in consideration of the aforesaid premises, and the following terms, conditions and other valuable consideration, the parties mutually agree as follows:

1. REQUIRED APPROVAL:

This Contract shall not become effective until and unless approved by the Carson City Board of Supervisors, all required documents are received and signed by all parties.

2. SCOPE OF WORK (Incorporated Contract Documents):

2.1 **CONSULTANT** shall provide and perform the following services set forth in Exhibit A, which shall all be attached hereto and incorporated herein by reference for and on behalf of **CITY** and hereinafter referred to as the “**SERVICES**”.

2.2 **CONSULTANT** represents that it is duly licensed by **CITY** for the purposes of performing the **SERVICES**.

2.3 **CONSULTANT** represents that it is duly qualified and licensed in the State of Nevada for the purposes of performing the **SERVICES**.

For P&C Use Only	
CCBL expires	12/31/22
GL expires	5/17/22
AL expires	5/17/22
PL expires	5/17/22
WC expires	5/17/22

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

2.4 **CONSULTANT** represents that it and/or the persons it may employ possess all skills and training necessary to perform the SERVICES described herein and required hereunder. **CONSULTANT** shall perform the SERVICES faithfully, diligently, in a timely and professional manner, to the best of its ability, and in such a manner as is customarily performed by a person who is in the business of providing such services in similar circumstances. **CONSULTANT** shall be responsible for the professional quality and technical accuracy of all SERVICES furnished by **CONSULTANT** to **CITY**.

2.5 **CONSULTANT** represents that neither the execution of this Contract nor the rendering of services by **CONSULTANT** hereunder will violate the provisions of or constitute a default under any other contract or agreement to which **CONSULTANT** is a party or by which **CONSULTANT** is bound, or which would preclude **CONSULTANT** from performing the SERVICES required of **CONSULTANT** hereunder, or which would impose any liability or obligation upon **CITY** for accepting such SERVICES.

2.6 Before commencing with the performance of any work under this Contract, **CONSULTANT** shall obtain all necessary permits and licenses as may be necessary. Before and during the progress of work under this Contract, **CONSULTANT** shall give all notice and comply with all the laws, ordinances, rules and regulations of every kind and nature now or hereafter in effect promulgated by any Federal, State, County, or other Governmental Authority, relating to the performance of work under this Contract. If **CONSULTANT** performs any work that is contrary to any such law, ordinance, rule or regulation, it shall bear all the costs arising therefrom.

2.7 Special Terms and Conditions for Engineers, Architects, and Land Surveying/Testing:

2.7.1 *Use of **CONSULTANT'S** Drawings, Specifications and Other Documents:*

2.7.1.1 The drawings, specifications and other documents prepared by **CONSULTANT** for this Contract are instruments of **CONSULTANT'S** service for use solely with respect to this Contract and, unless otherwise provided, **CONSULTANT** shall be deemed the author of these documents and shall retain all common law statutory and other reserved rights, including the copyright.

2.7.2 *Cost Accounting and Audits:*

2.7.2.1 If required by **CITY**, **CONSULTANT** agrees to make available to **CITY** for three (3) years after the completion of the SERVICES under this Contract, such books, records, receipts, vouchers, or other data as may be deemed necessary by **CITY** to enable it to arrive at appropriate cost figures for the purpose of establishing depreciation rates for the various materials and other elements which may have been incorporated into the SERVICES performed under this Contract.

2.7.3 *If Land Surveying or Testing SERVICES are provided to a Public Work Project involving actual Construction (not solely design work):*

2.7.3.1 DAVIS-BACON & RELATED ACTS 29 CFR PARTS 1,3,5,6,&7 AND NRS 338.070(5): **CONSULTANT** shall comply with Davis-Bacon Act and NRS 338.070(5). **CONSULTANT** and each covered contractor or subcontractor must provide a weekly statement of wages paid to each of its employees engaged in covered SERVICES. The statement shall be executed by **CONSULTANT** or subcontractor or by an authorized officer or employee of **CONSULTANT** or subcontractor who supervised the payment of

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

wages and shall be on the "Statement of Compliance" form. **CONSULTANT** shall submit a Statement of Compliance that is prescribed by the Nevada Labor Commissioner or contains identical wording. Per NRS 338.070(6) the records maintained pursuant to subsection 5 of this statute must be open at all reasonable hours to the inspection of the public body (the **CITY'S** representative) awarding the contract. The **CONSULTANT** engaged on the public work or subcontractor engaged on the public work shall ensure that a copy of each record for each calendar month is received by the public body awarding the contract (the **City**) **no later than 15 days after the end of the month**.

2.7.3.2 FEDERAL FUNDING: In the event federal funds are used for payment of all or part of this Contract, **CONSULTANT** shall submit a Statement of Compliance form WH347 or a form with identical wording and a Statement of Compliance prescribed by the Nevada Labor Commissioner **within 7 days after the regular pay date for the pay period**. The original Statements shall be delivered to Carson City Public Works, 3505 Butti Way, Carson City, Nevada 89703, attention Davis-Bacon/Federal Funding Compliance.

2.7.3.3 CERTIFIED PAYROLLS FOR DAVIS-BACON AND PREVAILING WAGE PROJECTS: The higher of the Federal or local prevailing wage rates for **CITY**, as established by the Nevada Labor Commission and the Davis-Bacon Act, shall be paid for all classifications of labor on this project SERVICES. Should a classification be missing from the Davis-Bacon rates the **CONSULTANT** shall complete a request of authorization for additional classification or rate form SF1444 in its entirety and submit it to the **CITY** for approval and submission to the U.S. Department of Labor. Also, in accordance with NRS 338, the hourly and daily wage rates for the State and Davis-Bacon must be posted at the work site by **CONSULTANT**. **CONSULTANT** shall ensure that a copy of **CONSULTANT'S** and subcontractor's certified payrolls for each calendar week are received by **CITY**.

2.7.3.3.1 Per NRS 338.070(5) a **CONSULTANT** engaged on a public work and each subcontractor engaged on the public work shall keep or cause to be kept:

(a) An accurate record showing, for each worker employed by the consultant or subcontractor in connection with the public work:

- (1) The name of the worker;
- (2) The occupation of the worker;
- (3) The gender of the worker, if the worker voluntarily agreed to specify that information pursuant to subsection 4, or an entry indicating that the worker declined to specify such information;
- (4) The ethnicity of the worker, if the worker voluntarily agreed to specify that information pursuant to subsection 4, or an entry indicating that the worker declined to specify such information;
- (5) If the worker has a driver's license or identification card, an indication of the state or other jurisdiction that issued the license or card; and
- (6) The actual per diem, wages and benefits paid to the worker; and

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

(b) An additional accurate record showing, for each worker employed by the consultant or subcontractor in connection with the public work who has a driver's license or identification card:

- (1) The name of the worker;
- (2) The driver's license number or identification card number of the worker; and
- (3) The state or other jurisdiction that issued the license or card.

2.7.3.3.2 The original payroll records shall be certified and shall be submitted weekly to Carson City Public Works, 3505 Butti Way, Carson City, Nevada 89703, attention Davis-Bacon/Federal Funding Compliance. Submission of such certified payrolls shall be a condition precedent for processing the monthly progress payment. **CONSULTANT**, as General Contractor, shall collect the wage reports from the subcontractors and ensure the receipt of a certified copy of each weekly payroll for submission to **CITY** as one complete package.

2.7.3.3.3 Pursuant to NRS 338.060 and 338.070, **CONSULTANT** hereby agrees to forfeit, as a penalty to **CITY**, not less than Twenty Dollars (\$20) nor more than Fifty Dollars (\$50) for each calendar day or portion thereof that each worker employed on the Contract is paid less than the designated rate for any WORK done under the Contract, by **CONSULTANT** or any subcontractor under him/her, or is not reported to **CITY** as required by NRS 338.070.

2.7.3.4 FAIR EMPLOYMENT PRACTICES: Pursuant to NRS 338.125, Fair Employment Practices, the following provisions must be included in any contract between **CONSULTANT** and a public body such as **CITY**:

2.7.3.4.1 *In connection with the performance of work or SERVICES under this Contract, CONSULTANT agrees not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation, gender identity, or age, including, without limitation, with regard to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including without limitation, apprenticeship.*

2.7.3.4.2 **CONSULTANT** further agrees to insert this provision in all subcontracts hereunder, except subcontracts for standard commercial supplies or raw materials.

2.7.3.5 PREFERENTIAL EMPLOYMENT: Unless, and except if, this Contract is funded in whole or in part by federal grant funding (see 40 C.F.R. § 31.36(c) *Competition*), pursuant to NRS 338.130, in all cases where persons are employed in the construction of public works, preference must be given, the qualifications of the applicants being equal: (1) First: To persons who have been honorably discharged from the Army, Navy, Air Force, Marine Corps or Coast Guard of the United States, a reserve component thereof or the National Guard; and are citizens of the State of Nevada. (2) Second: To other citizens of the State of Nevada.

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

2.7.3.5.1 In connection with the performance of SERVICES under this Contract, **CONSULTANT** agrees to comply with the provisions of NRS 338.130 requiring certain preferences to be given to which persons are employed in the construction of a public work. If **CONSULTANT** fails to comply with the provisions of NRS 338.130, pursuant to the terms of NRS 338.130(3), this Contract is void, and any failure or refusal to comply with any of the provisions of this section renders this Contract void.

2.7.4 If the CITY was required by NRS 332.039(1) to advertise or request a proposal for this Agreement, by signing this Agreement, the **CONSULTANT** provides a written certification that the **CONSULTANT** is not currently engaged in, and during the Term shall not engage in, a Boycott of Israel. The term "Boycott of Israel" has the meaning ascribed to that term in Section 3 of Nevada Senate Bill 26 (2017). The **CONSULTANT** shall be responsible for fines, penalties, and payment of any State of Nevada or federal funds that may arise (including those that the CITY pays, becomes liable to pay, or becomes liable to repay) as a direct result of the **CONSULTANT's** non-compliance with this Section.

2.8 CITY Responsibilities:

2.8.1 **CITY** shall make available to **CONSULTANT** all technical data that is in **CITY'S** possession, reasonably required by **CONSULTANT** relating to the SERVICES.

2.8.2 **CITY** shall provide access to and make all provisions for **CONSULTANT** to enter upon public and private lands, to the fullest extent permitted by law, as reasonably required for **CONSULTANT** to perform the SERVICES.

2.8.3 **CITY** shall examine all reports, correspondence, and other documents presented by **CONSULTANT** upon request of **CITY**, and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the work of **CONSULTANT**.

2.8.4 It is expressly understood and agreed that all work done by **CONSULTANT** shall be subject to inspection and acceptance by **CITY** and approval of SERVICES shall not forfeit the right of **CITY** to require correction, and nothing contained herein shall relieve **CONSULTANT** of the responsibility of the SERVICES required under the terms of this Contract until all SERVICES have been completed and accepted by **CITY**.

3. CONTRACT TERM:

3.1 The term of this Contract begins on January 10, 2022, subject to Carson City Board of Supervisors' approval (anticipated to be January 6, 2022) and ends on December 31, 2022, unless sooner terminated by either party as specified in **Section 7** (CONTRACT TERMINATION).

4. NOTICE:

4.1 Except any applicable bid and award process where notices may be limited to postings by **CITY** on its Bid Opportunities website (www.carson.org), all notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by e-mail, by regular mail, by telephonic facsimile with simultaneous regular mail, or by certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address specified below.

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

4.2 Notice to **CONSULTANT** shall be addressed to:

Angela Hueftle, Principal
NCE
1885 S. Arlington Avenue, Suite 111
Reno, NV 89509
775-329-4955
AHueftle@ncenet.com

4.3 Notice to **CITY** shall be addressed to:

Carson City Purchasing and Contracts Department
Carol Akers, Purchasing and Contracts Administrator
201 North Carson Street, Suite 2
Carson City, NV 89701
775-283-7362 / FAX 775-887-2286
CAkers@carson.org

5. **COMPENSATION:**

5.1 The parties agree that **CONSULTANT** will provide the SERVICES specified in **Section 2** (SCOPE OF WORK) and **CITY** agrees to pay **CONSULTANT** the Contract's compensation based upon Time and Materials and the Scope of Work Fee Schedule for a not to exceed maximum amount of Three Hundred Ninety Thousand Two Hundred Forty Two Dollars and 50/100 (\$390,242.50), and hereinafter referred to as "Contract Sum".

5.2 Contract Sum represents full and adequate compensation for the completed SERVICES, and includes the furnishing of all materials; all labor, equipment, tools, and appliances; and all expenses, direct or indirect, connected with the proper execution of the SERVICES.

5.3 **CITY** has provided a sample invoice and **CONSULTANT** shall submit its request for payment using said sample invoice.

5.4 Payment by **CITY** for the SERVICES rendered by **CONSULTANT** shall be due within thirty (30) calendar days from the date **CITY** acknowledges that the performance meets the requirements of this Contract or from the date the correct, complete, and descriptive invoice is received by **CITY** employee designated on the sample invoice, whichever is the later date.

5.5 **CITY** does not agree to reimburse **CONSULTANT** for expenses unless otherwise specified.

6. **TIMELINESS OF BILLING SUBMISSION:**

6.1 The parties agree that timeliness of billing is of the essence to this Contract and recognize that **CITY** is on a fiscal year which is defined as the period beginning July 1 and ending June 30 of the following year. All billings for dates of service prior to July 1 must be submitted to **CITY** no later than the first Friday in August of the same year. A billing submitted after the first Friday in August will subject **CONSULTANT** to an administrative fee not to exceed \$100.00. The parties hereby agree this is a reasonable estimate of the additional costs to **CITY** of processing the billing as a stale claim and that this amount will be deducted from the stale claim payment due to **CONSULTANT**.

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

7. CONTRACT TERMINATION:

7.1 Termination Without Cause:

7.1.1 Any discretionary or vested right of renewal notwithstanding, this Contract may be terminated upon written notice by mutual consent of both parties or unilaterally by either party without cause.

7.1.2 **CITY** reserves the right to terminate this Contract for convenience whenever it considers termination, in its sole and unfettered discretion, to be in the public interest. In the event that the Contract is terminated in this manner, payment will be made for SERVICES actually completed. If termination occurs under this provision, in no event shall **CONSULTANT** be entitled to anticipated profits on items of SERVICES not performed as of the effective date of the termination or compensation for any other item, including but not limited to, unabsorbed overhead. **CONSULTANT** shall require that all subcontracts which it enters related to this Contract likewise contain a termination for convenience clause which precludes the ability of any subconsultant to make claims against **CONSULTANT** for damages due to breach of contract, of lost profit on items of SERVICES not performed or of unabsorbed overhead, in the event of a convenience termination.

7.2 Termination for Nonappropriation:

7.2.1 All payments and SERVICES provided under this Contract are contingent upon the availability of the necessary public funding, which may include various internal and external sources. In the event that Carson City does not acquire and appropriate the funding necessary to perform in accordance with the terms of the Contract, the Contract shall automatically terminate upon **CITY'S** notice to **CONSULTANT** of such nonappropriation, and no claim or cause of action may be based upon any such nonappropriation.

7.3 Cause Termination for Default or Breach:

7.3.1 A default or breach may be declared with or without termination.

7.3.2 This Contract may be terminated by either party upon written notice of default or breach to the other party as follows:

7.3.2.1 If **CONSULTANT** fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or any SERVICES called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or

7.3.2.2 If any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONSULTANT** to provide the goods or SERVICES or any services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or

7.3.2.3 If **CONSULTANT** becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or

7.3.2.4 If **CITY** materially breaches any material duty under this Contract and any such breach impairs **CONSULTANT'S** ability to perform; or

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

7.3.2.5 If it is found by **CITY** that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by **CONSULTANT**, or any agent or representative of **CONSULTANT**, to any officer or employee of **CITY** with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or

7.3.2.6 If it is found by **CITY** that **CONSULTANT** has failed to disclose any material conflict of interest relative to the performance of this Contract.

7.4 Time to Correct (Declared Default or Breach):

7.4.1 Termination upon a declared default or breach may be exercised only after providing 7 (seven) calendar days written notice of default or breach, and the subsequent failure of the defaulting or breaching party, within five (5) calendar days of providing that default or breach notice, to provide evidence satisfactory to the aggrieved party demonstrating that the declared default or breach has been corrected. Time to correct shall run concurrently with any notice of default or breach and such time to correct is not subject to any stay with respect to the nonexistence of any Notice of Termination. Untimely correction shall not void the right to termination otherwise properly noticed unless waiver of the noticed default or breach is expressly provided in writing by the aggrieved party. There shall be no time to correct with respect to any notice of termination without cause or termination for nonappropriation.

7.5 Winding Up Affairs Upon Termination:

7.5.1 In the event of termination of this Contract for any reason, the parties agree that the provisions of this **Subsection 7.5** (Winding Up Affairs Upon Termination) survive termination:

7.5.1.1 The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination; and

7.5.1.2 **CONSULTANT** shall satisfactorily complete SERVICES in progress at the agreed rate (or a pro rata basis if necessary) if so requested by **CITY**; and

7.5.1.3 **CONSULTANT** shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by **CITY**; and

7.5.1.4 **CONSULTANT** shall preserve, protect, and promptly deliver into **CITY** possession all proprietary information in accordance **Section 19** (CITY OWNERSHIP OF PROPRIETARY INFORMATION).

7.6 Notice of Termination:

7.6.1 Unless otherwise specified in this Contract, termination shall not be effective until seven (7) calendar days after a party has provided written notice of default or breach, or notice of without cause termination. Notice of Termination may be given at the time of notice of default or breach, or notice of without cause termination. Notice of Termination may be provided separately at any time after the running of the 7-day notice period, and such termination shall be effective on the date the Notice of Termination is provided to the party unless a specific effective date is otherwise set forth therein. Any delay in providing a Notice of Termination after the 7-day notice

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

period has run without a timely correction by the defaulting or breaching party shall not constitute any waiver of the right to terminate under the existing notice(s).

8. REMEDIES:

Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorney's fees and costs. The parties agree that, in the event a lawsuit is filed and a party is awarded attorney's fees by the court, for any reason, the amount of recoverable attorney's fees shall not exceed the rate of \$125 per hour. **CITY** may set off consideration against any unpaid obligation of **CONSULTANT** to **CITY**.

9. LIMITED LIABILITY:

CITY will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Liquidated damages shall not apply unless otherwise expressly provided for elsewhere in this Contract. Damages for any **CITY** breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to **CONSULTANT**, for the fiscal year budget in existence at the time of the breach. **CONSULTANT'S** tort liability shall not be limited.

10. FORCE MAJEURE:

Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of this Contract after the intervening cause ceases.

11. INDEMNIFICATION:

11.1 To the extent permitted by law, including, but not limited to, the provisions of NRS Chapter 41, each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other party from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of the indemnifying party, its officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of the indemnity which would otherwise exist as to any party or person described in this Section.

11.2 As required by NRS 338.155, if this Contract involves a "public work" construction project as defined above, **CONSULTANT** shall defend, indemnify and hold harmless the **CITY**, and the employees, officers and agents of the public body from any liabilities, damages, losses, claims, actions or proceedings, including without limitation, reasonable attorney's fees, to the extent that such liabilities, damages, losses, claims, actions or proceedings are caused by the negligence, errors, omissions, recklessness or intentional misconduct of the **CONSULTANT** or the employees or agents of the **CONSULTANT** in the performance of the Contract. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of the indemnity which would otherwise exist as to any party or person described in this section. However, with respect to any anticipated benefits to **CITY** resulting from the Scope of Work, **CONSULTANT** shall not be responsible or liable to **CITY** for any warranties, guarantees, fitness for a particular purpose or loss of anticipated profits resulting from any termination of this Contract. Additionally, **CONSULTANT** shall not be responsible for acts and decisions of third parties, including governmental agencies, other than **CONSULTANT'S** subcontractors, that impact project completion and/or success.

11.3 Except as otherwise provided in **Subsection 11.5** below, the indemnifying party shall not be obligated to provide a legal defense to the indemnified party, nor reimburse the indemnified party for the same, for any period occurring before the indemnified party provides written notice of the pending

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

claim(s) or cause(s) of action to the indemnifying party, along with:

11.3.1 a written request for a legal defense for such pending claim(s) or cause(s) of action; and

11.3.2 a detailed explanation of the basis upon which the indemnified party believes that the claim or cause of action asserted against the indemnified party implicates the culpable conduct of the indemnifying party, its officers, employees, and/or agents.

11.4 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall not be obligated to fund or reimburse any fees or costs provided by any additional counsel for the indemnified party, including counsel through which the indemnified party might voluntarily choose to participate in its defense of the same matter.

11.5 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall be obligated to reimburse the reasonable attorney's fees and costs incurred by the indemnified party during the initial thirty (30) day period of the claim or cause of action, if any, incurred by separate counsel.

12. **INDEPENDENT CONTRACTOR:**

12.1 **CONSULTANT**, as an independent contractor, is a natural person, firm or corporation who agrees to perform SERVICES for a fixed price according to his or its own methods and without subjection to the supervision or control of the **CITY**, except as to the results of the SERVICES, and not as to the means by which the SERVICES are accomplished.

12.2 It is mutually agreed that **CONSULTANT** is associated with **CITY** only for the purposes and to the extent specified in this Contract, and in respect to performance of the contracted SERVICES pursuant to this Contract. **CONSULTANT** is and shall be an independent contractor and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract.

12.3 Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for **CITY** whatsoever with respect to the indebtedness, liabilities, and obligations of **CONSULTANT** or any other party.

12.4 **CONSULTANT**, in addition to **Section 11** (INDEMNIFICATION), shall indemnify and hold **CITY** harmless from, and defend **CITY** against, any and all losses, damages, claims, costs, penalties, liabilities, expenses arising out of or incurred in any way because of, but not limited to, **CONSULTANT'S** obligations or legal duties regarding any taxes, fees, assessments, benefits, entitlements, notice of benefits, employee's eligibility to work, to any third party, subcontractor, employee, state, local or federal governmental entity.

12.5 Neither **CONSULTANT** nor its employees, agents, or representatives shall be considered employees, agents, or representatives of **CITY**.

13. **INSURANCE REQUIREMENTS (GENERAL):**

13.1 **NOTICE: The following general insurance requirements shall apply unless these general requirements are altered by any specific requirements set forth in CITY'S solicitation for bid document, the adopted bid or other document incorporated into this Contract by the parties.**

13.2 **CONSULTANT**, as an independent contractor and not an employee of **CITY**, must carry policies of insurance in amounts specified and pay all taxes and fees incident hereunto. **CITY** shall have no liability except as specifically provided in this Contract.

13.3 **CONSULTANT** shall not commence work before: (1) **CONSULTANT** has provided the required evidence of insurance to **CITY** Purchasing and Contracts, and (2) **CITY** has approved the insurance policies provided by **CONSULTANT**.

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

13.4 Prior approval of the insurance policies by **CITY** shall be a condition precedent to any payment of consideration under this Contract and **CITY'S** approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent this Contract. Any failure of **CITY** to timely approve shall not constitute a waiver of the condition.

13.5 *Insurance Coverage (13.6 through 13.23):*

13.6 **CONSULTANT** shall, at **CONSULTANT'S** sole expense, procure, maintain and keep in force for the duration of this Contract the following insurance conforming to the minimum requirements specified below. Unless specifically specified herein or otherwise agreed to by **CITY**, the required insurance shall be in effect prior to the commencement of work by **CONSULTANT** and shall continue in force as appropriate until the later of:

13.6.1 Final acceptance by **CITY** of the completion of this Contract; or

13.6.2 Such time as the insurance is no longer required by **CITY** under the terms of this Contract.

13.6.3 Any insurance or self-insurance available to **CITY** under its coverage(s) shall be in excess of and non-contributing with any insurance required from **CONSULTANT**. **CONSULTANT'S** insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by **CITY**, **CONSULTANT** shall provide **CITY** with renewal or replacement evidence of insurance no less than thirty (30) calendar days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by this Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as soon as **CONSULTANT** has knowledge of any such failure, **CONSULTANT** shall immediately notify **CITY** and immediately replace such insurance or bond with an insurer meeting the requirements.

13.7 *General Insurance Requirements (13.8 through 13.23):*

13.8 **Certificate Holder:** Each certificate shall list Carson City c/o Carson City Purchasing and Contracts, 201 N. Carson Street, Suite 2, Carson City, NV 89701 as a certificate holder.

13.9 **Additional Insured:** By endorsement to the general liability insurance policy evidenced by **CONSULTANT**, The City and County of Carson City, Nevada, its officers, employees and immune contractors shall be named as additional insureds for all liability arising from this Contract.

13.10 **Waiver of Subrogation:** Each liability insurance policy, except for professional liability, shall provide for a waiver of subrogation in favor of City.

13.11 **Cross-Liability:** All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.

13.12 **Deductibles and Self-Insured Retentions:** Insurance maintained by **CONSULTANT** shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by **CITY**. Such approval shall not relieve **CONSULTANT** from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed \$5,000.00 per occurrence, unless otherwise approved by **CITY**.

13.13 **Policy Cancellation:** Except for ten (10) calendar days' notice for non-payment of premium, **CONSULTANT** or its insurers must provide thirty (30) calendar days prior written notice to Carson City Purchasing and Contracts if any policy will be canceled, non-renewed or if required coverage and /or limits reduced or materially altered, and shall provide that notices required by this paragraph shall be sent by mail to Carson City Purchasing and Contracts, 201 N. Carson Street, Suite 2, Carson City, NV 89701. When available, each insurance policy shall be endorsed to provide thirty (30) days' notice of cancellation, except for ten (10) days' notice for non-payment of premium, to City.

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

13.14 **Approved Insurer:** Each insurance policy shall be issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers under federal and Nevada law and having agents in Nevada upon whom service of process may be made, and currently rated by A.M. Best as “A-VII” or better.

13.15 **Evidence of Insurance:** Prior to commencement of work, **CONSULTANT** must provide the following documents to Carson City Purchasing and Contracts, 201 North Carson Street, Suite 2, Carson City, NV 89701:

13.16 **Certificate of Insurance:** **CONSULTANT** shall furnish City with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth herein. The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to Carson City Purchasing and Contracts to evidence the insurance policies and coverages required of **CONSULTANT**.

13.17 **Additional Insured Endorsement:** An Additional Insured Endorsement (CG20 10 or C20 26), signed by an authorized insurance company representative, must be submitted to Carson City Purchasing and Contracts to evidence the endorsement of **CITY** as an additional insured per **Subsection 13.9** (Additional Insured).

13.18 **Schedule of Underlying Insurance Policies:** If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the Underlying Schedule from the Umbrella or Excess insurance policy may be required.

13.19 **Review and Approval:** Documents specified above must be submitted for review and approval by **CITY** Purchasing and Contracts prior to the commencement of work by **CONSULTANT**. Neither approval by **CITY** nor failure to disapprove the insurance furnished by **CONSULTANT** shall relieve **CONSULTANT** of **CONSULTANT’S** full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of **CONSULTANT** or its subcontractors, employees or agents to **CITY** or others, and shall be in addition to and not in lieu of any other remedy available to **CITY** under this Contract or otherwise. **CITY** reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.

13.20 **COMMERCIAL GENERAL LIABILITY INSURANCE:**

CONSULTANT shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence.

13.20.1 *Minimum Limits required:*

13.20.2 Two Million Dollars (\$2,000,000.00) - General Aggregate.

13.20.3 Two Million Dollars (\$2,000,000.00) - Products & Completed Operations Aggregate.

13.20.4 One Million Dollars (\$1,000,000.00) - Each Occurrence.

13.20.5 CGL insurance shall be written on ISO occurrence form CG 00 01 04 13 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, products-completed operations, personal and advertising injury, and liability assumed under an insured contract [(including the tort liability of another assumed in a business contract)].

13.20.6 City and County of Carson City, Nevada, its officers, employees and immune contractors shall be included as an additional insured under the CGL, using ISO additional insured endorsement CG 20 10 or CG 20 26, or a substitute providing equivalent coverage, and under the commercial umbrella, if any.

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

- 13.20.7 This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to City. There shall be no endorsement or modification of the CGL to make it excess over other available insurance; alternatively, if the CGL states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insured.
- 13.20.8 There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability assumed under a contract.
- 13.20.9 Consultant waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained pursuant to this Contract. Insurer shall endorse CGL policy as required to waive subrogation against City with respect to any loss paid under the policy.
- 13.21 **BUSINESS AUTOMOBILE LIABILITY INSURANCE:**
- 13.21.1 *Minimum Limit required:*
- 13.21.2 Consultant shall maintain automobile liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident for bodily injury and property damage.
- 13.21.3 Such insurance shall cover liability arising out of owned, hired, and non-owned autos (as applicable). Coverage as required above shall be written on ISO form CA 00 01, CA 00 05, CA 00 25, or a substitute form providing equivalent liability coverage.
- 13.21.4 Consultant waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the automobile liability or other liability insurance obtained by **CONSULTANT** pursuant this Contract.
- 13.22 **PROFESSIONAL LIABILITY INSURANCE**
- 13.22.1 *Minimum Limit required:*
- 13.22.2 **CONSULTANT** shall maintain professional liability insurance applying to all activities performed under this Contract with limits not less than One Million Dollars (\$1,000,000.00) and Two Million Dollars (\$2,000,000) in the aggregate.
- 13.22.3 Retroactive date: Prior to commencement of the performance of this Contract.
- 13.22.4 **CONSULTANT** will maintain professional liability insurance during the term of this Contract and for a period of three (3) years after termination of this Contract unless waived by the City. In the event of non-renewal or other lapse in coverage during the term of this Contract or the three (3) year period described above, **CONSULTANT** shall purchase Extended Reporting Period coverage for claims arising out of **CONSULTANT's** negligence acts, errors and omissions committed during the term of the Professional Liability Policy. The Extended Reporting Period shall continue through a minimum of three (3) years after termination date of this Contract.
- 13.22.5 A certified copy of this policy may be required.
- 13.23 **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:**
- 13.23.1 **CONSULTANT** shall provide workers' compensation insurance as required by NRS Chapters 616A through 616D inclusive and Employer's Liability insurance

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

with a minimum limit not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

13.23.2 **CONSULTANT** may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that **CONSULTANT** is a sole proprietor; that **CONSULTANT** will not use the services of any employees in the performance of this Contract; that **CONSULTANT** has elected to not be included in the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive; and that **CONSULTANT** is otherwise in compliance with the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive.

13.23.3 **CONSULTANT** waives all rights against City and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by the workers' compensation and employer's liability or commercial umbrella liability insurance obtained by Consultant pursuant to this Contract. Consultant shall obtain an endorsement equivalent to WC 00 03 13 to affect this waiver.

14. BUSINESS LICENSE:

14.1 **CONSULTANT** shall not commence work before **CONSULTANT** has provided a copy of his Carson City business license to Carson City Purchasing and Contracts.

14.2 The Carson City business license shall continue in force until the later of: (1) final acceptance by **CITY** of the completion of this Contract; or (2) such time as the Carson City business license is no longer required by **CITY** under the terms of this Contract.

15. COMPLIANCE WITH LEGAL OBLIGATIONS:

CONSULTANT shall procure and maintain for the duration of this Contract any state, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONSULTANT** to provide the goods or SERVICES or any services of this Contract. **CONSULTANT** will be responsible to pay all government obligations, including, but not limited to, all taxes, assessments, fees, fines, judgments, premiums, permits, and licenses required or imposed by law or a court. Real property and personal property taxes are the responsibility of **CONSULTANT** in accordance with NRS Chapter 361 generally and NRS 361.157 and 361.159, specifically regarding for profit activity. **CONSULTANT** agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract. **CITY** may set-off against consideration due any delinquent government obligation.

16. WAIVER OF BREACH:

Failure to declare a breach or the actual waiver of any particular breach of this Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

17. SEVERABILITY:

If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

18. ASSIGNMENT / DELEGATION:

To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by **CITY**, such offending portion of the assignment shall be void, and shall be a breach of this Contract. **CONSULTANT** shall neither assign, transfer nor delegate any rights, obligations or duties under this Contract without the prior written approval of **CITY**. The parties do not intend to benefit any third party beneficiary regarding their respective performance under this

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

Contract.

19. CITY OWNERSHIP OF PROPRIETARY INFORMATION:

Any files, reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer programs, computer codes, and computer records (which are intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by **CONSULTANT** (or its subcontractors) in performance of its obligations under this Contract shall be the exclusive property of **CITY** and all such materials shall be delivered into **CITY** possession by **CONSULTANT** upon completion, termination, or cancellation of this Contract. **CONSULTANT** shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of **CONSULTANT'S** obligations under this Contract without the prior written consent of **CITY**. Notwithstanding the foregoing, **CITY** shall have no proprietary interest in any materials licensed for use by **CITY** that are subject to patent, trademark or copyright protection.

20. PUBLIC RECORDS:

Pursuant to NRS 239.010, information or documents received from **CONSULTANT** may be open to public inspection and copying. **CITY** will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests. **CONSULTANT** may clearly label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 332.061, provided that **CONSULTANT** thereby agrees to indemnify and defend **CITY** for honoring such a designation. The failure to so label any document that is released by **CITY** shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

21. CONFIDENTIALITY:

CONSULTANT shall keep confidential all information, in whatever form, produced, prepared, observed or received by **CONSULTANT** to the extent that such information is confidential by law or otherwise required by this Contract.

22. FEDERAL FUNDING:

22.1 In the event federal grant funds are used for payment of all or part of this Contract:

22.1.1 **CONSULTANT** certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67, § 67.510, as published as pt. VII of the May 26, 1988, Federal Register (pp. 19160-19211), and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.

22.1.2 **CONSULTANT** and its subcontractors must be registered in the US Government System for Award Management (SAM) for verification on projects with federal funding.

22.1.3 **CONSULTANT** and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999, inclusive, and any relevant program-specific regulations.

22.1.4 **CONSULTANT** and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and Executive Order 11478 (July 21, 2014) and shall not discriminate against any employee or offeror for employment because of race, national origin,

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

creed, color, sex, sexual orientation, gender identity, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).

22.1.5 If and when applicable to the particular federal funding and the Scope of Work under this Contract, **CONSULTANT** and its subcontractors shall comply with: American Iron and Steel (AIS) provisions of P.L. 113- 76, Consolidated Appropriations Act, 2014, Section 1605 – Buy American (100% Domestic Content of iron, steel and manufactured goods); Federal Highway Administration (FHWA) 23 U.S.C. § 313 – Buy America, 23 C.F.R. §635.410 (100% Domestic Content of steel, iron and manufactured products); Federal Transit Administration (FTA) 49 U.S.C. § 5323(j), 49 C.F.R. Part 661 – Buy America Requirements (See 60% Domestic Content for buses and other Rolling Stock).

23. LOBBYING:

23.1 The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this Contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:

23.1.1 Any federal, state, county or local agency, legislature, commission, council or board;

23.1.2 Any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or

23.1.3 Any officer or employee of any federal, state, county or local agency; legislature, commission, council or board.

24. GENERAL WARRANTY:

CONSULTANT warrants that it will perform all SERVICES required hereunder in accordance with the prevailing standard of care by exercising the skill and care normally required of individuals performing the same or similar SERVICES, under the same or similar circumstances, in the State of Nevada.

25. PROPER AUTHORITY:

The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. **CONSULTANT** acknowledges that this Contract is effective only after approval by the Carson City Board of Supervisors and only for the period of time specified in this Contract. Any SERVICES performed by **CONSULTANT** before this Contract is effective or after it ceases to be effective is performed at the sole risk of **CONSULTANT**.

26. ALTERNATIVE DISPUTE RESOLUTION (Public Work):

If the SERVICES under this Contract involve a “public work” as defined under NRS 338.010(18), then pursuant to NRS 338.150, a public body charged with the drafting of specifications for a public work shall include in the specifications a clause requiring the use of a method of alternative dispute resolution (“ADR”) before initiation of a judicial action if a dispute arising between the public body and the **CONSULTANT** engaged on the public work cannot otherwise be settled. Therefore, unless ADR is otherwise provided for by the parties in any other incorporated attachment to this Contract, in the event that a dispute arising between **CITY** and **CONSULTANT** regarding that public work cannot otherwise be settled, **CITY** and **CONSULTANT** agree that, before judicial action may be initiated, **CITY** and **CONSULTANT** will submit the dispute to non-binding mediation. **CITY** shall present **CONSULTANT** with a list of three potential mediators. **CONSULTANT** shall select one person to serve as the mediator from the list of potential mediators presented by **CITY**. The person selected as mediator shall determine the rules governing the mediation.

27. GOVERNING LAW / JURISDICTION:

This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. **CONSULTANT** consents and agrees to the jurisdiction of the courts of the State of Nevada located in Carson City, Nevada for enforcement of this Contract.

28. ENTIRE CONTRACT AND MODIFICATION:

This Contract and its integrated attachment(s) constitute the entire Contract of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other Contracts that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Carson City Board of Supervisors. Conflicts in language between this Contract and any other agreement between CITY and CONSULTANT on this same matter shall be construed consistent with the terms of this Contract. The parties agree that each has had their respective counsel review this Contract which shall be construed as if it was jointly drafted.

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

29. ACKNOWLEDGMENT AND EXECUTION:

This Contract may be executed in counterparts. The parties hereto have caused this Contract to be signed and intend to be legally bound thereby as follows:

CITY

Executive Office
Purchasing and Contracts Department
201 North Carson Street, Suite 2
Carson City, Nevada 89701
Telephone: 775-283-7362
Fax: 775-887-2286
CAkers@carson.org

By: 

Sheri Russell, Chief Financial Officer

Dated: 1/18/2022

CITY'S LEGAL COUNSEL

Carson City District Attorney
I have reviewed this Contract and approve
as to its legal form.

By: 

Deputy District Attorney

Dated: 1/10/22

CITY'S ORIGINATING DEPARTMENT

**CONSULTANT will not be given authorization
to begin work until this Contract has been
signed by Purchasing and Contracts**

BY: Carol Akers
Purchasing & Contracts Administrator

By: 

Dated: 1/18/2022

Project # P751021001
Account: 6037510-507010 = \$19,620
3100615-~~507010~~ = \$370,622.50
507010

PROJECT CONTACT PERSON:

Darren Anderson, Project Manager
Telephone: 775-283-7584

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

Undersigned deposes and says under penalty of perjury: That he/she is **CONSULTANT** or authorized agent of **CONSULTANT**; that he/she has read the foregoing Contract; and that he/she understands the terms, conditions and requirements thereof.

CONSULTANT

BY: Angela Hueftle

TITLE: Principal

FIRM: NCE

CARSON CITY BUSINESS LICENSE #: BL-005665-2020

Address: 1885 S. Arlington Avenue, Suite 111

City: Reno **State:** NV **Zip Code:** 89509

Telephone: 775-329-4955

E-mail Address: AHueftle@ncenet.com

Angela Hueftle

(Signature of Consultant)

DATED

01/08/2022

STATE OF

Nevada

County of

Washoe

)ss

Signed and sworn (or affirmed) before me on this

8th

day of

January

, 2022

(Signature of Notary)

(Notary Stamp)



BRENDA COLLAZO
Notary Public - State of Nevada
Appointment Recorded in Washoe County
No: 14-14411-2 - Expires May 14, 2025

PROFESSIONAL SERVICES CONSULTANT AGREEMENT

Contract No. 21300204

Title: East William Street Feasibility Study – Engineering Design Services

CONTRACT ACCEPTANCE AND EXECUTION:

The Board of Supervisors for Carson City, Nevada at their publicly noticed meeting of January 6, 2022 approved the acceptance of the attached Contract hereinbefore identified as **CONTRACT No. 21300204**. Further, the Board of Supervisors authorizes the Mayor of Carson City, Nevada to sign this document and record the signature for the execution of this Contract in accordance with the action taken.

CARSON CITY, NEVADA


LORI BAGWELL, MAYOR

DATED this 6th day of January 2022.

ATTEST:


AUBREY ROWLATT, CLERK-RECORDER

DATED this 6th day of January 2022.

PROFESSIONAL SERVICES CONSULTANT AGREEMENT
Contract No. 21300204
Title: East William Street Feasibility Study – Engineering Design Services

SAMPLE INVOICE

Invoice Number: _____
Invoice Date: _____
Invoice Period: _____

Invoice shall be submitted to:

Carson City Public Works
Attn: Lucy Bourland, email: LBourland@carson.org
3505 Butti Way
Carson City NV 89701

Line Item #	Description	Unit Cost	Units Completed	Total \$\$
Total for this invoice				

Original Contract Sum	\$	_____
Less amount previously billed	\$	_____
= contract sum prior to this invoice	\$	_____
Less this invoice	\$	_____
=Dollars remaining on Contract	\$	_____

ENCLOSE COPIES OF RECEIPTS & INVOICES FOR EXPENSES & OUTSIDE SERVICES



December 17, 2021
File No. 953.10.25

Mr. Darren Anderson, PE
Senior Project Manager
Carson City Public Works
3505 Butti Way
Carson City, NV 89701

RE: Civil Engineering Services for the East William Street Complete Street Project

Dear Mr. Anderson:

NCE appreciates the opportunity to submit this scope and fee for engineering services for the East William Street Complete Street Project (Project).

PROJECT DESCRIPTION

It is our understanding the Project is located on East William Street from Carson Street to I-580. The project will include corridor access management solutions, ADA compliant sidewalks and curb ramps, multi-use path and bicycle facilities, upgrades to stormwater facilities, low-impact development infrastructure, utility replacements, landscaping, enhanced street lighting, streetscape beautification and presentation areas to establish public art and gateway features, updated traffic signal equipment, fiber optic communications, pavement rehabilitation and preservation treatments of the roadway, electric vehicle charging stations, and bus pullouts.

This scope of work includes project management, topographic survey and mapping, geotechnical investigation and pavement design, initial utility coordination, alternative analysis, conceptual design, and public outreach support. Future scope items are anticipated to include the design phase and development of technical documents to be used for bidding, permitting, and construction purposes.

SCOPE OF SERVICES

Task 1 - Project Management

A. Team and Project Management

NCE's Project Manager will serve as the City's single point of contact on the contract and will have primary responsibility for both coordinating the efforts of the project team and subconsultants and on-going project coordination of all activities for the duration of the work. Specific project management tasks include project initiation and administration, monthly budget monitoring and invoicing, processing subconsultant invoicing, and scheduling. We assume a duration of four months for project management.

B. Project Coordination

NCE's Project Manager will keep the City's Project Manager well informed of progress with bi-weekly informal briefings via email or phone call. NCE will facilitate a kick-off meeting with the City and prepare the agenda and meeting notes.

Task 1 Deliverables:

1. Monthly invoices
2. Project schedule
3. Bi-weekly phone call and/or email to the City Project Manager
4. Kick-off meeting agenda and notes

Task 2 - Topographic Survey and Mapping

A. Right of Way Mapping

NCE will coordinate with NDOT's right-of-way department to obtain current right-of-way plans relative to this segment of East William Street, which was previously a portion of US Highway 50. NCE will utilize this data in conjunction with highway monuments and/or property corners found during field surveys to geo-reference right-of-way boundary and centerline line work to develop right-of-way mapping, including assessor parcel numbers, associated with East William Street.

B. Topographic Survey & Mapping

NCE will establish a horizontal and vertical survey control network on-site that coincides with the North American Datum (NAD 83/94), Nevada State Plane West Zone (2703) horizontal datum and the North American Vertical Datum (NAVD88) vertical datum. Grid coordinates will be modified by a grid to ground factor of 1.0002 to coincide with the Carson City Survey Control Network. NCE will utilize the survey control network to conduct a topographic survey within the roadway right-of-way of East William Street. The survey will consist of gathering survey data associated with ground topography and drainage features, existing property corners encountered, roadway centerline monuments, highway monuments, trees in excess of 6" in diameter, existing roadway and site improvements, roadway striping,

evidence of existing utilities, storm drain & sanitary sewer dips, planometrics (buildings, fences, signs, power poles, etc.), and any other pertinent physical features as determined to be applicable. NCE will then utilize the topographic survey data to prepare a digital base map for the project site. The digital base map will depict the existing ground topography in one foot contour intervals or spot elevations where warranted, roadway and site improvements, striping, planometrics, and evidence of existing utility services (i.e., existing telephone or power, water, gas, storm drain, and sanitary sewer infrastructure).

Task 2 Deliverables:

1. AutoCAD base map digital file and an Excel .csv point file for the found boundary monuments and control points

Task 3 – Geotechnical Investigation and Pavement Design

NCE will perform a limited pavement condition survey, subsurface geotechnical investigation, laboratory testing, and analysis and design to formulate pavement and geotechnical recommendations. Based on discussions with the City that utility improvements and roadway reconstruction east of Saliman Road is unlikely, the limits of the geotechnical investigation are along East William Street from Carson Street to Saliman Road. A limited pavement investigation will be performed east of Saliman Road to I-580 in order to formulate pavement recommendations for this segment.

NCE will visit the site and perform a visual condition assessment of the pavement to document existing distress types, extent of distress, and to identify general areas for subsurface investigation. Prior to initiating the field exploration, we will review published geologic maps, fault hazard reports, and soils maps to identify the presence of documented geologic hazards at the site. Locations for borings and pavement coring will be identified by NCE and reviewed and approved by the City prior to start of sampling activities.

The subsurface field exploration will consist of drilling up to four (4) borings to depths of approximately fifteen (15) feet below the existing ground surface, to 3 feet below the deepest utility installation at that location, or to refusal, whichever comes first, using a truck-mounted drill rig. Borings will alternate in each travel direction, where existing subsurface utility infrastructure conflicts do not exist. The intent of the exploration is to collect subsurface soils for laboratory testing to inform pavement design and utility design work. Soils encountered will be logged and pavement thickness and aggregate base layer thicknesses will be measured in the bore hole.

We anticipate borings will be located within the paved roadway. Borings located within the existing roadway will be backfilled with bentonite hole plugs if water is encountered and otherwise will be tamped with soil cuttings and capped using

4,000 PSI non-shrink concrete grout. Excess cuttings resulting from the drilled borings will be hauled off site.

Up to eight (8), 4-inch diameter pavement cores will be obtained within the project limits. Four of the core locations will be within fifty (50) feet of each boring from Carson Street to Saliman Road to allow field crews to work simultaneously. One (1) core will be spaced between borings and three (3) cores will be located east of Saliman Road to provide a better understanding of the pavement thickness, depth of cracking (where possible), and condition of existing asphalt concrete layer. Asphalt core locations will be patched using rapid set high strength concrete.

A no cost encroachment permit will be obtained from the City and NCE will contact USA North to determine the location of existing utilities. Traffic control plans and field traffic control will be prepared and performed by a certified traffic control contractor. For borings and adjacent asphalt cores, a single lane closure with signage will be provided. Where asphalt cores are located outside the limits of boring areas, a crash attenuator truck with arrow board following directly behind the coring personnel will be provided. It is assumed all exploration will be outside of NDOT right-of-way and will not require coordination with NDOT.

Laboratory testing will be performed to evaluate the engineering and mechanical properties of soil samples collected in the field. We anticipate the laboratory test program will consist of testing for index properties including moisture determination, grain size distribution, and plasticity; corrosion testing; and R-values.

Traffic volume forecasts provided by the City's traffic consultant will be used in the pavement design.

NCE will develop pavement design alternatives (rehabilitation and/or reconstruction) using the Asphalt Institute MS-1 or 1993 AASHTO Guide for Design of Pavement Structures/2007 RTC Flexible Design Guide. Resulting layer thicknesses will be compared to the City's minimum layer thicknesses. NCE will provide a web-based presentation on initial pavement design alternatives. A draft pavement design report will be prepared that details the findings of the field investigation, laboratory test results, and draft recommendations for pavement structural section(s). The City will have the opportunity to review and comment on the draft report. The City's comments and any necessary revisions will be incorporated into the final stamped report.

NCE will also develop a geotechnical investigation report that will include construction and design recommendations for the proposed utilities, including storm drain, waterline, and sewer. Construction recommendations will include trench excavatability and backfill, bottom of trench preparation, and the potential for reuse

of the existing native soils as trench backfill; recommendations for trench excavations and shoring requirements; corrosion potential to concrete of site soils; dewatering recommendations, if warranted; lateral earth pressures for manhole design; and foundation recommendations for manhole and/or vault construction. The City will have the opportunity to review and comment on the draft report. The City's comments and any necessary revisions will be incorporated into the final stamped report that will be submitted to the City.

Task 3 Deliverables:

1. Draft Geotechnical Investigation Report – PDF
2. Draft Pavement Report – PDF
3. Final Geotechnical Investigation Report signed and sealed by a Nevada Registered Professional Engineer in responsible charge of preparation – (1) one bound printed copy, PDF
4. Final Pavement Report signed and sealed by a Nevada Registered Professional Engineer in responsible charge of preparation – (1) one bound printed copy, PDF

Task 4 – Initial Utility Investigation

NCE will investigate all overhead and subsurface utilities within the roadway right-of-way and adjacent areas that may be affected by the project. NCE will contact each utility owner within the project area to request mapping. Utility company drawings will be utilized in conjunction with the survey field information to map overhead and underground infrastructure. Limits of water and sewer replacement provided by the City will be included in the preliminary design.

Task 4 Deliverables:

1. Utility mapping requests
2. Preliminary utility base map

Assumption:

1. Utility coordination, locating, and design of utility replacements are not included. We anticipate these items will be included in the next phase of this project.

Task 5 – Conceptual Design

A. Alternatives Development

NCE will develop up to three (3) roadway and multimodal configuration alternatives for each of the following three (3) segments: Carson Street to Roop Street, Roop Street to Saliman Road, and Saliman Road to I-580. NCE understands that development of three alternatives from Roop Street to I-580 may not be warranted due to the lane configurations required for acceptable traffic operations and will not develop alternatives that are not necessary.

We anticipate the alternatives will include a combination of the following elements: sidewalks, bike lanes, buffered bike lanes or cycle tracks, multi-use paths/Class 1 bike paths, landscape strips, median islands, lane configuration changes, turn pocket lengthening, access management, opportunity areas for public art, and crosswalk improvements.

In developing the alternatives, we will consider existing right-of-way width, lane configurations necessary for acceptable traffic operations, existing plans and policies, and public comments received.

NCE will coordinate with the City to obtain data relevant to design within the Project area, including, but not limited to, as-builts, City GIS data, studies, and reports. NCE will review applicable studies and reports relevant to the project including the Carson City ADA Transition Plan, Complete Streets Policy, Master Plan, and Safe Routes to School Master Plan.

NCE will coordinate with and review the information provided by the City's traffic, environmental, and public outreach consultants for incorporation into the development of the alternatives.

NCE will prepare a cross-section and overview concept graphic for each alternative in each segment. The intent of the overview exhibit is to show the primary features of each alternative in each segment on top of existing aerial photos. NCE will submit the alternatives to the City for review and comment prior to analyzing each alternative.

Task 5A Deliverables:

1. Cross-Sections (up to 9)
2. Overview Concept Graphics (up to 9)

Assumptions:

1. Traffic operations, including lane configurations at intersections, will be provided by others
2. Public outreach comments will be provided by others

B. Alternatives Analysis

NCE will evaluate and compare up to three (3) alternatives for each segment (up to nine total) and develop an alternatives comparison matrix to guide the team towards a preferred alternative. Factors including cost, maintenance, sustainability, public outreach, and traffic and multi-modal impacts will be considered. NCE will present the results of the analysis and recommendation of the preferred alternative for each segment to the City for review.

NCE will summarize the alternatives development and analysis in a feasibility report. The draft report will be submitted to the City for review and comment. NCE

will consolidate comments received from the City and participate in a comment review meeting. NCE will incorporate City comments and applicable public input obtained from the community information meeting (Task 6A) into the final report.

Task 5B Deliverables:

1. Engineer's Estimate of Probable Cost of Preferred Alternative
2. Draft Feasibility Report
3. Final Feasibility Report

C. Technical Investigations

To develop the scope and cost of improvements included in the preferred alternative, NCE will perform a preliminary analysis of drainage improvements, traffic signal modifications, traffic signal interconnect system, and lighting and electrical improvements.

Preliminary Drainage Analysis

NCE will obtain existing information such as as-built drawings of drainage facilities in the project area to supplement the survey data collected for the Project to establish the existing drainage systems within, bordering, and near the Project area. Additionally, NCE will look at flooding records from the City and public data collected for the Project to establish the known flooding and drainage problems within the Project area.

NCE will perform a preliminary hydrologic analysis and analyze the main existing drainage systems within the Project area as well as those that currently or have the potential to accept flow from the Project area. Both the hydrologic and hydraulic analyses will be completed using simplified analysis methods following the City's standards.

NCE will identify the main drainage features for each of the alternatives to mitigate the identified deficiencies and flooding issues. The alternatives will include the main trunk storm drain alignments and sizes and preliminary locations of inlets. In addition, NCE will identify potential locations of stormwater improvement and LID features for each alternative. The storm drain facilities and LID and water quality treatment features will be included in the cost estimates for each alternative.

Preliminary Traffic Signal Evaluation

NCE will evaluate the signals at the five (5) signalized intersections on East William Street: Carson Street, Stewart Street, Roop Street, Saliman Road, and Gold Dust Way. The purpose of the evaluation is to develop the scope and estimated cost of traffic signal modifications that will be necessary with the preferred alternative roadway modifications and to update the signal systems for ADA compliance. NCE will discuss the signal inventory findings with the City to identify the appropriate scope of the signal modifications. NCE will prepare a plan sheet for each existing signalized intersection and prepare an engineer's estimate of probable cost.

Preliminary Traffic Signal Interconnect Evaluation

NCE will meet with the City to determine the desired system requirements of the traffic signal interconnect system. We will identify the major system components, significant conflicts, and challenges (if any), and other items that have the potential to significantly affect construction cost. NCE will prepare up to three (3) plan sheets illustrating an overall plan and interconnect system at a basic level and engineer's estimate of probable cost.

Lighting and Electrical Analysis

NCE will evaluate the existing lighting and electrical conditions, review proposed infrastructure upgrades such as electric vehicle charging stations, and assess new and upgraded lighting including service points and miscellaneous electrical connections.

Task 5C Deliverables:

1. Conceptual design and estimate of probable construction cost of drainage improvements, traffic signal modifications, traffic signal interconnect system, and lighting and electrical improvements.

Assumptions:

1. Access management study, crosswalk study, concrete condition survey, and ADA survey of existing pedestrian facilities are not included. We anticipate these studies may be included in the next phase of the project.

Task 6 – Public Outreach Support

A. Community Information Meeting

NCE will participate in one (1) pre-community information meeting with the City and the City's public outreach consultant to discuss and review exhibits, topics, and appropriate responses to questions for the public meeting. NCE anticipates preparing up to four (4) exhibits (visualizations or cross-sections) for the community information meeting to demonstrate before and after conditions along the corridor. If requested by the City, NCE will attend the community information meeting to assist with facilitation and answer technical questions.

Task 6 Deliverables:

1. Community information meeting exhibits and presentation materials

Assumption:

1. Preparation, facilitation, and documentation of the public information meeting, identification of venue, design of print ads, mailers, handouts, and surveys, final summary of comments provided, and direct costs associated with the meeting venue, ads, mailers, court reporter, and translator are not

included. We assume these items will be provided by either the City or the City's public outreach consultant.

B. Committee Meetings Support

NCE will support the City in presentations and updates to various committees including the Redevelopment Authority, Regional Transportation Commission, Board of Supervisors, and others as requested by the City project manager. It is anticipated NCE will prepare for and attend up to two (2) meetings during this phase of the project.

Task 7 – Utility Undergrounding Coordination (Optional)

NCE will identify the poles that conflict with the proposed improvements and provide NV Energy an exhibit identifying the poles to be removed and the preferred alternative. NCE will participate in two (2) coordination meetings with NV Energy to discuss the proposed improvements, conflicts, schedule, funding, and estimated cost. In addition, NCE will evaluate the existing overhead electrical service points and overhead cable/phone throughout the corridor. We will determine the required modifications for building conversions from overhead electrical/cable/phone to underground services. The evaluation and cost of the undergrounding, including building conversions, will be included in the feasibility report.

Task 7 Deliverables:

1. Estimate of probable construction cost

Assumption:

1. Utility undergrounding design is not included. It is anticipated utility undergrounding design may be included in the next phase of this project.

ESTIMATED FEE AND SCHEDULE

NCE proposes to provide our services on a time and materials basis in accordance with our Standard Schedule of Charges (Attachment A). We estimate our total fees for this scope of services will not exceed **\$390,242.50**. We have enclosed a detailed estimate of projected staff hours for the project to establish a basis of our estimated fees (Attachment B). Actual hours and fees may vary between tasks as the project progresses. NCE will not work on any optional tasks without prior authorization from the City. We will notify you immediately of any issues that would impact our estimate and will not perform work more than this estimate without your authorization.

We understand the City's goal is to have a preferred alternative by April 2022. NCE is prepared to begin work upon your authorization. Upon confirmation of this scope, we will develop a proposed schedule for discussion and review.

We appreciate the opportunity to provide these engineering services to Carson City and look forward to collaborating with you on this important project. If you have any questions or additional requirements, please call me at (775) 772-1847.

Sincerely,



A handwritten signature in blue ink that reads 'Angie Hueftle'.

Angie Hueftle, PE
Principal

ATTACHMENT A

SCHEDULE OF CHARGES 2021

PROFESSIONAL SERVICES

Principal.....	\$270/hour
Associate	\$215/hour
Senior	\$185/hour
Project.....	\$165/hour
Staff.....	\$145/hour

TECHNICAL SERVICES

Senior Construction Manager	\$145/(\$170-PW)/hour
Senior Designer	\$155/hour
CADD Designer	\$135/hour
Senior Technician	\$125/(\$150-PW)/hour
Construction Inspector	\$130/(\$155-PW)/hour
CAD Technician	\$120/hour
Senior Field Scientist	\$125/hour
Field Scientist	\$100/hour
Project Administrator	\$110/hour
Field/Engineering Technician	\$100/(\$125-PW)hour
Technical Editor	\$100/hour
Clerical	\$90/hour

CONTRACT LABOR

From time to time, NCE retains outside professional and technical labor on a temporary basis to meet peak workload demands. Such contract labor will be charged at regular Schedule charges.

LITIGATION SUPPORT

Engineer/Scientist	\$330/hour
Court Appearances & Depositions	\$550/hour

EQUIPMENT

Plotter Usage.....	(separate fee schedule)
Truck	\$100/day
Automobile.....	IRS Standard Mileage Rate+15%
Falling Weight Deflectometer Testing	\$3,500/Day
Coring	\$4,500/Day
Environmental Equipment.....	(separate fee schedule)

OUTSIDE SERVICES

Rental of equipment not ordinarily furnished by NCE and all other costs such as special printing, photographic work, travel by common carrier, subsistence, subcontractors, etc.cost + 15%

COMMUNICATION/ REPRODUCTION

In-house costs for postage, printing, and copying
..... project labor charges x 5%

TERMS

Billings are payable upon presentation and are past due 30 days from invoice date. A finance charge of 1.5% per month, or the maximum amount allowable by law, will be charged on past-due accounts. NCE makes no warranty, either expressed or implied, as to its findings, recommendations, specifications, or professional advice except that they are prepared and issued in accordance with generally accepted professional practice.

Task No.	Description	Principal \$270.00	Associate \$215.00	Senior \$185.00	Project \$165.00	Senior Designer \$155.00	Staff \$145.00	Senior Construction Manager \$145.00	Senior Technician \$125.00	Clerical \$90.00	Expenses	Subconsultant (includes 15% markup)	Totals
1	Project Management/Meetings	42	8	8	0	4	0	0	0	8			70
	Team and Project Management	24								8			\$7,200.00
	Project Coordination	12											\$3,240.00
	Kickoff Meeting	6	8	8		4					\$150		\$5,590.00
	Subtotal Fees	\$11,340.00	\$1,720.00	\$1,480.00	\$0.00	\$620.00	\$0.00	\$0.00	\$0.00	\$720.00	\$150.00	\$0.00	\$16,030.00
2	Surveying and Base Mapping	0	0	0	0	4	20	0	0	0			24
A	Right of Way Mapping & APNs					2	8					\$17,250.00	\$18,720.00
B	Topographic Survey & Mapping					2	12					\$74,750.00	\$76,800.00
	Subtotal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$620.00	\$2,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92,000.00	\$95,520.00
3	Geotechnical Investigation and Pavement Design	6	21	0	44	0	54	0	16	4			145
	Geotechnical Investigation and Reporting	1	4		6							\$34,442.50	\$36,562.50
	Visual Condition Survey	1	1		4				16		\$200		\$3,345.00
	Pavement Structural Design		10		18		30						\$9,470.00
	Draft and Final Pavement Design Report	4	6		16		24			4	\$150		\$9,000.00
	Subtotal Fees	\$1,620.00	\$4,515.00	\$0.00	\$7,260.00	\$0.00	\$7,830.00	\$0.00	\$2,000.00	\$360.00	\$350.00	\$34,442.50	\$58,377.50
4	Initial Utility Coordination	0	0	10	0	24	60	0	0	0			94
	Utility "A" Letters			2			12						\$2,110.00
	Utility Base Map			2		16	48				\$50.00		\$9,860.00
	Limits of water and sewer replacement			6		8							\$2,350.00
	Subtotal Fees	\$0.00	\$0.00	\$1,850.00	\$0.00	\$3,720.00	\$8,700.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$14,320.00
5	Conceptual Design	44	65	8	238	198	24	16	0	19			612
A	Alternatives Development												
	Review of Existing Information	2				10							\$2,090.00
	Review of Traffic & Outreach Data	4				12						\$2,875.00	\$5,815.00
	Alternatives Development (incl. overview graphics)	12	20			80					\$1,000.00	\$8,625.00	\$29,565.00
	Cross-Sections (up to 9)	4	8		60	8					\$750.00		\$14,690.00
B	Alternatives Analysis												
	Analyze Alternatives	8				40		16				\$8,625.00	\$19,305.00
	Cost Estimate	2	4	8	2	8	24			1			\$8,020.00
	Draft Feasibility Report	6	4		50	8				12	\$100.00	\$2,875.00	\$16,025.00
	Final Feasibility Report	2			16	2				6	\$250.00		\$4,280.00
C	Technical Investigations												
	Preliminary Drainage Analysis	4	29		110	30					\$25.00		\$30,140.00
	Preliminary Traffic Signal Evaluation											\$23,000.00	\$23,000.00
	Preliminary Traffic Signal Interconnect Evaluation											\$9,200.00	\$9,200.00
	Lighting and Electrical Analysis											\$9,775.00	\$9,775.00
	Subtotal Fees	\$11,880.00	\$13,975.00	\$1,480.00	\$39,270.00	\$30,690.00	\$3,480.00	\$2,320.00	\$0.00	\$1,710.00	\$2,125.00	\$64,975.00	\$171,905.00
6	Public Outreach Support	19	36	0	0	19	0	0	0	0			74
A	Community Information Meetings												
	One Pre-CIM Meeting	4				6					\$50.00		\$2,060.00
	Exhibits (Up to 4)	2	36			8					\$700.00		\$10,220.00
	Participate at CIM	5				5					\$50.00		\$2,175.00
B	Committee Meetings Support (2)	8									\$100.00		\$2,260.00
	Subtotal Fees	\$5,130.00	\$7,740.00	\$0.00	\$0.00	\$2,945.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$16,715.00
7	Utility Undergrounding Coordination (Optional)	2	0	12	0	38	0	0	0	0			52
	Identify poles to be undergrounded			2		12							\$2,230.00
	Two coordination meetings with NV Energy			6		12					\$50.00		\$3,020.00
	Preliminary cost estimate and narrative	1		4		12					\$50.00		\$2,920.00
	Evaluation of building modifications	1				2						\$8,625.00	\$9,205.00
	Subtotal Fees	\$540.00	\$0.00	\$2,220.00	\$0.00	\$5,890.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$8,625.00	\$17,375.00
	Total Fees	\$30,510.00	\$27,950.00	\$7,030.00	\$46,530.00	\$44,485.00	\$22,910.00	\$2,320.00	\$2,000.00	\$2,790.00	\$3,675.00	\$200,042.50	\$390,242.50



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: July 7, 2022

Staff Contact: Nick Wentworth, Parks Project Manager and Jennifer Budge, Parks and Recreation Director

Agenda Title: For Possible Action: Discussion and possible action regarding a request to reallocate \$150,000 of residential construction tax ("RCT") funds from the Ross Gold Park Pavilion Project, approved as part of the Fiscal Year ("FY") 2022 Capital Improvement Program ("CIP"), to the Ross Gold Park Tennis Court Rehabilitation Project. (Nick Wentworth, nwentworth@carson.org and Jennifer Budge, jbudge@carson.org)

Staff Summary: The bids that were received to rehabilitate the two tennis courts at Ross Gold Park with post-tension concrete were higher than expected. Due to the increased construction costs, staff recommends funding the tennis court project by reallocating the RCT funds previously designated for a picnic pavilion at Ross Gold Park towards the tennis court project. The pavilion project would be reconsidered in the future as funding becomes available.

Agenda Action: Formal Action / Motion

Time Requested: 5 minutes

Proposed Motion

I move to approve the request as presented.

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

May 20, 2021 – The Board of Supervisors ("Board") approved the final budget for FY 2022, including the CIP, which allocated \$150,000 in RCT funds for the Ross Gold Park Picnic Pavilion.

May 21, 2020 - The Board approved the final budget for FY 2021, including the CIP, which allocated \$165,000 in RCT funds for the Ross Gold Tennis Courts Project.

August 20, 2019 - The Parks and Recreation Commission recommended approval to the Board regarding the Ross Gold Park Master Plan update and identified rehabilitation of the tennis courts as a priority project desired by the community.

Background/Issues & Analysis

The Parks and Recreation Commission identified replacement of the tennis courts as the greatest need at the park, based on public feedback during the park's master plan update, and reaffirmed this as the priority during the FY 23 budget process. If approved, this capital project budget reallocation would help to fund two new tennis courts on a post-tension concrete slab, surfacing and striping to replace the old courts.

The FY 21 CIP budget for the Ross Gold Tennis Courts Project of \$165,000 was based on an original quote that is approximately four years old. The project was put out for bids in 2021 with only one responsive bidder at \$432,444. Inflation, labor force shortages and construction demand are all factors for the price increase. The project has been value engineered to eliminate site work outside of the courts; however, the existing project budget of \$165,000 is insufficient for the total project budget requirement of \$336,000. Staff proposes to reallocate the FY 22 approved CIP budget of \$150,000 for the Ross Gold Pavilion Project to the Ross Gold Tennis Court Project. The remaining necessary tennis court project budget of \$21,000 would be transferred from the RCT Undesignated Account which has a current amount available of \$324,763. The Ross Gold Pavilion Project would be reconsidered at a later date when additional funds become available.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 338

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Project numbers P500021001-Ross Gold Tennis Court & P500022001-Ross Gold Park Pavilion

Residential Construction Tax Fund – Capital Improvements account 3505000-507010 and Undesignated Projects account 3505000-507199

Is it currently budgeted? Yes

Explanation of Fiscal Impact: The \$150,000 budget from the Ross Gold Park Pavilion Project, and an additional \$21,000 from the Residential Construction Tax Undesignated Projects account, will be reallocated to the Ross Gold Park Tennis Court Project for a new total Ross Gold Park Tennis Court Project budget of \$336,000.

Alternatives

Do not approve the capital budget reallocation and/or provide alternative direction to staff.

Attachments:

Board Action Taken:

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

(Vote Recorded By)



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: July 7, 2022

Staff Contact: Carol Akers, Purchasing & Contracts Administrator and Jennifer Budge, Parks and Recreation Director

Agenda Title: For Possible Action: Discussion and possible action regarding a determination that Beynon Sports Surfaces, Inc. ("Beynon") is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes ("NRS") Chapter 338, and whether to award Contract No. 21300321 for the Ross Gold Park Tennis Court Rehabilitation Project ("Project") to Beynon for a total amount not to exceed \$313,500 to be paid using residential construction tax ("RCT") funds. (Carol Akers, cakers@carson.org and Nick Wentworth, nwentworth@carson.org)

Staff Summary: If approved, this Project will rehabilitate two tennis courts at Ross Gold Park with post-tension concrete. The contract is for a not to exceed amount of \$313,500 and comprises the base bid amount of \$285,000 plus a 10% contingency amount of \$28,500. The engineer's base bid estimate was \$293,710 and the Project was approved as part of the Fiscal Year ("FY") 2021 Capital Improvement Program ("CIP"). The total project cost is \$336,000, with \$313,500 for the contract amount plus approximately \$22,500 in other project expenses.

Agenda Action: Formal Action / Motion

Time Requested: 5 min.

Proposed Motion

I move to award the contract as presented.

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

May 20, 2021 – The Board of Supervisors ("Board") approved the final budget for FY 2022, including the CIP, which allocated \$150,000 in RCT funds for the Ross Gold Park Picnic Pavilion.

May 21, 2020 - The Board approved the final budget for FY 2021, including the CIP, which allocated \$165,000 in RCT funds for the Ross Gold Tennis Courts Project.

August 20, 2019 - The Parks and Recreation Commission recommended approval to the Board regarding the Ross Gold Park Master Plan update and identified rehabilitation of the tennis courts as a priority project desired by the community.

Background/Issues & Analysis

This contract would provide for the construction of two new tennis courts on a post-tension concrete slab, surfacing and striping to replace the old courts.

The original quote that the CIP funding request was based on is approximately four years old. The Project was put out for bids in 2021 with only one responsive bidder at \$432,444. Inflation, labor force shortages and construction demand are all factors for the price increase. The Project has been value engineered to eliminate site work outside of the courts. The funding for this contract is dependent upon the approval of the reallocation of CIP budget funds that is requested separately from this agenda item.

A notice to contractors regarding the opportunity to bid on this Project was published in the Reno Gazette Journal and posted on NGEM on May 5, 2022. One bid was opened at approximately 11:30 a.m. on May 26, 2022, via online Cisco Webex bid opening. Present during the bid opening were: Karol Fair, Beynon; and Carol Akers, Carson City Purchasing and Contracts Administrator.

Bidder	Base Bid
Beynon	\$285,000

Staff recommends awarding this contract to Beynon as the lowest responsive and responsible bidder pursuant to NRS Chapter 338.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 338

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Residential Construction Tax Fund - Capital Improvements account
3505000-507010, Project #P500021001-Ross Gold Park Tennis Court

Is it currently budgeted? Yes

Explanation of Fiscal Impact: The FY 2021 approved tennis court capital project budget was \$165,000, of which \$8,771 has been spent on project expenses. If approved, the total tennis court project budget would need to be increased to \$336,000 to cover the costs described below. The sources of additional funding for the project is proposed separately from this agenda item.

Previous Expenses: \$3,500 Lumos (Survey); \$4,940 (Public Works staff time-design); \$331 Reno Gazette Journal (Bid Publication)

Future Expenses:

Construction \$285,000

Contingency \$28,500

Materials Testing/Prevailing Wage \$12,300

Plans/Blueprints \$1,000

Alternatives

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

Attachments:

[21300321 Bid Tabulation_ROA.pdf](#)

[21300321 Draft Contract.pdf](#)

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

BID# 21300321 Ross Gold Tennis Court Rehabilitation Project**Date and Time of Opening: 5/26/2022 @ 11:30am**

				Beynon Sports Surfaces, Inc.	
BONDING Provided, \$, %, or no				5%	
BIDDER acknowledges receipt addendums				Y	
Sub Contractors listed? y/n or none				Y	
Bidders Preference? y/n or none				none	
Bid Document executed? y/n				Y	
Line #	Description	QTY	UOM	Unit	Extended
1	Mobilization, Demobilization and Clean-Up	1	LS	\$30,000.00	\$30,000.00
2	Demo Existing Asphalt Tennis Courts	14400	SF	\$2.20	\$31,680.00
3	2.5 Agg. Base and Vapor Barrier	14400	SF	\$3.61	\$51,984.00
4	5.25 Post-Tensioned Concrete Slab with tennis net sleeves Including Nevada Licensed Engineer Design	14400	SF	\$9.47	\$136,368.00
5	Acrylic Tennis Court Surfacing	14400	SF	\$1.875	\$27,000.00
6	Court Striping	1	LS	\$7,968.00	\$7,968.00
			Total Price	\$285,000.00	
Carson City is recommending award to Beynon Sports Surface, Inc. and is tentatively scheduled for approval and award at the June 16, 2022 Board of Supervisors meeting.					

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

THIS CONTRACT is made and entered into this 7th day of July, 2022, by and between Carson City, a consolidated municipality, a political subdivision of the State of Nevada, hereinafter referred to as "**CITY**", and Beynon Sports Surfaces, Inc., hereinafter referred to as "**CONTRACTOR**".

WITNESSETH:

WHEREAS, the Purchasing and Contracts Manager for **CITY** is authorized pursuant to Nevada Revised Statutes (hereinafter referred to as "NRS") 338 and Carson City Purchasing Resolution #1990-R71, to approve and accept this Contract as set forth in and by the following provisions; and

WHEREAS, this Contract involves a "public work," which pursuant to NRS 338.010(18) means any project for the new construction, repair or reconstruction of an applicable project financed in whole or in part from public money; and

WHEREAS, **CONTRACTOR'S** compensation under this agreement (does) (does not X) utilize in whole or in part money derived from one or more federal grant funding source(s); and

WHEREAS, it is deemed necessary that the services of **CONTRACTOR** for **CONTRACT No. 21300321**, titled **Ross Gold Tennis Court Rehabilitation Project** (hereinafter referred to as "Contract") are both necessary and in the best interest of **CITY**; and

NOW, THEREFORE, in consideration of the aforesaid premises, and the following terms, conditions and other valuable consideration, the parties mutually agree as follows:

1. REQUIRED APPROVAL:

This Contract shall not become effective until and unless approved by the Carson City Board of Supervisors and all required documents are received and signed by all parties.

2. SCOPE OF WORK (Incorporated Contract Documents):

2.1 The parties agree that the Scope of Work will be specifically described and hereinafter referred to as the "WORK." This Contract incorporates the following attachments, and a **CONTRACTOR'S** attachment shall not contradict or supersede any **CITY** specifications and/or terms or conditions without written evidence of mutual assent to such change appearing in this Contract:

2.1.1 **CONTRACTOR** agrees that the Contract Documents for Bid No. 21300321 including, but not limited to, the Notice to Contractors, Table of Contents, Project Coordination, Instructions to Bidders, Contract Award Information, General Conditions, Special Conditions, Technical Specification, Prevailing Wages, Contract Drawings, and Addenda, if any, are intended to be complete and complementary and are intended to describe a complete WORK. These documents are incorporated herein by reference and made a part of this Contract. All of these documents can be viewed through the Carson City Website <https://carson.org/bids>.

2.1.2 **CONTRACTOR** additionally agrees **CONTRACTOR'S** Bid Bond, Bid Proposal, Proposal Summary, Executed Contract, Performance Bond, Labor and Material Bond, Certificate of Eligibility, Insurance Certificates, Permits, Notice of Award, Notice to Proceed and Executed Change Orders, hereinafter all referred to as Exhibit A, are incorporated herein and made a part of this Contract.

For P&C Use Only

CCBL expires	_____
NVCL expires	_____
GL expires	_____
AL expires	_____
WC expires	_____

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

3. CONTRACT TERM AND LIQUIDATED DAMAGES:

3.1 **CONTRACTOR** agrees to complete the WORK on or before the date specified in the Notice to Proceed or any executed Change Orders to the entire satisfaction of **CITY** before final payment is made, unless sooner termination by either party as specified in **Section 6** (CONTRACT TERMINATION) and the General Conditions, Section GC 3.18.

3.2 Pursuant to the provisions under Time for Completion and Liquidated Damages in the Contract Documents of said Specifications, **CONTRACTOR** will complete the WORK within the Contract time. Since **CITY** and **CONTRACTOR** agree it is difficult to ascertain the actual amount of damages incurred due to delay of the Project, it is agreed that **CITY** will be paid the liquidated damages as specified in the Contract Special Conditions for each and every calendar day of delay in the completion of the WORK, in addition to any direct charges incurred by **CITY** as a result of delay of the Project, including engineering fees and additional damages due to late construction. **CITY** also reserves the right to deduct any amounts due **CITY** from any monies earned by **CONTRACTOR** under this Contract.

3.3 That in the performance of this Contract, **CONTRACTOR** and any subcontractors, as employers, shall pay 1 ½ times an employee's regular wage rate whenever an employee who received compensation for employment at a rate less than 1 ½ time the minimum wage who works more than forty (40) hours in any scheduled work week, more than eight (8) hours in a day, unless by mutual agreement the employee works a scheduled ten (10) hours per day for four (4) calendar days within a work week. Employers should refer to NRS 608.018, NRS 338.020 and A.O. 2013-04 for further details on overtime requirements.

4. NOTICE:

4.1 Except the bid and award process where notices may be limited to postings by **CITY** on its Bid Opportunities website (www.carson.org), all notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by e-mail, by regular mail, by telephonic facsimile with simultaneous regular mail, or by certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address specified below.

4.2 Notice to **CONTRACTOR** shall be addressed to:

Mason Farnsworth, Principal
Beynon Sports Surfaces, Inc.
4668 N. Sonora Avenue, Suite 101
Fresno, CA 93722
559-237-2590
mfarnsworth@beynonsports.com

4.3 Notice to **CITY** shall be addressed to:

Carson City Purchasing and Contracts Department
Carol Akers, Purchasing and Contracts Administrator
201 North Carson Street, Suite 2
Carson City, NV 89701
775-283-7362 / FAX 775-887-2286
CAkers@carson.org

5. COMPENSATION:

5.1 The parties agree that **CONTRACTOR** will provide the WORK specified in the Contract for the Contract Amount of Two Hundred Eighty Five Thousand Dollars and 00/100 (\$285,000.00).

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

5.2 **CITY** will pay **CONTRACTOR** progress payments and the final payment computed from the actual quantities of **WORK** performed and accepted and the materials furnished at the Unit and Lump Sum prices shown on **CONTRACTOR'S** Bid Proposal and any executed Change Orders.

5.3 Contract Amount represents full and adequate compensation for the complete **WORK**, and includes the furnishing of all materials, all labor, equipment, tools, transportation, services, appliances, and all expenses, direct or indirect connected with the proper execution of the **WORK**.

5.4 **CITY** does not agree to reimburse **CONTRACTOR** for expenses unless otherwise specified.

6. CONTRACT TERMINATION:

6.1 Termination Without Cause:

6.1.1 Any discretionary or vested right of renewal notwithstanding, this Contract may be terminated upon written notice by mutual consent of both parties or unilaterally by either party without cause.

6.1.2 **CITY** reserves the right to terminate this Contract for convenience whenever it considers termination, in its sole and unfettered discretion, to be in the public interest. In the event that the Contract is terminated in this manner, payment will be made for **WORK** actually completed. If termination occurs under this provision, in no event shall **CONTRACTOR** be entitled to anticipated profits on items of **WORK** not performed as of the effective date of the termination or compensation for any other item, including but not limited to, unabsorbed overhead. **CONTRACTOR** shall require that all subcontracts which it enters related to this Contract likewise contain a termination for convenience clause which precludes the ability of any subcontractor to make claims against **CONTRACTOR** for damages due to breach of contract, lost profit on items of **WORK** not performed, or unabsorbed overhead, in the event of a convenience termination.

6.2 Termination for Nonappropriation:

6.2.1 All payments and **WORK** provided under this Contract are contingent upon the availability of the necessary public funding, which may include various internal and external sources. In the event that Carson City does not acquire and appropriate the funding necessary to perform in accordance with the terms of the Contract, the Contract shall automatically terminate upon **CITY'S** notice to **CONTRACTOR** of such nonappropriation, and no claim or cause of action may be based upon any such nonappropriation.

6.3 Cause Termination for Default or Breach:

6.3.1 A default or breach may be declared with or without termination.

6.3.2 This Contract may be terminated by either party upon written notice of default or breach to the other party as follows:

6.3.2.1 If **CONTRACTOR** fails to provide or satisfactorily perform any of the conditions, **WORK**, deliverables, goods, or any services called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or

6.3.2.2 If any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONTRACTOR** to provide the goods or **WORK** or any services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

6.3.2.3 If **CONTRACTOR** becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or

6.3.2.4 If **CITY** materially breaches any material duty under this Contract and any such breach impairs **CONTRACTOR'S** ability to perform; or

6.3.2.5 If it is found by **CITY** that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by **CONTRACTOR**, or any agent or representative of **CONTRACTOR**, to any officer or employee of **CITY** with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or

6.3.2.6 If it is found by **CITY** that **CONTRACTOR** has failed to disclose any material conflict of interest relative to the performance of this Contract.

6.3.2.7 **CITY** may terminate this Contract if **CONTRACTOR**:

6.3.2.7.1 Fails to maintain bonding, Nevada State Contractors' Board License, State Industrial Insurance requirements or insurance policies for limits as defined in this Contract; or

6.3.2.7.2 Persistently or materially refuses or fails to supply properly skilled workers or proper materials; or

6.3.2.7.3 Fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between **CONTRACTOR** and the subcontractors; or

6.3.2.7.4 Disregards laws, ordinances, or rules, regulations or order of a public authority having jurisdiction; or

6.3.2.7.5 Otherwise makes a material breach of a provision of this Contract; or

6.3.2.7.6 **CONTRACTOR** fails to maintain safe working conditions.

6.3.3 When any of the **Subsection 6.3.2.7.1 through 6.3.2.7.6, inclusive**, cause reasons exist, and without prejudice to any other rights or remedies of **CITY**, **CITY** may terminate this Contract at any time after giving **CONTRACTOR** and **CONTRACTOR'S** Surety seven (7) calendar days written notice of default or breach and intent to terminate and **CONTRACTOR'S** subsequent failure to timely correct as provided below, and subject to any prior rights of the Surety, **CITY** may:

6.3.3.1 Take possession of the site and of all materials, equipment, tools and construction equipment and machinery thereon owned by **CONTRACTOR**;

6.3.3.2 Accept assignment of subcontractors pursuant to this Contract (Contingent Assignment of Subcontracts to Carson City if this Contract is terminated); and

6.3.3.3 Finish the WORK by whatever reasonable method **CITY** may deem expedient.

6.3.4 If **CITY** terminates this Contract for any of the cause reasons stated in **Section 6.3**:

6.3.4.1 **CONTRACTOR** shall not be entitled to receive further payment until the WORK is finished.

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

6.3.4.2 If the unpaid balance of the Contract Amount exceeds the cost of finishing the WORK including expenses made necessary thereby, such excess shall be paid to **CONTRACTOR**. If the costs of finishing the WORK exceed the unpaid balance, **CONTRACTOR** shall pay the difference to **CITY**. The amount to be paid to **CONTRACTOR** or **CITY**, as the case may be, shall survive termination of this Contract.

6.3.4.3 In the event of such cause termination, all monies due **CONTRACTOR** or retained under the terms of this Contract shall be held by **CITY**, however, such holdings will not release **CONTRACTOR** or its Sureties from liability for failure to fulfill this Contract. Any excess cost over and above the Contract Amount incurred by **CITY** arising from the termination of the operations of this Contract and the completion of the WORK by **CITY** as provided above shall be paid for by any available funds held by **CITY**. **CONTRACTOR** will be so credited with any surplus remaining after all just claims for such completion have been paid.

6.4 If at any time before completion of the WORK under this Contract, the WORK shall be stopped by an injunction of a court of competent jurisdiction or by order of any competent government authority, **CITY** may give immediate notice to **CONTRACTOR** to discontinue the WORK and terminate this Contract. **CONTRACTOR** shall discontinue the WORK in such manner, sequence, and at such times as **CITY** may direct. **CONTRACTOR** shall have no claim for damages for such discontinuance or termination, nor any claim for anticipated profits on the WORK thus dispensed with, nor for any claim for penalty, nor for any other claim such as unabsorbed overhead, except for the WORK actually performed up to the time of discontinuance, including any extra WORK ordered by **CITY** to be done.

6.5 Time to Correct (Declared Default or Breach):

6.5.1 Termination upon a declared default or breach may be exercised only after providing 7 (seven) calendar days written notice of default or breach, and the subsequent failure of the defaulting or breaching party, within five (5) calendar days of providing that default or breach notice, to provide evidence satisfactory to the aggrieved party demonstrating that the declared default or breach has been corrected. Time to correct shall run concurrently with any notice of default or breach and such time to correct is not subject to any stay with respect to the nonexistence of any Notice of Termination. Untimely correction shall not void the right to termination otherwise properly noticed unless waiver of the noticed default or breach is expressly provided in writing by the aggrieved party. There shall be no time to correct with respect to any notice of termination without cause, termination for nonappropriation or termination due to court injunction or order of a competent government authority.

6.6 Winding Up Affairs Upon Termination:

6.6.1 In the event of termination of this Contract for any reason, the parties agree that the provisions of this **Subsection 6.6** survive termination:

6.6.1.1 The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination; and

6.6.1.2 **CONTRACTOR** shall satisfactorily complete WORK in progress at the agreed rate (or a pro rata basis if necessary) if so requested by **CITY**; and

6.6.1.3 **CONTRACTOR** shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by **CITY**; and

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

6.6.1.4 **CONTRACTOR** shall preserve, protect, and promptly deliver into **CITY** possession all proprietary information in accordance with **Section 21**.

6.7 Notice of Termination:

6.7.1 Unless otherwise specified in this Contract, termination shall not be effective until seven (7) calendar days after a party has provided written notice of default or breach, or notice of without cause termination. Notice of Termination may be given at the time of notice of default or breach, or notice of without cause termination. Notice of Termination may be provided separately at any time after the running of the 7-day notice period, and such termination shall be effective on the date the Notice of Termination is provided to the party unless a specific effective date is otherwise set forth therein. Any delay in providing a Notice of Termination after the 7-day notice period has run without a timely correction by the defaulting or breaching party shall not constitute any waiver of the right to terminate under the existing notice(s).

7. DAVIS-BACON & RELATED ACTS 29 CFR PARTS 1,3,5,6,&7 AND NRS 338.070(5):

In the event federal grant funds are used for payment of all or part of this Contract

7.1 **CONTRACTOR** shall comply with Davis-Bacon Act and NRS 338.070(5). **CONTRACTOR** and each covered contractor or subcontractor must provide a weekly statement of wages paid to each of its employees engaged in covered WORK. The statement shall be executed by **CONTRACTOR** or subcontractor or by an authorized officer or employee of **CONTRACTOR** or subcontractor who supervised the payment of wages and shall be on the "Statement of Compliance" form. **CONTRACTOR** shall submit a Statement of Compliance that is prescribed by the Nevada Labor Commissioner or contains identical wording. Per NRS 338.070(6) the records maintained pursuant to subsection 5 must be open at all reasonable hours to the inspection of the public body (the **CITY'S** representative) awarding the contract. The **CONTRACTOR** engaged on the public work or subcontractor engaged on the public work shall ensure that a copy of each record for each calendar month is received by the public body awarding the contract (the **City**) **no later than 15 days after the end of the month**.

7.2 In the event federal funds are used for payment of all or part of this Contract, **CONTRACTOR** shall submit a Statement of Compliance form WH347 or a form with identical wording and a Statement of Compliance prescribed by the Nevada Labor Commissioner **within 7 days after the regular pay date for the pay period**. The original Statements shall be delivered to Carson City Public Works, 3505 Butti Way, Carson City, Nevada 89703, attention Davis-Bacon/Federal Funding Compliance.

7.3 CERTIFIED PAYROLLS FOR DAVIS-BACON AND PREVAILING WAGE PROJECTS:

7.3.1 The higher of the Federal or local prevailing wage rates for **CITY**, as established by the Nevada Labor Commission and the Davis-Bacon Act, shall be paid for all classifications of labor on this project WORK. Should a classification be missing from the Davis-Bacon rates the **CONTRACTOR** shall complete a request of authorization for additional classification or rate form SF1444 in its entirety and submit it to the **CITY** for approval and submission to the U.S. Department of Labor. Also, in accordance with NRS 338, the hourly and daily wage rates for the State and Davis-Bacon must be posted at the work site by **CONTRACTOR**. **CONTRACTOR** shall ensure that a copy of **CONTRACTOR'S** and subcontractor's certified payrolls for each calendar week are received by **CITY**.

7.3.2 Per NRS 338.070(5) a **CONTRACTOR** engaged on a public work and each subcontractor engaged on the public work shall keep or cause to be kept:

(a) An accurate record showing, for each worker employed by the contractor or subcontractor in connection with the public work:

(1) The name of the worker;

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

(2) The occupation of the worker;

(3) The gender of the worker, if the worker voluntarily agreed to specify that information pursuant to subsection 4, or an entry indicating that the worker declined to specify such information;

(4) The ethnicity of the worker, if the worker voluntarily agreed to specify that information pursuant to subsection 4, or an entry indicating that the worker declined to specify such information;

(5) If the worker has a driver's license or identification card, an indication of the state or other jurisdiction that issued the license or card; and

(6) The actual per diem, wages and benefits paid to the worker; and

(b) An additional accurate record showing, for each worker employed by the contractor or subcontractor in connection with the public work who has a driver's license or identification card:

(1) The name of the worker;

(2) The driver's license number or identification card number of the worker; and

(3) The state or other jurisdiction that issued the license or card.

7.3.3 The original payroll records shall be certified and shall be submitted weekly to Carson City Public Works, 3505 Butti Way, Carson City, Nevada 89703, attention Davis-Bacon/Federal Funding Compliance. Submission of such certified payrolls shall be a condition precedent for processing the monthly progress payment. **CONTRACTOR**, as General Contractor, shall collect the wage reports from the subcontractors and ensure the receipt of a certified copy of each weekly payroll for submission to **CITY** as one complete package.

7.3.4 Pursuant to NRS 338.060 and 338.070, **CONTRACTOR** hereby agrees to forfeit, as a penalty to **CITY**, not less than Twenty Dollars (\$20) nor more than Fifty Dollars (\$50) for each calendar day or portion thereof that each worker employed on the Contract is paid less than the designated rate for any WORK done under the Contract, by **CONTRACTOR** or any subcontractor under him/her, or is not reported to **CITY** as required by NRS 338.070.

8. **FAIR EMPLOYMENT PRACTICES:**

8.1 Pursuant to NRS 338.125, Fair Employment Practices, the following provisions must be included in any contract between **CONTRACTOR** and a public body such as **CITY**:

8.1.1 ***In connection with the performance of work under this Contract, CONTRACTOR agrees not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation, gender identity, or age, including, without limitation, with regard to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including without limitation, apprenticeship.***

8.1.2 **CONTRACTOR** further agrees to insert this provision in all subcontracts hereunder, except subcontracts for standard commercial supplies or raw materials.

8.2 If the CITY was required by NRS 332.065(4) to advertise or request a proposal for this Agreement, by signing this Agreement, the **CONTRACTOR** provides a written certification that the **CONTRACTOR** is not currently engaged in, and during the Term shall not engage in, a Boycott of Israel. The term "Boycott of Israel" has the meaning ascribed to that term in Section 3 of Nevada Senate Bill 26

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

(2017). The CONTRACTOR shall be responsible for fines, penalties, and payment of any State of Nevada or federal funds that may arise (including those that the CITY pays, becomes liable to pay, or becomes liable to repay) as a direct result of the CONTRACTOR's non-compliance with this Section.

9. PREFERENTIAL EMPLOYMENT:

9.1 Unless, and except if, this Contract is funded in whole or in part by federal grant funding (see 40 C.F.R. § 31.36(c) *Competition*), pursuant to NRS 338.130, in all cases where persons are employed in the construction of public works, preference must be given, the qualifications of the applicants being equal: (1) First: To persons who have been honorably discharged from the Army, Navy, Air Force, Marine Corps or Coast Guard of the United States, a reserve component thereof or the National Guard; and are citizens of the State of Nevada. (2) Second: To other citizens of the State of Nevada.

9.2 Unless, and except if, this Contract is funded in whole or in part by federal grant funding (see 40 CFR § 31.36(c) *Competition*), in connection with the performance of WORK under this Contract, **CONTRACTOR** agrees to comply with the provisions of NRS 338.130 requiring certain preferences to be given to which persons are employed in the construction of a public work. If **CONTRACTOR** fails to comply with the provisions of NRS 338.130, pursuant to the terms of NRS 338.130(3), this Contract is void, and any failure or refusal to comply with any of the provisions of this section renders this Contract void.

10. REMEDIES:

Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorney's fees and costs. The parties agree that, in the event a lawsuit is filed and a party is awarded attorney's fees by the court, for any reason, the amount of recoverable attorney's fees shall not exceed the rate of \$125 per hour. **CITY** may set off consideration against any unpaid obligation of **CONTRACTOR** to **CITY**.

11. LIMITED LIABILITY:

CITY will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Liquidated damages shall not apply unless otherwise expressly provided for elsewhere in this Contract. Damages for any **CITY** breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to **CONTRACTOR**, for the fiscal year budget in existence at the time of the breach. **CONTRACTOR'S** tort liability shall not be limited.

12. FORCE MAJEURE:

Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of this Contract after the intervening cause ceases.

13. INDEMNIFICATION:

13.1 To the extent permitted by law, including, but not limited to, the provisions of NRS Chapter 41, each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other party from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of the indemnifying party, its officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of the indemnity which would otherwise exist as to any party or person described in this Section.

13.2 Except as otherwise provided in Subsection 13.4 below, the indemnifying party shall not be obligated to provide a legal defense to the indemnified party, nor reimburse the indemnified party for the

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

same, for any period occurring before the indemnified party provides written notice of the pending claim(s) or cause(s) of action to the indemnifying party, along with:

13.2.1 a written request for a legal defense for such pending claim(s) or cause(s) of action; and

13.2.2 a detailed explanation of the basis upon which the indemnified party believes that the claim or cause of action asserted against the indemnified party implicates the culpable conduct of the indemnifying party, its officers, employees, and/or agents.

13.3 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall not be obligated to fund or reimburse any fees or costs provided by any additional counsel for the indemnified party, including counsel through which the indemnified party might voluntarily choose to participate in its defense of the same matter.

13.4 After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall be obligated to reimburse the reasonable attorney's fees and costs incurred by the indemnified party during the initial thirty (30) day period of the claim or cause of action, if any, incurred by separate counsel.

14. **INDEPENDENT CONTRACTOR:**

14.1 **CONTRACTOR**, as an independent contractor, is a natural person, firm or corporation who agrees to perform WORK for a fixed price according to his or its own methods and without subjection to the supervision or control of the **CITY**, except as to the results of the WORK, and not as to the means by which the WORK are accomplished.

14.2 It is mutually agreed that **CONTRACTOR** is associated with **CITY** only for the purposes and to the extent specified in this Contract, and in respect to performance of the contracted WORK pursuant to this Contract. **CONTRACTOR** is and shall be an independent contractor and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract.

14.3 Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for **CITY** whatsoever with respect to the indebtedness, liabilities, and obligations of **CONTRACTOR** or any other party.

14.4 **CONTRACTOR**, in addition to **Section 13** (INDEMNIFICATION), shall indemnify and hold **CITY** harmless from, and defend **CITY** against, any and all losses, damages, claims, costs, penalties, liabilities, expenses arising out of or incurred in any way because of, but not limited to, **CONTRACTOR'S** obligations or legal duties regarding any taxes, fees, assessments, benefits, entitlements, notice of benefits, employee's eligibility to work, to any third party, subcontractor, employee, state, local or federal governmental entity.

14.5 Neither **CONTRACTOR** nor its employees, agents, or representatives shall be considered employees, agents, or representatives of **CITY**.

15. **INSURANCE REQUIREMENTS (GENERAL):**

15.1 **NOTICE: The following general insurance requirements shall apply unless these general requirements are altered by the specific requirements set forth in CITY'S solicitation for bid document, the adopted bid or other document incorporated into this Contract by the parties. These general insurance requirements do not include terms related to bond(s) required for this Contract, which are set forth in the CITY'S solicitation and below in this Contract following the execution pages.**

15.2 **CONTRACTOR**, as an independent contractor and not an employee of **CITY**, must carry policies of insurance in amounts specified and pay all taxes and fees incident hereunto. **CITY** shall have no liability except as specifically provided in this Contract.

15.3 **CONTRACTOR** shall not commence work before: (1) **CONTRACTOR** has provided the required evidence of insurance to **CITY** Purchasing and Contracts, and (2) **CITY** has approved the insurance policies provided by **CONTRACTOR**.

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

15.4 Prior approval of the insurance policies by **CITY** shall be a condition precedent to any payment of consideration under this Contract and **CITY'S** approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent this Contract. Any failure of **CITY** to timely approve shall not constitute a waiver of the condition.

15.5 *Insurance Coverage (15.6 through 15.23):*

15.6 **CONTRACTOR** shall, at **CONTRACTOR'S** sole expense, procure, maintain and keep in force for the duration of this Contract the following insurance conforming to the minimum requirements specified below. Unless specifically specified herein or otherwise agreed to by **CITY**, the required insurance shall be in effect prior to the commencement of work by **CONTRACTOR** and shall continue in force as appropriate until the later of:

15.6.1 Final acceptance by **CITY** of the completion of this Contract; or

15.6.2 Such time as the insurance is no longer required by **CITY** under the terms of this Contract.

15.6.3 Any insurance or self-insurance available to **CITY** under its coverage(s) shall be in excess of and non-contributing with any insurance required from **CONTRACTOR**. **CONTRACTOR'S** insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by **CITY**, **CONTRACTOR** shall provide **CITY** with renewal or replacement evidence of insurance no less than thirty (30) calendar days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by this Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as soon as **CONTRACTOR** has knowledge of any such failure, **CONTRACTOR** shall immediately notify **CITY** and immediately replace such insurance or bond with an insurer meeting the requirements.

15.7 *General Insurance Requirements (15.8 through 15.23):*

15.8 **Certificate Holder:** Each certificate shall list Carson City c/o Carson City Purchasing and Contracts, 201 N. Carson Street, Suite 2, Carson City, NV 89701 as a certificate holder.

15.9 **Additional Insured:** By endorsement to the general liability insurance policy evidenced by **CONTRACTOR**, The City and County of Carson City, Nevada, its officers, employees and immune contractors shall be named as additional insureds for all liability arising from this Contract.

15.10 **Waiver of Subrogation:** Each liability insurance policy, except for professional liability, shall provide for a waiver of subrogation in favor of the City.

15.11 **Cross-Liability:** All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.

15.12 **Deductibles and Self-Insured Retentions:** Insurance maintained by **CONTRACTOR** shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by **CITY**. Such approval shall not relieve **CONTRACTOR** from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed \$5,000.00 per occurrence, unless otherwise approved by **CITY**.

15.13 **Policy Cancellation:** Except for ten (10) calendar days notice for non-payment of premium, **CONTRACTOR** or its insurers must provide thirty (30) calendar days prior written notice to Carson City Purchasing and Contracts if any policy will be canceled, non-renewed or if required coverage and /or limits reduced or materially altered, and shall provide that notices required by this paragraph shall be sent by mail to Carson City Purchasing and Contracts, 201 N. Carson Street, Suite 2, Carson City, NV 89701. When available, each insurance policy shall be endorsed to provide thirty (30) days' notice of cancellation, except for ten (10) days' notice for non-payment of premium, to City.

15.14 **Approved Insurer:** Each insurance policy shall be issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers under federal and Nevada law and having agents in Nevada upon whom service of process may be made, and currently rated by A.M. Best as "A-VII" or better.

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

15.15 Evidence of Insurance: Prior to commencement of work, **CONTRACTOR** must provide the following documents to Carson City Purchasing and Contracts, 201 North Carson Street, Suite 2, Carson City, NV 89701:

15.16 Certificate of Insurance: Contractor shall furnish City with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth herein. The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to Carson City Purchasing and Contracts to evidence the insurance policies and coverages required of **CONTRACTOR**.

15.17 Additional Insured Endorsement: An Additional Insured Endorsement (CG20 10 or C20 26), signed by an authorized insurance company representative, must be submitted to Carson City Purchasing and Contracts to evidence the endorsement of **CITY** as an additional insured per **Subsection 15.9** (Additional Insured).

15.18 Schedule of Underlying Insurance Policies: If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the Underlying Schedule from the Umbrella or Excess insurance policy may be required.

15.19 Review and Approval: Documents specified above must be submitted for review and approval by **CITY** Purchasing and Contracts prior to the commencement of work by **CONTRACTOR**. Neither approval by **CITY** nor failure to disapprove the insurance furnished by **CONTRACTOR** shall relieve **CONTRACTOR** of **CONTRACTOR'S** full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of **CONTRACTOR** or its sub-contractors, employees or agents to **CITY** or others, and shall be in addition to and not in lieu of any other remedy available to **CITY** under this Contract or otherwise. **CITY** reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.

15.20 COMMERCIAL GENERAL LIABILITY INSURANCE:

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence.

15.20.1 *Minimum Limits required:*

15.20.2 Two Million Dollars (\$2,000,000.00) - General Aggregate.

15.20.3 Two Million Dollars (\$2,000,000.00) - Products & Completed Operations. Aggregate

15.20.4 One Million Dollars (\$1,000,000.00) - Each Occurrence.

15.20.5 CGL insurance shall be written on ISO occurrence form CG 00 01 04 13 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, products-completed operations, personal and advertising injury, and liability assumed under an insured contract [(including the tort liability of another assumed in a business contract)].

15.20.6 City and County of Carson City, Nevada, its officers, employees and immune contractors shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or CG 20 26, or a substitute providing equivalent coverage, and under the commercial umbrella, if any.

15.20.7 This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to City. There shall be no endorsement or modification of the CGL to make it excess over other available insurance; alternatively, if the CGL states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insured.

15.20.8 There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability assumed under a contract.

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

- 15.20.9 Contractor waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained pursuant to this Contract. Insurer shall endorse CGL policy as required to waive subrogation against City with respect to any loss paid under the policy
- 15.21 **BUSINESS AUTOMOBILE LIABILITY INSURANCE:**
- 15.21.1 *Minimum Limit required:*
- 15.21.2 Contractor shall maintain automobile liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident for bodily injury and property damage.
- 15.21.3 Such insurance shall cover liability arising out of owned, hired, and non-owned autos (as applicable). Coverage as required above shall be written on ISO form CA 00 01, CA 00 05, CA 00 25, or a substitute form providing equivalent liability coverage.
- 15.21.4 Contractor waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the automobile liability or other liability insurance obtained by Contractor pursuant this Contract.
- 15.22 **PROFESSIONAL LIABILITY INSURANCE (Architects, Engineers and Land Surveyors)**
- 15.22.1 *Minimum Limit required:*
- 15.22.2 CONTRACTOR shall maintain professional liability insurance applying to all activities performed under this Contract with limits not less than One Million Dollars (\$1,000,000.00) and Two Million Dollars (\$2,000,000) in the aggregate.
- 15.22.3 Retroactive date: Prior to commencement of the performance of this Contract.
- 15.22.4 CONTRACTOR will maintain professional liability insurance during the term of this Contract and for a period of three (3) years after termination of this Contract unless waived by the City. In the event of non-renewal or other lapse in coverage during the term of this Contract or the three (3) year period described above, CONTRACTOR shall purchase Extended Reporting Period coverage for claims arising out of CONTRACTOR's negligence acts, errors and omissions committed during the term of the Professional Liability Policy. The Extended Reporting Period shall continue through a minimum of three (3) years after termination date of this Contract.
- 15.22.5 A certified copy of this policy may be required.
- 15.23 **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:**
- 15.23.1 **CONTRACTOR** shall provide workers' compensation insurance as required by NRS Chapters 616A through 616D inclusive and Employer's Liability insurance with a minimum limit not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease
- 15.23.2 **CONTRACTOR** may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that **CONTRACTOR** is a sole proprietor; that **CONTRACTOR** will not use the services of any employees in the performance of this Contract; that **CONTRACTOR** has elected to not be included in the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive; and that **CONTRACTOR** is otherwise in compliance with the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive.
- 15.23.3 **CONTRACTOR** waives all rights against City and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by the workers'

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

compensation and employer's liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract. Contractor shall obtain an endorsement equivalent to WC 00 03 13 to affect this waiver.

16. **BUSINESS LICENSE:**

16.1 **CONTRACTOR** shall not commence work before **CONTRACTOR** has provided a copy of his Carson City business license to Carson City Purchasing and Contracts.

16.2 The Carson City business license shall continue in force until the later of: (1) final acceptance by **CITY** of the completion of this Contract; or (2) such time as the Carson City business license is no longer required by **CITY** under the terms of this Contract.

17. **COMPLIANCE WITH LEGAL OBLIGATIONS:**

CONTRACTOR shall procure and maintain for the duration of this Contract any state, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by **CONTRACTOR** to provide the goods or WORK or any services of this Contract. **CONTRACTOR** will be responsible to pay all government obligations, including, but not limited to, all taxes, assessments, fees, fines, judgments, premiums, permits, and licenses required or imposed by law or a court. Real property and personal property taxes are the responsibility of **CONTRACTOR** in accordance with NRS Chapter 361 generally and NRS 361.157 and 361.159, specifically regarding for profit activity. **CONTRACTOR** agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract. **CITY** may set-off against consideration due any delinquent government obligation.

18. **WAIVER OF BREACH:**

Failure to declare a breach or the actual waiver of any particular breach of this Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

19. **SEVERABILITY:**

If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

20. **ASSIGNMENT / DELEGATION:**

To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by **CITY**, such offending portion of the assignment shall be void, and shall be a breach of this Contract. **CONTRACTOR** shall neither assign, transfer nor delegate any rights, obligations or duties under this Contract without the prior written approval of **CITY**. The parties do not intend to benefit any third party beneficiary regarding their respective performance under this Contract.

21. **CITY OWNERSHIP OF PROPRIETARY INFORMATION:**

21.1 Any files, reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer programs, computer codes, and computer records (which are intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by **CONTRACTOR** (or its subcontractors) in performance of its obligations under this Contract shall be the exclusive property of **CITY** and all such materials shall be delivered into **CITY** possession by **CONTRACTOR** upon completion, termination, or cancellation of this Contract. **CONTRACTOR** shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of **CONTRACTOR'S** obligations under this Contract without the prior written consent of **CITY**. Notwithstanding the foregoing, **CITY** shall have no proprietary interest in any materials licensed for use by **CITY** that are subject to patent, trademark or copyright protection.

21.2 **CITY** shall be permitted to retain copies, including reproducible copies, of **CONTRACTOR'S**

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

drawings, specifications, and other documents for information and reference in connection with this Contract.

21.3 **CONTRACTOR'S** drawings, specifications and other documents shall not be used by **CITY** or others without expressed permission of **CONTRACTOR**.

22. PUBLIC RECORDS:

Pursuant to NRS 239.010, information or documents received from **CONTRACTOR** may be open to public inspection and copying. **CITY** will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests. **CONTRACTOR** may clearly label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 332.061, provided that **CONTRACTOR** thereby agrees to indemnify and defend **CITY** for honoring such a designation. The failure to so label any document that is released by **CITY** shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

23. CONFIDENTIALITY:

CONTRACTOR shall keep confidential all information, in whatever form, produced, prepared, observed or received by **CONTRACTOR** to the extent that such information is confidential by law or otherwise required by this Contract.

24. FEDERAL FUNDING:

24.1 *In the event federal grant funds are used for payment of all or part of this Contract:*

24.1.1 **CONTRACTOR** certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67, § 67.510, as published as pt. VII of the May 26, 1988, Federal Register (pp. 19160-19211), and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.

24.1.2 **CONTRACTOR** and its subcontractors must be registered in the US Government System for Award Management (SAM) for verification on projects with federal funding.

24.1.3 **CONTRACTOR** and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999, inclusive, and any relevant program-specific regulations.

24.1.4 **CONTRACTOR** and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and Executive Order 11478 (July 21, 2014) and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, sexual orientation, gender identity, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).

24.14.1 If and when applicable to the particular federal funding and the Scope of Work under this Contract, **CONTRACTOR** and its subcontractors shall comply with: American Iron and Steel (AIS) provisions of P.L. 113-76, Consolidated Appropriations Act, 2014, Section 1605 – Buy American (100% Domestic Content of iron, steel and manufactured goods); Federal Highway Administration (FHWA) 23 U.S.C. § 313 – Buy America, 23 C.F.R. §635.410 (100% Domestic Content of steel, iron and manufactured products); Federal Transit Administration (FTA) 49 U.S.C. § 5323(j), 49 C.F.R. Part 661 – Buy America Requirements (See 60% Domestic Content for buses and other Rolling Stock).

25. LOBBYING:

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

25.1 The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this Contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:

25.1.1 Any federal, state, county or local agency, legislature, commission, council or board;

25.1.2 Any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or

25.1.3 Any officer or employee of any federal, state, county or local agency; legislature, commission, council or board.

26. GENERAL WARRANTY:

CONTRACTOR warrants that it will perform all WORK required hereunder in accordance with the prevailing standard of care by exercising the skill and care normally required of individuals performing the same or similar WORK, under the same or similar circumstances, in the State of Nevada.

27. PROPER AUTHORITY:

The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. **CONTRACTOR** acknowledges that this Contract is effective only after approval by the Carson City Board of Supervisors and only for the period of time specified in this Contract. Any WORK performed by **CONTRACTOR** before this Contract is effective or after it ceases to be effective is performed at the sole risk of **CONTRACTOR**.

28. ALTERNATIVE DISPUTE RESOLUTION (Public Work):

If the WORK under this Contract involves a "public work" as defined under NRS 338.010(18), then pursuant to NRS 338.150, a public body charged with the drafting of specifications for a public work shall include in the specifications a clause requiring the use of a method of alternative dispute resolution ("ADR") before initiation of a judicial action if a dispute arising between the public body and the **CONTRACTOR** engaged on the public work cannot otherwise be settled. Therefore, unless ADR is otherwise provided for by the parties in any other incorporated attachment to this Contract, in the event that a dispute arising between **CITY** and **CONTRACTOR** regarding that public work cannot otherwise be settled, **CITY** and **CONTRACTOR** agree that, before judicial action may be initiated, **CITY** and **CONTRACTOR** will submit the dispute to non-binding mediation. **CITY** shall present **CONTRACTOR** with a list of three potential mediators. **CONTRACTOR** shall select one person to serve as the mediator from the list of potential mediators presented by **CITY**. The person selected as mediator shall determine the rules governing the mediation.

29. GOVERNING LAW / JURISDICTION:

This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. **CONTRACTOR** consents and agrees to the jurisdiction of the courts of the State of Nevada located in Carson City, Nevada for enforcement of this Contract.

30. ENTIRE CONTRACT AND MODIFICATION:

This Contract and its integrated attachment(s) constitute the entire Contract of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other Contracts that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Carson City Board of Supervisors. Conflicts in language between this Contract and any other agreement between **CITY** and **CONTRACTOR** on this same matter shall be construed consistent with the terms of this Contract. The parties agree that each has had their respective counsel review this Contract which shall be construed as if it was jointly drafted.

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

31. ACKNOWLEDGMENT AND EXECUTION:

This Contract may be executed in counterparts. The parties hereto have caused this Contract to be signed and intend to be legally bound thereby as follows:

AND ALL SUPPLEMENTAL AGREEMENTS AMENDING OR EXTENDING THE WORK CONTEMPLATED.

ACKNOWLEDGMENT AND EXECUTION:

In witness whereof, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

CITY

Executive Office
Purchasing and Contracts Department
201 North Carson Street, Suite 2
Carson City, Nevada 89701
Telephone: 775-283-7362
Fax: 775-887-2286
CAkers@carson.org

CITY'S LEGAL COUNSEL

Carson City District Attorney
I have reviewed this Contract and approve
as to its legal form.

By: _____
Sheri Russell, Chief Financial Officer

Dated _____

By: _____
Deputy District Attorney

Dated _____

**CONTRACTOR will not be given authorization
to begin work until this Contract has been
signed by Purchasing and Contracts**

BY: Carol Akers
Purchasing & Contracts Administrator

By: _____

Dated _____

Project# P500021001
Account # 3505000-507010

PROJECT CONTACT PERSON:

Nick Wentworth, Project Manager
Telephone: 775-283-7733

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

Undersigned deposes and says under penalty of perjury: That he/she is **CONTRACTOR** or authorized agent of **CONTRACTOR**; that he/she has read the foregoing Contract; and that he/she understands the terms, conditions and requirements thereof.

CONTRACTOR

BY: Mason Farnsworth

TITLE: Principle

FIRM: Beynon Sports Surfaces, Inc.

CARSON CITY BUSINESS LICENSE #: BL-007326

NEVADA CONTRACTORS LICENSE #: 0068035

Address: 4668 N. Sonora Avenue, Suite 101

City: Fresno **State:** CA **Zip Code:** 93722

Telephone: 559-237-2590

E-mail Address: mfarnsworth@beynonSports.com

(Signature of Contractor)

DATED _____

STATE OF _____)

)ss

County of _____)

Signed and sworn (or affirmed before me on this _____ day of _____, 20____.

(Signature of Notary)

(Notary Stamp)

CONSTRUCTION INDEPENDENT CONTRACTOR AGREEMENT

Contract No: 21300321

Title: Ross Gold Tennis Court Rehabilitation Project

CONTRACT ACCEPTANCE AND EXECUTION:

The Board of Supervisors for Carson City, Nevada at their publicly noticed meeting of July 7, 2022, approved the acceptance of the attached Contract hereinbefore identified as **CONTRACT No. 21300321** and titled **Ross Gold Tennis Court Rehabilitation Project**. Further, the Board of Supervisors authorizes the Mayor of Carson City, Nevada to sign this document and record the signature for the execution of this Contract in accordance with the action taken.

CARSON CITY, NEVADA

LORI BAGWELL, MAYOR

DATED this 7th day of July, 2022.

ATTEST:

AUBREY ROWLATT, CLERK-RECORDER

DATED this 7th day of July, 2022.

PERFORMANCE BOND

Doc. No. 2151
(Rev. 11-17-99)

Bond #: _____

KNOW ALL MEN BY THESE PRESENTS, that I/we _____ as Principal, hereinafter called CONTRACTOR, and

_____ a corporation duly organized under the laws of _____, as Surety, hereinafter called the Surety, are held and firmly bound unto Carson City, Nevada a consolidated municipality of the State of Nevada, hereinafter called CITY, for the sum of \$ _____ (state sum in Words) _____ for the payment whereof CONTRACTOR and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, CONTRACTOR has by written agreement dated _____, entered into a contract with CITY for **BID# 21300321** and titled **Ross Gold Tennis Court Rehabilitation Project** in accordance with drawings and specifications prepared by CITY and which contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if CONTRACTOR shall promptly and faithfully perform said Contract then this obligation shall be null and void; otherwise it shall remain in full force and effect. The Surety hereby waives notice of any alteration or extension of time made by CITY and its obligation is not affected by any such alteration or extension provided the same is within the scope of the Contract. Whenever CONTRACTOR shall be, and is declared by CITY to be in default under the Contract, CITY having performed CITY'S obligations thereunder, the Surety may promptly remedy the default or shall promptly:

- 1) Complete the Contract in accordance with its terms and conditions; or
- 2) Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by CITY and the Surety jointly of the lowest responsive, responsible bidder, arrange for a contract between such bidder and CITY, and make available as work progresses (even though there should be a default or a succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract price, but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the Contract price", as used in this paragraph, shall mean the total amount payable by CITY to CONTRACTOR under the Contract and any amendments thereto, less the amount properly paid by CITY to CONTRACTOR. No right of action shall accrue on this bond to or for the use of any person or corporation other than CITY or successors of CITY.

PERFORMANCE BOND

Continued for **BID# 21300321** and titled **Ross Gold Tennis Court Rehabilitation Project**

BY:	(Signature of Principal) L.S.
TITLE:	
FIRM:	
Address:	
City, State, Zip:	
Phone:	
Printed Name of Principal:	
Attest By:	(Signature of Notary)
Subscribed and Sworn before me this day of ,20____	

CLAIMS UNDER THIS BOND MAY BE ADDRESSED TO:

Name of Surety:	
Address:	
City:	
State/Zip Code:	
Name:	
Title:	
Telephone:	
Surety's Acknowledgment:	
By:	

NOTICE:

No substitution or revision to this bond form will be accepted. Sureties must be authorized to do business in and have an agent for service of process in the State of Nevada. Certified copy of Power of Attorney must be attached.

LABOR AND MATERIAL PAYMENT BOND

Bond #: _____

Doc. No. 2152
(Rev. 11-17-99)

KNOW ALL MEN BY THESE PRESENTS, that I/we _____
_____ as Principal, hereinafter called

CONTRACTOR, and

_____ a
corporation duly organized under the laws of the State of Nevada, as Surety, hereinafter called the Surety, are
held and firmly bound unto Carson City, Nevada a consolidated municipality of the State of Nevada, hereinafter
called CITY, for the \$ _____ Dollars (state sum in words) _____

_____ for
the payment whereof CONTRACTOR and Surety bind themselves, their heirs, executors, administrators,
successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, CONTRACTOR has by written agreement dated _____ entered into a contract with
CITY for **BID# 21300321** and titled **Ross Gold Tennis Court Rehabilitation Project** in accordance with
drawings and specifications prepared by CITY and which contract is by reference made a part hereof, and is
hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if
CONTRACTOR shall promptly make payment to all claimants as hereinafter defined, for all labor and material
used or reasonably required for use in the performance of the Contract, then this obligation shall be void;
otherwise it shall remain in full force and effect, subject, however, to the following conditions:

- 1) A claimant is defined as one having a direct contract with CONTRACTOR or with a Subcontractor of the Principal for labor, material, or both, used or reasonably required for use in the performance of the Contract, labor and material being construed to include that part of water, gas, power, light, heat, oil, gasoline, telephone service, or rental of equipment directly applicable to the Contract.
- 2) The above-named Principal and Surety hereby jointly and severally agree with CITY that every claimant as herein defined, who has not been paid in full before the expiration of a period of ninety (90) days after the date on which the last of such claimant's work or labor was done or performed, or materials were furnished by such claimant, may sue on this bond for the use of such claimant, prosecute the suit to final judgment for such sum or sums as may be justly due claimant, and have execution thereon. CITY shall not be liable for the payment of any costs or expenses of any such suit.
- 3) No suit or action shall be commenced hereunder by any claimant:
 - a) Unless claimant, other than one having a direct contract with CONTRACTOR, shall have given written notice to any two of the following: CONTRACTOR, CITY, or the Surety above named, within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be personally served or served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the Principal at any place the Principal maintains an office or conducts its business.
 - b) After the expiration of one (1) year following the date on which the last of the labor was performed or material was supplied by the party bringing suit.
 - c) Other than in a court of competent jurisdiction for the county or district in which the construction Contract was to be performed.

LABOR AND MATERIAL PAYMENT BOND

Continued for **BID# 21300321** and titled **Ross Gold Tennis Court Rehabilitation Project**

- 4) The amount of this bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder, inclusive of the payment by Surety of mechanics' liens which may be filed of record against said improvement, whether or not claim for the amount of such lien be presented under and against this bond.

BY:	(signature of Principal) L.S.
TITLE:	
FIRM:	
Address:	
City, State, Zip:	
Phone:	
Printed Name of Principal:	
Attest by:	(signature of notary)
Subscribed and Sworn before me this day of , 20__	

CLAIMS UNDER THIS BOND MAY BE ADDRESSED TO:

Name of Surety:	
Address:	
City:	
State/Zip Code:	
Name:	
Title:	
Telephone:	
Surety's Acknowledgment:	
By:	

NOTICE:

No substitution or revision to this bond form will be accepted. Sureties must be authorized to do business in and have an agent for service of process in the State of Nevada. Certified copy of Power of Attorney must be attached.

BID PROPOSAL Response Total: \$285,000.00

CITY OF CARSON CITY, NEVADA – BID BOND

KNOW ALL MEN BY THESE PRESENTS: That we the undersigned Beynon Sports Surfaces, Inc., as "Principal," and Federal Insurance Company, as "Surety," are hereby held and firmly bound unto the City of Carson City, Nevada, as "Obligee," in the penal sum of Five Percent of Amount Bid dollars (\$ 5%) for the payment of which, well and truly to be made, the Principal and Surety bind themselves, their heirs, executors, and administrators, successors and assigns, jointly and severally, by this instrument. The condition of the obligation of this bid bond is as follows:

WHEREAS, NRS 332.105 authorizes local governments to require bid bonds to insure execution and proper performance of the Contract and the Bonding Company has an "A" or better rating with Moody's or A.M. Best and T-Listed with the U.S. Treasury Department;

AND, WHEREAS, the Principal has submitted a bid for Bid # 21300321, PWP # CC-2022-329, for the Project Title: Ross Gold Park Tennis Court Rehabilitation Project.

NOW, THEREFORE,

- (a) If said Bid shall be rejected; or
- (b) If said Bid shall be accepted and the Principal shall execute and deliver the contract in the bid documents ("Contract") to Obligee in accordance with the terms of the bid documents, and give such bond or bonds as may be specified in the bid or contract documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or
- (c) If the Principal shall pay to the Obligee the full amount of the bid bond as a penalty irrespective of the Obligee's actual damages in the event of the failure of the Principal to enter into such Contract and give such bond or bonds,

then, this obligation shall be null and void. Otherwise it shall remain in full force and effect, it being expressly understood and agreed that the liability of the Surety (but not of the Principal) for any and all claims hereunder shall, in no event, exceed the penal amount of the obligation as herein stated.

The Surety, for the consideration for which this bond was executed, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Obligee may accept such bid, and hereby waives notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and the Surety has caused their seal to be hereto affixed and these present to be signed by their proper officers.

Signed, Sealed and dated: May 16, 2022

Beynon Sports Surfaces, Inc.
Principal
By: Karal Fair

Federal Insurance Company
Surety
By: Jeffrey M. Wilson
Jeffrey M. Wilson, Attorney-in-Fact

Know All by These Presents, That FEDERAL INSURANCE COMPANY, an Indiana corporation, VIGILANT INSURANCE COMPANY, a New York corporation, and PACIFIC INDEMNITY COMPANY, a Wisconsin corporation, do each hereby constitute and appoint Anna Childress, Mark W. Edwards II, Alisa B. Ferris, Robert R. Freel, Richard H. Mitchell, William M. Smith and Jeffrey M. Wilson of Birmingham, Alabama; Robert Read Davis of Atlanta, Georgia; Richard E. Daniels of Pensacola, Florida and Robert M. Verdin of Metairie, Louisiana

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY have each executed and attested these presents and affixed their corporate seals on this 7th day of May, 2019.

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary



Stephen M. Haney

Stephen M. Haney, Vice President



STATE OF NEW JERSEY

County of Hunterdon

SS

On this 7th day of May, 2019, before me, a Notary Public of New Jersey, personally came Dawn M. Chloros, to me known to be Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros, being by me duly sworn, did depose and say that she is Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY and knows the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that she signed said Power of Attorney as Assistant Secretary of said Companies by like authority; and that she is acquainted with Stephen M. Haney, and knows him to be Vice President of said Companies; and that the signature of Stephen M. Haney, subscribed to said Power of Attorney is in the genuine handwriting of Stephen M. Haney, and was thereto subscribed by authority of said Companies and in deponent's presence.

Notarial Seal



ROSE CURTIS
NOTARY PUBLIC OF NEW JERSEY
No. 50072400
Commission Expires November 22, 2022

Rose Curtis
Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016:

*RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested.

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this May 16, 2022



Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:
Telephone (908) 903-3493 Fax (908) 903-3555 e-mail: surety@chubb.com

Federal Insurance Company

(NAIC #20281)

BUSINESS ADDRESS: 202B Hall's Mill Road, Whitehouse Station, NJ 08889.


PHONE: (215) 640-1000.

UNDERWRITING LIMITATION b/: \$ 414,198,000.

LICENSES c/f/: AL, AK, AZ, AR, CA, CO, CT, DE, DC, FL, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MP, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VT, VA, VI, WA, WV, WI, WY.

INCORPORATED IN: Indiana.

Federal Insurance Company

BestLink  **AMB #: 002084 NAIC #: 20281 FEIN #: 131963496**

Administrative Office
202B Hall's Mill Road
Whitehouse Station, New Jersey
08889
United States

[View Additional Address Information](#)

Web: www.chubb.com
Phone: 215-640-1000

AM Best Rating Unit: AMB #: 000012 - Chubb U.S. Group of Insurance Companies

Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.



[View additional news, reports and products for this company.](#)

Based on AM Best's analysis, 058303 - Chubb Limited is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. [View a list of operating insurance entities in this structure.](#)

Response Total: \$285,000.00

Financial Strength [View Definition](#)

Rating (Rating Category): A++ (Superior)
Outlook (or Implication): Stable
Action: Affirmed
Effective Date: December 10, 2021
Initial Rating Date: December 31, 1907

Long-Term Issuer Credit [View Definition](#)

Rating (Rating Category): aa+ (Superior)
Outlook (or Implication): Stable
Action: Affirmed
Effective Date: December 10, 2021
Initial Rating Date: March 17, 2005

Financial Size Category [View Definition](#)

Financial Size Category: XV (\$2 Billion or greater)

Best's Credit Rating Analyst

Rating Office: A.M. Best Rating Services, Inc.
Associate Director : Alan Murray
Senior Director: Michael J. Lagomarsino, CFA, FRM

Note: See the Disclosure information Form or Press Release below for the office and analyst at the time of the rating event.

Disclosure Information

Disclosure Information Form

[View AM Best's Rating Disclosure Form](#)

Press Release

AM Best Affirms Credit Ratings of Chubb Limited and Its Subsidiaries
December 10, 2021

[View AM Best's Rating Review Form](#)

BID PROPOSAL Response Total: \$285,000.00

BID # 21300321

BID TITLE: "Ross Gold Park Tennis Court Rehabilitation Project"

NOTICE: No substitution or revision to this Bid Proposal form will be accepted. Carson City will reject any Bid that is received that has changes or alterations to this document. Although the Prevailing Wages are provided in this bid document, the bidder is responsible to verify with the Labor Commissioner if any addendums have been issued. The successful bidder will be required to provide the current Prevailing Wages used in preparation of their bid within 24 hours of bid submission.

PRICES will be valid for sixty (60) calendar days after the bid opening which is indicated in the Notice to Contractors.

COMPLETION of this project is expected **PURSUANT TO THE BID DOCUMENTS.**

BIDDER acknowledges receipt of 1 Addendums.

BP.1 BIDDER INFORMATION:

Company Name:	Beynon Sports Surfaces, Inc	
Federal ID No & DUNS No.:	26-0007270	10-5686344
Mailing Address:	4668 N. Sonora Ave Ste 101	
City, State, Zip Code:	Fresno, CA 93722	
Complete Telephone Number:	559-237-2590	
Complete Fax Number:	559-237-2431	
Fax Number including area code:	559-237-2431	
E-mail:	Kfair@beynonSports.com	

Contact Person / Title:	Karol Fair, Director of Operations SW Region	
Mailing Address:	4668 N. Sonora Ave Ste 101	
City, State, Zip Code:	Fresno, CA 93722	
Complete Telephone Number:	559-237-2590	
Complete Fax Number:	559-237-2431	
E-mail Address:	Kfair@beynonSports.com	

BID PROPOSAL Response Total: \$285,000.00

BP.2 LICENSING INFORMATION:

Nevada State Contractor's License Number:	0068035
License Classification(s):	A-12; A-21; A-22; A-22; A-22
Limitation(s) of License:	A-22 synthetic running tracks, gymnasium and tennis court surfaces only
Date Issued:	3/6/07
Date of Expiration:	3/31/24
Name of Licensee:	Beynon Sports Surfaces, Inc
Carson City Business License Number:	BL-007326-2022
Date Issued:	5/21/2022
Date of Expiration:	12/31/2022
Name of Licensee:	Beynon Sports Surfaces, Inc

BP.3 DISCLOSURE OF PRINCIPALS:

Individual and/or Partnership:

Owner 1) Name:	N/A
Address:	
City, State, Zip Code:	
Telephone Number:	
Owner 2) Name:	N/A
Address:	
City, State, Zip Code:	
Telephone Number:	
Other 1) Title:	N/A
Name:	
Other 2) Title:	N/A
Name:	

BID PROPOSAL Response Total: \$285,000.00

Corporation:

State in which Company is Incorporated:	Maryland
Date Incorporated:	12/5/2001
Name of Corporation:	Beynon Sports Surfaces, Inc
Mailing Address	16 Alt Rd
City, State, Zip Code:	Hunt Valley MD 21030
Telephone Number:	410-771-9473
President's Name:	John Beynon
Vice-President's Name:	Drew Beynon
Other 1) Name & Title:	Mike Gasparovic Treasurer/Cys

BP.4 MANAGEMENT AND SUPERVISORY PERSONNEL:

Persons and Positions	Years With Firm
Name 1) Karol Fair	7 yrs

Title 1) Director of Operations, SW Region

Name 2) Cody Taylor	26 yrs
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Title 2) Tennis Operations Manager

Name 3) David Curry	9 yrs
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Title 3) Operations Manager

Name 4) Lynnel Mayer	7 yrs
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Title 4) Sr Project Manager

Name 5)	
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Title 5)

Name 6)	
---------	--

Title 6)

(If additional space is needed, attach a separate page)

BP - 4

BID PROPOSAL Response Total: \$285,000.00

BP.5 REFERENCES:

Instructions:

List at least three (3) contracts of a similar nature performed by your firm in the last three (3) years. If **NONE**, use your Company's letterhead (and submit with your bid proposal) to list what your qualifications are for this contract. Carson City reserves the right to contact and verify, with any and all references listed, the quality of and the degree of satisfaction for such performance.

Clients: (if additional space is needed attach a separate page)

Company Name 1):	Salem-Keizer School District 24J
Contract Person:	Todd Klocke
Mailing Address:	2450 Lancaster Dr
City, State, Zip Code:	Salem, OR 97305
Complete Telephone Number:	503-391-1133
E-Mail Address:	Klocke-Todd@SK/keiz.k12.OR.US
Project Title:	West-Salem High School Tennis Courts
Amount of Contract:	\$536,744.00
Scope of Work:	4 post tension concrete overlay with fencing and surfacing tennis courts
Company Name 2):	Cornerstone
Contract Person:	Josh Goldman
Mailing Address:	11805 N. Creek Parkway South #15
City, State, Zip Code:	Bethell, WA 98011
Complete Telephone Number:	425-481-7460
E-Mail Address:	josh@cornerstonegc.com
Project Title:	Juanita High School
Amount of Contract:	\$802,785.00
Scope of Work:	6 post tension concrete courts with fencing and surfacing

BID PROPOSAL Response Total: \$285,000.00

Company Name 3):	Northshore School District
Contract Person:	Cliff Bambach
Mailing Address:	3330 Monte Villa Parkway
City, State, Zip Code:	Bothell, WA 98021
Complete Telephone Number:	206-669-4844
E-Mail Address:	cbambach@nsd.org
Project Title:	Bothell HS tennis courts
Amount of Contract:	\$428,159.00
Scope of Work:	6 post tensioned concrete tennis courts with fencing, surfacing, and equipment
Company Name 4):	Northshore School District
Contract Person:	Cliff Bambach
Mailing Address:	3330 Monte Villa Parkway
City, State, Zip Code:	Bothell, WA 98021
Complete Telephone Number:	206-669-4844
E-Mail Address:	cbambach@nsd.org
Project Title:	Woodinville HS tennis courts
Amount of Contract:	\$472,914.00
Scope of Work:	6 post tensioned concrete tennis courts with fencing, surfacing, and equipment

BP. 6 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

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, State or Local department or agency.
 - b) Have not within a three-year period preceding this bid 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 government 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 bid 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 bid.

Karol Fair
 Signature of Authorized Certifying Official
Karol Fair
 Printed Name

Director of Operations, SW Region
 Title
May, 17 2022
 Date

I am unable to certify to the above statement. My explanation is attached.

 Signature

 Date

BIDDER'S SAFETY INFORMATION

Bidder's Safety Factors:

Year	"E-Mod" Factor ¹	OSHA Incident Rate ²
2019	.86	3.16
2020	.71	1.75

¹ E-Mod (Experience Modification) Factors are issued by the Employer's Insurance Company of Nevada.

² OSHA Incident Rate is the number of OSHA Recordable Accidents per 100 employees and is calculated as the number of accidents divided by 208,000.

BID PROPOSAL Response Total: \$285,000.00

SUBCONTRACTORS

BP.7 INSTRUCTIONS: for Subcontractors and General Contractors who self-perform in amounts exceeding five (5) percent of bid amount. This information must be submitted with your bid proposal Per NRS 338.141 the prime contractor shall list itself on the subcontractor's list if it will be providing any of the work on the project. (This form must be complete in all respects. If, additional space is needed, attach a separate page).

Name of Subcontractor <i>Beynon Sports Surfaces</i>	Address <i>4608 N. Sonora Ave Ste 101 Presno, CA 93722</i>	
Phone <i>559-237 2590</i>	Nevada Contractor License # <i>0008035</i>	Limit of License <i>n/a</i>
Description of work <i>Concrete, prep, fencing, surfacing</i>		
Name of Subcontractor	Address	
Phone	Nevada Contractor License #	Limit of License
Description of work		
Name of Subcontractor	Address	
Phone	Nevada Contractor License #	Limit of License
Description of work		
Name of Subcontractor	Address	
Phone	Nevada Contractor License #	Limit of License
Description of work		
Name of Subcontractor	Address	
Phone	Nevada Contractor License #	Limit of License
Description of work		

BID PROPOSAL Response Total: \$285,000.00

Local Preference Affidavit

(This form is required to receive a preference in bidding)

I, _____, on behalf of the Contractor, _____, swear and affirm that in order to be in compliance with NRS 338.147 and NRS 338.1389 and be eligible to receive a preference in bidding on Bid No. **21300321**, Project Name "**Ross Gold Park Tennis Court Rehabilitation Project**", certify that the following requirement will be adhered to, documented and attained on completion of the contract. Upon submission of this affidavit on behalf of _____, I recognize and accept that failure to comply with any requirements is a material breach of the contract and entitles the City to damages. In addition, the Contractor may lose their preference designation and/or lose their ability to bid on public works for one year, pursuant to NRS 338.147 and NRS 338.1389:

1. The Contractor shall ensure that 50 percent of the workers employed on the job possess a Nevada driver's license or identification card;
2. The Contractor shall ensure all vehicles used primarily for the public work will be registered and (where applicable) partially apportioned to Nevada;
3. The Contractor shall ensure at least 50 percent of the design professionals who work on the project (including sub-contractors) have a Nevada driver's license or identification card.
4. The Contractor shall ensure payroll records related to this project are maintained and available within the State of Nevada.

*Note that specific sections of NRS 338 detailing the continued procedures associated with the use of the "bidder's preference" have been amended by the passage of Assembly Bill 172 effective 7/1/13, requiring this affidavit and subsequent record keeping and reporting by the General Contractor using the preference program and awarded this project. These requirements are not applicable to Contractors who do not use the "Bidder's Preference" eligibility certificate in their bid.

By: N/A Title: _____

Signature: _____ Date: _____

Signed and sworn to (or affirmed) before me on this _____ day of _____, 20____,

by _____ (name of person making statement).

State of _____)

)ss.

County of _____)

STAMP AND SEAL

Notary Signature

BID PROPOSAL Response Total: \$285,000.00

BP.10 ACKNOWLEDGMENT AND EXECUTION:

STATE OF California)
COUNTY OF Fresno) SS

I Karol Fair (Name of party signing this Bid Proposal), do depose and say: That I am the Bidder or authorized agent of the Bidder, and that I have read and agree to abide by this Bid which includes, but is not limited to the following documents: Notice to Contractors, Table of Contents, Project Coordination, Instructions to Bidders, Bid Bond, Bid Forms, Supplier Response, Contract Award Instructions and Information, Sample Contract, Sample Performance Bond, Sample Labor and Material Payment Bond, General Conditions, Special Conditions, Standard Specifications, Prevailing Wage Rates, Technical Specifications, Geotechnical Report (if any), Contract Drawings, Permits (if any), and any addenda issued and understands the terms, conditions, and requirements thereof; that if his/her bid is accepted that he/she agrees to furnish and deliver all materials except those specified to be furnished by the City (Owner) and to do and perform all work for the "Ross Gold Park Tennis Court Rehabilitation Project", Bid No. **21300321**, together with incidental items necessary to complete the work to be constructed in accordance with the Contract Documents, Contract Drawings, and Specifications annexed hereto.

BIDDER:

PRINTED NAME OF BIDDER: Karol Fair
TITLE: Director of Operations, SW Region
FIRM: Beynon Sports Surfaces, Inc
Address: 4668 N. Sonora Ave Ste 101
City, State, Zip: Fresno, CA 93722
Telephone: 559-237-2590
Fax: 559-237-2431
E-mail Address: Kfair@beynonSports.com

Karol Fair
(Signature of Bidder)

DATED: May 17, 2022

SEE ATTACHED
NOTARIAL CERTIFICATE

Signed and sworn (or affirmed) before me on this _____ day of _____, 2022, by

(Signature of Notary)


(Notary Stamp)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Fresno

Subscribed and sworn to ~~(or affirmed)~~ before me on this 17th
day of May, 2022, by Karol Fair

proved to me on the basis of satisfactory evidence to be the
person(s) who appeared before me.



CARLEEN K. FONDREN
NOTARY PUBLIC - CALIFORNIA
COMMISSION # 2268816
FRESNO COUNTY
My Comm. Exp. May 24, 2023

(Seal)

Signature [Signature]

**DELEGATION OF AUTHORITY FOR THE DIRECTOR OF OPERATIONS,
SOUTHWEST REGION OF BEYNON SPORTS SURFACES, INC., TRACK
DIVISION OF THE TARKETT SPORTS GROUP AS OF APRIL 15TH, 2019.**

Subject to the supervision and authority of the CEO and of the President of Tarkett Sports Division, Karol Fair, as the Director of Operations, Southwest Region of Beynon Sports Surfaces, Inc., track division, (the "Manager") shall have responsibility and authority for management of the day-to-day operations of sales for the track division and may make overall policy decisions with respect to the business and affairs directly related to his position with the exceptions listed below which must be submitted to the CEO and President of Tarkett Sports Division for approval.

General:

1. Changing or diverting from the Tarkett Group financial manual or any other Tarkett Group policy or procedure issued or approved by the CEO;

Human Resources:

2. Appointment, compensation and removal of Manager's direct reports, general lay-offs, establishing or modifying collective bargaining agreements, profit sharing, bonus or similar plans, retirement plans, medical and health insurance plans and modifications of organizational charts at N-1 level;

Finance:

3. Reviewing and approving annual budgets;
4.
 - a) Incurring indebtedness outside the Tarkett Group;
 - b) Loaning any sums to any entity or person including any officer, director or employee of a Company of the Tarkett Group;
 - c) Guaranteeing any indebtedness except as required by governmental customs and tax authorities;

Assets and Contracts:

5.
 - a) approving the acquisition, sale or transfer of any asset, including real estate;
 - b) entering into any real estate lease;
 - c) approving the entry into, amendment, termination or other modification of any contract or arrangement or a group of related contracts or arrangements with an annual value in excess of 250,000 USD with the exception of track sales up to 750,000 USD or for a period of more than one year which cannot be terminated earlier. For greater clarity track sales in excess of 750,000 USD

Response Total: \$285,000.00

are to be executed only by one of the following: John Beynon, Drew Beynon, Michael Gasparovic, Stephen Fisher, or Robert Gloeckner;

d) approving the entry into, amendment, termination or other modification of any contract with clients/vendors for which the annual value exceeds 1 % of the annual revenue of the track division;

e) approving the choice of attorneys, approving independent accountants and any other consultants;

6. a) Approving the sale or transfer of intellectual property; and
b) Granting any form of lien or security interest in any asset;

Corporate:

7. Approving the creation, acquisition or sale of any business or a business division from any person, whether by asset purchase, stock purchase, merger or other business combination;
8. Incorporating or otherwise creating any entity and, for any company/entity:
 - a) modifying in any way the statutes, by-laws or any other similar corporate document;
 - b) distributing profits or dividends in any form;
 - c) changing its activities; and
 - d) implementing any bankruptcy, winding-up, liquidation or, any similar procedure in each applicable jurisdiction.

Litigation:

9. Conducting litigation or settling any claim to which the Company is a party to.

Communications:

10. Issuance of any press releases or any other form of media or public communication except those related to marketing;

Donations:

11. Donating, or offering any other form of subsidy.

Any powers subsequently delegated to any personnel of Manager are subject to the limits of this delegation of authority.

Response Total: \$285,000.00

This delegation of authority is valid for as long as Manager holds the position mentioned above or until revocation or modification of such delegation by the CEO and President of the Tarkett Sports Division or any other person having the appropriate authority.

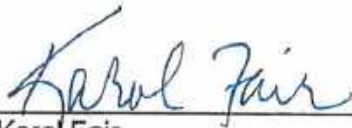
When taking decisions, the Manager must also insure the proper authorizations/resolutions are obtained in respect of the company by laws or similar constituting documents of the related company/entity within the Tarkett Sports Division.

Sincerely,



Eric Dalieri, CEO and President Tarkett Sports Division

Read, Agreed and Accepted on 16th of April, 2019



Karol Fair



21300321 (PWP# CC-2022-329) Addendum 1

Beynon Sports Surfaces, Inc.

Supplier Response

Event Information

Number: 21300321 (PWP# CC-2022-329) Addendum 1
Title: Ross Gold Park Tennis Court Rehabilitation Project
Type: Invitation for Bid
Issue Date: 5/5/2022
Deadline: 5/26/2022 11:00 AM (PT)
Notes: Carson City is accepting sealed bids for all labor, materials, tools and equipment necessary for the Ross Gold Park Tennis Court Rehabilitation Project which consists of demolition of existing asphalt tennis courts, 2.5" aggregate base, double vapor barrier, 5.25" thick post-tension concrete slab with 1/2" / 7 strand cable in both directions, tennis net sleeves, acrylic tennis court surfacing, court striping and all common phases customarily associated with this type of project. The Contractor will be responsible for obtaining a Nevada Licensed Engineered design for the post-tension concrete, any required permits, site safety and protection of public from hazards at all times during construction.

Engineer's Estimate: \$293,710

Contact Information

Contact: Carol Akers, Purchasing & Contracts Administrator
Address: City Hall-Executive Office
201 North Carson Street, Suite 2
Carson City, NV 89701
Phone: 1 (775) 283-7362
Email: cakers@carson.org

Beynon Sports Surfaces, Inc. Information

Contact: Mason Farnsworth
Address: 4668 N. Sonora Avenue
Suite 101
Fresno, CA 93722
Phone: (559) 237-2590
Fax: (559) 237-2431
Email: MFarnsworth@beynonsports.com
Web Address: www.beynonsports.com

Response Total: \$285,000.00

By submitting your response, you certify that you are authorized to represent and bind your company.

Karol Fair

Signature

Submitted at 5/25/2022 5:53:33 PM

kfair@beynonsports.com

Email

Supplier Note

Please note: Karol Fair, Director of Operations SW Region is sending the bid response.

Response Attachments

Beynon Sports Ross Gold bid documents.pdf

Beynon Sports Ross Gold Bid Documents

Bid Lines

1	Mobilization, Demobilization and Clean-Up	Quantity: <u>1</u> UOM: <u>LS</u>	Unit Price: <u>\$30,000.00</u>	Total: <u>\$30,000.00</u>
2	Demo Existing Asphalt Tennis Courts	Quantity: <u>14400</u> UOM: <u>SF</u>	Unit Price: <u>\$2.20</u>	Total: <u>\$31,680.00</u>
3	2.5" Agg. Base and Vapor Barrier	Quantity: <u>14400</u> UOM: <u>SF</u>	Unit Price: <u>\$3.61</u>	Total: <u>\$51,984.00</u>
4	5.25" Post-Tensioned Concrete Slab with tennis net sleeves — Including Nevada Licensed Engineer Design	Quantity: <u>14400</u> UOM: <u>SF</u>	Unit Price: <u>\$9.47</u>	Total: <u>\$136,368.00</u>
5	Acrylic Tennis Court Surfacing	Quantity: <u>14400</u> UOM: <u>SF</u>	Unit Price: <u>\$1.875</u>	Total: <u>\$27,000.00</u>
6	Court Striping	Quantity: <u>1</u> UOM: <u>LS</u>	Unit Price: <u>\$7,968.00</u>	Total: <u>\$7,968.00</u>

Response Total: \$285,000.00



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: July 7, 2022

Staff Contact: Sheri Russell, Chief Financial Officer

Agenda Title: For Possible Action: Discussion and possible action regarding recommendations of the Carson City Audit Committee to approve the completed remediation plans and remove findings from the Audit Findings Tracking Summary Report. (Sheri Russell, srussell@carson.org)

Staff Summary: The completed remediation plans for various recommendations and findings have been presented and approved by the Audit Committee. Upon approval by the Board of Supervisors, the completed recommendations and findings will be considered closed and removed from the Audit Findings Tracking Summary Report maintained by the internal auditor and City staff.

Agenda Action: Formal Action / Motion

Time Requested: 10 Minutes

Proposed Motion

I move to approve the Audit Committee's recommendation as presented.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

Eide Bailly has been contracted by Carson City to provide internal auditor services starting July 1, 2018 through June 30, 2022. A new contract will be reviewed by the Audit Committee on July 12 for presentation to the Board of Supervisors on August 4 for approval consideration, proposed to be retroactive to July 1, 2022 if approved.

Staff has addressed the recommendations and/or findings contained in the Audit Findings Tracking Summary Report with remediation plans and recommends closure on the items described below. The internal auditor has validated remediation as requested, and the Audit Committee is recommending closure of the following findings:

- IT Vulnerability Audit - All items. An updated findings report will be presented at the July 12, 2022 Audit Committee meeting.
- Fleet Management Audit - Item #1 (final item) is validated and recommended for Closure.
- Payroll Audit - Item #1 & #3 (final items) are recommended for Closure.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? No

If yes, account name/number: N/A

Is it currently budgeted? No

Explanation of Fiscal Impact: N/A

Alternatives

Do not accept the recommendation and/or provide alternative direction to staff.

Attachments:

[Audit Findings Summary 3-8-2022.pdf](#)

Board Action Taken:

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

Carson City
Internal Audit Summary
Updated - 3/8/22

Carson City - Audit Findings Tracking Summary Report (revised 3-8-22)

Report Name	Report Submittal	AC/BOS Report Approval	Reporting Entity	Report Findings	Completed Findings	AC Approval	BOS Approval	Notes
Payroll Internal Controls Testing	7/27/2016	12/21/2017	Internal Auditor	2	2	8/8/2016	11/15/2018	
P-card Internal Controls Testing	7/27/2016	12/21/2017	Internal Auditor	2	2	8/8/2016	11/15/2018	
Small Works Projects Review	2/17/2017	12/21/2017	Internal Auditor	4	4	2/14/2017	12/21/2017	
Public Guardian Review	5/1/2017	12/21/2017	Internal Auditor	13	13	5/9/2017	11/15/2018	
Purchasing and AP Internal Controls Testing	7/6/2017	12/21/2017	Internal Auditor	12	12	7/12/2017	11/15/2018	
HTE Access Controls Testing	9/26/2017	12/21/2017	Internal Auditor	7	7	10/3/2017	12/21/2017	
FY 2014 CAFR	12/18/2014	12/18/2014	External Auditor	5	5	3/22/2016	12/18/2014	
FY 2015 CAFR	12/17/2015	12/17/2015	External Auditor	5	5	3/22/2016	12/17/2015	
Capital Projects Process Review	5/3/2018	8/20/2020	Internal Auditor	8	8	6/15/2020	8/20/2020	
Public Guardian Follow Up Review	5/3/2018	3/7/2019	Internal Auditor	8	8	5/10/2018	3/7/2019	
FY 2017 CAFR and Single Audit	11/30/2017	12/21/2017	External Auditor	4	4	5/10/2018	8/20/2020	
FY 2018 CAFR and Single Audit	12/6/2018	12/6/2019	External Auditor	3	3	6/15/2020	8/20/2020	
Temporary Staffing Audit	5/9/2019	5/6/2019	Internal Auditor	5	5	6/22/2021	10/3/2019	
Fire Department Overtime Audit	5/9/2019	10/3/2019	Internal Auditor	2	2	5/9/2019	10/3/2019	
FY2019 CAFR and Single Audit	12/5/2019	12/5/2019	External Auditor	1	1	6/15/2020	8/20/2020	
Cash Handling 2019	12/3/2019	1/6/2020	Internal Auditor	20	20	6/22/2021	8/20/2020	
Social Media Study	11/25/2019	1/6/2020	Internal Auditor	13	12	6/22/2021		
HR Administration - Eligible EE Group Ins.	12/3/2019	1/6/2020	Internal Auditor	4	4	6/15/2020	8/20/2020	
AP and P-Card Audit Program	4/1/2020	3/4/2021	Internal Auditor	4	4	8/4/2020	3/4/2021	
IT Volatility Audit	10/30/2020	12/8/2020	Internal Auditor	10		3/8/2022		All items recommended for closure
Fleet Audit	3/30/2021	3/30/2021	Internal Auditor	6	5	3/8/2022	7/1/2020	#1 recommended for closure
Revenue and Receivables Audit	5/25/2021	6/22/2021	Internal Auditor	3	3	12/7/2021	7/1/2020	
Payroll Internal Controls Testing	11/22/2021	12/7/2021	Internal Auditor	3	1	3/8/2022	12/16/2021	#1 and #3 recommended for closure
Total (including archived reports)				273	259			

Legend:

Report Submittal = date report submitted to City
 BOS Report Approval = date report adopted by BOS
 Reporting Entity = organization that prepared the report
 Report Findings = number of findings in the report
 Completed Findings = number of findings completed by management
 AC Approval = Audit Committee approval of completed findings
 BOS Approval = Board of Supervisors approval of completed findings
 Notes = notes about findings

Finding Corrected?

Y	Findings Addressed - Audit Committee closed
P	Partially Addressed items
N	Not yet addressed
Y	For Discussion today

Carson City
Social Media Study
November 25, 2019

Item No.	BOS Closure	Recommendation	Remediation Plan (Course of Action & Expected Benefits)	Finding corrected? (Y, N, Partial)	Expected Compl. Date	Actual Compl. Date	Auditor Validation (Y,N)	Status Comments
13		The City does not have an Information Security Response Plan	Create an Information Security Response Plan to include procedures for responding to security incidents, communication protocol and determine system impact.	P	6/30/2022			CIO will create an Information Security response Plan. UPDATE: Plan is in review process.

Carson City
IT Vulnerability Audit
October 30, 2020

Item No.	BOS Closure	Recommendation	Remediation Plan (Course of Action & Expected Benefits)	Finding corrected ? (Y, N, Partial)	Expected Compl. Date	Actual Compl. Date	Auditor Verified? (Y, N)	Status Comments
		NOTE: 12 Findings - External						
1		Update all systems that are currently running on outdated software: Lack of support implies that no new security patches for the product will be released by the vendor. As a result, the unsupported operating systems are likely to contain vulnerabilities. These systems should either be updated to run a supported operating system or shut down in order to protect the security, availability, and integrity of Carson City's perimeter network.	Staff is actively working on updating outdated systems and adjusting operations to be in line with industry best practices, such as automatic updates based on how critical a system is. Some legacy systems that cannot be updated will be isolated using a combination of identity based access rules and network security zones to mitigate the risk of their ongoing operation. Some of these systems may be decommissioned if our customer agency's business needs support this outcome. This will increase security, availability, and integrity of Carson City's infrastructure and data.	Y	3/31/2022	6/13/2022	Y	Staff is making progress on resolving issues. IT has been updating systems on a continuous basis. Some systems will require funding to stay current, extended support has been purchased for endpoint security to protect legacy systems. Maintenance will be performed with approval from the affected department(s). UPDATE 6/13/2022 - VALIDATED ALL FINDINGS COMPLETE, NEW REPORT TO BE PRESENTED TO AUDIT COMMITTEE 7-12-2022.
2		System hardening processes should be in place across all systems: Misconfiguration and insecure deployment issues were discovered across various systems. The vulnerabilities that arose can be mitigated through the use of change control processes on all systems.	Most issues identified in the external test were expected. Some sites do not use encryption as they don't warrant it with their purpose, others host apps that there are very few options for replacing/updating. Staff has implemented system hardening processes on many systems and will continue to expand on those efforts. Staff is working towards robust change management procedures that could prevent a misconfiguration from occurring as a standard risk management step. Staff's current approach requires a scope of work and review by at least two employees when performing work on critical infrastructure.	Y	3/31/2022	6/13/2022	Y	Staff has continued to make progress on system hardening, changing default accounts and passwords and change management including the use of automated deployment tools and templates. Work is being conducted to update patch deployment systems. UPDATE 6/13/2022 - VALIDATED ALL FINDINGS COMPLETE, NEW REPORT TO BE PRESENTED TO AUDIT COMMITTEE 7-12-2022.
3		Web development processes: Ensure coding of website and web applications follow OWASP standards. The OWASP Top 10 is a standard awareness document for developers and web application security. Carson City should adopt this document and start the process of ensuring that their web applications minimize these risks.	External findings that would fall under OWASP guidelines are Commercial Off The Shelf (COTS) applications under which the City has little control over development. The City can add OWASP as a procurement requirement for COTS applications, however this may limit the scope and range of options for the City as a whole when considering vendors of specialized software, such as the software from which this item stems. Staff will review this recommendation and consider how to implement it.	Y	3/31/2022	6/13/2022	Y	Staff does not have the recommendation yet, but has begun to approach new vendors with this requirement. Update: Staff will work with external vendors to ensure that these standards are being followed for the Carson City websites they host. UPDATE 6/13/2022 - VALIDATED ALL FINDINGS COMPLETE, NEW REPORT TO BE PRESENTED TO AUDIT COMMITTEE 7-12-2022.
4		Recommend remediation scanning be performed: Based on the number of issues identified we would recommend Carson City IT staff work toward remediating issues working on the most critical items first. Retesting should be performed within 6 months of this report.	Carson City systems are regularly scanned and most by MS-ISAC / CIS as part of a federal program intended to harden local government systems. Most issues identified by the external audit were also identified by the MS-ISAC / CISC scanning effort and were known/expected. Staff will either remediate or document exceptions to all findings.	Y	3/31/2022	6/13/2022	Y	In the December 2020 Audit Committee meeting, it was decided to re-test in August 2021. This was pushed to the last quarter of FY22, as we have a new CIO. UPDATE 6/13/2022 - VALIDATED ALL FINDINGS COMPLETE, NEW REPORT TO BE PRESENTED TO AUDIT COMMITTEE 7-12-2022.
		NOTE: 103 - Internal						
1		Update all systems that are currently running on unsupported operating systems: Lack of support implies that no new security patches for the product will be released by the vendor. As a result, the unsupported operating systems are likely to contain security vulnerabilities. These systems should either be updated to run a supported operating system or shut down in order to protect the security, availability, and integrity of Carson City's infrastructure and data.	Staff is actively working on updating outdated systems and adjusting operations to be in line with industry best practices, such as automatic updates based on how critical a system is. Some legacy systems that cannot be updated will be isolated using a combination of identity based access rules and network security zones to mitigate the risk of their ongoing operation. Some of these systems may be decommissioned if our customer agency's business needs support this outcome. This will increase security, availability, and integrity of Carson City's infrastructure and data.	Y	3/31/2022	6/13/2022	Y	Staff is making progress on resolving issues; Status 11.24.2021: IT has been updating systems on a continuous basis. Some systems will require funding to stay current, extended support has been purchased for endpoint security to protect legacy systems. Maintenance downtime will be performed with the approval from the affected department(s). UPDATE 6/13/2022 - VALIDATED ALL FINDINGS COMPLETE, NEW REPORT TO BE PRESENTED TO AUDIT COMMITTEE 7-12-2022.

Carson City
IT Vulnerability Audit
October 30, 2020

2		Implement and enforce implementation of change control across all systems: Misconfiguration and insecure deployment issues were discovered across various systems. The vulnerabilities that arose can be mitigated through the use of change control processes on all systems.	Most issues identified in the external test were expected. Some sites do not use encryption as they don't warrant it with their purpose, others host apps that there are very few options for replacing/updating. Staff has implemented system hardening processes on many systems and will continue to expand on those efforts. Staff is working towards robust change management procedures that could prevent a misconfiguration from occurring as a standard risk management step. Staff's current approach requires a scope of work and review by at least two employees when performing work on critical infrastructure.	Y	3/31/2022	6/13/2022	Y	Staff is continuing to make progress on system hardening and change management including the use of automated deployment tools and templates. Update: A new application is being setup to track all changes and approvals within the environment. UPDATE 6/13/2022 - VALIDATED ALL FINDINGS COMPLETE, NEW REPORT TO BE PRESENTED TO AUDIT COMMITTEE 7-12-2022.
3		Implement a patch management program: Operating a consistent patch management program per the guidelines outlined in NIST SP 800-40 is an important component in maintaining good security posture. This will help to limit the attack surface that results from running unpatched internal services.	Staff has deployed tools such as inventory, deployment, and recently endpoint management software (EMS) to assist with this effort. Inventory and deployment systems allow staff to track and update software. EMS allows staff to scan endpoints for known security issues that require a patch and force the patch to be installed as part of network policy. Staff is continually working towards further automating and integrating these tools into our workflow. At last count our inventory of applications has more than 6251 software packages and components, which makes this an evergreen maintenance item for staff, requiring much in the way of time and resources.	Y	3/31/2022	6/13/2022	Y	A new application is being setup to track all managed systems within the environment. These managed systems will have regular patching cycles based on the manufacturer's recommendations. Staff expects to be able to demonstrate significant progress at the time of the audit follow-up. UPDATE 6/13/2022 - VALIDATED ALL FINDINGS COMPLETE, NEW REPORT TO BE PRESENTED TO AUDIT COMMITTEE 7-12-2022.
4		Change default credentials upon installation: To reduce the risk of security breaches through default credentials which have been left configured on network devices, it's best to implement a process to change the passwords, and if possible, account names, when new equipment is installed.	Staff will change the identified systems with default credentials where possible. Some examples identified by the audit do not support credentials for their regular operation. For these devices, staff is working towards isolating in a similar fashion to devices that cannot be reasonably patched as a compensating control.	Y	3/31/2022	6/13/2022	Y	An existing application is being utilized to ensure default credentials are changed on all managed systems. Staff expects to be able to demonstrate significant progress at the time of the audit follow-up. UPDATE 6/13/2022 - VALIDATED ALL FINDINGS COMPLETE, NEW REPORT TO BE PRESENTED TO AUDIT COMMITTEE 7-12-2022.
5		Conduct regular vulnerability assessments: As part of an effective organizational risk management strategy, vulnerability assessments should be conducted on a regular basis. Doing so will allow the organization to determine if the installed security controls are installed properly, operating as intended, and producing the desired outcome. Consult NIST 800-30 for guidelines on operating an effective risk management program	Staff believes that regular third party auditing of IT systems is valuable and will contribute to increased security of Carson City systems and data. Performing audits such as this one regularly would likely require additional resources to obtain the audit and then act upon the results of the audit in a timely fashion.	Y	3/31/2022	6/13/2022	Y	A new application is being utilized to conduct vulnerability assessments on an established cadence. Staff expects to be able to demonstrate significant progress at the time of the audit follow-up. UPDATE 6/13/2022 - VALIDATED ALL FINDINGS COMPLETE, NEW REPORT TO BE PRESENTED TO AUDIT COMMITTEE 7-12-2022.
6		Recommend remediation scanning be performed: Based on the number of issues identified we would recommend Carson City IT staff work toward remediating issues working on the most critical items first. Retesting should be performed within 6 months of this report.	Some issues identified in this report require a small effort to remediate and staff will remediate them in a timely fashion. Others are systemic issues that have already been identified by staff and require large-scale efforts to address in the long term. Additional resources would contribute towards addressing all of the identified issues in a more timely fashion.	Y	3/31/2022	6/13/2022	Y	Staff expects to be able to demonstrate progress at the time of the re-test. Update: Using the results from the new vulnerability scanning application, critical and high vulnerabilities will be able to be addressed. Legacy systems are still planned for a migration to more modern operating systems with the permission of each department. UPDATE 6/13/2022 - VALIDATED ALL FINDINGS COMPLETE, NEW REPORT TO BE PRESENTED TO AUDIT COMMITTEE 7-12-2022.

Note: In this audit staff gave maximum access to the auditors to simulate an attacker gaining access to a sensitive area of the network. Many of the identified issues were discovered because we bypassed our usual security controls to allow the penetration tester greater access. The findings are valuable, but do not necessarily represent vulnerabilities that could be exploited from any part of the City network.

Carson City
Fleet Management Audit
March 10, 2021

Item No.	BOS Closure	Recommendation	Remediation Plan (Course of Action & Expected Benefits)	Finding corrected? (Y, N, Partial)	Expected Compl. Date	Actual Compl. Date	Auditor Verified? (Y, N)	Status Comments
1		FINDING 1 - Inventory Security and Tracking: RECOMMENDATION: Short-term solution - restrict access to Inventory to Fleet Services personnel by installing facility locks if feasible. Long-term solution - incorporate a tracking mechanism by implementing parts tracking sheet where Fleet personnel can sign, date, and identify the parts used and removed from inventory. Consider bar code technology or one designated Fleet Technician responsible for tracking fleet.	This was a recommendation in the last Internal Audit as well. The Fleet Facility is secured within the Public Works Corporate Yard and restricted to badge-only access. To date, there is no known instance of inventory loss; however, management agrees that there are opportunities to reduce risk and improve security over inventory. Management will submit a supplemental budget request for the position with the FY22 budget requests for consideration by the Board of Supervisors.	P	1/31/2022	7/1/2021	Y	Tracking sheet has been implemented. Facilities Division is installing additional restrictions on inventory access concurrent with hiring of Fleet Warehouse Coordinator (new FY22 position). Anticipated to be completed August 2021. STATUS: Requested Internal Audit Validation once position is up and running (5-6 Months). STATUS UPDATE: Auditor has validated process in place, procedures working as intended. Recommend Closure

Carson City
Payroll
November 22, 2021

Item No.	BOS Closure	Recommendation	Remediation Plan (Course of Action & Expected Benefits)	Finding corrected ? (Y, N, Partial)	Expected Compl. Date	Actual Compl. Date	Auditor Verified? (Y, N)	Status Comments
1		FINDING 1 - No formalized tracking mechanism or process for a periodic review and assessment of payroll related statutory changes. - Internal Auditor recommends that the City implement a tracking mechanism with appropriate documentation or payroll related regulatory changes. Including sign-off from HR Director and Chief Financial Officer.	Staff agree with the finding and plan to create an internal memo with necessary support, annually, likely in December/January when Regulatory Changes primarily occur. This memo will be routed to HR Director and CFO for signature, and retained by Finance.	Y	2/28/2022	2/28/2022	N	This is working as intended; HR Director and CFO signed off on the memo that Finance circulated regarding IRS and contract changes. Recommend Closure
3		FINDING 3 - It was noted that HR employees in User Key Roles have full access to payroll related functions in Munis including the role permissions in "Pay Type Maintenance" and "projection run number Maintenance Access" functions. - Internal Auditor recommends that the City's IT department perform further review and modifications, where needed of Munis system functionality pertaining to user role and permissions granted to HR and Finance employees to ensure proper segregation of duties.	Management agrees, IT Application Team will work with HR and Finance to test permissions for existing HR Roles in the Munis Test Environment. Role will be tested against operational and department responsibilities and updated to comply with the principle of least privilege.	Y	12/31/2021	12/31/2021	N	IT has corrected this issue and removed access that was not necessary. Recommend Closure



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: July 7, 2022

Staff Contact: Mirjana Gavric, Grants Administrator

Agenda Title: For Possible Action: Discussion and possible action regarding an additional funding request for the Community Development Block Grant ("CDBG") Colorado Street ADA Compliance Improvement Project, in the amount of \$102,600 for Fiscal Year ("FY") 2022. (Mirjana Gavric; mgavric@carson.org)

Staff Summary: The Board of Supervisors is required to make a final recommendation and grant approval for an additional funding request to the Governor's Office of Economic Development. The Carson City Public Works Department ("Public Works") originally requested and was approved for \$131,637 for this project in FY 2021. This additional funding request of \$102,600 is due to inflation and will be covered by two de-obligated projects.

Agenda Action: Formal Action / Motion

Time Requested: 15 minutes

Proposed Motion

I move to approve the additional funding request as requested.

Board's Strategic Goal

Economic Development

Previous Action

The Board of Supervisors approved funding in the amount of \$131,637 for this project on May 20, 2021.

Background/Issues & Analysis

On March 24, 2022, the Carson City Grants Administrator received a letter from the Carson City Transportation Manager requesting an additional \$102,600 for the CDBG Colorado Street ADA Compliance Improvement Project. The reason for the request is inflation which is contributing to higher than expected bid prices and a higher cost for asphalt, concrete, equipment fuel and material shipping. Public Works staff intends to bid the project again in October 2022.

If approved, this funding will be covered by two de-obligated projects: the CDBG FY 2021 Long Ranch Pedestrian Ramps Phase II project, which has a de-obligated amount of \$101,672, and the FY 2020 CDBG Ross Gold Park ADA Restroom Renovation project, which has a de-obligated amount of \$29,632.14.

The CDGB Citizens Participation guidelines require that additional funding requests be recommended for Board of Supervisors' approval by the same Application Review Work Group ("ARWG") that approved the initial funding, after a discussion open to the public. A public meeting announcement was posted at Carson City Hall, the Carson City Community Development Office, Carson NOW and on the Carson City website. The ARWG held a public meeting on Thursday, May 26, 2022, at 9:00 a.m. The ARWG discussed the request and made

the recommendation to fund the additional \$102,600 for the CDBG Colorado Street ADA Compliance Improvement Project.

After the Board of Supervisors considers this request, makes any desired amendments and/or approves the request, staff will forward the approved recommendations to the Nevada Governor's Office of Economic Development for their consideration.

Applicable Statute, Code, Policy, Rule or Regulation

Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383 as amended; 42 U.S.C.-5301 et seq.

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Grant Fund 2756581-431010

Is it currently budgeted? Yes

Explanation of Fiscal Impact: Final CDBG award amounts will be adjusted in the FY 2023 Budget.

Alternatives

Do not approve the additional funding request and/or provide alternative direction to staff.

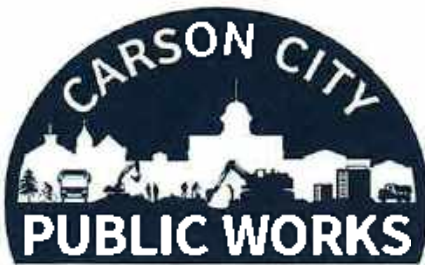
Attachments:

[Colorado Street CDBG Request Letter 2022.pdf](#)

Board Action Taken:

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

(Vote Recorded By)



CARSON CITY NEVADA
Consolidated Municipality and State Capital
PUBLIC WORKS

March 24, 2022

Ms. Mirjana Gavric
Grants Administrator
201 N. Carson Street, Suite 3
Carson City, NV 89701

SUBJECT: Community Development Block Grant (CDBG) for Carson City Public Works – Colorado Street ADA Compliance Improvement Project (20/PF/01 & 21/PF/10)

RE: Schedule Extension and Funding Increase Request

Dear Ms. Gavric,

Carson City Public Works recently solicited and received construction bid proposals for the Colorado Street ADA Compliance Improvement Project, which is partially funding using two CDBG grants, 20/PF/01 & 21/PF/10. The lowest responsive and responsible bidder provided a bid price of \$4.32M. This exceeded the Engineer's Estimate of \$2.65M. Therefore, Carson City is not able to award the project at this time, and construction will be delayed until 2023.

We attribute the higher-than-expected bid prices to two main factors; the short construction window, and the increased cost of oil. The quickly increasing cost of oil over the past couple of months translates to cost increases in asphalt, concrete, equipment fuel, and material shipping cost. All of these are critical to any construction project. As an example, Carson City estimated the cost of concrete sidewalk to be \$10.00/square foot(sf) based on recent past bids; however, the price provided was \$13.00/sf. Carson City Public Works plans to re-bid the project this fall to allow more flexibility in the construction schedule and a stabilization of construction prices.

To accommodate the delay in construction, I respectfully request a one-year extension to each of the two CDBG grants to allow for project construction to occur in 2023. Additionally, I am requesting the construction budget for Grant 21/PF/10 be increased by \$102,600 to help cover the increased costs associated with CDBG related bid items as shown in the attached Exhibit A.

Should you have any questions or need any additional information regarding this project, contact me at 283-7367 or cmartinovich@carson.org.

Thank you for your attention,

Chris Martinovich, PE
Transportation Manager

Exhibit A - CDBG Bid Item Cost Increases

Item Description	Unit	Quantity	Engineer's Estimated Unit Cost	Contractor Bid Cost	% Increase	Engineer's Estimate	Current Total
Remove PCC Sidewalk/Curb Ramp	SF	4270	\$ 4.50	\$ 5.50	22%	\$ 19,215.00	\$ 23,485.00
Remove PCC Driveway	SF	421	\$ 5.00	\$ 5.50	10%	\$ 2,105.00	\$ 2,315.50
Remove PCC Curb & Gutter	LF	937	\$ 7.00	\$ 10.00	43%	\$ 6,559.00	\$ 9,370.00
Remove Catch Basin	EA	10	\$ 1,500.00	\$ 1,750.00	17%	\$ 15,000.00	\$ 17,500.00
Tree Protection and Root Mitigation	LS	0.5	\$ 5,000.00	\$ 10,000.00	100%	\$ 2,500.00	\$ 5,000.00
Install Catch Basin Type 4-R	EA	10	\$ 4,500.00	\$ 6,000.00	33%	\$ 45,000.00	\$ 60,000.00
Install 12" PVC Stormdrain Pipe	LF	4	\$ 200.00	\$ 300.00	50%	\$ 800.00	\$ 1,200.00
Install Rip-Rap Dissipator over Non-Woven Geotextile Fabric	SF	53	\$ 20.00	\$ 30.00	50%	\$ 1,060.00	\$ 1,590.00
Construct 4" Plantmix Bituminous Pavement, Type 2 PG64-28NV	SF	4678	\$ 3.00	\$ 4.25	42%	\$ 14,034.00	\$ 19,881.50
Construct PCC Sidewalk Type A	SF	3411	\$ 10.00	\$ 13.00	30%	\$ 34,110.00	\$ 44,343.00
Construct PCC Curb Ramp	SF	3829	\$ 20.00	\$ 30.00	50%	\$ 76,580.00	\$ 114,870.00
Construct PCC Driveway Apron	SF	750	\$ 20.00	\$ 30.00	50%	\$ 15,000.00	\$ 22,500.00
Construct PCC Driveway Transition	SF	205	\$ 20.00	\$ 30.00	50%	\$ 4,100.00	\$ 6,150.00
Construct PCC Curb & Gutter Type 1	LF	691	\$ 35.00	\$ 50.00	43%	\$ 24,185.00	\$ 34,550.00
Construct PCC Curb & Gutter Transition	LF	23	\$ 40.00	\$ 45.00	13%	\$ 920.00	\$ 1,035.00
Difference In Estimates							\$ 102,600.00



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: July 7, 2022

Staff Contact: Nicki Aaker, Health and Human Services Director

Agenda Title: For Possible Action: Discussion and possible action regarding a proposed acceptance of a grant from the State of Nevada Department of Health and Human Services, Division of Public and Behavioral Health, in a not to exceed amount of \$103,499 reimbursed in Fiscal Year ("FY") FY 2023, effective July 1, 2022 through June 30, 2023. (Nicki Aaker, naaker@carson.org)

Staff Summary: The purpose of this grant is to provide preventive education to maternal and child health populations for better community health. The grant provides 100 percent funding; therefore, there is no match requirement. The Carson City Department of Health and Human Services ("CCHHS") has received the sub-award since July 1, 2008.

Agenda Action: Formal Action / Motion

Time Requested: 5 minutes

Proposed Motion

I move to authorize acceptance of the grant.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

The stated goals for this funding are to: (1) improve adolescent, women and maternal health; (2) improve perinatal and infant health; (3) improve childhood immunization rates; (4) promote and enhance uptake of developmental screenings; (5) promote the benefits of a medical home; (6) increase the number of adequately insured children; (7) increase awardee diversity, equity and inclusion (DEI) efforts; (8) report on CCHHS sustainability efforts; and (9) participate in statewide health promotion through the Maternal Child Health Advisory Board.

Funds will be used for personnel, travel, operating expenses, training and other expenses. CCHHS has not been required to submit formal applications for this grant; however, CCHHS submits updated budgets and scopes of work.

Applicable Statute, Code, Policy, Rule or Regulation

Carson City Grant Administration Policy

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Grants Fund Salaries, Benefits and Operating Supplies under G680023017; 2756800-500101, 2756800-500125, 2756800-501202, and 2756800-501225.

Is it currently budgeted? Yes

Explanation of Fiscal Impact: The revised budgeted revenues and expenses of \$29,195 will be added to the CCHHS grant budget during the first round of budget augmentation, bringing the total grant revenues and expenses to \$103,499. This is a reoccurring grant, but the Finance Department did not have the award when the FY 2023 budget was prepared; only \$74,304 in salaries and benefits were included in the FY 2023 budget.

Alternatives

Do not authorize acceptance of the grant and/or provide alternative direction to staff.

Attachments:

[SG 25598 CCHHS Subaward Packet rev. 6.17.22.docx](#)

Board Action Taken:

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

(Vote Recorded By)



State of Nevada
Department of Health and Human Services
Division of Public & Behavioral Health
(hereinafter referred to as the Department)

Agency Ref. #: **SG 25598**
Budget Account: 3222
Category: 15
GL: 8501
9399421(22)/
Job Number: GFUND21(22)

NOTICE OF SUBAWARD

Program Name: Title V Maternal and Child Health (MCH) Program Bureau of Child, Family and Community Wellness Kagan Griffin kgriffin@health.nv.gov		Subrecipient's Name: City of Carson City: Carson City Health and Human Services Katharyn Kurek kurek/kkurek@carson.org																					
Address: 4150 Technology Way, Suite 210 Carson City, NV 89706		Address: 201 N. Carson St, Suite 5 Carson City, NV 89701																					
Subaward Period: July 1, 2022 through June 30, 2023		Subrecipient's: EIN: 88-6000189 Vendor #: T80990941 H UEI#: DTBPJMA2QFC8																					
Purpose of Award: Provide preventive education to maternal and child health populations for better community health.																							
Region(s) to be served: <input type="checkbox"/> Statewide Specific county or counties: <u>Carson City</u>																							
Approved Budget Categories: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1. Personnel</td><td style="text-align: right;">\$94,854.00</td></tr> <tr><td>2. Travel</td><td style="text-align: right;">\$1,045.00</td></tr> <tr><td>3. Operating</td><td style="text-align: right;">\$5,430.00</td></tr> <tr><td>4. Equipment</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>5. Contractual/Consultant</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>6. Training</td><td style="text-align: right;">\$570.00</td></tr> <tr><td>7. Other</td><td style="text-align: right;">\$1,600.00</td></tr> <tr><td>TOTAL DIRECT COSTS</td><td style="text-align: right;">\$103,499.00</td></tr> <tr><td>8. Indirect Costs</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>TOTAL APPROVED BUDGET</td><td style="text-align: right;">\$103,499.00</td></tr> </table>		1. Personnel	\$94,854.00	2. Travel	\$1,045.00	3. Operating	\$5,430.00	4. Equipment	\$0.00	5. Contractual/Consultant	\$0.00	6. Training	\$570.00	7. Other	\$1,600.00	TOTAL DIRECT COSTS	\$103,499.00	8. Indirect Costs	\$0.00	TOTAL APPROVED BUDGET	\$103,499.00	FEDERAL AWARD COMPUTATION: Total Obligated by this Action: \$ 14,490.00 Cumulative Prior Awards this Budget Period: \$ 0.00 Total Federal Funds Awarded to Date: \$ 14,490.00 Match Required <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Amount Required this Action: \$ 0.00 Amount Required Prior Awards: \$ 0.00 Total Amount Required: \$ 0.00 Research and Development (R&D) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Federal Budget Period: October 1, 2020 through September 30, 2022 Federal Project Period: October 1, 2020 through September 30, 2022 FOR AGENCY USE, ONLY	
1. Personnel	\$94,854.00																						
2. Travel	\$1,045.00																						
3. Operating	\$5,430.00																						
4. Equipment	\$0.00																						
5. Contractual/Consultant	\$0.00																						
6. Training	\$570.00																						
7. Other	\$1,600.00																						
TOTAL DIRECT COSTS	\$103,499.00																						
8. Indirect Costs	\$0.00																						
TOTAL APPROVED BUDGET	\$103,499.00																						
Source of Funds: 1 Title V MCH Block Grant through 9/30/2022 2. State General Fund	% Funds: 14% 43%	CFDA: 93.994 N/A	FAIN: B0440147 N/A	Federal Grant #: 6 B04MC4017-01-04 N/A	Grant Award Date by Federal Agency: 7/9/21 N/A																		
Agency Approved Indirect Rate: 6.9%		Subrecipient Approved Indirect Rate: N/A																					
Terms and Conditions: In accepting these grant funds, it is understood that: <ol style="list-style-type: none"> This award is subject to the availability of appropriate funds. Expenditures must comply with any statutory guidelines, the DHHS Grant Instructions and Requirements, and the State Administrative Manual. Expenditures must be consistent with the narrative, goals and objectives, and budget as approved and documented Subrecipient must comply with all applicable Federal regulations Quarterly progress reports are due by the 15th of each month following the end of the quarter, unless specific exceptions are provided in writing by the grant administrator. Financial Status Reports and Requests for Funds must be submitted monthly, unless specific exceptions are provided in writing by the grant administrator. 																							
Incorporated Documents: Section A: Grant Conditions and Assurances; Section B: Description of Services, Scope of Work and Deliverables; Section C: Budget and Financial Reporting Requirements; Section D: Request for Reimbursement;		Section E: Audit Information Request; Section F: Current/Former State Employee Disclaimer; and Section G: DHHS Business Associate Addendum																					
Name		Signature		Date																			
Lori Bagwell																							

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

Mayor, Carson City		
Kyle Devine, MSW Deputy Bureau Chief, CFCW		
for Lisa Sherych Administrator, DPBH		

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

NOTICE OF SUBAWARD ADDITIONAL FEDERAL FUNDING SHEET

Federal Award Computation				
Total Obligated by this Action:	\$		44,504.00	
Cumulative Prior Awards this Budget Period:	\$		0.00	
Total Federal Funds Awarded to Date:	\$		44,504.00	
<hr/>				
Match Required <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	\$		0.00	
Amount Required this Action:	\$		0.00	
Amount Required Prior Awards:	\$		0.00	
Total Amount Required:	\$		0.00	
<hr/>				
Research and Development (R&D) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N				
Federal Budget Period:				
October 1, 2021 through September 30, 2023				
Federal Project Period:				
October 1, 2021 through September 30, 2023				
<hr/>				
FOR AGENCY USE, ONLY				
<hr/>				
Source of Funds:	% Funds:	CFDA:	FAIN:	FEDERAL GRANT #:
Title V MCH Block Grant after 9/30/22	43%	93.994	B0445229	6 B04MC45229-01-01
Federal Grant Award Date by Federal Agency:		12/17/21		

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

SECTION A

GRANT CONDITIONS AND ASSURANCES

General Conditions

1. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Recipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Department of Health and Human Services (hereafter referred to as "Department") shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the Recipient is an independent entity.
2. The Recipient shall hold harmless, defend and indemnify the Department from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Recipient's performance or nonperformance of the services or subject matter called for in this Agreement.
3. The Department or Recipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized representative of both organizations. Such amendments shall not invalidate this Agreement, nor relieve or release the Department or Recipient from its obligations under this Agreement.
 - The Department may, in its discretion, amend this Agreement to conform with federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both the Department and Recipient.
4. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. Partial terminations of the Scope of Work in Section B may only be undertaken with the prior approval of the Department. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, reports, or other materials prepared by the Recipient under this Agreement shall, at the option of the Department, become the property of the Department, and the Recipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.
 - The Department may also suspend or terminate this Agreement, in whole or in part, if the Recipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein; and the Department may declare the Recipient ineligible for any further participation in the Department's grant agreements, in addition to other remedies as provided by law. In the event there is probable cause to believe the Recipient is in noncompliance with any applicable rules or regulations, the Department may withhold funding.

Grant Assurances

A signature on the cover page of this packet indicates that the applicant is capable of and agrees to meet the following requirements, and that all information contained in this proposal is true and correct.

1. Adopt and maintain a system of internal controls which results in the fiscal integrity and stability of the organization, including the use of Generally Accepted Accounting Principles (GAAP).
2. Compliance with state insurance requirements for general, professional, and automobile liability; workers' compensation and employer's liability; and, if advance funds are required, commercial crime insurance.
3. These grant funds will not be used to supplant existing financial support for current programs.
4. No portion of these grant funds will be subcontracted without prior written approval unless expressly identified in the grant agreement.
5. Compliance with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
6. Compliance with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted there under contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
7. Compliance with Title 2 of the Code of Federal Regulations (CFR) and any guidance in effect from the Office of Management and Budget (OMB) related (but not limited to) audit requirements for grantees that expend \$750,000 or more in Federal awards during the grantee's fiscal year must have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. **To acknowledge this requirement, Section E of this notice of subaward must be completed.**
8. Compliance with the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

9. Certification that neither the Recipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp. 19150-19211).
10. No funding associated with this grant will be used for lobbying.
11. Disclosure of any existing or potential conflicts of interest relative to the performance of services resulting from this grant award.
12. Provision of a work environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed.
13. An organization receiving grant funds through the Department of Health and Human Services shall not use grant funds for any activity related to the following:
 - Any attempt to influence the outcome of any federal, state or local election, referendum, initiative or similar procedure, through in-kind or cash contributions, endorsements, publicity or a similar activity.
 - Establishing, administering, contributing to or paying the expenses of a political party, campaign, political action committee or other organization established for the purpose of influencing the outcome of an election, referendum, initiative or similar procedure.
 - Any attempt to influence:
 - The introduction or formulation of federal, state or local legislation; or
 - The enactment or modification of any pending federal, state or local legislation, through communication with any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation, including, without limitation, efforts to influence State or local officials to engage in a similar lobbying activity, or through communication with any governmental official or employee in connection with a decision to sign or veto enrolled legislation.
 - Any attempt to influence the introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity through communication with any officer or employee of the United States Government, the State of Nevada or a local governmental entity, including, without limitation, efforts to influence state or local officials to engage in a similar lobbying activity.
 - Any attempt to influence:
 - The introduction or formulation of federal, state or local legislation;
 - The enactment or modification of any pending federal, state or local legislation; or
 - The introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity, **by preparing, distributing or using** publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign.
 - Legislative liaison activities, including, without limitation, attendance at legislative sessions or committee hearings, gathering information regarding legislation and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
 - Executive branch liaison activities, including, without limitation, attendance at hearings, gathering information regarding a rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity and analyzing the effect of the rule, regulation, executive order, program, policy or position, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
14. An organization receiving grant funds through the Department of Health and Human Services may, to the extent and in the manner authorized in its grant, use grant funds for any activity directly related to educating persons in a nonpartisan manner by providing factual information in a manner that is:
 - Made in a speech, article, publication, or other material that is distributed and made available to the public, or through radio, television, cable television or other medium of mass communication; and
 - Not specifically directed at:
 - Any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation;
 - Any governmental official or employee who is or could be involved in a decision to sign or veto enrolled legislation; or
 - Any officer or employee of the United States Government, the State of Nevada or a local governmental entity who is involved in introducing, formulating, modifying or enacting a Federal, State or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

This provision does not prohibit a recipient or an applicant for a grant from providing information that is directly related to the grant or the application for the grant to the granting agency.

To comply with reporting requirements of the Federal Funding and Accountability Transparency Act (FFATA), the sub-grantee agrees to provide the Department with copies of all contracts, sub-grants, and or amendments to either such documents, which are funded by funds allotted in this agreement.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

SECTION B

Description of Services, Scope of Work and Deliverables

Carson City Health and Human Services (CCHHS) will work within their community promoting annual well-visits, health care transition, breastfeeding, improving communications with organizations serving the same clientele, and providing screenings to populations of focus. CCHHS will ensure personnel are available to assess service needs, identify resources, and build capacity related to Title V Maternal and Child Health (MCH) program areas including perinatal/infant health, child and adolescent health, children and youth with special health care needs (CYSHCN), women/maternal health, and cross-cutting/systems building. As a member of the public, the CCHHS Clinic Manager will participate in the Maternal and Child Health Advisory Board (MCHAB).

As a condition of funding, the awardee agrees to use inclusive language using the Centers for Disease Control (CDC) Equity Style Guide (8.11.20)

https://ehe.jhu.edu/DEI/Health_Equity_Style_Guide_CDC_Reducing_Stigma.pdf

to inform use of inclusive, person-first language in communications funded by this award. [deleted by EH: Title V MCH staff]

Carson City Health and Human Services (CCHHS), hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

Scope of Work for Carson City Health and Human Services

Goal 1: Improve adolescent, women, and maternal health.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
1. Increase routine annual check-ups among women ages 18-44 years old (y.o.).	<p>1. Promotion of well-visits:</p> <p>a. Promote the US Preventive Task Force recommendations for annual health check-ups for women ages 18-44 y.o. through CCHHS digital signage and social media. Conduct Facebook sponsored posts promoting adult well-visits in quarters 2 and 4.</p> <p>b. Attend a minimum of two community outreach events to promote the US Preventive Task Force recommendations for women's health from ages 18-44, as well as emphasis on adolescents ages 12-17 y.o.</p>	<p>Activities to occur until 6/30/23, with quarterly reporting due:</p> <p>Q1: October 14, 2022 Q2: January 13, 2023 Q3: April 14, 2023 Q4: June 30, 2023</p> <p>Block Grant report summary by December 30, 2022</p>	<p>1. Women's well-visit promotion quarterly reports to document:</p> <p>a. CCHHS digital signage campaigns and Facebook metrics, including number of engaged users.</p> <p>b. Names and number of community outreach events attended and if possible, number of people reached.</p>

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

(Goal 1 continued): Improve adolescent, women, and maternal health.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
2. Increase the percentage of adolescents ages 12-17 y.o. with a preventive medical visit in the past year.	<p>2. Promotion of adolescent preventive medical visits:</p> <ul style="list-style-type: none"> a. Promote the benefit of an annual medical visit to adolescents ages 12-17 y.o. through incorporation of education into annual trainings at local high school health classes. b. Promote annual health check-ups for adolescents ages 12-17 y.o. through CCHHS digital signage and social media. Conduct Facebook sponsored posts promoting adolescent well visits in quarters 1 and 3. 	<p>Activities to occur until 6/30/23, with quarterly reporting due: Q1: October 14, 2022 Q2: January 13, 2023 Q3: April 14, 2023 Q4: June 30, 2023</p> <p>Block Grant report summary by December 30, 2022</p>	<p>2. Adolescent well-visit promotion quarterly reports to document:</p> <ul style="list-style-type: none"> a. Number of high school classes and annual trainings conducted promoting adolescent well-visits. b. Number of CCHHS digital signage campaigns and Facebook metrics, including numbers of engaged users.
3. Grow the number of young people, and their families receiving information about health care transition (HCT)	<p>3. Educate and train about HCT from pediatric to adult care:</p> <ul style="list-style-type: none"> a. Conduct HCT review session with staff. b. CCHHS staff will select education materials for the waiting room. All handouts will be from https://www.gottransition.org/resources-and-research/youth-and-families.cfm and may include but not limited to: <ul style="list-style-type: none"> i. Turning 18: What it Means for Your Health ii. Transition to Adult Care: For Youth & Young Adults - Questions to Ask Provider iii. Transition to Adult Care: For Parents - Questions to Ask Your Child's Doctor iv. Materials selected from MCH inventory of shiny glossy handouts for either youth or adults. Many are back-to-back English/Spanish. c. Educate about HCT during annual trainings in local high school classes using the handouts mentioned above. d. Conduct Facebook sponsored posts promoting HCT in quarters 2 & 4. e. Provide HCT materials at outreach events where adolescent well-visits are being promoted. 		<p>3. HCT quarterly reports to document:</p> <ul style="list-style-type: none"> a. Percent of staff in attendance of review session. b. Title V MCH staff to track the number of materials ordered and given to CCHHS. c. Number of high school classes and annual trainings conducted promoting HCT. d. Facebook metrics, including numbers of engaged users. e. Number of outreach events and whenever possible, count of materials handed out.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

(Goal 1 continued): Improve adolescent, women, and maternal health.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
4. Enhance the quality of adolescent clinic visits.	<p>4. Provide adolescent-friendly clinic environments through staff training and quality improvement tools.</p> <p>a. Train staff using Adolescent Health Initiative (AHI) <i>Starter Guides</i> (mini toolkits) or <i>Sparks</i> trainings once a quarter. Content available through: https://www.umhs-adolescenthealth.org/improving-care/starter-guides/ https://www.umhs-adolescenthealth.org/improving-care/spark-trainings/</p> <p>b. Administer the Rapid Assessment for Adolescent Preventive Services (RAAPS) and Adolescent Counseling Technologies (ACT) electronic youth-friendly risk assessment screening tool into well-visits. Conduct 500 assessments for persons aged 9-24 y.o.</p>	<p>Activities to occur until 6/30/23, with quarterly reporting due: Q1: October 14, 2022 Q2: January 13, 2023 Q3: April 14, 2023 Q4: June 30, 2023</p> <p>Block Grant report summary by December 30, 2022</p>	<p>4. Clinic improvement plans quarterly reports to document:</p> <p>a. Topic contents taught using <i>Starter Guides</i> and Sparks trainings and types of staff trained.</p> <p>b. Number of RAAPS and ACT assessments, including percent conducted during well-visits. As available, provide top risk factors (3-7) identified through surveys.</p>
5. During clinic adolescent and women's well-visits, screen for risk behaviors including depression, intimate partner violence, alcohol, drugs, and tobacco/nicotine/vaping. Conduct counseling and education, providing referrals as needed.	<p>5. Screen, provide education on preconception and interconception health, and make appropriate behavioral health referrals.</p> <p>a. Make referrals for:</p> <ul style="list-style-type: none"> • Intimate partner violence • Depression treatment • Tobacco use to include referral to the Nevada Tobacco Quitline • Alcohol and drug use to include referral to treatment center, as well as https://sobermomshealthybabies.org/ for pregnant persons <p>b. Promote Nevada Tobacco Quitline and https://sobermomshealthybabies.org/ through CCHHS digital signage and social media. Conduct Facebook sponsored posts promoting tobacco cessation in quarters 1 and 3 and https://sobermomshealthybabies.org/ in quarters 2 and 4.</p>		<p>5. Well-visit screening quarterly reports will document breakdown for ages 12-17 y.o. and ages 18-44 y.o., race/ethnicity, and gender:</p> <p>a. Referrals made for those impacted by intimate partner violence, depression, users of tobacco, alcohol, and substances.</p> <p>b. Number of digital signage campaigns and Facebook metrics, including numbers of engaged users.</p>

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

(Goal 1 continued): Improve adolescent, women, and maternal health.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
6.Enhance the quality of clinic visits for populations served by the subaward.	<p>6. Attend conferences:</p> <ul style="list-style-type: none"> a. Clinic Manager will virtually attend the AHI 2022 Conference on Adolescent Health - August 11-12 2022 b. One project nurse paid on this award will be selected to attend the 2023 Annual Nevada Health Conference based on relevancy of conference agenda to MCH population topics. Event is conducted annually in March and will be in Las Vegas in 2023.Subject matter will be available in winter 2023. 	<p>Reporting to occur after conference attendance with quarterly reporting due: Q1: October 14, 2022 Q3: April 14, 2023</p> <p>Block Grant report summary by December 30, 2022</p>	<p>6. Conference attendance reporting to include:</p> <ul style="list-style-type: none"> a. Best practices and highlights from AHI conference topics. b. Highpoints learned for Nevada Health Conference pertaining to topics from sessions attended.

Goal: Improve perinatal and infant health.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
1. Educate pregnant persons about the Pregnancy Risk Assessment Monitoring System (PRAMS).	<p>1. Conduct activities to promote the value and inform pregnant persons about the PRAMS survey.</p> <ul style="list-style-type: none"> a. Disseminate PRAMS brochures during clinic visits and outreach events. b. Display PRAMS materials in the waiting area. <p>Promote PRAMS through CCHHS digital signage and social media. Conduct Facebook sponsored posts in quarters 1 and 3.</p>	<p>Activities to occur until 6/30/23, with quarterly reporting due: Q1: October 14, 2022 Q2: January 13, 2023 Q3: April 14, 2023 Q4: June 30, 2023</p> <p>Block Grant report summary by December 30, 2022</p>	<p>1. PRAMS quarterly reports will document:</p> <ul style="list-style-type: none"> a. Number of pregnant persons receiving PRAMS information inside swag bags for those who had a positive pregnancy test. b. Title V MCH staff to track PRAMS materials ordered and given to CCHHS. No further documentation needed. <p>Number of digital signage campaigns and Facebook metrics, including numbers of engaged users.</p>

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

(Goal 2 continued): Improve perinatal and infant health.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
2. Increase the percent of businesses abiding by the Nevada breastfeeding laws.	2. Promote the Nevada breastfeeding laws and Breastfeeding Welcome Here (BFWH) campaign. a. Secure cards from Title V MCH staff educating about breastfeeding laws with QR code to sign up as a breastfeeding friendly business. b. Contact at least 40 local businesses to educate about breastfeeding laws and how to take the pledge listing themselves as breastfeeding friendly.	Activities to occur until 6/30/23, with quarterly reporting due: Q1: October 14, 2022 Q2: January 13, 2023 Q3: April 14, 2023 Q4: June 30, 2023	2. Breastfeeding quarterly reports will document: a. Title V MCH staff to track the number of cards given to CCHHS. b. Number of businesses contacted including the names willing to take the BFWH Campaign pledge.
3. Increase breastfeeding support through the Women, Infants, and Children (WIC) Program.	3. Refer pregnant persons seen at CCHHS to WIC for breastfeeding education and support.	Block Grant report summary by December 30, 2022	3. Breastfeeding support quarterly reports will document number of referrals made to WIC.
4. Enhance infant/toddler immunizations in the community.	4. Conduct activities to promote infant/toddler immunizations. a. Promote immunizations and https://www.text4baby.org/ through CCHHS digital signage and social media. Conduct Facebook sponsored posts on childhood immunizations in quarters 1 and 3 and https://www.text4baby.org/ in quarters 2 and 4.		4. Immunization rate improvement quarterly reports to document: a. Number of digital signage campaigns and Facebook metrics, including numbers of engaged users.

Goal 3: Improve childhood immunization rates.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
1. Prompt parents/caregivers of need for children to receive age-appropriate vaccinations.	1. Implement reminder recall activities at a minimum of three times annually to increase the percent of children ages 0 – 17 y.o. receiving the full schedule of age-appropriate immunizations. a. Conduct reminder recalls via mail or phone for children ages 0 – 6 y.o. b. Conduct reminder recalls via mail or phone for children ages 7 – 17 y.o.	Activities to occur until 6/30/23, with quarterly reporting due: Q1: October 14, 2022 Q2: January 13, 2023 Q3: April 14, 2023 Q4: June 30, 2023 Block Grant report summary by December 30, 2022	1. Immunization rate improvement quarterly reports to document: a. Number of vaccination reminder contacts made for children ages 0 – 6 y.o. b. Number of vaccination reminder contacts made for children ages 7 – 17 y.o.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

Goal 4: Promote and enhance uptake of developmental screenings.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
1. Increase percent of children ages ten-months through 71-months receiving a developmental screening using a parent completed screening tool.	<p>1. Promote Milestone Moments for families with children ages ten-months through 71-months by making educational materials available to the public at CCHHS.</p> <p>a. Order Milestone Moments English and Spanish booklets from Title V MCH staff.</p> <p>b. As desired, access CDC's mobile app tracker: https://www.cdc.gov/ncbddd/actearly/index.html</p>	<p>Activities to occur until 6/30/23, with quarterly reporting due: Q1: October 14, 2022 Q2: January 13, 2023 Q3: April 14, 2023 Q4: June 30, 2023</p> <p>Block Grant report summary by December 30, 2022</p>	<p>1. Developmental screen quarterly reports to document:</p> <p>a. Title V MCH staff to track the number of booklets ordered and given to CCHHS.</p> <p>b. No reporting needed.</p>

Goal 5: Promote the benefits of a medical home.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
1. Increase the number of participants receiving information on the benefits of a medical home.	<p>1 CCHHS created infographic on the benefits of a medical home will be made available:</p> <p>a. To individuals through the CCHHS waiting room area.</p> <p>b. Carson City WIC participants.</p> <p>c. Other activities will be explored to enhance collaborative partnerships to disseminate the infographic.</p>	<p>Activities to occur until 6/30/23, with quarterly reporting due: Q1: October 14, 2022 Q2: January 13, 2023 Q3: April 14, 2023 Q4: June 30, 2023</p> <p>Block Grant report summary by December 30, 2022</p>	<p>1. Promotion of medical home benefit quarterly report to document:</p> <p>a. No documentation needed for materials placed in clinic waiting room.</p> <p>b. Number of infographics handed out to the Carson City WIC office.</p> <p>c. Name(s) of new collaborative partnerships.</p>
2. Promote Medical Home Portal and Nevada 211.	<p>2. Promote health care and human service resources available to Carson City residents. CCHHS will provide Nevada 211 and Medical Home Portal information to patients.</p> <p>a. Educate clients and community members about Nevada 211 and Medical Home Portal.</p> <p>b. Promote https://nv.medicalhomeportal.org/ and Nevada 211 through CCHHS digital signage and social media. Conduct Facebook sponsored posts promoting Nevada 211 and https://nv.medicalhomeportal.org/ in quarters 1 and 3.</p> <p>c. CCHHS research local maternal and child health population serving businesses not included in Nevada 211. Contact at least five agencies to educate on the value of listing services inside the web portal for Nevada 211. Additionally, inform each agency how to submit both program and agency forms for inclusion into Nevada 211.</p>		<p>2. Quarterly reports to document:</p> <p>a. Number of Nevada 211 and https://nv.medicalhomeportal.org/ promotional materials handed out at community events, when possible.</p> <p>b. Number of digital signage campaigns and Facebook metrics, including numbers of engaged users.</p> <p>c. Names and number of agencies interested in submitting forms to Nevada 211.</p>

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

Goal 6: Increase the number of adequately insured children.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
1. Increase the percent of children ages 0-17 y.o who are adequately insured.	<p>1. Promote health insurance to families with children ages 0-17 y.o.</p> <p>a. Provide in-reach to uninsured clientele on options for healthcare coverage. In-reach will include education and referral to onsite walk-in enrollment.</p> <p>b. Provide Medicaid, Nevada Check Up, and https://www.nevadahealthlink.com/ (state online insurance marketplace) insurance resources and referrals to uninsured individuals. Provide <i>Access to Healthcare Network Medical Discount Plan</i> information to undocumented residents and those not eligible for Medicaid or other insurance.</p> <p>c. Distribute Title V MCH Program supplied brochure <i>Does Your Teen Need Health Coverage?</i> brochure to families with teenage children.</p> <p>d. Partner with the Division of Welfare and Social Services for onsite walk-in application assistance for enrollment into Medicaid healthcare coverage. On-site enrollment will depend on COVID-19 restrictions.</p>	<p>Activities to occur until 6/30/23, with quarterly reporting due: Q1: October 14, 2022 Q2: January 13, 2023 Q3: April 14, 2023 Q4: June 30, 2023</p> <p>Block Grant report summary by December 30, 2022</p>	<p>1. Adequately insured children quarterly reports to document:</p> <p>a. Information will include the number of in-reach contacts made and the number of referrals to onsite enrollment.</p> <p>b. No documentation needed.</p> <p>c. Title V MCH staff to track the number of brochures ordered and given to CCHHS.</p> <p>d. Activities about onsite enrollment assistance and the number of individuals educated on options for healthcare coverage.</p>
2. Increase the percent of users to Nevada 211 and the Medical Home Portal inquiring about health insurance benefits.	<p>2. Educate community members about CCHHS onsite walk-health insurance enrollment availability and promote Nevada 211 and the Medical Home Portal.</p> <p>a. Promote health insurance through CCHHS digital signage and social media. Conduct Facebook sponsored posts promoting Nevada 211 and https://nv.medicalhomeportal.org/ in quarters 2 and 4.</p>		<p>2. Quarterly reports to document:</p> <p>a. Number of digital signage campaigns and Facebook metrics, including numbers of engaged users.</p>

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

Goal 7: Increase awardee Diversity, Equity, and Inclusion (DEI) efforts.

<u>Objective</u>	<u>Activities</u>	<u>Due Date(s)</u>	<u>Documentation needed</u>
<p>1a. Train 100% of staff in DEI principles, in relation to MCH populations across the lifespan.</p> <p>1b. Facilitate or engage consultation support for staff-focused workshops, trainings, or webinars.</p> <p>1c. Staff read CDC Health Equity Style Guide. [deleted by EH: Title V MCH staff]</p>	<p>1a. CCHHS staff to select at least one DEI training, workshop, or webinar. Title V MCH Program staff will supply additional public health resources, as needed. Examples may include, but not be limited to, resources and trainings from:</p> <p>American Public Health Association https://www.apha.org/events-and-meetings/webinars/racial-equity</p> <p>Maternal Health Learning & Innovation Center https://maternalhealthlearning.org/equity-resources/</p> <p>1b. CCHHS staff paid by the award will attend a minimum of one DEI training, workshop, or webinar.</p> <p>100% of staff implementing award activities will complete training.</p> <p>1c. Awardee schedule a minimum of one staff meeting to discuss the CDC Health Equity Style Guide. [deleted by EH: Title V MCH staff]</p> <p>CDC Health Equity Style Guide (8.11.20) https://ehc.jhu.edu/DEI/Health_Equity_Style_Guide_CDC_Reducing_Stigma.pdf</p> <p>[deleted by EH: Title V MCH staff]</p>	<p>1a. Identify training(s) by:</p> <ul style="list-style-type: none"> October 14, 2022 <p>1b. Training(s) to occur until June 30, 2023, with reporting quarterly</p> <p>1c. Discussion of materials to occur by:</p> <ul style="list-style-type: none"> October 14, 2022 <p>Block Grant report summary by December 30, 2022</p>	<p>1a. Report to Title V MCH Program staff on name(s) of identified training(s), workshop(s,) or webinar materials.</p> <p>1b. Report to Title V MCH Program staff the name, dates, and number of training(s) staff attended. Documentation to include % of staff attending.</p> <p>1c. Report to Title V MCH Program the number of staff in attendance of discussion(s). Documentation to include % present.</p>

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

(Goal 7 continued): Increase awardee Diversity, Equity, and Inclusion (DEI) efforts.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
2. Use CDC Health Equity Style Guide to inform communications.	<p>2. CCHHS staff supported by the subaward to use the CDC Health Equity Style Guide to guide updated language in communications.</p> <p>CDC Health Equity Style Guide (8.11.20) https://ehc.jhu.edu/DEI/Health_Equity_Style_Guide_CDC_Reducing_Stigma.pdf</p> <p>[deleted by EH: Title V MCH staff] 100% of subaward supported communications developed during the subaward funding period to use inclusive, person-first language.</p> <p>CCHHS staff will identify documents using award funds to Title V MCH Program such as social media posting.</p>	<p>Materials to be identified by:</p> <ul style="list-style-type: none"> October 14, 2022 <p>Activities to occur until 6/30/23, with quarterly reporting due: Q1: October 14, 2022 Q2: January 13, 2023 Q3: April 14, 2023 Q4: June 30, 2023</p> <p>Block Grant report summary by December 30, 2022</p>	2. Report to Title V MCH Program staff on subaward funded resources (e.g., CCHHS digital signage and social media messages).

Goal 8: Report on CCHHS sustainability efforts.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
1. Generate alternate sources of funding.	1. Seek out grant opportunities and submit applications for funding.	Activities to occur until 6/30/23, with quarterly reporting due: Q1: October 14, 2022 Q2: January 13, 2023 Q3: April 14, 2023 Q4: June 30, 2023	1. Quarterly reports will include grants submitted and outcomes of alternate funding generated.
2. Promote CCHHS through Nevada 211.	2. CCHHS update Nevada 211 forms with both program and agency information by October 14, 2022.		2. Q1 report will confirm CCHHS placed current information and annual update form to Nevada 211.
3. Fill CCHHS staff vacancy within a reasonable time.	3. Report CCHHS staff vacancy to Title V MCH staff within two weeks of vacancy and two weeks after position is filled.	Block Grant report summary by December 30, 2022	3. Provide staff name and job position within two weeks of: <ul style="list-style-type: none"> a. Vacancy b. New hire

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

Goal 9: Participation in statewide health promotion through the Maternal Child Health Advisory Board.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
1. Attend the Maternal and Child Health Advisory Board (MCHAB).	1. Clinical Program Manager will attend the MCHAB meetings as a member of the public to learn more about the activities of the Title V MCH Program.	Activities to occur quarterly until 6/30/23	1. No documentation needed.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

SECTION C

Budget and Financial Reporting Requirements

Identify the source of funding on all printed documents purchased or produced within the scope of this subaward, using a statement similar to: "This publication (journal, article, etc.) was supported by the Nevada State Department of Health and Human Services through Grant Number B04MC4017 and B04MC45229 from Health Resources and Services Administration (HRSA) and State General Fund. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Division not HRSA."

Any activities performed under this subaward shall acknowledge the funding was provided through the Division by Grant Number B04MC4017 and B04MC45229 from HRSA and State General Fund.

Subrecipient agrees to adhere to the following budget:

BUDGET NARRATIVE-SFY23

<u>Total Personnel Costs</u>	including fringe	Total:	\$94,854
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	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
<u>June Corbit, Part - Time Public Health Nurse - 728 hours Position Control Number - 00736</u>	\$26,919.00	3.160%	75.000%	12	100.00%	\$20,828

Job duties include activities related to community outreach, promote Nevada breast feeding laws, breastfeeding friendly workplace, Nevada 211 education, and immunization reminder recalls. Fringe includes Medicare and Workers Compensation.

	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Annual</u>	<u>Amount Requested</u>
<u>Judy Barlow, Public Health Nurse Position Control Number - 0434</u>	\$94,223.00	51.260%	15.000%	12	100.00%	\$21,379

Job duties include activities related to provision of adolescent-friendly clinic environments through staff training and quality improvement tools; educate and train about health care transition from pediatric to adult care; screen and provide education on preconception and interconception health; and make appropriate referrals. Fringe includes Medicare, Workers Compensation, Employer paid PERS, Employee and Spouse Health Insurance, and Longevity.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Annual</u>	<u>Amount Requested</u>
<u>Salvante Hotaling, Public Health Nurse Position Control Number - 0434</u>	\$93,319.00	53.610%	15.000%	12	100.00%	\$21,503

Job duties include activities related to provision of adolescent-friendly clinic environments through staff training and quality improvement tools; educate and train about health care transition from pediatric to adult care; screen and provide education on preconception and interconception health; and make appropriate referrals. Fringe includes Medicare, Workers Compensation, Employer paid PERS, Employee and Spouse Health Insurance, and Longevity.

	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Annual</u>	<u>Amount Requested</u>
<u>P. Micah Chalk, Grants & Fiscal Analyst Position Control Number - 00766</u>	\$71,668.00	40.500%	10.000%	12	100.00%	\$10,070

Job duties include fiscal aspects related to subaward (e.g. process RFR paperwork, Re-Direct Forms, etc.). Fringe includes Medicare, Workers Compensation, Employer and Employer paid PERS, and Employee and Family Health Insurance.

	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Annual</u>	<u>Amount Requested</u>
<u>Kendra Hills, Accounting Tech Position Control Number - 00821</u>	\$24,960.00	3.160%	5.000%	12	100.00%	\$1,288

Job duties include fiscal aspects related to subaward (e.g., processing P-Cards & APs). Fringe includes Medicare & Workers Compensation.

	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Annual</u>	<u>Amount Requested</u>
<u>Katharyn Kurek, Clinical Services Manager Position Control Number - 00676</u>	\$88,370.00	49.260%	15.000%	12	100.00%	\$19,786

Job duties include oversight of implementing and monitoring subaward scope of work activities and fiscal management. Details also include operations for social media and digital signage campaigns. Fringe includes Medicare, Workers Compensation, Phone and Car Stipend, Employer paid PERS, and Employee Health Insurance.

Total Fringe Cost	\$24,859	Total Salary Cost:	\$69,995
Total Budgeted FTE	1.35000		

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD

Travel	Total:	\$1,045
<u>Out-of-State Travel</u>		\$0

Justification: Not needed

In-State Travel **\$1,045**

<u>Origin & Destination</u>	<u>Cost</u>	<u># of Trips</u>	<u># of days or miles</u>	<u># of Staff</u>	
Airfare: \$301.96 RT Reno - Las Vegas x 1 trip x 1 staff. Flights based on several estimates and may be subject to change in 2023. Total = \$302	\$302	1		1	\$302
Baggage fee: \$ 0 per person	\$0	0		0	\$0
Per Diem: \$69 per day per GSA rate for Las Vegas x 1 trip x 1 staff x 3 days. Total = \$207	\$69	1	3	1	\$207
Lodging: \$120 per day + 13 % tax @ \$15.60 = \$135.60. 1 trip x 3-night x 1 staff. Per CCHHS policy staff need to return home by 9 pm, but no flights allow for this return home time. Thus, the need to stay an additional night. Total = \$408	\$136	1	3	1	\$408
Uber: \$18.50 @ 2 trips (airport to hotel then back to airport) total x 1 staff. Total = \$37	\$18.50	2		1	\$37
Mileage: 58.5 cents per mile x 60 miles (from Carson office to airport and back to office) RT x 1 trip x 1 staff. Total = \$35	\$0.585	2	30	1	\$35
Parking: \$14 per day x 1 trip x 4-day x 1 staff. Total = \$84	\$14	1	4	1	\$56

Justification: One project paid nurse will be selected to attend the 2023 Annual Nevada Health Conference based on relevancy of conference agenda. Topics TBD closer to 2023 event.

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD

Operating

Total:

\$5,430

Office supplies: Copying charges and folders for breastfeeding education packets and other MCH copies @ \$10 / month x 12 months = \$120 + general office supplies @ \$55 x 12 months x 1 staff = \$660. Total = \$780

\$780.00

Adolescent risk assessment tools and equipment: RAAPS and ACT: 500 surveys annual fee to P4C @ \$2,250 + integration annual fee to P4C @ \$1,500 + eClinicalWorks annual integration fee @ \$900 = \$4,650. 1 staff x 12 months. Total = \$4,650

\$4,650.00

Justification: Office supplies needed to conduct activities. Clinic risk assessment tools enhance more honest risk behavior responses from teens.

Equipment

Total:

\$0

Describe equipment

\$0.00

Contractual

\$0

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

Training

Adolescent Health Initiative (AHI) 2022
Conference 1 staff x virtual registration
fee. Total = \$220

Total: \$570

\$220.00

Nevada Health Conference registration
free x 1 staff. Total = \$350

\$350.00

Justification: Clinic Manager to attend AHI conference to review and implement research and best practice
guidelines to improve adolescent-centered care. One project paid nurse will be selected to attend the 2023
Annual Nevada Health Conference based on relevancy of conference agenda. Topics TBD closer to 2023
event.

Other

Total: \$1,600

Health Promotion: social media
campaigns: (Q1 & Q3) annual
adolescent health check-ups for ages
12-17 y.o., Tobacco Quitline; PRAMS
survey, childhood immunizations and
Nevada 211/Medical Home Portal. (Q2
& Q4) annual health check-ups for
women ages 18-44 y.o., health care
transition, sober moms healthy babies,
Text4baby, health insurance/Medical
Home Portal. 10 MCH Topics; 20
promotions x \$80 each = \$1600. Total =
\$1600

\$1,600

Justification: Social media campaigns to improve health outcomes.

TOTAL DIRECT CHARGES

\$103,499

Indirect Charges

Indirect Rate:

\$0

TOTAL BUDGET

Total:

\$103,499

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

Applicant Name: City of Carson: Carson City Health and Human Services

Form 2

PROPOSED BUDGET SUMMARY

(Form Revised March 2022)

A. PATTERN BOXES ARE FORMULA DRIVEN - DO NOT OVERRIDE - SEE INSTRUCTIONS

FUNDING SOURCES	GMU	General Fund (non MCH)	Title X	VFC-Vaccines	State Family Planning	State Vaccine	Private Vaccine	SAPTA TB	Other (Fiscal Staff)	TOTAL
SECURED		Secured	Pending	Pending	Pending	Secured	Secured	Secured	Secured	
ENTER TOTAL REQUEST	\$103,499	\$168,824	\$130,512	\$105,676	\$23,259	\$3,471	\$3,471	\$13,121	28,783.60	\$580,617

EXPENSE CATEGORY

Personnel	\$94,854	168,823.50	130,512.20	105,676.27	23,259.00	3,471.17	3,471.17	13,121.10	28,783.60	571,972
Travel	\$1,045									\$1,045
Operating	\$5,430									\$5,430
Equipment	\$0									\$0
Contractual Consultant	\$0									\$0
Training	\$570									\$570
Other Expenses	\$1,600									\$1,600
Indirect	\$0									\$0

TOTAL EXPENSE	\$103,499	\$168,824	\$130,512	\$105,676	\$23,259	\$3,471	\$3,471	\$13,121	\$28,784	\$580,617
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These boxes should equal 0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Total Indirect Cost	\$0
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Total Agency Budget		\$580,617
Percent of Subrecipient Budget		18%

B. Explain any items noted as pending:

Pending items expected to renew 7/1/22. Amounts are the same in columns G & H.

C. Program Income Calculation:

Based on historical calculation and budget projections.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

- Department of Health and Human Services policy allows no more than 10% flexibility of the total not to exceed amount of the subaward, within the approved Scope of Work/Budget. Subrecipient will obtain written permission to redistribute funds within categories. **Note: the redistribution cannot alter the total not to exceed amount of the subaward. Modifications in excess of 10% require a formal amendment.**
- Equipment purchased with these funds belongs to the federal program from which this funding was appropriated and shall be returned to the program upon termination of this agreement.
- Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State officers and employees. It is the Policy of the Board of Examiners to restrict contractors/ Subrecipients to the same rates and procedures allowed State Employees. The State of Nevada reimburses at rates comparable to the rates established by the US General Services Administration, with some exceptions (State Administrative Manual 0200.0 and 0320.0).

The Subrecipient agrees:

To request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the subaward period.

- Total reimbursement through this subaward will not exceed **\$103,499**;
- Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred;
- Staff time and effort reports and associated payroll documents, mileage log sheet for local travel/MapQuest for distance travel, and receipts for operating and travel expenses are needed in order to request reimbursement; and
- Additional expenditure detail will be provided upon request from the Department.

Additionally, the Subrecipient agrees to provide:

- A complete financial accounting of all expenditures to the Department within 30 days of the CLOSE OF THE SUBAWARD PERIOD. Any un-obligated funds shall be returned to the Department at that time, or if not already requested, shall be deducted from the final award.
- Any work performed after the BUDGET PERIOD will not be reimbursed.
- If a Request for Reimbursement (RFR) is received after the 45-day closing period, the Department may not be able to provide reimbursement.
- If a credit is owed to the Department after the 45-day closing period, the funds must be returned to the Department within 30 days of identification.

The Department agrees:

- The Title V MCH Program will provide to the subrecipient, to ensure successful completion of this project, the following:
 - Technical assistance, upon request from the Subgrantee;
 - Prior approval of reports or documents to be developed;
- The Department reserves the right to hold reimbursement under this subaward until any delinquent forms, reports, and expenditure documentation are submitted to and accepted by the Department.

Both parties agree:

- The Subrecipient will make appropriate personnel available during any scheduled site visits/monitoring. The Subrecipient will, in the performance of the Scope of Work specified in this subaward, perform functions and/or activities that could involve confidential information; therefore, the Subrecipient is requested to fill out Section G, which is specific to this subaward, and will be in effect for the term of this subaward.
- The Subrecipient will, in the performance of the Scope of Work specified in this subaward, perform functions and/or activities that could involve confidential information; therefore, the Subrecipient is requested to fill out Section G, which is specific to this subaward, and will be in effect for the term of this subaward.
- All reports of expenditures and requests for reimbursement processed by the Department are SUBJECT TO AUDIT.
- This subaward agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subaward, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the Department, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

Financial Reporting Requirements

- A Request for Reimbursement is due on a monthly basis, based on the terms of the subaward agreement, no later than the 15th of the month. Final reimbursement for June will be submitted no later than July 7, 2023.
- Reimbursement is based on actual expenditures incurred during the period being reported.
- Payment will not be processed without all reporting being current.
- Reimbursement may only be claimed for expenditures approved within the Notice of Subaward.

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD

Agency Ref. #: **SG 25589**

Budget Account: 3222

GL: 8501

Draw #:

SECTION D

Request for Reimbursement

Program Name: Title V Maternal and Child Health (MCH) Program Bureau of Child, Family and Community Wellness	Subrecipient Name: City of Carson City: Carson City Health and Human Service Contact: Katharyn Kurek
Address: 4150 Technology Way, Suite 210 Carson City, NV 89706	Address: 201 N. Carson St, Suite 5 Carson City, NV 98701
Subaward Period: July 1, 2022 through June 30, 2023	Subrecipient's: EIN: 88-6000189 Vendor #: T80990941 H

FINANCIAL REPORT AND REQUEST FOR REIMBURSEMENT

(must be accompanied by expenditure report/back-up)

Month(s)

Calendar year

Approved Budget Category	A Approved Budget	B Total Prior Requests	C Current Request	D Year to Date Total	E Budget Balance	F Percent Expended
1. Personnel	\$94,854.00	\$0.00	\$0.00	\$0.00	\$94,854.00	0.0%
2. Travel	\$1,045.00	\$0.00	\$0.00	\$0.00	\$1,045.00	0.0%
3. Operating	\$5,430.00	\$0.00	\$0.00	\$0.00	\$5,430.00	0.0%
4. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
5. Contractual/Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
6. Training	\$570.00	\$0.00	\$0.00	\$0.00	\$570.00	0.0%
7. Other	\$1,600.00	\$0.00	\$0.00	\$0.00	\$1,600.00	0.0%
8. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Total	\$103,499.00	\$0.00	\$0.00	\$0.00	\$103,499.00	0.0%

I, a duly authorized signatory for the applicant, certify to the best of my knowledge and belief that this report is true, complete and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the grant award; and that the amount of this request is not in excess of current needs or, cumulatively for the grant term, in excess of the total approved grant award. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. I verify that the cost allocation and backup documentation attached is correct.

Authorized Signature

Title

Date

FOR Department USE ONLY

Is program contact required? ____ Yes ____ No Contact Person: _____

Reason for contact: _____

Fiscal review/approval date: _____

Scope of Work review/approval date: _____

Chief (as required): _____

Date

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD

SECTION E

Audit Information Request

1. Non-Federal entities that **expend** \$750,000.00 or more in total federal awards are required to have a single or program-specific audit conducted for that year, in accordance with 2 CFR § 200.501(a).

2. Did your organization expend \$750,000 or more in all federal awards during your organization's most recent fiscal year? ☐ YES ☐ NO

3. When does your organization's fiscal year end? _____

4. What is the official name of your organization? _____

5. How often is your organization audited? _____

6. When was your last audit performed? _____

7. What time-period did your last audit cover? _____

8. Which accounting firm conducted your last audit? _____

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD

SECTION F

Current or Former State Employee Disclaimer

For the purpose of State compliance with NRS 333.705, subrecipient represents and warrants that if subrecipient, or any employee of subrecipient who will be performing services under this subaward, is a current employee of the State or was employed by the State within the preceding 24 months, subrecipient has disclosed the identity of such persons, and the services that each such person will perform, to the issuing Agency. Subrecipient agrees they will not utilize any of its employees who are Current State Employees or Former State Employees to perform services under this subaward without first notifying the Agency and receiving from the Agency approval for the use of such persons. This prohibition applies equally to any subcontractors that may be used to perform the requirements of the subaward.

The provisions of this section do not apply to the employment of a former employee of an agency of this State who is not receiving retirement benefits under the Public Employees' Retirement System (PERS) during the duration of the subaward.

Are any current or former employees of the State of Nevada assigned to perform work on this subaward?

- YES ☐ If "YES", list the names of any current or former employees of the State and the services that each person will perform.
- NO ☐ Subrecipient agrees that if a current or former state employee is assigned to perform work on this subaward at any point after execution of this agreement, they must receive prior approval from the Department.

Name	Services
<hr/>	<hr/>
<hr/>	<hr/>
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<hr/>	<hr/>
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Subrecipient agrees that any employees listed cannot perform work until approval has been given from the Department.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD

SECTION G

Business Associate Addendum

BETWEEN

Nevada Department of Health and Human Services

Hereinafter referred to as the "Covered Entity"

and

City of Carson City: Carson City Health and Human Services

Hereinafter referred to as the "Business Associate"

PURPOSE. In order to comply with the requirements of HIPAA and the HITECH Act, this Addendum is hereby added and made part of the agreement between the Covered Entity and the Business Associate. This Addendum establishes the obligations of the Business Associate and the Covered Entity as well as the permitted uses and disclosures by the Business Associate of protected health information it may possess by reason of the agreement. The Covered Entity and the Business Associate shall protect the privacy and provide for the security of protected health information disclosed to the Business Associate pursuant to the agreement and in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-5 ("the HITECH Act"), and regulation promulgated there under by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.

WHEREAS, the Business Associate will provide certain services to the Covered Entity, and, pursuant to such arrangement, the Business Associate is considered a business associate of the Covered Entity as defined in HIPAA, the HITECH Act, the Privacy Rule and Security Rule; and

WHEREAS, Business Associate may have access to and/or receive from the Covered Entity certain protected health information, in fulfilling its responsibilities under such arrangement; and

WHEREAS, the HIPAA Regulations, the HITECH Act, the Privacy Rule and the Security Rule require the Covered Entity to enter into an agreement containing specific requirements of the Business Associate prior to the disclosure of protected health information, as set forth in, but not limited to, 45 CFR Parts 160 & 164 and Public Law 111-5.

THEREFORE, in consideration of the mutual obligations below and the exchange of information pursuant to this Addendum, and to protect the interests of both Parties, the Parties agree to all provisions of this Addendum.

I. DEFINITIONS. The following terms shall have the meaning ascribed to them in this Section. Other capitalized terms shall have the meaning ascribed to them in the context in which they first appear.

1. **Breach** means the unauthorized acquisition, access, use, or disclosure of protected health information which compromises the security or privacy of the protected health information. The full definition of breach can be found in 42 USC 17921 and 45 CFR 164.402.
2. **Business Associate** shall mean the name of the organization or entity listed above and shall have the meaning given to the term under the Privacy and Security Rule and the HITECH Act. For full definition refer to 45 CFR 160.103.
3. **CFR** stands for the Code of Federal Regulations.
4. **Agreement** shall refer to this Addendum and that particular agreement to which this Addendum is made a part.
5. **Covered Entity** shall mean the name of the Department listed above and shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to 45 CFR 160.103.
6. **Designated Record Set** means a group of records that includes protected health information and is maintained by or for a covered entity or the Business Associate that includes, but is not limited to, medical, billing, enrollment, payment, claims adjudication, and case or medical management records. Refer to 45 CFR 164.501 for the complete definition.
7. **Disclosure** means the release, transfer, provision of, access to, or divulging in any other manner of information outside the entity holding the information as defined in 45 CFR 160.103.
8. **Electronic Protected Health Information** means individually identifiable health information transmitted by electronic media or maintained in electronic media as set forth under 45 CFR 160.103.
9. **Electronic Health Record** means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff. Refer to 42 USC 17921.
10. **Health Care Operations** shall have the meaning given to the term under the Privacy Rule at 45 CFR 164.501.
11. **Individual** means the person who is the subject of protected health information and is defined in 45 CFR 160.103.
12. **Individually Identifiable Health Information** means health information, in any form or medium, including demographic information collected from an individual, that is created or received by a covered entity or a business associate of the covered entity and relates to the past, present, or future care of the individual. Individually identifiable health information is information that identifies the individual directly or there is a reasonable basis to believe the information can be used to identify the individual. Refer to 45 CFR 160.103.
13. **Parties** shall mean the Business Associate and the Covered Entity.
14. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 CFR Parts 160 and 164, Subparts A, D and E.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

15. **Protected Health Information** means individually identifiable health information transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium. Refer to 45 CFR 160.103 for the complete definition.
16. **Required by Law** means a mandate contained in law that compels an entity to make a use or disclosure of protected health information and that is enforceable in a court of law. This includes but is not limited to: court orders and court-ordered warrants; subpoenas, or summons issued by a court; and statutes or regulations that require the provision of information if payment is sought under a government program providing public benefits. For the complete definition refer to 45 CFR 164.103.
17. **Secretary** shall mean the Secretary of the federal Department of Health and Human Services (HHS) or the Secretary's designee.
18. **Security Rule** shall mean the HIPAA regulation that is codified at 45 CFR Parts 160 and 164 Subparts A and C.
19. **Unsecured Protected Health Information** means protected health information that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary in the guidance issued in Public Law 111-5. Refer to 42 USC 17932 and 45 CFR 164.402.
20. **USC** stands for the United States Code.

II. OBLIGATIONS OF THE BUSINESS ASSOCIATE.

1. **Access to Protected Health Information.** The Business Associate will provide, as directed by the Covered Entity, an individual or the Covered Entity access to inspect or obtain a copy of protected health information about the Individual that is maintained in a designated record set by the Business Associate or, its agents or subcontractors, in order to meet the requirements of the Privacy Rule, including, but not limited to 45 CFR 164.524 and 164.504(e) (2) (ii) (E). If the Business Associate maintains an electronic health record, the Business Associate or, its agents or subcontractors shall provide such information in electronic format to enable the Covered Entity to fulfill its obligations under the HITECH Act, including, but not limited to 42 USC 17935.
2. **Access to Records.** The Business Associate shall make its internal practices, books and records relating to the use and disclosure of protected health information available to the Covered Entity and to the Secretary for purposes of determining Business Associate's compliance with the Privacy and Security Rule in accordance with 45 CFR 164.504(e)(2)(ii)(H).
3. **Accounting of Disclosures.** Promptly, upon request by the Covered Entity or individual for an accounting of disclosures, the Business Associate and its agents or subcontractors shall make available to the Covered Entity or the individual information required to provide an accounting of disclosures in accordance with 45 CFR 164.528, and the HITECH Act, including, but not limited to 42 USC 17935. The accounting of disclosures, whether electronic or other media, must include the requirements as outlined under 45 CFR 164.528(b).
4. **Agents and Subcontractors.** The Business Associate must ensure all agents and subcontractors to whom it provides protected health information agree in writing to the same restrictions and conditions that apply to the Business Associate with respect to all protected health information accessed, maintained, created, retained, modified, recorded, stored, destroyed, or otherwise held, transmitted, used or disclosed by the agent or subcontractor. The Business Associate must implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation as outlined under 45 CFR 164.530(f) and 164.530(e)(1).
5. **Amendment of Protected Health Information.** The Business Associate will make available protected health information for amendment and incorporate any amendments in the designated record set maintained by the Business Associate or, its agents or subcontractors, as directed by the Covered Entity or an individual, in order to meet the requirements of the Privacy Rule, including, but not limited to, 45 CFR 164.526.
6. **Audits, Investigations, and Enforcement.** The Business Associate must notify the Covered Entity immediately upon learning the Business Associate has become the subject of an audit, compliance review, or complaint investigation by the Office of Civil Rights or any other federal or state oversight agency. The Business Associate shall provide the Covered Entity with a copy of any protected health information that the Business Associate provides to the Secretary or other federal or state oversight agency concurrently with providing such information to the Secretary or other federal or state oversight agency. The Business Associate and individuals associated with the Business Associate are solely responsible for all civil and criminal penalties assessed as a result of an audit, breach, or violation of HIPAA or HITECH laws or regulations. Reference 42 USC 17937.
7. **Breach or Other Improper Access, Use or Disclosure Reporting.** The Business Associate must report to the Covered Entity, in writing, any access, use or disclosure of protected health information not permitted by the agreement, Addendum or the Privacy and Security Rules. The Covered Entity must be notified immediately upon discovery or the first day such breach or suspected breach is known to the Business Associate or by exercising reasonable diligence would have been known by the Business Associate in accordance with 45 CFR 164.410, 164.504(e)(2)(ii)(C) and 164.308(b) and 42 USC 17921. The Business Associate must report any improper access, use or disclosure of protected health information by: The Business Associate or its agents or subcontractors. In the event of a breach or suspected breach of protected health information, the report to the Covered Entity must be in writing and include the following: a brief description of the incident; the date of the incident; the date the incident was discovered by the Business Associate; a thorough description of the unsecured protected health information that was involved in the incident; the number of individuals whose protected health information was involved in the incident; and the steps the Business Associate is taking to investigate the incident and to protect against further incidents. The Covered Entity will determine if a breach of unsecured protected health information has occurred and will notify the Business Associate of the determination. If a breach of unsecured protected health information is determined, the Business Associate must take prompt corrective action to cure any such deficiencies and mitigate any significant harm that may have occurred to individual(s) whose information was disclosed inappropriately.
8. **Breach Notification Requirements.** If the Covered Entity determines a breach of unsecured protected health information by the Business Associate has occurred, the Business Associate will be responsible for notifying the individuals whose unsecured protected health information was breached in accordance with 42 USC 17932 and 45 CFR 164.404 through 164.406. The Business Associate must provide evidence to the Covered Entity that appropriate notifications to individuals and/or media, when necessary, as specified in 45 CFR 164.404 and 45 CFR 164.406 has occurred. The Business Associate is responsible for all costs associated with notification to individuals, the media or others as well as costs associated with mitigating future breaches. The Business Associate must notify the Secretary of all breaches in accordance with 45 CFR 164.408 and must provide the Covered Entity with a copy of all notifications made to the Secretary.
9. **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 USC 17934, if the Business Associate knows of a pattern of activity or practice of the Covered Entity that constitutes a material breach or violation of the Covered Entity's obligations under the Contract or Addendum, the Business Associate must immediately report the problem to the Secretary.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

10. **Data Ownership.** The Business Associate acknowledges that the Business Associate or its agents or subcontractors have no ownership rights with respect to the protected health information it accesses, maintains, creates, retains, modifies, records, stores, destroys, or otherwise holds, transmits, uses or discloses.
11. **Litigation or Administrative Proceedings.** The Business Associate shall make itself, any subcontractors, employees, or agents assisting the Business Associate in the performance of its obligations under the agreement or Addendum, available to the Covered Entity, at no cost to the Covered Entity, to testify as witnesses, or otherwise, in the event litigation or administrative proceedings are commenced against the Covered Entity, its administrators or workforce members upon a claimed violation of HIPAA, the Privacy and Security Rule, the HITECH Act, or other laws relating to security and privacy.
12. **Minimum Necessary.** The Business Associate and its agents and subcontractors shall request, use and disclose only the minimum amount of protected health information necessary to accomplish the purpose of the request, use or disclosure in accordance with 42 USC 17935 and 45 CFR 164.514(d)(3).
13. **Policies and Procedures.** The Business Associate must adopt written privacy and security policies and procedures and documentation standards to meet the requirements of HIPAA and the HITECH Act as described in 45 CFR 164.316 and 42 USC 17931.
14. **Privacy and Security Officer(s).** The Business Associate must appoint Privacy and Security Officer(s) whose responsibilities shall include: monitoring the Privacy and Security compliance of the Business Associate; development and implementation of the Business Associate's HIPAA Privacy and Security policies and procedures; establishment of Privacy and Security training programs; and development and implementation of an incident risk assessment and response plan in the event the Business Associate sustains a breach or suspected breach of protected health information.
15. **Safeguards.** The Business Associate must implement safeguards as necessary to protect the confidentiality, integrity, and availability of the protected health information the Business Associate accesses, maintains, creates, retains, modifies, records, stores, destroys, or otherwise holds, transmits, uses or discloses on behalf of the Covered Entity. Safeguards must include administrative safeguards (e.g., risk analysis and designation of security official), physical safeguards (e.g., facility access controls and workstation security), and technical safeguards (e.g., access controls and audit controls) to the confidentiality, integrity and availability of the protected health information, in accordance with 45 CFR 164.308, 164.310, 164.312, 164.316 and 164.504(e)(2)(ii)(B). Sections 164.308, 164.310 and 164.312 of the CFR apply to the Business Associate of the Covered Entity in the same manner that such sections apply to the Covered Entity. Technical safeguards must meet the standards set forth by the guidelines of the National Institute of Standards and Technology (NIST). The Business Associate agrees to only use or disclose protected health information as provided for by the agreement and Addendum and to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate, of a use or disclosure, in violation of the requirements of this Addendum as outlined under 45 CFR 164.530(e)(2)(f).
16. **Training.** The Business Associate must train all members of its workforce on the policies and procedures associated with safeguarding protected health information. This includes, at a minimum, training that covers the technical, physical and administrative safeguards needed to prevent inappropriate uses or disclosures of protected health information; training to prevent any intentional or unintentional use or disclosure that is a violation of HIPAA regulations at 45 CFR 160 and 164 and Public Law 111-5; and training that emphasizes the criminal and civil penalties related to HIPAA breaches or inappropriate uses or disclosures of protected health information. Workforce training of new employees must be completed within 30 days of the date of hire and all employees must be trained at least annually. The Business Associate must maintain written records for a period of six years. These records must document each employee that received training and the date the training was provided or received.
17. **Use and Disclosure of Protected Health Information.** The Business Associate must not use or further disclose protected health information other than as permitted or required by the agreement or as required by law. The Business Associate must not use or further disclose protected health information in a manner that would violate the requirements of the HIPAA Privacy and Security Rule and the HITECH Act.

III. **PERMITTED AND PROHIBITED USES AND DISCLOSURES BY THE BUSINESS ASSOCIATE.** The Business Associate agrees to these general use and disclosure provisions:

1. **Permitted Uses and Disclosures:**

- a. Except as otherwise limited in this Addendum, the Business Associate may use or disclose protected health information to perform functions, activities, or services for, or on behalf of, the Covered Entity as specified in the agreement, provided that such use or disclosure would not violate the HIPAA Privacy and Security Rule or the HITECH Act, if done by the Covered Entity in accordance with 45 CFR 164.504(e)(2)(i) and 42 USC 17935 and 17936.
- b. Except as otherwise limited by this Addendum, the Business Associate may use or disclose protected health information received by the Business Associate in its capacity as a Business Associate of the Covered Entity, as necessary, for the proper management and administration of the Business Associate, to carry out the legal responsibilities of the Business Associate, as required by law or for data aggregation purposes in accordance with 45 CFR 164.504(e)(2)(A), 164.504(e)(4)(i)(A), and 164.504(e)(2)(i)(B).
- c. Except as otherwise limited in this Addendum, if the Business Associate discloses protected health information to a third party, the Business Associate must obtain, prior to making any such disclosure, reasonable written assurances from the third party that such protected health information will be held confidential pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to the third party. The written agreement from the third party must include requirements to immediately notify the Business Associate of any breaches of confidentiality of protected health information to the extent it has obtained knowledge of such breach. Refer to 45 CFR 164.502 and 164.504 and 42 USC 17934.
- d. The Business Associate may use or disclose protected health information to report violations of law to appropriate federal and state authorities, consistent with 45 CFR 164.502(j)(1).

2. **Prohibited Uses and Disclosures:**

- a. Except as otherwise limited in this Addendum, the Business Associate shall not disclose protected health information to a health plan for payment or health care operations purposes if the patient has required this special restriction and has paid out of pocket in full for the health care item or service to which the protected health information relates in accordance with 42 USC 17935.
- b. The Business Associate shall not directly or indirectly receive remuneration in exchange for any protected health information, as specified by 42 USC 17935, unless the Covered Entity obtained a valid authorization, in accordance with 45 CFR 164.508 that includes a specification that protected health information can be exchanged for remuneration.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
NOTICE OF SUBAWARD**

IV. OBLIGATIONS OF COVERED ENTITY

1. The Covered Entity will inform the Business Associate of any limitations in the Covered Entity's Notice of Privacy Practices in accordance with 45 CFR 164.520, to the extent that such limitation may affect the Business Associate's use or disclosure of protected health information.
2. The Covered Entity will inform the Business Associate of any changes in, or revocation of, permission by an individual to use or disclose protected health information, to the extent that such changes may affect the Business Associate's use or disclosure of protected health information.
3. The Covered Entity will inform the Business Associate of any restriction to the use or disclosure of protected health information that the Covered Entity has agreed to in accordance with 45 CFR 164.522 and 42 USC 17935, to the extent that such restriction may affect the Business Associate's use or disclosure of protected health information.
4. Except in the event of lawful data aggregation or management and administrative activities, the Covered Entity shall not request the Business Associate to use or disclose protected health information in any manner that would not be permissible under the HIPAA Privacy and Security Rule and the HITECH Act, if done by the Covered Entity.

V. TERM AND TERMINATION

1. **Effect of Termination:**
 - a. Except as provided in paragraph (b) of this section, upon termination of this Addendum, for any reason, the Business Associate will return or destroy all protected health information received from the Covered Entity or created, maintained, or received by the Business Associate on behalf of the Covered Entity that the Business Associate still maintains in any form and the Business Associate will retain no copies of such information.
 - b. If the Business Associate determines that returning or destroying the protected health information is not feasible, the Business Associate will provide to the Covered Entity notification of the conditions that make return or destruction infeasible. Upon a mutual determination that return, or destruction of protected health information is infeasible, the Business Associate shall extend the protections of this Addendum to such protected health information and limit further uses and disclosures of such protected health information to those purposes that make return or destruction infeasible, for so long as the Business Associate maintains such protected health information.
 - c. These termination provisions will apply to protected health information that is in the possession of subcontractors, agents, or employees of the Business Associate.
2. **Term.** The Term of this Addendum shall commence as of the effective date of this Addendum herein and shall extend beyond the termination of the contract and shall terminate when all the protected health information provided by the Covered Entity to the Business Associate, or accessed, maintained, created, retained, modified, recorded, stored, or otherwise held, transmitted, used or disclosed by the Business Associate on behalf of the Covered Entity, is destroyed or returned to the Covered Entity, or, if it not feasible to return or destroy the protected health information, protections are extended to such information, in accordance with the termination.
3. **Termination for Breach of Agreement.** The Business Associate agrees that the Covered Entity may immediately terminate the agreement if the Covered Entity determines that the Business Associate has violated a material part of this Addendum.

VI. MISCELLANEOUS

1. **Amendment.** The parties agree to take such action as is necessary to amend this Addendum from time to time for the Covered Entity to comply with all the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law No. 104-191 and the Health Information Technology for Economic and Clinical Health Act (HITECH) of 2009, Public Law No. 111-5.
2. **Clarification.** This Addendum references the requirements of HIPAA, the HITECH Act, the Privacy Rule and the Security Rule, as well as amendments and/or provisions that are currently in place and any that may be forthcoming.
3. **Indemnification.** Each party will indemnify and hold harmless the other party to this Addendum from and against all claims, losses, liabilities, costs and other expenses incurred as a result of, or arising directly or indirectly out of or in conjunction with:
 - a. Any misrepresentation, breach of warranty or non-fulfillment of any undertaking on the part of the party under this Addendum; and
 - b. Any claims, demands, awards, judgments, actions, and proceedings made by any person or organization arising out of or in any way connected with the party's performance under this Addendum.
4. **Interpretation.** The provisions of the Addendum shall prevail over any provisions in the agreement that may conflict or appear inconsistent with any provision in this Addendum. This Addendum and the agreement shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Addendum shall be resolved to permit the Covered Entity and the Business Associate to comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.
5. **Regulatory Reference.** A reference in this Addendum to a section of the HITECH Act, HIPAA, the Privacy Rule and Security Rule means the sections as in effect or as amended.
6. **Survival.** The respective rights and obligations of Business Associate under Effect of Termination of this Addendum shall survive the termination of this Addendum.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** July 7, 2022

Staff Contact: Nicki Aaker - Health and Human Services Director; Mary Jane Ostrander - Human Services Division Manager

Agenda Title: For Possible Action: Discussion and possible action regarding the proposed submittal of a grant application by the Carson City Department of Health and Human Services ("CCHHS") to the Nevada Department of Health and Human Services ("HHS") to provide Women, Children, and Infants ("WIC") services in Carson City and Douglas County in an amount to be determined by HHS. (Nicki Aaker, naaker@carson.org and Mary Jane Ostrander, mostrander@carson.org)

Staff Summary: This is a renewal application for the WIC grant that Carson City has received from HHS for approximately 18 years. CCHHS provides a Local Agency Nutrition Services Plan ("LANSP") each year. The grant provides 100 percent funding; therefore, there is no match requirement. Each grant project period is one year.

Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to approve submittal of the grant application.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

The WIC grant received for the project period October 1, 2021 to September 30, 2022 is \$257,079. The grant funds two full-time WIC Specialists, one part-time WIC Specialist, operating costs, office supplies, training opportunities and indirect costs. The October 1, 2022 to September 30, 2023 budget is completed once CCHHS receives the grant amount allocated from HHS.

This grant helps Carson City and Douglas County low-income residents to receive nutritional assistance. This is the second year of the LANSP. The target residents are pregnant women, breastfeeding women and children under the age of 5. The current plan's goals are to increase breastfeeding rates by 2 percent and to increase healthy nutrition behaviors by providing nutrition education and challenging participants to set goals. The State of Nevada WIC Program has authorized CCHHS to continue offering in person or telephone/virtual appointments. The goals have been difficult to meet due to phone and virtual meetings and the loss of face-to-face interactions. Given this challenge, the LANSP's action steps will be revised to better meet the goals the second year.

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: WIC / G680022009; New grant number will be assigned for WIC grant, if awarded.

Is it currently budgeted? Yes

Explanation of Fiscal Impact: Budget will be augmented for the revenue and expenses of the WIC grant if submittal is approved and the grant is awarded.

Alternatives

Do not authorize submittal of the grant application and/or provide alternative direction to staff.

Attachments:

[GP E-Guidance for LANSP.docx](#)

[Phase 2 LANSP 2022 - 2023_Template_Final.docx](#)

Board Action Taken:

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

Local Agency Nutrition Service Plan Guidance

Overview of Required Components

Phase 1 – LANSP Implementation & Technical Assistance

- A. Closing Evaluation of 2020-2022 Goals
- B. Needs Assessment Worksheet
- C. 2022-24 Nutrition Services Goals and Objectives
- D. 2022-23 Local Agency Outreach Plan
- E. 2022-23 LA Points of Contact

Phase 1 –Training Plan & Evaluation

- F. Evaluation of Training Plan for 2021-2022
- G. 2022-2023 Training Plan

Phase 2 – LANSP LA Assessment & State Review

- A. Mid-Evaluation of 2021-2023 Goals
- B. 2022-2023 Local Agency Outreach Plan
- C. 2022-2023 LA Points of Contact

Phase 2 –Training Plan & Evaluation

- D. Evaluation of Training Plan for 2021-2022
- E. 2022-23 Training Plan

Local Agency Goals and Objectives

Program Goals and Objectives - Addresses those items identified in previous years needs assessment. What do you want to accomplish? Each local agency must have a minimum of (1) measurable nutrition service goals and (1) breastfeeding service goal. The goals should be realistic and measurable. Please use the following format to state your Local Agency's goals and objectives:

Each goal should include the following:

- a. **Topic:** Which of the four areas is goal based? (1) Nutrition & Breastfeeding Education (2) Breastfeeding Support and Promotion (3) Clinic Environment & Customer Service or (4) Individual Agency-Specific.
- b. **Description:** provide goal detail; why, what, how
- c. **What will be measured:** what does the LA want to accomplish?
- d. **Intended Direction of Change:** improvement goal to either increase/decrease
- e. **Baseline Measurement:** what is your initial starting data; show numbers and/or percentages
- f. **Target Measurement:** what is you intended target measure to achieve
- g. **Action Steps** – at least three
 - a. Have sufficient detail to support objective goal;
 - b. Provide actual initiation date or date range. “Ongoing” is not sufficient
- h. **Monitoring/Evaluation Plan** - (i.e., automated data collection systems, reports, on-site evaluations, surveys, focus groups) and personnel involved.

NOTE: When developing program goals and objectives. LA's should consider key initiatives that address long-term goals relevant to WIC. These include VENA initiatives, National or State Agency Goals & Objectives, Healthy People 2025 objectives.



Goal Setting 101:

- Target goals and objectives based on information and a needs-based process.
- Focus on increasing the quality of what you're doing- nutrition education done better or differently.
- Focus your goal-setting, planning and action on results; identify long-term results you want to achieve, and then work backwards by determining steps to meet that goal.
- Ask yourself... How will you know you've been effective? If a practice doesn't produce the results you want, don't hold on to it.
- Focus on competence, not compliance! Nutrition education is a continuous learning cycle for you, the participant, and the clinic as a whole. Take ownership--assume leadership of your learning to create continuous improvement!
- Establish agency-wide as well as clinic-specific priorities for nutrition education.
- Successful Stretching: aim to grow and stretch beyond your comfort and capacity zone; plan for your own professional development needs; avoid lofty goals which aren't doable or set your clinic up for failure.

Local Agency Outreach Plan

The Outreach Plan is to contain an emphasis on reaching and enrolling eligible women in the early months of pregnancy as well as migrants. This plan should target relevant agencies, businesses, organizations, and populations such as:

- Work sites that employ WIC-eligible people
- Foster parents
- Child care centers
- Early Head Start and Head Start programs
- Refugee centers
- Laundromats
- Libraries
- Schools
- Churches
- Community Centers
- Beauty shops
- Drug and grocery stores
- Agencies specific to the Local Agency's community

Local Agencies are encouraged to develop and foster positive relationships with community partners, and other entities that interface with WIC participants and facilitate access. The follow agencies should also be included in the Outreach Plan:

- Physicians and health care providers
- Hospitals
- Child care centers
- Head Start

- Cooperative Extension Service
- [Expanded Food and Nutrition Education Program](#) (EFNEP)
- [SNAP Nutrition Education](#)
- Teen and parent programs
- Shelters and food pantries
- Community programs
- Family planning agencies
- Breastfeeding support groups
- Child nutrition programs

LA Points of Contact

Contact list for specified titles for each clinic location are to be provided.

Evaluation of Training Plan

**Attach Training Logs for all staff who have 12hr CEU requirement*

In body of LANSP, list each completed training that was provided/required by LA for all levels of staff.

Review and evaluate the completed training and provide an assessment of its value. Include feedback from staff on training that was very beneficial as well as those that needed improvement or deemed not applicable to WIC.

Training Plan

The Training Plan is to include in-service trainings which are planned for staff. Trainings should be related to the LA goals and objectives, as well as address maintenance training and non-compliance issues. **Training must include topics related to nutrition education, breastfeeding support & promotion, operations & customer service, or topics within the six VENA competency areas.** Training should include presentations from other health/ social agencies. A minimum of twelve hours of WIC relevant training per year should be provided (4 of which can be authorized State trainings).

Closing Evaluation of Nutrition Service Goals (Phase 1)

Review and evaluate the nutrition service goals and objectives submitted in last Bi-annual Phase 1 LANSP. Provide a written assessment of final results in achieving set goals and objectives. Make sure provide detailed answers including achieved numbers/ percentages, tools used, unexpected barriers, etc.

Needs Assessment Worksheet

Evaluate your agency's current practices in the areas of (1) Nutrition Education (2) Breastfeeding Education & Support (3) Clinic Environment & Customer Service and (4) Individual Agency-Specific. Provide feedback regarding how practices in these areas could be improved and what resources, if any, would be needed to make the improvements.

Mid-Evaluation of Nutrition Service Goals (Phase 2)

Review and evaluate the nutrition service goals and objectives submitted in Phase 1 of Bi-annual LANSF to provide a written assessment of your progress in achieving these goals and objectives. If needed, document any changes to action steps and provide reason for adaption(s) including unexpected barriers, or identified goal items that need changing to meet original goal set.

Nevada WIC- Local Agency Nutrition Services Plan (LANSP) Phase 2: 2021 - 2023

Email

[Click or tap here to enter text.](#)

WIC Agency:

[Click or tap here to enter text.](#)

Prepared By:

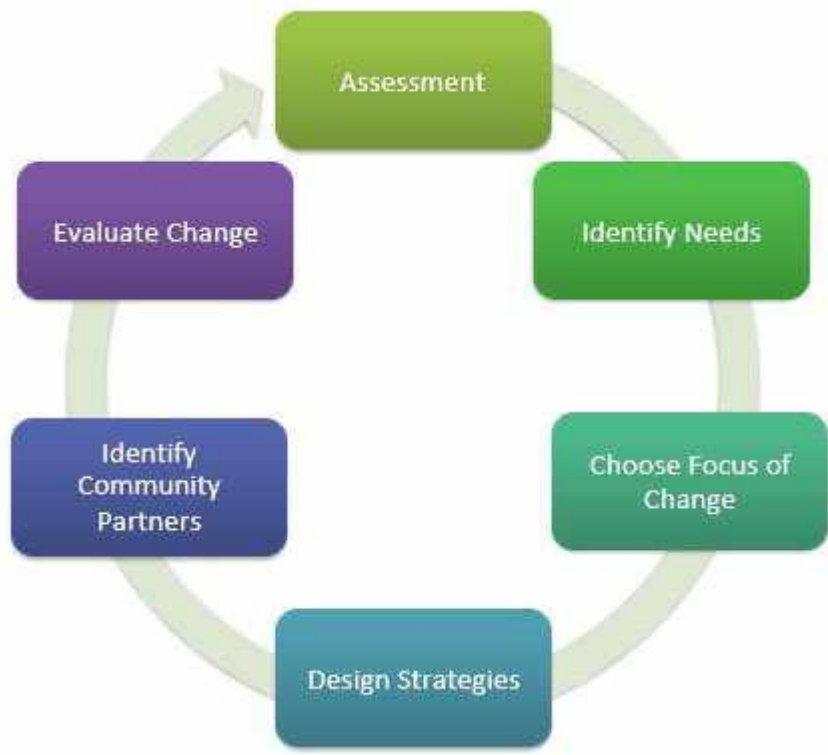
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Introduction

The following is the official template for the Local Agency Nutrition Services Plan (LANSP) for Fiscal Year 2022/2023 (October 1st, 2022 through September 30, 2023). The State Office uses this plan to identify priorities for nutrition education, breastfeeding support, outreach activities, and staff training each fiscal year consistent with State and Federal regulations [Regulatory Citation: 7 CFR 246.11 (d)(2)].

The LANSP is a continuous process of assessment, implementing strategies, and evaluating results. A visual for the LANSP process is shown below. It is important for agencies to annually assess their needs and outline steps for improvement. The LANSP is one tool to accomplish this task.

Please follow the instructions from the LANSP Review Guidance for submission of your LANSP. Plans are due electronically and in specified format by Friday, July 8th, 2022. Failure to submit the LANSP by the due date may result in a delay of funding.



Overview of Required Components:

Phase 2 - LANSP Implementation & Technical Assistance

- A. Mid-Evaluation of 2021 - 2023 Goals
- B. 2022 - 2023 Local Agency Outreach Plan
- C. 2022 - 2023 Local Agency Points of Contact

Phase 2 -Training Plan & Evaluation

- D. Evaluation of Training Plan for 2021 - 2022
- E. 2022 - 2023 Training Plan

A. Closing Evaluation of 2021 - 2023 Nutrition Service Goals

Review and evaluate the goals and objectives submitted for 2021 - 2023. Use the form below to provide a written assessment of your progress in achieving these goals and objectives.

Goal #1

Restate goals - summarizing topic, description, measures, and direction of change

[Click or tap here to enter text.](#)

Is the goal on track to be achieved?

- ☐ Yes
☐ No

Summarize data to support your claim. Appropriate data to include is survey, form, report, or evaluation results. (Do not send copies of data forms or reports)

[Click or tap here to enter text.](#)

Have you encountered any problems or obstacles?

- ☐ Yes
☐ No

If 'Yes', please describe here.

[Click or tap here to enter text.](#)

Are your action steps and evaluation methods practical for your agency's resources, needs and time?

- ☐ Yes
☐ No

If 'No', please explain here.

[Click or tap here to enter text.](#)

Will this goal be carried forward into Phase 2 unchanged?

- ☐ Yes
☐ No

If 'No', state how action steps set in Phase 1 need to be adjusted to meet this goal by the end of Phase 2. List changes to be made to any action step and how any encountered barriers/obstacles will be addressed.

[Click or tap here to enter text.](#)

Goal #2

Restate goals - summarizing topic, description, measures, and direction of change

[Click or tap here to enter text.](#)

Is the goal on track to be achieved? *

- ☐ Yes
- ☐ No

Summarize data to support your claim. Appropriate data to include is survey, form, report, or evaluation results. (Do not send copies of data forms or reports)

[Click or tap here to enter text.](#)

Have you encountered any problems or obstacles?

- ☐ Yes
- ☐ No

If 'Yes', please describe here.

[Click or tap here to enter text.](#)

Are your action steps and evaluation methods practical for your agency's resources, needs and time?

- ☐ Yes
- ☐ No

If 'No', please explain here.

[Click or tap here to enter text.](#)

Will this goal be carried forward into Phase 2 unchanged?

- ☐ Yes
- ☐ No

If 'No', state how action steps set in Phase 1 need to be adjusted to meet this goal by the end of Phase 2. List changes to be made to any action step and how any encountered barriers/obstacles will be addressed.

[Click or tap here to enter text.](#)

B. 2022-2023 Local Agency Outreach Plan

Describe future activities planned to:

- (1) Notify potentially eligible persons of availability of WIC services,
- (2) Reduce barriers to participation and
- (3) Coordinate program operations with other health and social service programs.

Such activities may include: news releases to media sources; outreach to minority organizations; outreach to organizations that serve high priority persons (pregnant and breastfeeding participants and infants); outreach to the homeless; and outreach to infants and children under the care of foster parents, protective services, or child welfare authorities, including infants exposed to drugs prenatally. LAs operating NV WIC within a hospital and/or that have a cooperative arrangement with a hospital shall advise potentially eligible individuals that receive inpatient or outpatient prenatal, maternity, or postpartum services, or that accompany a child under the age of 5 who receives well-child services, of the availability of program services. Additionally, the plan should address efforts to serve working participants. Refer to Nevada WIC Policy OR: 1.

Activity #1

[Click or tap here to enter text.](#)

Responsible Person(s)

[Click or tap here to enter text.](#)

Timeframe

[Click or tap here to enter text.](#)

Activity #2

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Responsible Person(s)

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Timeframe

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Activity #3

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Responsible Person(s)

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Timeframe

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Activity #4

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Responsible Person(s)

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Timeframe

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Activity #5

[Click or tap here to enter text.](#)

Responsible Person(s)

[Click or tap here to enter text.](#)

Timeframe

[Click or tap here to enter text.](#)

Additional Activities: Include all requested information; Activity, Responsible Person(s), Timeframe

[Click or tap here to enter text.](#)

C. 2022-2023 Local Agency Points of Contact

Provide the following information for each POC:

- Staff Member Name, Title
- Clinic(s)#

EXAMPLE:

- Lara Croft, Clinic Supervisor
- Clinics: #123, #789

NOTE: The above information can be written on a single line if more space needed. Fill with a N/A if position doesn't apply.

The Nevada WIC State Office will request quarterly employee roster updates. Please ensure you are submitting the WIC System Application to the State Office for any staff changes (new hires, promotions, resignations, etc.).

WIC Director I Administrators

[Click or tap here to enter text.](#)

Clinic Supervisor or Coordinator

[Click or tap here to enter text.](#)

Breastfeeding Coordinator

[Click or tap here to enter text.](#)

Registered Dietitian / Nutritionist

[Click or tap here to enter text.](#)

NVRA POC(s)

[Click or tap here to enter text.](#)

504 Coordinator(s)

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Certified Lactation Educator(s) (CLE)

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Certified Lactation Counselor(s) (CLC)

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International Board- Certified Lactation Consultant(s) (IBCLC)

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Peer Counselor(s)

[Click or tap here to enter text.](#)

Staff Trainer

[Click or tap here to enter text.](#)

Staff in Charge of Website/Social Media

[Click or tap here to enter text.](#)

D. Evaluation of 2021-2022 Training Plan

Attach to LANSP the LA Staff Training Log (Appendix GP: J) for each individual RD, Nutritionist, and CPA as proof of completion for the required 12 hours of annual training. List below each completed training that was provided/required by LA for all levels of staff.

Provide the following for each completed training:

Training Name

- Date Completed, actual total time
- Sponsor/Person(s) Giving Training
- Title of Persons receiving Training (Director, CPAs, Clerks, Peer Counselors)

Trainings Completed for 2021-2022

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What trainings were evaluated as very beneficial by staff?

Click or tap here to enter text.

What trainings were evaluated as not beneficial or what suggestions for improvements do you have?

[Click or tap here to enter text.](#)

E. 2022-2023 Training Plan

Describe in-service training which is planned for staff; A MINIMUM OF TWELVE HOURS of training per year should be provided to each staff member. Training must include the following subjects:

- NUTRITION EDUCATION: Minimum of 1 hour - Maximum of 4 hours
- BREASTFEEDING SUPPORT & PROMOTION: Minimum of 1 hour - Maximum of 4 hours CLINIC
- OPERATIONS & CUSTOMER SERVICE: Minimum of 1 hour - Maximum of 4 hours

Training can also include presentations from other health/social agencies which are applicable to WIC participants. Recommended training focus includes any of the six VENA Competency areas:

- PRINCIPLES OF LIFE-CYCLE NUTRITION: Understands normal nutrition issues for pregnancy, lactation, the postpartum period, infancy, and early childhood.
- NUTRITION ASSESSMENT PROCESS: Understands the WIC nutrition assessment process including risk assignment and documentation.
- ANTHROPOMETRIC & HEMATOLOGICAL DATA COLLECTION: Understands the importance of using appropriate measurement techniques to collect anthropometric and hematological data. COMMUNICATION: Knows how to develop rapport and foster open communication with participants and caretakers.
- MULTICULTURAL AWARENESS: Understands how sociocultural issues (race, ethnicity, religion, group affiliation, socioeconomic status and world view) affect nutrition and health practices and nutrition-related health problems.
- CRITICAL THINKING: Knows how to synthesize and analyze data to draw appropriate conclusions.

Additional training resource suggestions are provided on the Nevada WIC website in staff resource section - <https://nevadawic.org/staff/resources-for-staff/>

A LIMITED number of state-provided trainings may be used to meet this criteria. Trainings that can be used towards 12hrs will be specified by the State Office.

Provide the following information for each planned training: postpartum period, infancy, and early childhood.

- Training Title and/or general topics being discussed
- Sponsoring Agency and Person(s) providing training
- Title of staff that'll be attending training (Director, RD/Nutritionist, CPAs, Clerks, PCs)
- Estimated length of training

Reminder: Documentation of all staff members present for training must be saved for 3 years for review during WIC Program Review (Sign in sheets, certificates of completion, etc.).

CARSON CITY REDEVELOPMENT AUTHORITY
Minutes of the May 19, 2022 Meeting
Page 1

DRAFT

A meeting of the Carson City Redevelopment Authority was scheduled to take place during the Board of Supervisors meeting on Thursday, May 19, 2022, in the Community Center Robert “Bob” Crowell Boardroom, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Lori Bagwell
Vice Chairperson Stacey Giomi
Member Stan Jones
Member Lisa Schuette
Member Maurice White

STAFF: Nancy Paulson, City Manager
Stephanie Hicks, Deputy City Manager
Dan Yu, Assistant District Attorney
Tamar Warren, Senior Public Meetings Clerk

NOTE: A recording of these proceedings, the Redevelopment Authority’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.

19. CALL TO ORDER & ROLL CALL- REDEVELOPMENT AUTHORITY

(10:05:35) – Chairperson Bagwell called the Redevelopment Authority meeting to order. Roll was called and a quorum was present.

20. PUBLIC COMMENT

(10:05:55) – Chairperson Bagwell entertained public comments. Deni French wished to address Master Plan issues regarding proper compaction and proper consideration of the City’s water tables. The Chair noted that this public comment period was for Redevelopment Authority issues and recommended he bring it up during the final public comment period of the Board of Supervisors meeting.

21. FOR POSSIBLE ACTION: APPROVAL OF MINUTES -APRIL 21, 2022

(10:07:10) – Chairperson Bagwell introduced the item and entertained comments or corrections and when none were forthcoming, a motion.

(10:07:18) – Vice Chair Giomi moved to approve the minutes of the April 21, 2022 Redevelopment Authority meeting as presented. The motion was seconded by Member White and carried 5-0-0.

22. FINANCE

CARSON CITY REDEVELOPMENT AUTHORITY
Minutes of the May 19, 2022 Meeting
Page 2

DRAFT

22.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE CARSON CITY REDEVELOPMENT AUTHORITY FINAL BUDGET FOR FISCAL YEAR ("FY") 2023.

(10:07:36) – Chairperson Bagwell introduced the item. Carson City Chief Financial Officer Sheri Russell explained that the several supplemental requests which had been discussed in the April 21, 2022 meeting had been added to the budget which is incorporated into the record. Chair Bagwell entertained public comments and when none were forthcoming, a motion.

(10:08:03) – Member Schuette moved to approve the Carson City Redevelopment Authority Final Budget for Fiscal Year 2023 as presented. Member Jones seconded the motion.

RESULT:	APPROVED (4-1-0)
MOVER:	Member Schuette
SECONDER:	Member Jones
AYES:	Members Jones, Schuette, Vice Chair Giomi, and Chair Bagwell
NAYS:	Member White
ABSTENTIONS:	None
ABSENT:	None

23. PUBLIC COMMENT

(10:08:30) – Chairperson Bagwell entertained final public comments; however, none were forthcoming.

24. FOR POSSIBLE ACTION: TO ADJOURN AS THE REDEVELOPMENT AUTHORITY

(10:08:41) – Chairperson Bagwell adjourned the meeting at 10:08 a.m.

The Minutes of the May 19, 2022 Carson City Redevelopment Authority meeting are so approved this _____ day of _____, 2022.

LORI BAGWELL, Chair

ATTEST:

AUBREY ROWLATT, Clerk-Recorder



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: July 7, 2022

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action concerning a recommendation to the Board of Supervisors regarding the expenditure of \$50,000 from the Fiscal Year ("FY") 2023 Redevelopment Revolving Fund to support various arts and culture events and projects. (Nancy Paulson, npaulson@carson.org; Hope Sullivan, hsullivan@carson.org)

Staff Summary: The Redevelopment Authority annually funds arts and culture grants from a portion of the Revolving Fund. The Carson City Cultural Commission received a total of \$66,000 in grant requests, and a total of \$50,000 has been allocated in the FY 2023 budget for those activities.

Agenda Action: Formal Action / Motion

Time Requested: 5 Minutes

Proposed Motion

I move to recommend to the Board of Supervisors approval of the expenditures as recommended by the Cultural Commission.

Board's Strategic Goal

Economic Development

Previous Action

June 13, 2022: The Cultural Commission reviewed the applications and made funding recommendations for the arts and culture grants.

Background/Issues & Analysis

Historically, the Redevelopment Authority has allocated \$25,000 annually to support arts and culture special events from a portion of the Redevelopment Revolving Fund. At the Board of Supervisors meeting held on February 25, 2022, the Board directed staff to create an Arts and Culture Division under the Parks, Recreation and Open Space Department to implement City responsibilities as defined in the Carson City Arts and Culture Strategic Plan 2022-2026 ("Plan"), increase funding from the Redevelopment Revolving Fund to \$50,000 for FY 2023 for Arts and Culture Grant funding, and expand the allowed uses of these funds to include those necessary to carry out the strategies included in the Plan. However, any funding provided from the Redevelopment Revolving Fund is restricted for the purpose of carrying out Redevelopment Area Plans 1 & 2.

The notice of the FY 2023 Redevelopment District Arts and Culture Grant funding opportunity went out on April 18, 2022, with an application deadline of May 20, 2022. Ten applications were received. Application requests include: \$10,000 for Brewery Arts Center/Youth Engagement Activities; \$5,000 for Brewery Arts Center/Rock n Roll Exhibition; \$10,000 for Lakeside Studios, LLC/Streaming Content; \$10,000 for Birdhouse Group, LLC/The Downtown Vintage Market; \$5,000 for Capital City Arts initiative/Visual Arts for the Community; \$5,000 for Wild Horse Productions/A Chorus Line; \$5,000 for Carson City Symphony Association/FY23 Concert Series; \$5,000 for Pinkerton Ballet Theatre dba Nevada Dance Company/The Nutcracker Ballet; \$5,000 for Mile High Jazz

Band Association, Inc./Jazz & Beyond Carson City Music and Art Festival; and \$6,000 for Carson City Historical Society / Carson City Historical Society Events. All expenditures from the Redevelopment Revolving Fund must be authorized by Resolution of the Board of Supervisors upon recommendation from the Redevelopment Authority.

The Cultural Commission completed its review of the grant applications on June 13, 2022 and a summary of the recommended funding is attached, followed by each individual application.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 279; Redevelopment Authority Policies and Procedures

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Redevelopment Revolving Fund / Arts and Culture Events 6037510-500555

Is it currently budgeted? Yes

Explanation of Fiscal Impact: A budget of \$50,000 for Arts and Culture Grant funding is included in the FY 2023 Redevelopment Revolving Fund Budget.

Alternatives

Modify or do not recommend approval of the proposed expenditures.

Attachments:

[Redevelopment Arts and Culture Funding Recommendations FY 2023.pdf](#)

[Youth Engagement BAC budget supplement.pdf](#)

[BAC RocknRoll Exhibit GrantAppl.pdf](#)

[Lakeside Studios Grant Appl.pdf](#)

[downtownvintagemarketgrant budget supplement.pdf](#)

[ccai city appl 17may22_Redacted.pdf](#)

[2022_Wild Horse Productions Grant App.pdf](#)

[CCSymphony Application.pdf](#)

[Pinkerton Budget Application.pdf](#)

[Jazz & Beyond Grant Application FY23.pdf](#)

[CC Hist Soc Application.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

FY 2023 Redevelopment District Arts and Culture Grants

APPLICANT NAME / EVENT OR PROJECT	AMOUNT REQUESTED	AMOUNT RECOMMENDED
Brewery Arts Center / Youth Engagement Activities	\$ 10,000	\$ 10,000
Brewery Arts Center / Rock n Roll Exhibition	5,000	8,000
Lakeside Studios, LLC / Streaming Content	10,000	-
Birdhouse Group, LLC / Downtown Vintage Market	10,000	8,000
Capital City Arts Initiative / Visual Arts for the Community	5,000	3,000
Wild Horse Productions / A Chorus Line	5,000	5,000
Carson City Symphony / FY 23 Concert Series	5,000	2,000
Nevada Dance Company / Nutcracker Ballet	5,000	4,000
Mile High Jazz Band Association, Inc. / Jazz & Beyond Music & Art Festival	5,000	4,000
Carson City Historical Society / Historical Society Events	6,000	6,000
TOTALS	\$ 66,000	\$ 50,000

Carson City Redevelopment District Arts and Culture Grant
108 East Proctor Street, Carson City, NV 89701



Redevelopment District Arts and Culture Grant Application

Contact Debra Soule at dsoule@visitcarsoncity.com for application schedule/deadlines.

Please create a Word document and answer the following questions in the order in which they are asked and use the fillable PDF from to complete the budget and acknowledgement sections. Your answers should be as succinct as possible with your overall application limited to a maximum of 10 pages, excluding resumes.

1. a) Name / title of project or event
BAC Youth Engagement Project
b) Event / Project dates
c) Total Funding Request
\$10,000
2. a) Organization Name
b) Organization Mailing Address, City, State, Zip, Phone
c) Organization Website and / or Social Media Sites
d) Primary Contact Name, Title, Mailing Address, City, State, Zip, Contact phone and email
e) Provide a brief history of your organization, its mission and number of years in operation.
3. a) Is this project located in, or will it benefit District #1 or District #2? (District maps can be accessed at <https://www.carson.org/home/showpublisheddocument/51176/636080777005970000>)
4. What strategies and activities will this initiative implement from the 2022 Arts & Culture Strategic Plan? The plan can be accessed at <https://visitcarsoncity.com/things-to-do/arts-and-culture/>
5. a) Provide a detailed description of the proposed project/event. Include project objectives and a detailed timeline for all project related activities.
b) Who is planning and managing this project/event? List names, title (if applicable), and project responsibilities for all key project personnel, and note their previous experience in planning and/or managing this type of initiatives. Please attach an organization chart and resumes of these key participants.
c) Are any other organizations involved in this project/event? List any partnerships or collaborations and include details on any financial support that other organizations, individual or funding agencies are providing for the project/event.
d) Who are the artists involved with this project? Include names and a brief bio for all participating

artists use additional pages as needed. If artists are not confirmed yet, you may list the proposed artists (please note if an artist is confirmed or proposed).

e) Describe the methods you will use to evaluate project success, impact, and outcomes.

6. a) How does this project/event demonstrate social, educational, cultural and/or economic relevance for the community?

b) Describe the community/population(s) that the proposed project will serve. Include demographic information about relevant socioeconomic factors such as age, ethnicity, race, gender, ability, education, geographic location, income level, etc.

c) Is this initiative intended to bring visitors to Carson City? If so, how many visitors are anticipated and how will it be marketed? (for events only)

7. Is this event intended to be recurring or is it a one-time event? If it will be recurring, how will the event be expanded in the future and how will the event be able to transition away from City funding support in the future.

Please complete the following fillable PDF budget and acknowledgement form.

Project / Event Costs (Attach additional sheets as needed and to state the source of other funds)

Activity (i.e. advertising, equipment rental, workshops etc.)	Redevelopment Funds	Other Funds and their Source	Total
Production	2,000.00	3000.00	5,000.00
Concerts (2 per month Nov. 2022-June 2023)	4,000.00	4000.00	8,000.00
Marketing	2,000.00	2000.00	4,000.00
Open mic marketing & production (10)	1,000.00	1000.00	2,000.00
Halloween Rave	500.00	500.00	1,000.00
Levitt teen space	500.00	1500.00	2,000.00
Additional documentation may be requested Total	10,000.00	13,000.00	22,000.00

Redevelopment Grant funds as a % of initiative costs

45.45

%

Projected revenues:

13,000.00

Projected Net Profit/Loss

0

Annual Budget of Organization

	This Year	Last Year	Two years ago	List: Redevelopment Grant Amount / Year
Income	\$643,172	\$403,585	\$ 585,122	\$9000/2021
Expenses	\$460,040	\$309,728	\$ 552,674	\$2200/2018
Reserves	\$183,158	\$193,432	\$ 112,968	\$6500/2017

Acknowledgment of Application Provisions: (please check each that you acknowledge)

- ☐ I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common principles for Downtown Carson City.
- ☐ All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement.
- ☐ I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City.
- ☐ If this initiative is selected for a grant from the Consolidated Municipality of Carson City, I acknowledge that photographs of my project may be used in promotional materials for Downtown Carson City.

I affirm, this application and all attachments are true and accurate to the best of my knowledge.

Applicants Signature **Gina Lopez**

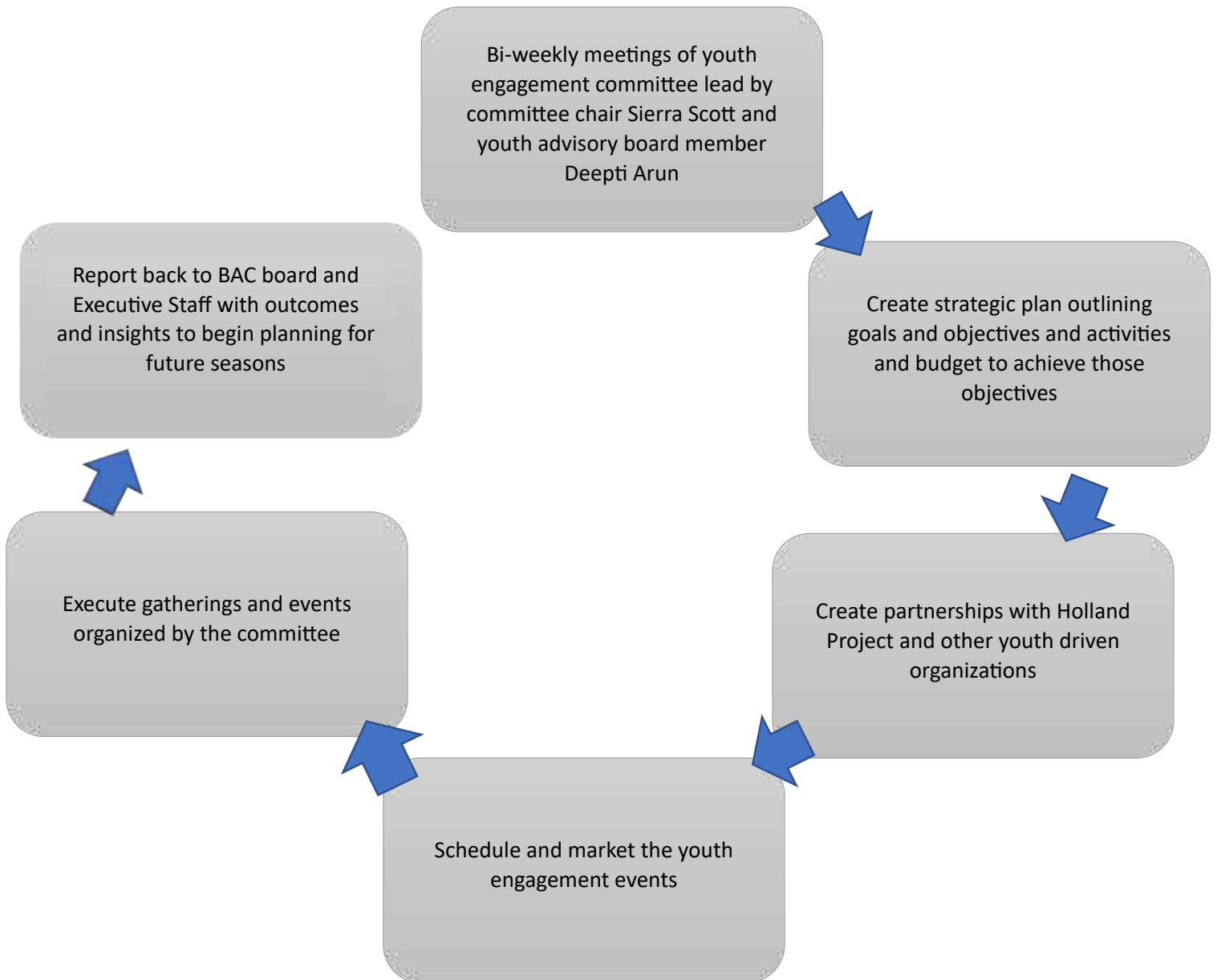
Date: **May 20, 2022**

***Note:** ALL project related invoices and receipts must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.

Application submittal checklist:

- ☐ Complete, signed Redevelopment District Arts and Culture Grant Request Form
- ☐ Organization chart/structure of the organization conducting the initiative
- ☐ Resumes of the key individuals in the organization conducting the initiative
- ☐ Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognitions of revenues and expenses.

Organization chart/structure for the for the Youth Engagement Strategy



Brewery Arts Center

Statement of Activity

July 1, 2021 - May 20, 2022

	TOTAL
Revenue	
Artisan Cafe	0.00
Consigned Art	56,685.37
Total Artisan Cafe	56,685.37
Contributions and Grants	490,903.36
Membership	285.00
Program Service Revenue	
Class Fees	5,855.00
Concession Revenue	23,281.65
Event Revenue	19,801.59
Facility Use	47,732.34
Total Program Service Revenue	96,670.58
Sales of Product Revenue	0.00
Square Income	1,751.50
Total Revenue	\$646,295.81
Cost of Goods Sold	
Cost of Goods Sold	
Bank and CC Fees	3,123.78
Total Cost of Goods Sold	3,123.78
Total Cost of Goods Sold	\$3,123.78
GROSS PROFIT	\$643,172.03
Expenditures	
Artist Fees	18,188.56
Building Maintenance & Repairs	52,100.17
Concessions	6,254.95
Contract Instructors	12,277.80
Contract labor	13,461.00
Dues and Subscriptions	4,806.67
Equip Rental and Maintenance	775.12
Event Expense	111,013.73
Fundraising Expense	453.90
Insurance - Liability, D and O	17,171.20
Interest Expense	298.02
Licence and fees	50.00
Marketing	2,551.69
Meals and Entertainment	510.31
Payroll Expenses	
Taxes	14,838.79
Wages	138,552.12
Total Payroll Expenses	153,390.91
Professional Services	
Outside Professional Services	1,926.10
Total Professional Services	1,926.10

	TOTAL
Property Tax	68.66
QuickBooks Payments Fees	21.53
Supplies	603.07
Office	1,161.21
Operations	38,841.86
Other Supplies	1,242.14
Total Supplies	41,848.28
Suspense	-10,732.31
Travel	1,701.25
Utilities	-2.97
Electric	8,048.55
Gas	10,161.86
Internet	5,071.22
Security	399.88
Trash	1,500.45
Water	6,723.93
Total Utilities	31,902.92
Total Expenditures	\$460,040.46
NET OPERATING REVENUE	\$183,131.57
Other Expenditures	
Ask My Accountant	-26.54
Total Other Expenditures	\$ -26.54
NET OTHER REVENUE	\$26.54
NET REVENUE	\$183,158.11

Brewery Arts Center

Statement of Financial Position

As of May 20, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Artisan Store-0861	2,086.42
Cash on hand-Cafe	250.00
Cash on hand-Office	200.00
Grants Management-9988	150,285.00
Levitt-3854	0.00
Operating account-9319	-6,006.37
Plumas - 4299	0.00
Plumas - 4412	1,104.56
Plumas- 4723 SHPO	24,066.40
TED-4076	0.00
Ticket Escrow-0879	0.00
Total Bank Accounts	\$171,986.01
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Uncategorized Asset	0.00
Undeposited Funds	2,861.50
Total Other Current Assets	\$2,861.50
Total Current Assets	\$174,847.51
Fixed Assets	
Building Improvements	61,866.58
Fixed Assets	0.00
Flooring - Performance Hall	20,674.00
Furniture and Equipment	1,561,027.51
Harmony Park	0.00
Land	2,396.00
New Roof	131,300.00
Z-Accumulated Depreciation	-755,829.00
Total Fixed Assets	\$1,021,435.09
Other Assets	
Community Foundation of WN	11,000.22
Total Other Assets	\$11,000.22
TOTAL ASSETS	\$1,207,282.82
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00

	TOTAL
Total Accounts Payable	\$0.00
Other Current Liabilities	
Direct Deposit Payable	0.00
Kabbage-SBA PPP	25,895.00
Loan-1- 8121	0.00
LOC Loan- Line of Credit - 9953	0.00
Payroll Liabilities	9,503.81
Federal Taxes (941/944)	-258.28
NV Unemployment Tax	-2,168.50
Whitney Peak judgement I. Hill/Summit Collection Services	0.00
Total Payroll Liabilities	7,077.03
Sales Tax Liability	0.00
Square Tips	109.00
Total Other Current Liabilities	\$33,081.03
Total Current Liabilities	\$33,081.03
Long-Term Liabilities	
N/P SBA Loan - Covid 19	227,623.00
Performance Hall Loan	0.00
Total Long-Term Liabilities	\$227,623.00
Total Liabilities	\$260,704.03
Equity	
Unrestricted Net Assets	763,420.68
Net Revenue	183,158.11
Total Equity	\$946,578.79
TOTAL LIABILITIES AND EQUITY	\$1,207,282.82



DEEPTI ARUN

ACADEMIC BACKGROUND

Carson High School

CLASS OF 2023

- 4.5 GPA

Women in Engineering Summer Program

UNIVERSITY OF NEVADA, RENO | 2017

- Spent one week in an immersive engineering program

Computer Engineering Camp

COMPUTER CORPS | 2019

- Worked with teammates to restore recycled desktop computers to full functionality

EXPERIENCE

Jamba Juice Team Member

JAMBA JUICE CARSON CITY | JULY 2021 - NOVEMBER 2021

- Handled cash transactions using POS system
- Provided friendly customer service by taking orders, offering recommendations, and addressing any customer issues
- Maintained a clean and organized work environment

CONTACT INFO

E: ARUN.DEEPTI924@GMAIL.COM
P: (775) 297-1032

EXPERIENCE (CONT'D)

Youth Advisory Board

BREWERY ARTS CENTER | AUGUST 2020 - PRESENT

- Contributes a youth perspective to BAC activities.
- Acts as spokesperson for the youth in the community.
- Participates in community functions and events

Varsity Tennis

CARSON HIGH SCHOOL | 2019 - PRESENT

- Attends weekly training to prepare for local matches
- Communicates and collaborates with a doubles partner.
- Maintains high GPA

Blue Crew

CARSON HIGH SCHOOL | APRIL 2021 - PRESENT

- Will guide incoming freshmen and new students around the school.
- Will organize and host events for students throughout the year.

Musical Theatre

YOUTH THEATRE CARSON CITY | 2010 - PRESENT

- Worked with a team of cast members, managers, technicians, and directors to produce shows.
- Performed as a lead character in 4 shows.
- Selected to participate in intensive, competitive show choir program.

SIERRA SCOTT

314-709-0755 | sierramegan@gmail.com

EXPERIENCE

GRANTS DIRECTOR AND ACCESSIBILITY COORDINATOR • 1/2018 – Present

NEVADA ARTS COUNCIL, Carson City, NV

- Oversee, supervise, and manage all aspects of the agency's grants program, budget, and staff.
- Implement, assess, and review of all NAC grants and subgrantees which includes processing between 700-1,000 applications per year in 10-20 diverse grant categories and awarding over \$1M in federal and state grant funds annually.
- Manage all aspects of the various subgrantee programs from creating guidelines, to reviewing applications, to the full lifecycle of grants management.
- Main point of contact responsible for the agency's federal National Endowment for the Arts Partnership Grant application, compliance, and reporting each year.
- Research, develop, and implement long-range plans and projects to maximize and enhance services provided.
- Served as the agency's Americans with Disabilities Act (ADA) Coordinator for the State of Nevada; liaison to Nevada organizations, institutions, and government agencies to aid in making policies, practices, activities and facilities accessible to people with disabilities.

MANAGING DIRECTOR • 1/2019 – Present

WILD HORSE PRODUCTIONS, Carson City, NV

- In partnership with the Executive Director, responsible for the overall business, administrative, and operational management of nonprofit theater company comprised of an adult and children's theater division.
- Collaborated with board members to update the organization's strategic plan, mission, and vision.
- Achieved a 100% increase in contributed income over 2 years.
- Responsible for grant writing and management for the organization and maintaining a robust annual grant portfolio from private foundations, municipal, state, and federal sources.
- Coordinated volunteers, supervised the management of new administrative and artistic hires and created employment contracts.
- Created new marketing strategies and community outreach efforts.
- Managed under budget productions while maintaining highest standards of quality.

ASSOCIATE CASTING DIRECTOR • 2014-2017

VARIOUS (FREELANCE), Los Angeles, CA

Responsibilities included: writing and posting breakdowns for all roles, scheduling and running audition sessions independently, creating master lists for director and producers, setting up studio tests, managing local and/or overseas casting teams for multiple projects, coordinating with studio/network to make offers, working with Business Affairs to close deals for all roles, and liaising with department heads regarding all details for the cast including international travel. Selected credits:

- X-MEN: DARK PHOENIX (Feature): 20th Century Fox (Alyssa Weisberg Casting)
- THE 15:17 TO PARIS (Feature): Dir. Clint Eastwood (Geoff Miclat Casting)
- NO TOMORROW (S1): CBS Studios / CW (Ulrich/Dawson/Kritzer Casting)
- EMERALD CITY (S1): NBC Studios / NBC (Ulrich/Dawson/Kritzer Casting)
- ALL NIGHTER (Feature): Dir. Gavin Wiesen (Liz Dean Casting)
- MAJOR CRIMES (S4): Warner Bros. / TNT (Ulrich/Dawson/Kritzer Casting)
- AMERICAN SNIPER (Feature): Dir. Clint Eastwood (Geoff Miclat Casting)
- CLAN OF THE CAVE BEAR (Pilot): Fox 21/Imagine/Lionsgate (Ulrich/Dawson/Kritzer Casting)
- RESURRECTION (S2): ABC Studios / ABC (Ulrich/Dawson/Kritzer Casting)

CASTING MANAGER • 2012-2014

VARIOUS (FREELANCE) – Los Angeles, CA & New York, NY

Responsibilities included: managing and hiring the casting staff of over 50 people in NY and LA (casting directors, casting coordinators and production assistants), writing one-sheets for network pitches, booking travel and hotels for casting searches across the country, creating and implementing systems to track thousands of applicants for the show, worked closely with production team to coordinate all contestant needs from pre-production through the live broadcast. Selected credits:

- CRY WOLFE (S1): Investigation Discovery (Karga 7 Pictures)
- THE MILLION SECOND QUIZ (S1): NBC (All3 Media/Universal Television)
- BEST INK (S3): Oxygen (Bunim-Murray Productions)
- THE WINNER IS (S1): NBC (Smart Dog Media)
- FUTUREScape WITH JAMES WOODS (S1): Science Channel (Karga 7 Pictures)

CASTING ASSISTANT • 2010-2012

VARIOUS (FREELANCE) – Los Angeles, CA

Responsibilities included: managing heavy phones, scheduling audition sessions, editing and uploading audition video, keeping the master lists up to date with all information, coordinating schedules and availabilities with agents and managers, and assisting in running audition sessions. Selected credits:

- POINT OF HONOR (Pilot): ABC Studios / Amazon (Sheila Jaffe Casting)
- BURYING THE EX (Feature): Dir. Joe Dante (Brad Gilmore Casting)
- SAKE-BOMB (Feature): Dir. Junya Sakino (Brad Gilmore Casting)

TEACHING ARTIST • 2008-2019

VARIOUS (FREELANCE) – Nationwide

- Contracted to teach workshop intensives on "Acting for Film and TV" at various acting studios in the Los Angeles area including Actors Artistry, Actors Connection, TVI Actor's Studio, Castaway Studios, ITA, and Beverly Hills Playhouse.
- Taught workshop intensives on acting and the business of acting for graduating students of Webster University's Conservatory of Theater Arts during their Los Angeles showcase trip.
- Taught regular musical theater and contemporary dance classes as well as special intensives at studios in New York, NY and Los Angeles, CA

PERFORMING ARTIST • 2003-2011

Member of Actor's Equity Association. Selected credits:

- OKLAHOMA! - 1st Nat'l Tour of Broadway revival, NETworks Touring Company, Dir. Fred Hansen
- WHITE CHRISTMAS - Arts Center of Coast Carolina, Dir. Russell Treyz
- THOROUGHLY MODERN MILLIE - Gateway Playhouse, Dir. John Macinnis
- NUNSENSE - Allenberry Playhouse, Dir. David Caldwell
- CATS - Regional Tour Prather Productions, Dir. Marc Robin
- ANYTHING GOES - Saint Louis Repertory Theatre, Dir. Victoria Bussert
- TITANIC - Maine State Music Theatre, Dir. Charles Abbott
- VICTOR/VICTORIA - Maine State Music Theatre, Dir. Bruce Lumpkin
- INTO THE WOODS - Arundel Barn Playhouse, Dir. Edward Reichert
- THE SECRET GARDEN - Maine State Music Theatre, Dir. Charles Abbott

EDUCATION

- Webster University (Conservatory of Theater Arts) – BFA in Musical Theater
Graduated with Honors and received the Daniel Webster Scholarship for Academic Excellence
- Carnegie Mellon University Summer Theater Program
- Walnut Hill Performing Arts School Summer Intensive

BOARDS AND COMMISSIONS

- **Carson City Cultural Commission**, Vice Chair, 2020-Present
Appointed to the primary advisory body for the Carson City Board of Supervisors for matters relating to arts and culture.
- **Brewery Arts Center**, 2020-Present
- **Tahoe Regional Arts Foundation**, Executive Advisory Committee, 2019-2021
Part of a 67M capital campaign to build new performing arts center in Lake Tahoe.
- **Piper's Opera House**, Vice Chair, 2018-2019

Carson City Redevelopment District Arts and Culture Grant
108 East Proctor Street, Carson City, NV 89701



Redevelopment District Arts and Culture Grant Application

Contact Debra Soule at dsoule@visitcarsoncity.com for application schedule/deadlines.

Please create a Word document and answer the following questions in the order in which they are asked and use the fillable PDF from to complete the budget and acknowledgement sections. Your answers should be as succinct as possible with your overall application limited to a maximum of 10 pages, excluding resumes.

1. a) Name / title of project or event

b) Event / Project dates

c) Total Funding Request
2. a) Organization Name

b) Organization Mailing Address, City, State, Zip, Phone

c) Organization Website and / or Social Media Sites

d) Primary Contact Name, Title, Mailing Address, City, State, Zip, Contact phone and email

e) Provide a brief history of your organization, its mission and number of years in operation.
3. a) Is this project located in, or will it benefit District #1 or District #2? (District maps can be accessed at <https://www.carson.org/home/showpublisheddocument/51176/636080777005970000>)
4. What strategies and activities will this initiative implement from the 2022 Arts & Culture Strategic Plan? The plan can be accessed at <https://visitcarsoncity.com/things-to-do/arts-and-culture/>
5. a) Provide a detailed description of the proposed project/event. Include project objectives and a detailed timeline for all project related activities.

b) Who is planning and managing this project/event? List names, title (if applicable), and project responsibilities for all key project personnel, and note their previous experience in planning and/or managing this type of initiatives. Please attach an organization chart and resumes of these key participants.

c) Are any other organizations involved in this project/event? List any partnerships or collaborations and include details on any financial support that other organizations, individual or funding agencies are providing for the project/event.

d) Who are the artists involved with this project? Include names and a brief bio for all participating

artists use additional pages as needed. If artists are not confirmed yet, you may list the proposed artists (please note if an artist is confirmed or proposed).

e) Describe the methods you will use to evaluate project success, impact, and outcomes.

6. a) How does this project/event demonstrate social, educational, cultural and/or economic relevance for the community?

b) Describe the community/population(s) that the proposed project will serve. Include demographic information about relevant socioeconomic factors such as age, ethnicity, race, gender, ability, education, geographic location, income level, etc.

c) Is this initiative intended to bring visitors to Carson City? If so, how many visitors are anticipated and how will it be marketed? (for events only)

7. Is this event intended to be recurring or is it a one-time event? If it will be recurring, how will the event be expanded in the future and how will the event be able to transition away from City funding support in the future.

Please complete the following fillable PDF budget and acknowledgement form.

Project / Event Costs (Attach additional sheets as needed and to state the source of other funds)

Activity (i.e. advertising, equipment rental, workshops etc.)	Redevelopment Funds	Other Funds and their Source	Total
Exhibition Rental	5000.00	35000.00	40000.00
Exhibition Shipping (1 way inbound)		17000.00	17000.00
Marketing		4000.00	4000.00
Staffing (1 staff attendant/Tues-Sun)		6000.00	6000.00
<i>Additional documentation may be requested</i> Total	5000.00.00	62,000.00	67,000.00

Redevelopment Grant funds as a % of initiative costs	7.46	%	Projected revenues:	65,000.00
			Projected Net Profit/Loss	-2000.00

Annual Budget of Organization

	This Year	Last Year	Two years ago	List: Redevelopment Grant Amount / Year
Income	\$643,172	\$403,585	\$ 585,122	\$9000/2021
Expenses	\$460,040	\$309,728	\$ 552,674	\$2200/2018
Reserves	\$183,158	\$193,432	\$ 112,968	\$6500/2017

Acknowledgment of Application Provisions: (please check each that you acknowledge)

- ☐ I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common principles for Downtown Carson City.
- ☐ All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement.
- ☐ I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City.
- ☐ If this initiative is selected for a grant from the Consolidated Municipality of Carson City, I acknowledge that photographs of my project may be used in promotional materials for Downtown Carson City.

I affirm, this application and all attachments are true and accurate to the best of my knowledge.

Applicants Signature **Gina Lopez**

Date: **May 20, 2022**

***Note:** ALL project related invoices and receipts must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.

Application submittal checklist:

- ☐ Complete, signed Redevelopment District Arts and Culture Grant Request Form
- ☐ Organization chart/structure of the organization conducting the initiative
- ☐ Resumes of the key individuals in the organization conducting the initiative
- ☐ Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognitions of revenues and expenses.

Brewery Arts Center

Statement of Activity

July 1, 2021 - May 20, 2022

	TOTAL
Revenue	
Artisan Cafe	0.00
Consigned Art	56,685.37
Total Artisan Cafe	56,685.37
Contributions and Grants	490,903.36
Membership	285.00
Program Service Revenue	
Class Fees	5,855.00
Concession Revenue	23,281.65
Event Revenue	19,801.59
Facility Use	47,732.34
Total Program Service Revenue	96,670.58
Sales of Product Revenue	0.00
Square Income	1,751.50
Total Revenue	\$646,295.81
Cost of Goods Sold	
Cost of Goods Sold	
Bank and CC Fees	3,123.78
Total Cost of Goods Sold	3,123.78
Total Cost of Goods Sold	\$3,123.78
GROSS PROFIT	\$643,172.03
Expenditures	
Artist Fees	18,188.56
Building Maintenance & Repairs	52,100.17
Concessions	6,254.95
Contract Instructors	12,277.80
Contract labor	13,461.00
Dues and Subscriptions	4,806.67
Equip Rental and Maintenance	775.12
Event Expense	111,013.73
Fundraising Expense	453.90
Insurance - Liability, D and O	17,171.20
Interest Expense	298.02
Licence and fees	50.00
Marketing	2,551.69
Meals and Entertainment	510.31
Payroll Expenses	
Taxes	14,838.79
Wages	138,552.12
Total Payroll Expenses	153,390.91
Professional Services	
Outside Professional Services	1,926.10
Total Professional Services	1,926.10

	TOTAL
Property Tax	68.66
QuickBooks Payments Fees	21.53
Supplies	603.07
Office	1,161.21
Operations	38,841.86
Other Supplies	1,242.14
Total Supplies	41,848.28
Suspense	-10,732.31
Travel	1,701.25
Utilities	-2.97
Electric	8,048.55
Gas	10,161.86
Internet	5,071.22
Security	399.88
Trash	1,500.45
Water	6,723.93
Total Utilities	31,902.92
Total Expenditures	\$460,040.46
NET OPERATING REVENUE	\$183,131.57
Other Expenditures	
Ask My Accountant	-26.54
Total Other Expenditures	\$ -26.54
NET OTHER REVENUE	\$26.54
NET REVENUE	\$183,158.11

Brewery Arts Center

Statement of Financial Position

As of May 20, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Artisan Store-0861	2,086.42
Cash on hand-Cafe	250.00
Cash on hand-Office	200.00
Grants Management-9988	150,285.00
Levitt-3854	0.00
Operating account-9319	-6,006.37
Plumas - 4299	0.00
Plumas - 4412	1,104.56
Plumas- 4723 SHPO	24,066.40
TED-4076	0.00
Ticket Escrow-0879	0.00
Total Bank Accounts	\$171,986.01
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Uncategorized Asset	0.00
Undeposited Funds	2,861.50
Total Other Current Assets	\$2,861.50
Total Current Assets	\$174,847.51
Fixed Assets	
Building Improvements	61,866.58
Fixed Assets	0.00
Flooring - Performance Hall	20,674.00
Furniture and Equipment	1,561,027.51
Harmony Park	0.00
Land	2,396.00
New Roof	131,300.00
Z-Accumulated Depreciation	-755,829.00
Total Fixed Assets	\$1,021,435.09
Other Assets	
Community Foundation of WN	11,000.22
Total Other Assets	\$11,000.22
TOTAL ASSETS	\$1,207,282.82
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00

	TOTAL
Total Accounts Payable	\$0.00
Other Current Liabilities	
Direct Deposit Payable	0.00
Kabbage-SBA PPP	25,895.00
Loan-1- 8121	0.00
LOC Loan- Line of Credit - 9953	0.00
Payroll Liabilities	9,503.81
Federal Taxes (941/944)	-258.28
NV Unemployment Tax	-2,168.50
Whitney Peak judgement I. Hill/Summit Collection Services	0.00
Total Payroll Liabilities	7,077.03
Sales Tax Liability	0.00
Square Tips	109.00
Total Other Current Liabilities	\$33,081.03
Total Current Liabilities	\$33,081.03
Long-Term Liabilities	
N/P SBA Loan - Covid 19	227,623.00
Performance Hall Loan	0.00
Total Long-Term Liabilities	\$227,623.00
Total Liabilities	\$260,704.03
Equity	
Unrestricted Net Assets	763,420.68
Net Revenue	183,158.11
Total Equity	\$946,578.79
TOTAL LIABILITIES AND EQUITY	\$1,207,282.82

Carson City Redevelopment District Arts and Culture Grant

108 East Proctor Street, Carson City, NV 89701

Redevelopment District Arts and Culture Grant Application

Submitted by
Brewery Arts Center

1.

a) Name / title of project or event

Rock n Roll Exhibition for the Artisan Gallery at the Brewery Arts Center

b) Event / Project dates

July 15, 2022- November 2022

c) Total Funding Request

\$5,000

2.

a) Organization Name

Brewery Arts Center

b) Organization Mailing Address, City, State, Zip, Phone

449 West King St. Carson City, NV 89703, 775-883-1976

c) Organization Website and / or Social Media Sites

Breweryarts.org, <https://www.facebook.com/Breweryartscenter>,
@breweryartscentercarsoncity

d) Primary Contact Name, Title, Mailing Address, City, State, Zip, Contact phone and email

Gina Lopez, Executive Director
449 West King St.
Carson City, NV 89703

775-515-2580, gina@breweryarts.org

Carson City Redevelopment District Arts and Culture Grant

108 East Proctor Street, Carson City, NV 89701

Redevelopment District Arts and Culture Grant Application

Submitted by
Brewery Arts Center

e) Provide a brief history of your organization, its mission and number of years in operation.

The Brewery Arts Center was founded in 1975 and opened its doors in July of 1979. The mission of the Brewery Arts Center is to enrich the quality of life by cultivating arts and culture for all.

In 1975, a group of artists yearning for a space of their own raised \$300,000 to purchase the Historic Carson Brewing Building and turn it into a community gathering space for artists. They proceeded to build an annex for a gallery, art classroom, a black box theater and the Brewery Arts Center (BAC) a Nevada non-profit organization was born. In 2000, the organization purchased the St. Teresa Catholic Church building and converted it into a 244 seat Performance Hall to produce concerts and musical theater events. In 2015 the BAC was able to close the road to traffic in between the two buildings to create a two city block arts campus complete with facilities for visual arts, theatrical arts, dance and music, galleries for traveling exhibitions and outdoor art to include a Harmony Sculpture Park, two murals, rotating sculptures and in the summer months, an outdoor amphitheater which hosts the Levitt AMP Carson City free summer concert series. We are a volunteer and community driven organization with two full time staff, two part time production staff and one part time gallery staff. We host over 100 musical, theater and art events in the combined venues within a typical year.

3.

a) Is this project located in, or will it benefit District #1 or District #2? (District maps can be

The Brewery Arts Center is located in Redevelopment District #1

4. What strategies and activities will this initiative implement from the 2022 Arts & Culture Strategic Plan? The plan can be accessed at

<https://visitcarsoncity.com/things-to-do/arts-and-culture/>

The BAC's presentation of this exhibition directly addresses strategy 1.3 in that this funding request will support facility development that showcases Carson City's rich cultural traditions that contribute to Carson City's rich cultural traditions, building upon our growing reputation as a boutique music destination.

This exhibition also aligns with strategy 2.1 in that it supports a current festival (Levitt AMP Carson City) but is also an event unto itself and is designed to increase cultural tourism,

Carson City Redevelopment District Arts and Culture Grant

108 East Proctor Street, Carson City, NV 89701

Redevelopment District Arts and Culture Grant Application

Submitted by
Brewery Arts Center

economic impact and audience development. This unique setting will also be available to serve as a venue to other organizations looking to hold an event in the space or in the adjacent space of the 128 seat Maizie Theater.

Finally, this exhibition aligns perfectly with strategy 2.5 as the uniqueness of this exhibition will certainly lend itself to integrate with local tourism businesses, agencies and lodging properties as this is the first time an exhibition such as this will be available in Northern Nevada and we will be able to promote it as a totally unique experience.

5. a) Provide a detailed description of the proposed project/event. Include project objectives and a detailed timeline for all project related activities.

Brewery Arts Center continues to build upon its reputation for innovation with another traveling exhibition, this time with an interactive Rock n' Roll exhibition that will coincide with the 6th year of the Levitt AMP Carson City free summer concert series. This exhibit is relevant and fun for all ages with many "postable" and "selfie" opportunities to promote the exhibit that will be a totally unique experience never before offered in rural Nevada. As this exhibit will coincide with the free Levitt AMP Carson City concert series there will be free admittance every Saturday before the concerts to be consistent with the barrier free atmosphere that our audiences and visitors have become accustomed to in association with the Levitt Series.

Additionally this exhibition will be open 6 days a week and promoted to out of town visitors as something new and unique that Carson City has to offer and on a limited basis to promote urgency in the prime tourism season.

b) Who is planning and managing this project/event? List names, title (if applicable), and project responsibilities for all key project personnel, and note their previous experience in planning and/or managing this type of initiatives. Please attach an organization chart and resumes of these key participants.

This exhibition is being managed by Gina Lopez, Executive Director of the Brewery Arts Center and Michael Wiencek, Director of Operations of the Brewery Arts Center. This will be the second traveling exhibition hosted at the Brewery Arts Center. Snoopy and the Red Baron was previously in the space and it was on loan from the Charles M. Schulz museum in Santa Rosa, CA from Feb. 19, 2022 to May 15, 2022 and was visited by over 1000 people during that time and almost 10% were from out of the area. When representatives from the Charles M. Schulz museum visited the space in March, they said that this was the best presentation of the exhibition that they have ever seen and it is important to note that it was previously at the

Carson City Redevelopment District Arts and Culture Grant

108 East Proctor Street, Carson City, NV 89701

Redevelopment District Arts and Culture Grant Application

Submitted by
Brewery Arts Center

National Air Museum. They have asked to use photographs from the Brewery Arts Center exhibition for their own website as the gold standard for presenting traveling exhibitions.

c) Are any other organizations involved in this project/event? List any partnerships or collaborations and include details on any financial support that other organizations, individual or funding agencies are providing for the project/event.

We have submitted proposals for marketing dollars for this exhibition from the Nevada Division of Tourism and financial support to underwrite the cost of the exhibition from the John and Grace Nauman Foundation. We have already received support from Southwest Gas Company's charitable giving fund.

d) Who are the artists involved with this project? Include names and a brief bio for all participating artists use additional pages as needed. If artists are not confirmed yet, you may list the proposed artists (please note if an artist is confirmed or proposed).

The Brewery Arts Center is in negotiations with two curators for this exhibition; the cost of shipping has become the obstacle in obtaining the loans. We are currently working with the Rock n' Roll Hall of Fame in Cleveland, Ohio for their exhibition "A Part of the Machine" which celebrates Rock n'Roll and pinball machines for an exhibition that features working pinball machines as well as artifacts and memorabilia. For example, the KISS pinball machine is set up with Peter Criss' drum set. The Rock n' Roll Hall of Fame sends staff members with the exhibition to install it.

The second exhibition we are in negotiations with is Rock U: The institute of Rock 'n' Roll from Stage 9 Exhibits. Rock U takes interactivity...and cranks it up to eleven, featuring stations and displays you won't find anywhere else. Your guests can find their inner rock star with electric guitars, drums and percussion they can actually play! At Rock U everyone is the master of their own show, and everyone is a star. If this exhibition is the one ultimately chosen, they will also send staff members for the installation.

e) Describe the methods you will use to evaluate project success, impact, and outcomes.

We track our audience with a daily counter and ask guests to sign into our guest book. We will measure the impacts and success by number of customers and returning customers, gained audience on social media and eblast list, online reviews, donations received, note of thanks, hashtag posts, tags, impressions and media coverage. We will consider the exhibition a success if it is able to financially support itself without significant contributions of applicant cash.

Carson City Redevelopment District Arts and Culture Grant

108 East Proctor Street, Carson City, NV 89701

Redevelopment District Arts and Culture Grant Application

Submitted by
Brewery Arts Center

6. a) How does this project/event demonstrate social, educational, cultural and/or economic relevance for the community?

It is important to note that rock n' roll culture is more than just music. Rock and roll had a transformative effect on American society because it encouraged younger people to break out of the more conservative American mold, increased the use of technology in daily life, as well as implemented civil rights movements that bolstered minority groups and races.

It was during a period of heavy segregation that rock 'n' roll emerged. In addition to changing the nation's current musical norms, rock and roll music revealed the excitement of the new generation's youth culture. As a result, it influenced black and white artists alike to break into the mainstream.

Both of these exhibitions demonstrate the history and relevance to this influential artform that altered American culture for future generations.

b) Describe the community/population(s) that the proposed project will serve. Include demographic information about relevant socioeconomic factors such as age, ethnicity, race, gender, ability, education, geographic location, income level, etc.

Carson City, Nevada's 157 square mile state capital, near Lake Tahoe, Reno, historic Virginia City, and the majestic Sierra Nevada mountain range. The majority of the population in Carson City is white, making up over 81% of the population, 21% of the population is Hispanic/Latino, 1.9% is black, 2.4% is Native American, 2.1% is Asian, 9.4% are another race, and 2.9% are mixed race. Residents 25 to 44 make up the largest age group, accounting for 28.9% of the total population. Nearly one quarter of the population is 45 to 74, and 23.4% of the population is under the age of 18. Carson City has proven to be a desirable retirement community with almost 15% of the population being at least 65. Although the majority of households live within the \$50-\$75 thousand dollar range, about 10% of the population lives below the federal poverty line. There are more men than women living in Carson City and 13.3% of our citizens live with a disability. Over 28% of our population has a High School Diploma and just over 20% of our population has earned a Bachelor's Degree or higher.

Carson City Redevelopment District Arts and Culture Grant

108 East Proctor Street, Carson City, NV 89701

Redevelopment District Arts and Culture Grant Application

Submitted by
Brewery Arts Center

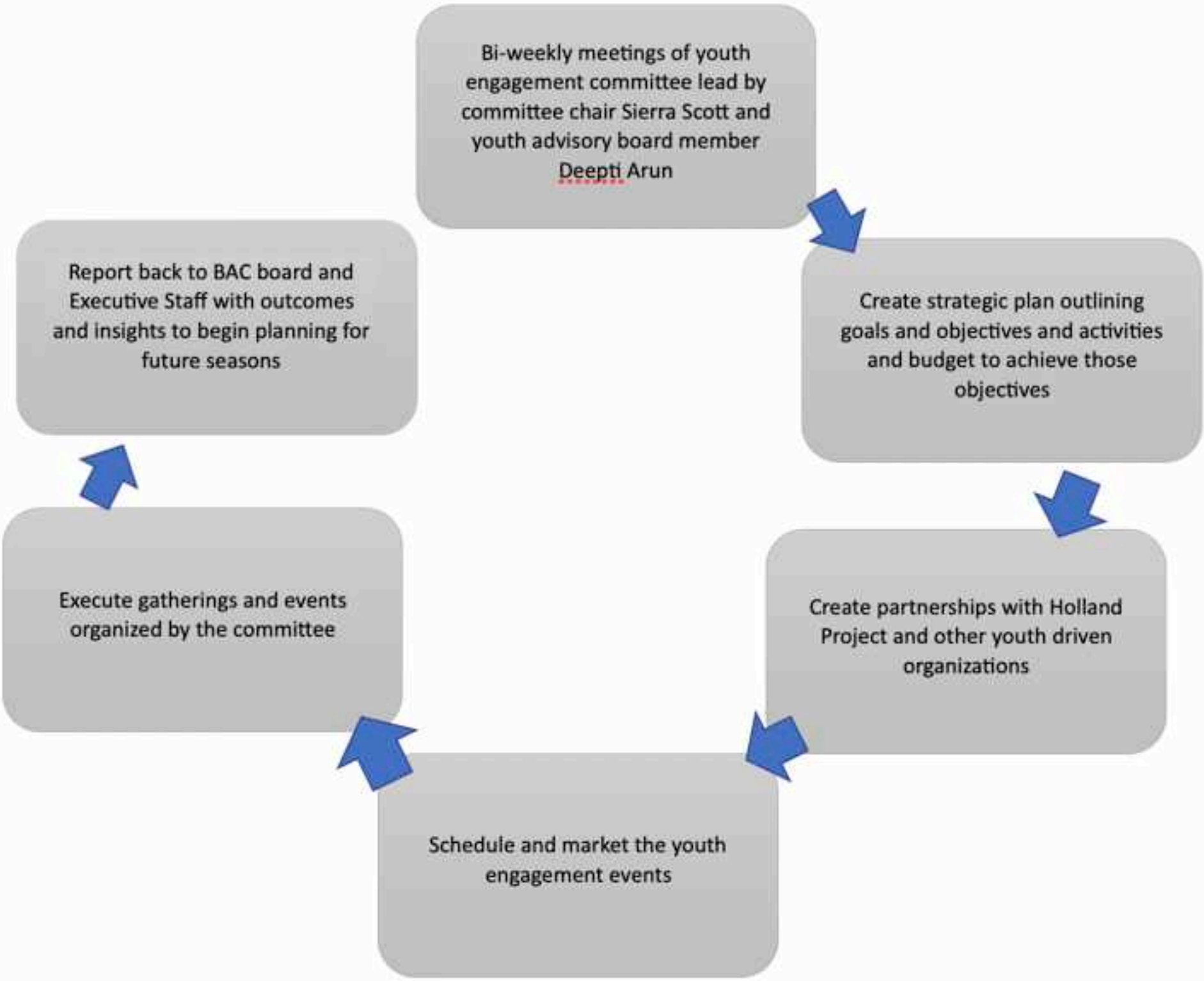
c) Is this initiative intended to bring visitors to Carson City? If so, how many visitors are anticipated and how will it be marketed? (for events only)

Rock n' roll is universal and we anticipate this installation will bring in roughly double that of our previous installation which was very niche. That installation saw 90 out of town visitors over a three month period in the shoulder season. With similar marketing, peak tourist season and the universal theme, we expect to double that number with at least 60 out of town visitors per month.

7. Is this event intended to be recurring or is it a one-time event? If it will be recurring, how will the event be expanded in the future and how will the event be able to transition away from City funding support in the future.

The Brewery Arts Center respects the intent of redevelopment funding and only seeks assistance as seed money for new projects. In building a traveling art installation space, we anticipate seeking funding from this source for the first three years, afterwhich if the project cannot support itself, our board will re-evaluate its potential and success as we decide if we should continue with the project.

Organization chart/structure for the for the
Youth Engagement Strategy




Nothing selected.
Select an object or text to format.

Gina Lopez

gina@breweryarts.org

775.515.2580

Professional Experience

Brewery Arts Center, Carson City, NV

August 2014- present **Executive Director**

Achievements & Responsibilities:

- 6-figure turn around in the first year
- Between \$150k - \$500k national and local grant awards received annually
- Manages, markets and oversees 100 events, concerts, projects and classes each year
- Grant writing, fiscal responsibility and oversight
- Artist coordinator / booking agent / hiring staff
- Liaison to our over 15 partner organizations
- Mission accountability

IGNNK, Inc., Carson City, NV

July 2004- 2015 **Director of Creativity & Special Events**

Achievements & Responsibilities:

- Assisted in the development of an online professional development program
- Handled all aspects of customer service, troubleshooting and technical support
- Oversaw and ran multiple international special events with the goal of building community

ICDA Charter High School, Reno, NV

Aug. 2001-June 2004 **Performing Arts Director**

Achievements & Responsibilities:

- Developed Performing Arts Program
- Recruitment and Retention Strategy for Students
- Manager of Performing Arts Campus
- Curriculum Approval
- Program and show producer
- Grant Writer

Eldorado Hotel Casino, Reno, NV

July 1999-August 2001 **Dir. Of VIP Services and Special Events**

Achievements & Responsibilities:

- Instilled ultimate customer services practices to employees
- Trained several entry level employs up to management positions
- Coordinated multi-million dollar events
- Managed and scheduled VIP Services Department
- Worked with marketing departments to maintain key messaging
- Developed and maintained department budget
- Multi department coordination for property wide special events

Education

University of Phoenix, Reno, NV - Post Graduate work

University of Nevada, Las Vegas, Las Vegas, NV - Bachelor of Arts

Current Volunteer Responsibilities

TEDxCarsonCity - Lead Organizer & licensee, City of Carson City Redevelopment Citizens Committee Member

Awards

DaVos Scholarship UNLV (1990), Outstanding Graduating Senior UNLV-College of Fine Arts (1994), Nevada Women's Fund: Woman of the Year (1997), Reno Gazette Journal, Best of Education Award (2002), Featured Artist- Artown (2007), Foundation for the Betterment of Carson City-Organization of the Year Award (Let Them Be Kids 2013), Northern Nevada Business Weekly's Top-40 Powerful Women (April 2018)

Michael Wiencek

mikey@breweryarts.org

775.315.3244

Professional Experience

Brewery Arts Center, Carson City, NV

April 2020- present **Director of Operations**

Achievements & Responsibilities:

- Managing staff and volunteers
- Managing campus resources
- Responsible for \$240,000 State Historic Preservation Grant for facility
- Coordination and implementation of concerts and events
- Artist coordinator / booking agent / hiring staff
- Liaison to our over 15 partner organizations
- Mission accountability

Comstock Propane, Carson City, NV

2012- 2020 **Commercial Tanker Driver/Service Technician**

Achievements & Responsibilities:

- Certified through State of Nevada LP Gas board
- Coordination of deliveries across Northern Nevada

Naturally Beautiful Gardens, Carson Valley, NV

2007-2012 **Project Foreman**

Achievements & Responsibilities:

- Manage staff and laborers on custom landscape projects
- Responsible for direct customer relations
- Executed custom landscape designs from blueprint to completion

Nationwide Communications and CBS Broadcasting, Seattle, WA & Portland, OR

1994-2000 **Promotions Administrator**

Achievements & Responsibilities:

- Managed promotion department staff and interns
- Created and carried out sales promotions and special events
- Onsite talent at promotional events, concerts, parties and large public events
- On air talent and producer of specialty shows

Education

Mt. Hood Community College 1996-1998

Associates degree program, media broadcasting

Current Volunteer Responsibilities

Brewery Arts Center, Board of Directors 2014-2020, Proscenium Players, Board of Directors 2014-2017, Sassabration Organizing Committee 2015- present, Christmas in April, Seattle Washington (annually)

Awards

2019 Carson City Mayor's Art Award Winner – Service to the Arts

Name of Event: Lakeside Studios, LLC

Event/Project Dates: Beginning Fall, 2022, and through Summer 2023

Total Funding Request: \$10,000

Organization Name: Lakeside Studios, LLC

Organization Address: 408 Hackamore Way
Carson City, NV 89701-4318
(775) 450-0195

Website/Social Media: <http://www.facebook.com/Lakeside-Studios-LLC-112412241467274>

Primary Contact: Lori Desmond LeClaire, CEO
LAKESIDE STUDIOS, LLC
408 Hackamore Way
Carson City, NV 89701-4318
(775) 450-0195
lorileclaire@outlook.com

Organization History: We at **Lakeside Studios, LLC**, believe in all things local. Our mission is to develop streaming media entertainment – theater, as it were -- as a way to **generate local dollars** and to assist in **recycling those dollars back into the community**. We believe the best way to keep our community safe and prosperous is to provide employment opportunities for the vast number of talented artists and businesspeople who live here. To *misquote* the late great chef James Beard, we believe that -- like food -- ***theater is best served local***.

Our vision was born out of long-time friends asking key questions of each other in 2020: How can we earn a living doing what we love to do? And how can we provide opportunities for ourselves and others under the restrictions of a global pandemic? Further, distressed by the extreme vitriol we’ve experienced (from both ourselves and others) at along every point on the spectrum of ideas, we asked ourselves, “How can we bring people together in a time of such political divide?” Our solution in the madness is to offer media by which local business owners can reach local markets: cathartic comedy-dramas featuring local stories, portrayed by local actors, and streamed on social media “to every device near you!”

Mission: In addition to the success we’ll achieve for our client businesses, we are as concerned for how people are represented. We’re as much concerned with the nature of images (number, content, stereotyping) of people in media (fiction, nonfiction, scholarship, newspapers, magazines, films, radio, television, advertising, etc.). We hope to explore with our community the structures (social, corporate, economic), mechanisms, motives, personnel, audiences, and traditions involved in the construction, perception, and study of representation.

All partners of Lakeside Studios, LLC, are long-time Northern Nevada residents who grew up in this area. Each of us has experienced life in larger communities out of state and returned with greater appreciation for our beloved Capital and the people in it. Each of us considers that this endeavor will be our **love song to Carson City**.

Project Location:	Lakeside Studios, LLC , is headquartered in District 2. We are dedicated to benefiting local businesses and residents in Districts 1 and 2, and eventually, businesses in all of Carson City and surrounding towns.
Implemented Strategies:	<p>The goals of Lakeside Studios, LLC, are in alignment with those of the Carson City Cultural Commission (2022).</p> <ul style="list-style-type: none">• We will provide opportunities that allow local artists to monetize their work, thereby increasing target audience and generating revenue for local businesses.• Online streaming of entertainment content equalizes access for all demographics, making for attractive market characteristics in an ever-expanding market• We support the multicultural diversity of people and cultural traditions in Northern Nevada and everywhere.• We consider it our responsibility to reach out and include minority and underserved populations.• The overriding theme of all content is that all people on this earth are deserving of love and respect and that everyone is welcome at the table.• By showcasing the diverse cultural traditions and rich history surrounding local language, food, art, crafts, architecture, ethnic celebrations, customs, and historical events, we aim to promote inclusiveness.• Increase prosperity of the community as a whole by promoting the spectacular opportunities that await visitors to Carson City.
Detailed Description:	<p>Streaming content to online platforms (YouTube, Facebook, Instagram, TikTok, etc.) is as much a communications revolution as television. But the television industry represents a selection and interpretation of life as seen or imagined by the program makers. Social media platforms have opened up challenging new jobs for women, minorities, and underserved populations, to name just a few. We believe that <i>all</i> voices deserve to be heard and represented in the way each wants to be represented.</p> <p>We believe we can create the same opportunities for revenue as television has seen. Picture, for instance, a show we're writing currently for a local furniture store. The premise is similar to today's soap operas, where extremely beautiful people who live in gorgeous mansions sometimes are forced to visit people who aren't quite as beautiful and who might live in homes not quite so opulent. Sometimes even in trailer parks. As our fictionalized characters work out their dramas, they compare their furniture choices. At commercial breaks, we offer the very same gorgeous furniture (at varying price points) available at our client's retail store.</p>

In a nutshell, we’re not trying to bring Hollywood to Carson City, because we know that the film industry already is here. Our business model, however, is similar to the Hollywood story in that it entails creating content for streaming on all social media platforms for the purpose of **generating revenue for locally-owned and/or locally-operated businesses**, specifically those located in Carson City Districts 1 and 2.

Key Personnel:

LAKESIDE STUDIOS, LLC, is formed by the following partners:

KEY PERSONNEL	TITLE & EXPERIENCE
Lori Desmond LeClaire	CHIEF EXECUTIVE OFFICER <ul style="list-style-type: none"> B.A. in English / Minor in Film from the University of California, Irvine Past successful careers in the medical device industry, as a Reporter for major newspapers and magazines, as a teacher for grades K-12 and community college courses, as well as a brief stint as News Anchor for the former and locally-produced digital TV station, NGBN in Carson City.
Debra Immer Scott	SUPERVISING HEAD WRITER Studied at University of Nevada, Reno <ul style="list-style-type: none"> former Casting Supervisor providing direction and guidance to applicants to improv and dance programs, employee orientation Oversight of employee benefits Counseling, public speaking, and various writing projects. Formerly retired.
Elsbeth Summers	DIRECTOR/VIDEOGRAPHER B.A., University of Nevada, Reno Past projects include <ul style="list-style-type: none"> Founder/Videographer/Photographer at Tweaking Reality Studios Writer/Director Singer

Collaboration:

Collaboration with others on a consulting basis will include:

Adam Larson Broder	CONSULTANT B.A., Film, University of Southern California Past projects include writing and directing the Hollywood movie, <i>Pumpkin</i> , starring Christina Ricci.
Kat Simmons	CONSULTANT and ON-AIR HOST Nationally-known local comedian
Susan McKie	CONSULTANT Human Resources Director Expert in HR laws and requirements. Currently in executive management at ProAutomated, Inc.
Additional Artists	On-going search; selection TBD.

Organizational Chart: To be determined.

Additional Funding: Fundraising in progress; we e have no outside funding at this time.

Objectives: In addition, related objectives include:

- Tell stories that inspire, motivate, and celebrate the local landscape, people, art, history, and culture of Northern Nevada.
- Feature local stories told by local actors and personalities.
- Provide local actors the opportunity to monetize their work.
- Feature and promote two main characters in all stories, those being the delightful cultural events and the stunning natural resources we enjoy, geographical features which, you must admit, are positively **cinematic**.
- In all endeavors, we strive to be respectful and kind in the representation of all people. Along these lines, we are inspired by celebrity Hannah Gadsby, whose stand-up comedy special, *Nanette* (2018), currently is streaming on Netflix. In a recent *Vanity Fair* article, Ms. Gadsby wrote,

“...before I even began writing Nanette, I was bored by emotionally reactive comedians who have no problem defending bigotry in the name of laughter. And while it does sound very logical to insist that the singular purpose of comedy is making people laugh, I would argue that we have the internet nowadays, and that really has corned the market of mindless laughs: It’s free, forever, and you don’t have to leave the house.”

(We’re confident we can capitalize on the free and forever part!)

- Engage and increase target market audiences
- Achieve multiple revenue streams:
 - Sales commission from businesses whose products and services we help sell to increased target audience
 - Partnerships/sponsorships with local entertainment venues to promote and screen test shows
 - Revenue per views from social media platforms, such as YouTube
 - Future partnerships to be determined.

Timeline: The draft timeline for the project is as follows.

PROJECT PHASE	TARGET DATE
WRITE: Write content specifically designed to promote client’s goods and service. Picture, for instance, a show we’re writing for a local furniture store. The premise is similar to the soap opera genre; extremely beautiful people who live in beautiful homes are forced to visit people who aren’t quite so beautiful and who live in less opulent homes or maybe even trailer parks. What better set-up can there be to sell furniture than by juxtaposing what you have against what better furniture you could have?	In process

REVIEW: Review with client to ensure product and services are represented accurately.	In process
TEST MARKET: Table read script among community members represented to ensure they are represented in the way they want to be seen.	In process
POST-PRODUCTION/EDITING: Rewrite script to reflect desired changes.	Late Summer, 2020
HIRE STAFF:	In process
REHEARSE:	Late Summer, 2020
VIDEO:	Late Summer, 2020
REVIEW WITH CLIENT FOR APPROVAL:	Late Summer, 2020
FINAL EDIT:	Fall, 2020
PROMOTION:	Late Summer, 2020
STREAM CONTENT:	Fall, 2020 – Summer, 2022
MEASURE PERFORMANCE: Metrics will be increased sales for our clients as well as social media engagement with target audiences.	Fall, 2020 – Summer, 2020
REVENUE STREAMS: Commission from client sales, Partnerships/Sponsorships with 2 nd Tier clients, Revenue per view from social media platforms (such as YouTube), and future partnerships to be determined.	Indefinite (TBD)

Metrics: As mentioned above, we will measure success by the increased sales of our clients, as well as social media engagement with target audience.

Values Demonstrated: We take very seriously the issue of how people are portrayed, written about, and constructed in a variety of mediums (fiction, nonfiction, scholarship, newspapers, magazines, films, radio, television, advertising, etc.). Exploration of the nature of images (number, content, context, stereotyping) and analysis of their structures (social, corporate, economic), mechanisms, motives, audiences, and traditions involved make us ask, “Do these portrayals accurately reflect the population portrayed?”

We value the rich diversity of people and culture in Northern Nevada, and will demonstrate that everyone is equal in worth and everyone deserves to be welcomed and included.

Relevance to Community: Target markets will vary according to goods and services offered by our client businesses. But each time we portray a person or culture in streaming content, we know that representations of people do not simply reflect social conditions, but are themselves selected, constructed, and purveyed within specific social and ideological settings. Cinematic images of cultures historically have been so oppressive and repressive that the very idea of representing all people accurately in filmmaking seems an impossibility. The simple gesture of directing a camera toward a someone can seem like the equivalent of a terrorist act. This state of affairs – the result of a history which inscribes certain cultures as subordinate – is not simply to be overturned by a contemporary practice that is more aware, more self-conscious. But we believe we can make great strides in this regard.

Carson City Redevelopment District Arts and Culture Grant
108 East Proctor Street, Carson City, NV 89701



Redevelopment District Arts and Culture Grant Application

Contact Debra Soule at dsoule@visitcarsoncity.com for application schedule/deadlines.

Please create a Word document and answer the following questions in the order in which they are asked and use the fillable PDF from to complete the budget and acknowledgement sections. Your answers should be as succinct as possible with your overall application limited to a maximum of 10 pages, excluding resumes.

1. a) Name / title of project or event
[Vintage Market](#)
b) Event / Project dates
c) Total Funding Request
[\\$10,000](#)
2. a) Organization Name
b) Organization Mailing Address, City, State, Zip, Phone
c) Organization Website and / or Social Media Sites
d) Primary Contact Name, Title, Mailing Address, City, State, Zip, Contact phone and email
e) Provide a brief history of your organization, its mission and number of years in operation.
3. a) Is this project located in, or will it benefit District #1 or District #2? (District maps can be accessed at <https://www.carson.org/home/showpublisheddocument/51176/636080777005970000>)
4. What strategies and activities will this initiative implement from the 2022 Arts & Culture Strategic Plan? The plan can be accessed at <https://visitcarsoncity.com/things-to-do/arts-and-culture/>
5. a) Provide a detailed description of the proposed project/event. Include project objectives and a detailed timeline for all project related activities.
b) Who is planning and managing this project/event? List names, title (if applicable), and project responsibilities for all key project personnel, and note their previous experience in planning and/or managing this type of initiatives. Please attach an organization chart and resumes of these key participants.
c) Are any other organizations involved in this project/event? List any partnerships or collaborations and include details on any financial support that other organizations, individual or funding agencies are providing for the project/event.
d) Who are the artists involved with this project? Include names and a brief bio for all participating

artists use additional pages as needed. If artists are not confirmed yet, you may list the proposed artists (please note if an artist is confirmed or proposed).

e) Describe the methods you will use to evaluate project success, impact, and outcomes.

6. a) How does this project/event demonstrate social, educational, cultural and/or economic relevance for the community?

b) Describe the community/population(s) that the proposed project will serve. Include demographic information about relevant socioeconomic factors such as age, ethnicity, race, gender, ability, education, geographic location, income level, etc.

c) Is this initiative intended to bring visitors to Carson City? If so, how many visitors are anticipated and how will it be marketed? (for events only)

7. Is this event intended to be recurring or is it a one-time event? If it will be recurring, how will the event be expanded in the future and how will the event be able to transition away from City funding support in the future.

Please complete the following fillable PDF budget and acknowledgement form.

Project / Event Costs (Attach additional sheets as needed and to state the source of other funds)

Activity (i.e. advertising, equipment rental, workshops etc.)	Redevelopment Funds	Other Funds and their Source	Total
Beautification- planters/ hanging flower baskets	\$3000	\$8000cash/inkind	\$11000.00
marketing/web/print/radio/geofencing	\$3000	\$7000/cash	\$10000.00
onsite toilets rental	\$2500	\$2500/cash	\$5000.00
artist murals	\$1000	\$1500/cash	\$2500.00
traffic safety cones/pedestrian safety cones	\$500	\$1000 cash	\$1500
seasonal event labor	0	\$20000.00 /cash / in kind	20000.00
<i>Additional documentation may be requested</i> Total	10000.00	40000.00	50000.00

Redevelopment Grant funds as a % of initiative costs

20 %

Projected revenues:	75,000
Projected Net Profit/Loss	25,000 profit

Annual Budget of Organization

	This Year	Last Year	Two years ago	List: Redevelopment Grant Amount / Year
Income	\$ 0	\$	\$	N/A - new organization
Expenses	\$ 0	\$	\$	
Reserves	\$ 0	\$	\$	

Acknowledgment of Application Provisions: (please check each that you acknowledge)

- ☐ I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common principles for Downtown Carson City.
- ☐ All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement.
- ☐ I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City.
- ☐ If this initiative is selected for a grant from the Consolidated Municipality of Carson City, I acknowledge that photographs of my project may be used in promotional materials for Downtown Carson City.

I affirm, this application and all attachments are true and accurate to the best of my knowledge.

Applicants Signature **Travis Legatzke**

Date: **5-19-2022**

***Note:** ALL project related invoices and receipts must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.

Application submittal checklist:

- ☐ Complete, signed Redevelopment District Arts and Culture Grant Request Form
- ☐ Organization chart/structure of the organization conducting the initiative
- ☐ Resumes of the key individuals in the organization conducting the initiative
- ☐ Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognitions of revenues and expenses.

Carson City Redevelopment District Arts and Culture Grant
108 East Proctor Street, Carson City, NV 89701



Redevelopment District Arts and Culture Grant Application

Contact Debra Soule at dsoule@visitcarsoncity.com for application schedule/deadlines.

Please create a Word document and answer the following questions in the order in which they are asked and use the fillable PDF from to complete the budget and acknowledgement sections. Your answers should be as succinct as possible with your overall application limited to a maximum of 10 pages, excluding resumes.

1. a) Name / title of project or event

b) Event / Project dates

c) Total Funding Request

2. a) Organization Name

b) Organization Mailing Address, City, State, Zip, Phone

c) Organization Website and / or Social Media Sites

d) Primary Contact Name, Title, Mailing Address, City, State, Zip, Contact phone and email

e) Provide a brief history of your organization, its mission and number of years in operation.

3. a) Is this project located in, or will it benefit District #1 or District #2? (District maps can be accessed at <https://www.carson.org/home/showpublisheddocument/51176/636080777005970000>)

4. What strategies and activities will this initiative implement from the 2022 Arts & Culture Strategic Plan? The plan can be accessed at <https://visitcarsoncity.com/things-to-do/arts-and-culture/>

5. a) Provide a detailed description of the proposed project/event. Include project objectives and a detailed timeline for all project related activities.

b) Who is planning and managing this project/event? List names, title (if applicable), and project responsibilities for all key project personnel, and note their previous experience in planning and/or managing this type of initiatives. Please attach an organization chart and resumes of these key participants.

c) Are any other organizations involved in this project/event? List any partnerships or collaborations and include details on any financial support that other organizations, individual or funding agencies are providing for the project/event.

d) Who are the artists involved with this project? Include names and a brief bio for all participating



artists use additional pages as needed. If artists are not confirmed yet, you may list the proposed artists (please note if an artist is confirmed or proposed).

e) Describe the methods you will use to evaluate project success, impact, and outcomes.

6. a) How does this project/event demonstrate social, educational, cultural and/or economic relevance for the community?

b) Describe the community/population(s) that the proposed project will serve. Include demographic information about relevant socioeconomic factors such as age, ethnicity, race, gender, ability, education, geographic location, income level, etc.

c) Is this initiative intended to bring visitors to Carson City? If so, how many visitors are anticipated and how will it be marketed? (for events only)

7. Is this event intended to be recurring or is it a one-time event? If it will be recurring, how will the event be expanded in the future and how will the event be able to transition away from City funding support in the future.

Please complete the following fillable PDF budget and acknowledgement form.

Project / Event Costs (Attach additional sheets as needed and to state the source of other funds)

Activity (i.e. advertising, equipment rental, workshops etc.)	Redevelopment Funds	Other Funds and their Source	Total
2 staff, both independent contractors	5,000	33,800	38,800
artists' honoraria		12,350	12,350
artist travel		1,500	1,500
artists' shipping		300	300
exhibition supplies		1,000	1,000
liability & workers comp insurances		880	880
office miscellaneous (ink, copies, paper, etc)		1,000	1,000
marketing (website, graphic design, printing, bulk mail)		13,700	13,700
high school scholarship (private donation)		500	500
<i>Additional documentation may be requested</i> Total	5,000	65,030	70,030

Redevelopment Grant funds as a % of initiative costs

.07 %

Projected revenues:	70,030
Projected Net Profit/Loss	0

Annual Budget of Organization

	This Year	Last Year	Two years ago	List: Redevelopment Grant Amount / Year
Income	\$ 77,675	\$ 64,825	\$ 70,600	4,000 / FY22
Expenses	\$ 75,932	\$ 66,705	\$ 69,270	
Reserves	\$ 18,375	\$ 18,370	\$ 21,320	

Acknowledgment of Application Provisions: (please check each that you acknowledge)

- ☒ I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common principles for Downtown Carson City.
- ☒ All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement.
- ☒ I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City.
- ☒ If this initiative is selected for a grant from the Consolidated Municipality of Carson City, I acknowledge that photographs of my project may be used in promotional materials for Downtown Carson City.

I affirm, this application and all attachments are true and accurate to the best of my knowledge.

Applicants Signature

Sharon Roane

Date: *12 May 22*

***Note:** ALL project related invoices and receipts must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.

Application submittal checklist:

- ☒ Complete, signed Redevelopment District Arts and Culture Grant Request Form
- ☒ Organization chart/structure of the organization conducting the initiative
- ☒ Resumes of the key individuals in the organization conducting the initiative
- ☒ Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognitions of revenues and expenses.

Capital City Arts Initiative Grant Application to the Redevelopment District for Arts and Culture

- 1 a) Name / title of project or event: Visual Arts for the Community
- b) Event / Project dates: July 1, 2022 – June 30, 2023
- c) Total Funding Request: \$5,000

- 2 a) **Organization Name:** Capital City Arts Initiative
- b) **Organization Mailing Address, City, State, Zip, Phone:**
PO Box 1333, Carson City NV 89702; 775.721.7424
- c) **Organization Website and / or Social Media Sites:**
Website: www.ccainv.org
Facebook: www.facebook.com/capitalcityartsinitiative
Instagram: ccai_arts

- d) **Primary Contact Name, Title, Mailing Address, City, State, Zip, Contact phone and email:**
Sharon Rosse, Executive Director
PO Box 1333, Carson City NV 89702
775.721.7424
sharonrosse2001@yahoo.com

- e) **Provide a brief history of your organization, its mission and number of years in operation.**

Mission Statement:

The Capital City Arts Initiative is an artist-centered nonprofit organization committed to community engagement in contemporary visual arts through exhibitions, arts education programs, illustrated talks, artist residencies, and online activities.

Number of Years in Operation:

19 years, 2003 - 2022. CCAI's 20th year begins July 1, 2022.

Brief Organization History:

Visual artists founded CCAI in 2003 in recognition of a need for contemporary arts programs and in response to a citywide 2001 arts assessment requesting "more art by artists from outside the area and additional exhibition venues for local artists". The organization received a 501c3 designation in the IRS in 2005.

CCAI launched with its Nevada Neighbors series of public talks in 2003 and its Exhibitions Program in 2004 using pro-bono spaces in public buildings: the city's functioning Courthouse, since 2004; the Community Center's Crowell Board Room, formerly the Sierra Room, since 2015; and the city's Community Development building, since 2010. CCAI began presenting exhibits in Western Nevada College's Bristlecone Gallery in 2020. The Initiative has produced 110 exhibitions in these venues.

Since 2004, CCAI has produced over 38 exhibitions by local artists in other non-traditional art venues including a thrift store, a Harley-Davidson showroom, a coffee shop, and a garden shop. From 2008 – 2015, CCAI presented seven residency/exhibitions in collaboration with St. Mary's Art Center, Virginia City.

Through its active Artists In Education program, the Initiative has interacted with art students and faculty throughout its rural region with talks, workshops, and residencies.

In 2019, Nevada Humanities honored CCAI with its "Friend and Champion of the Humanities", a state-wide award for cultural contributions.

3 Is this project located in, or will it benefit District #1 or District #2? (District maps can be accessed at <https://www.carson.org/home/showpublisheddocument/51176/636080777005970000>)
District 1

4 What strategies and activities will this initiative implement from the 2022 Arts & Culture Strategic Plan? The plan can be accessed at <https://visitcarsoncity.com/things-to-do/arts-and-culture/>

Goals: CCAI provides cultural activities [exhibitions, online talks] throughout Carson City and presents diverse events to showcase the city's visual art and talent. The Initiative's staff continually works with artists to support and train them as part of their professional careers and produces effective and comprehensive marketing; see answer #6 below. CCAI's active grants writing helps secure its programs and gets the word out to potential funders about Carson City's vibrant cultural life.

Strategies: 2.2 Artists exhibiting with CCAI receive honoraria for their work and participation. 2.8 All CCAI galleries are free and open to visitor and residents. 3.3 Since 2003, the Initiative has maintained active collaborations and partnerships with its sister organizations including the Carson City Arts & Culture Coalition, Carson City Symphony Association, the City, Jazz & Beyond Festival, and Nevada Artists Association to maximize facility use and enhance program and event outcomes. 5.2 CCAI programs reach a variety of diverse and special populations. 6.1 The ongoing series of student exhibitions in the Brick specifically target teens and young adults. 6.2 CCAI invites a WNC student to serve as a full member on its board.

5 a) Provide a detailed description of the proposed project/event. Include project objectives and a detailed timeline for all project related activities.

Project Objectives:

The Capital City Arts Initiative (CCAI) requests \$5,000 for its 20th year exhibitions, cultural talks, and online archive projects. The funding will provide vital support for staff to produce these year-round programs. Focusing its work on community education and life-long learning, the Initiative presents 10 art shows year-round in 3 public buildings making the work accessible to all. The student gallery features high school and college art shows in an off-campus downtown setting. To extend the exhibits' reach, video tours with artist interviews, along with four annual Nevada Neighbors talks, are recorded and available on YouTube.

CCAI's programs include contemporary visual art exhibitions with companion essays, Nevada Neighbors talks, and Artists in Education activities. The exhibits take place in city public buildings including the city Courthouse, Community Center's Crowell Board Room, and Student Gallery in the Community Development Bldg. CCAI aims for over 700 "gallery days" in 2022 - 2023. The commissioned essays for the Courthouse shows provide the public with interpretation and the artists with published scholarship. The Nevada Neighbors series presents talks on artists' practices and the region's cultural heritage; videos now archived for public access. Active partnerships continue with 4 rural high schools.

The Initiative delights in using visual art exhibitions to turning the city's empty walls into gallery spaces giving viewers windows into artists' visions and talent. CCAI commissions essays by writers to provide the public/viewers with interpretation about exhibits, information about the artists, and descriptions of their creative processes. The Nevada

Neighbors talks bring a diverse and expanded humanitarian view for online viewers. All of these activities support education, the arts, and in turn, enrich the area's cultural environment.

The Initiative's website, ccainv.org, posts current, upcoming, and previous programs with active links for exhibits, events, and talks. The YouTube platform holds up-to-date counts of video "views" that currently totals 447 views for the eleven 2021-2022 videos with more in the queue.

Detailed Timeline:

• CCAI Courthouse Gallery

CCAI's art gallery located in the second-floor atrium in the city's functioning Courthouse.

- *Moiré*, solo exhibition by Claire Pasquier, Paris, France; June 8 - Sept 29, 2022; essay writer Vivian Zavataro; artist's reception, Friday, June 10; in collaboration with The Lilley Museum of Art at UNR; online exhibition tour/artist interview
- *Chinoiseries*; paintings by Gwaylon Leaf, Reno; October 5, 2022 - January 26, 2023; artist's reception Friday, October 7; essay writer tba; online exhibit tour/artist interview
- *Five Decades*; photography by Michael Plyler, Carson City; February 1 - May 24, 2023; essay writer tba; artist's reception Friday, February 3; online exhibit tour/artist interview
- *Abstractions*; paintings by Samuel Osheroff, Carson City; June 1 - September 28, 2023; essay writer tba; artist's reception date Friday, June 2; online exhibit tour/artist interview

• Crowell Board Room, Carson City Community Center: exhibitions by Nevada artists in the public meeting room where all City boards and commissions convene

- *Photography*, solo show by James McCarthy, Carson City; July 6 - October 20, 2022
- *Paintings*, solo show by Ubon Edmonds, Carson City; Oct. 24, 2022 - Feb. 23, 2023
- *Collages*, solo show by Marietta Sophie Paul, Carson City; February 27 - June 28, 2023

• "the Brick", Community Development Building, CCAI Student Gallery, art by current students from CCAI's partner high schools and Western Nevada College

- *Fresh Outlook 2022*, group show by WNC art students; May 17 - August 18, 2022
- *WNC Graphics Extraordinaire 2022*, group show by WNC graphic design students; August 22 - November 30, 2022
- *Photo Finished 2023*; group show by Carson High Advanced Photography students; December 2022 - March 2023
- *Spring Forward 2023*, group show by Carson, Dayton, Douglas, and Pioneer high school students; March - May 2023; scholarship award, private funder

Nevada Neighbors series of online cultural talks

- *Behind the Scenes: Nevada State Museum Collections* with Eugene Hattori, Curator of Anthropology, Nevada State Museum, Carson City, fall 2022
- *Archeology on Peru's North Coast, Part 2* with Hal Starratt, PhD, Carson City; fall 2022; adding to his Feb 2021 NVN tour
- *Tour the Lilley* with Vivian Zavataro, UNR Museum Curator, winter 2023; giving viewers an inside look at the Lilley's collections, and current/upcoming exhibits.

b) Who is planning and managing this project/event? List names, title (if applicable), and project responsibilities for all key project personnel, and note their previous experience in planning and/or

managing this type of initiatives. Please attach an organization chart and resumes of these key participants.

CCAI staff plan and manage these exhibitions in collaboration with the Board of Directors. **Sharon Rosse**, Executive Director, 2003 - present; responsibilities include: organizational leadership; chief financial officer/grants manager/development; staff and board management; public information; coordinating collaborations with community organizations; curatorial and program oversight for Exhibitions; Nevada Neighbors series; and the Artists In Education program.

Christel Passink, Assistant Director, 2009 - present; responsibilities include producing all exhibition and Nevada Neighbors videos, CCAI's graphic design [fliers, e-newsletters, essays], assisting with program production and public information distribution.

c) Are any other organizations involved in this project/event? List any partnerships or collaborations and include details on any financial support that other organizations, individual or funding agencies are providing for the project/event.

Partnership organizations: Carson City Courthouse, Carson City Community Center's Crowell Board Room, Carson City Community Development Building - "the Brick"

Partnership schools: Carson, Dayton, Douglas, & Pioneer high schools, Western Nevada College

d) Who are the artists involved with this project? Include names and a brief bio for all participating artists use additional pages as needed. If artists are not confirmed yet, you may list the proposed artists (please note if an artist is confirmed or proposed).

Exhibition Artists, all confirmed:

Ubon Edmonds, Gwaylon Leaf, James McCarthy, Samuel Osheroff, Claire Pasquier, Marietta Sophie Paul, Michael Plyler

Student artists are unknown at this time. They are selected in collaboration with their teachers during the school year, 2022 - 2023. Dates for student exhibitions are listed in 5.a)

Nevada Neighbors Speakers, all confirmed:

Eugene Hattori, Hal Starratt, Vivian Zavataro

e) Describe the methods you will use to evaluate project success, impact, and outcomes.

CCAI measures its performance through: gallery and event attendance, and renewal/reaffirmation of CCAI public/private partnerships with various entities [e.g. City venues; partner schools, etc.]. The Initiative also evaluates success through continuity in its membership base, mailing lists, online views, and social media activity; the Board is pleased that these numbers continue to increase.

Unsolicited email from Kara Ferrin, Carson High School photography teacher, Mar. 28, 2022
"Hi Sharon, I thank you for all that you and CCAI have done for my students; the experiences and praise they've received from your shows is irreplicable. Thanks again! Kara"

Presenting the arts and humanities includes some immeasurable outcomes. Fostering imagination, creativity, and an expanded world-view cannot be immediately measured, but these add to a fuller education and richer life for individuals and for the local community.

All CCAI partners have renewed their participation with for 2022 – 2023 providing CCAI with the best possible confirmation of “a job well done.”

6 a) How does this project/event demonstrate social, educational, cultural and/or economic relevance for the community?

CCAI consistently focuses on developing new audiences to engage and extend public awareness. The CCAI Board and staff actively collaborate with members, individuals, and local organizations and local businesses. The Initiative’s website, ccainv.org, features current, upcoming, and past exhibitions, speakers, essays, and events. Through its monthly e-newsletter, CCAI informs the public with essential information on current talks and exhibits via the website, press releases, printed materials [1,600], frequent social media posts on Facebook and Instagram, and monthly e-newsletters [900]. The YouTube channel [established 2020] has substantially increased CCAI’s visibility.

YouTube provides an up-to-date tally of the number of “views” of each item. To CCAI’s delight, these numbers for Nevada Neighbors far exceed the number of people who previously attended the in-person events and gives a window into the exhibitions’ reach.

Funders are acknowledged on gallery walls, on digital fliers, in program notes, in print and digital media, on the website ccainv.org, on virtual tours, and on social media.

Particular attention has been devoted to involving local school districts and offering new exposure in the arts to the students. The board receives consistent community feedback and recommendations that are included in CCAI planning. The CCAI Board and staff stay in active contact with members, individuals, local organizations, and local businesses.

b) Describe the community/population(s) that the proposed project will serve. Include demographic information about relevant socioeconomic factors such as age, ethnicity, race, gender, ability, education, geographic location, income level, etc.

The Initiative aims to reach an estimated 7,500 people annually through three year-round galleries, exhibition/artist interview videos, and online talks.

CCAI serves Carson City residents and visitors along with the wider region of Douglas, Lyon, and Washoe counties. The city’s demographic breakdown is 25% Latinx, 66% white. Black, Native American/Alaska Native, AAPI comprise the remaining 9%. By age: 20% are under 18 years old, 21% are over 65 years old. By gender: the town’s residents are 49% female. The median household income is \$58,300; persons living in poverty are 12.5%

CCAI’s diverse board works to continue its outreach to those traditionally under-resourced in the arts and humanities. The Latinx student board member shares the Initiative’s activities with her Western Nevada College cohort and beyond.

All programs are free to the public; all are in city ADA compliant buildings.

CCAI makes conscious curatorial decisions toward cultural equity, diversity, and inclusion. Planned exhibits include work by artists from Latin America, Iran, Thailand, and an artist of Chinese heritage. Gallery wall texts are in both English and Spanish; a WNC student provides the Spanish translations.

The Crowell Board Room Gallery features local artists from the Intermountain West's Great Basin, some with their first exhibitions.

The Brick Gallery provides students with beyond-the-classroom and professional off-campus exhibition opportunities. These shows feature participating schools' student art that represents community diversity: Carson, Dayton, Douglas, and Pioneer, all rural-area high schools; and Western Nevada College, Carson City. CCAI schedules five student shows annually.

The Nevada Neighbors series presents speakers whose talks are related to exhibitions or current art topics — all now recorded via Zoom and posted on the Initiative's YouTube channel. Upcoming Nevada Neighbors speakers include: "Behind the Scenes: A Guided Tour of the Nevada State Museum's Collections" with Eugene Hattori, Curator of Anthropology, Carson City. Artist Stephen Reid will conduct a gallery tour and interview with Latinx artists Robert Ibarra and Cesar Piedra about their work; their "Two Views" exhibition is currently in the Courthouse Gallery. "Archeology on Peru's North Coast, Part 2" with Hal Starratt, PhD. is scheduled for summer 2022. "Tour Inside the Lilley" with curator Vivian Zavataro, UNR's museum curator is coming in fall 2022.

CCAI curates to balance diversity, gender, various media, and emerging/established artists in its programming.

c) Is this initiative intended to bring visitors to Carson City? If so, how many visitors are anticipated and how will it be marketed? (for events only)

CCAI welcomes all residents and visitors to its exhibitions.

An active marketing program informs and engages the public on exhibitions. CCAI designs, produces, and distributes printed exhibition fliers widely. Staff also distributes printed materials to Reno art venues. The Initiative's monthly e-newsletters will keep 900 subscribers updated on current activities and exhibitions. Event information, announcements, and essays are posted and archived on CCAI's website. Printed and digital press releases, printed and digital fliers, website, and social media announcements are essential public information vehicles and each will be employed to promote exhibits. Funders are acknowledged on fliers, gallery wall texts, videos, and on all print and digital media releases.

7 Is this event intended to be recurring or is it a one-time event? If it will be recurring, how will the event be expanded in the future and how will the event be able to transition away from City funding support in the future.

The Initiative has been presenting talks and exhibitions since 2003 and 2004, respectively. Programs are confirmed through 2023.

The City's annual support is vital to CCAI to help leverage outside funding from private foundations and state/federal public agencies. The Initiative will continue its yearly funding requests to all of these sources.

All CCAI exhibitions and events are open year-round and always available free to the public. CCAI provides ongoing programs to enhance the local cultural environment and is grateful for the City's support.

**Carson City Cultural Commission grant
Capital City Arts Initiative**

Artists' Bios [alphabetical order]

Exhibition artists:

Ubon Edmonds is a painter and is driven by her love of the arts. Her urban scenes and landscapes provide viewers with fresh views of familiar scenes. Edmonds attended Mt. San Jacinto College in Riverside County, CA. She aims for her work to connect with people on "a microscopic level". Her influences are Kahlo, Picasso, Michelangelo, Monet, and Van Gogh. She was born in Thailand and has lived in Carson City with her family since 2007.

Gwaylon Leaf creates paintings using a visual language synthesized from Taoist coded language and talisman. Being a multicultural Chinese/American gives Leaf a unique perspective to the world. He draws from his influence with traditional Chinese artists and mixes that with the aesthetic sensibilities of contemporary western artists such as Cy Twombly and Mark Tobey. He graduated with BFA degree in 2015 from UNLV. In spring of 2017 he had a collaborative exhibition with his father at Art Space Vincennes in Vincennes, Indiana. He earned a MFA degree from the University of Nevada, Reno in 2020. He lives in Reno and teaches art for Western Nevada College at the Fallon campus.

James McCarthy, a Massachusetts native, traveled West in the 1980s, and has lived in Nevada for nearly 30 years. A self-taught photographer, he is a member of the Professional Photographers of America (PPA), the American Photographic Artists (APA) and founding member of [LoveOutside.Org](https://loveoutside.org), an upcoming collaborative group of outdoor photographers preserving the world around us through creative and every-day imagery. His artistic influencers include: Ansel Adams, Carleton Watkins, Rodney Lough Jr., Charlie Waite, and Ralph Gibson. He lives in Carson City. <https://jmgalleries.com>

Samuel Osheroff grew up in Carson City. He spent his formative adult years in Seattle, WA, then returned in to Carson City 2018. He completed his BFA at the University of Nevada, Reno, with a focus in Painting, and a minor in Museum Studies. Alongside his continued art practice, Osheroff owns and operates Osh's Fine Arts & Services, an art installation company working out of the greater Reno/Tahoe area. He lives in Carson City.

Claire Pasquier has been a professional artist working in Paris, San Francisco, and now Bordeaux, France. Shortly after she graduated from the "Art Décors" school (Ensad, Paris) she moved to California where she developed two artistic styles. One is about traditional painted portraits. The other one is influenced by moiré effects on images found in old television screens. Her former literature teacher is now the first lady of France, and she previously acted on stage with Emmanuel Macron.

Marietta Sophie Paul has been earning a living as a metalsmith since 1984. She learned her trade while serving an apprenticeship as a silversmith in the UK. Returning to the states, she attended the University of New Hampshire and earned a BA in Psychology in 1983. The following year, she established her business, Bench Designs, to work in the jewelry trade as a goldsmith in YEAR? She takes printmaking classes at Western Nevada College and frequently combines her prints with recycled metal materials to create collages. She has lived in Carson City since 2013.

Michael Plyler has been making photographs for over forty years. He has photographed the Highland Maya of Guatemala since 1982, and 56 pieces of this body of work were placed into the permanent collection of the Smithsonian's National Museum of the American Indian in 2013. He has also photographed extensively in Spain and Italy. In 1993, he received a Visual Artist Fellowship from the Utah Arts Council. In addition, his work is held in Phoenix's Heard Museum, the San Diego Museum of Man. He and his wife live in Carson City.

Nevada Neighbors speakers:

Eugene Hattori is Curator of Anthropology and Paleontology at the Nevada State Museum since 1999 specializing in historic and prehistoric archaeology of Nevada and surrounding regions; PhD and MA in Anthropology at Washington State University; he is a Registered Professional Archaeologist.

Hal Starratt, PhD, taught Anthropology & Photography at Western Nevada College, Carson City and retired in 2020. His field is archaeology in Mesoamerica and Peru; PhD/MA Tulane University, Anthropology, MA California State University Sacramento, Anthropology, BA University of California Davis, History/Political Science. He lives in Carson City.

Vivian Zavataro, is the Director and Chief Curator of The Lilley Museum of Art, at the University of Nevada, Reno. She is a museologist who specializes in contemporary art, history, and art mediation. She has traveled widely working for museums, galleries, and contemporary art institutions in order to broaden her knowledge and experience of the art world. Her goal is to facilitate interaction between art and the public. Diversity, inclusion, and creativity are essential aspects of her practice.



Capital City
Arts Initiative

Staff

Sharon Rosse

Executive Director
Arts Administrator

Christel Passink

Assistant Director
Graphic Designer

Organizational Chart

The Board supervises the staff and participates in fundraising, curatorial research and decisions, event production, and program evaluation.

The staff coordinates and organizes program production, grants writing, marketing, and public information. The Assistant Director reports to the Executive Director who reports to the board of directors.

Updated: September 2021

CHRISTEL PASSINK

2761 Fuller Avenue

Minden, NV 89423

775-450-3842

cpassink@gmail.com

PROFESSIONAL EXPERIENCE

Assistant Director – Capital City Arts Initiative, Carson City, Nevada

2019 - present

Responsibilities include producing all exhibition and Nevada Neighbors videos, CCAI's graphic design [fliers, e-newsletters, essays], assisting with program production and public information distribution.

Artists In Education Program Manager – Capital City Arts Initiative, Carson City, Nevada

2009 - 2019

Responsibilities included managing the Artists In Education program [coordinating talks/workshops with schools and artists, driving out-of-area artists to the schools, attending talks and assisting the artists], creating all CCAI graphic design [fliers, e-newsletters, essays].

2010 - 2013

Taught CCAI art workshops at various Carson City School District schools

Graphic Designer – Charter Advertising/Design, Inc., Tahoe Paradise, California

2012 - present

Creative services include advertising, marketing and design. Design responsibilities include logos, print/web ads, brochures, signage, calendars, and multi-media design.

Sales Representative – Nevada Magazine, Carson City

2008 - 2009

Nevada Magazine, a non-profit agency and division of the Nevada Commission on Tourism. Responsibilities included: selling ads to the community that would be featured in the Tour Around Nevada article.

Administrative Assistant - The Market Place, The Ridge Resorts, Stateline, Nevada

2006 - 2008

Responsibilities included creating flyers in Publisher, annual newsletters, and weekly information guides, process invoices, and contact vendors

Executive Assistant to President - RAM Builders, LLC/Suds Shine Car Wash, Minden, Nevada

2003 - 2006

Ram Builders, LLC

Administered all aspects of a construction business which included meeting with clients and vendors, managed and maintained deadlines, prepared and submitted invoices, and coordinated with the escrow companies to close homes

Suds and Shine Car Detailing

Created pricing menus, invoices, business cards, and coupon booklets, processed payroll and paid invoices

Executive Assistant - Resorts West, Stateline, Nevada

2002 - 2003

Assisted the President, Vice President, Chief Financial Officer and the General Manager in the day-to-day operations of four upscale resorts. The positions responsibilities changed daily and included such tasks as creating newsletters, processing ballots, proxies, and owner survey information for four Homeowner Associations

ADDITIONAL PROFESSIONAL EXPERIENCE

- Ridge Resorts Associate Management Preparation Program Graduate

AWARDS

- Ridge Resorts Employee of the Year
- Ridge Resorts Superior Achievement Recognition Award

EDUCATION

A.A.S. Graphic Communications, cum laude, Western Nevada College, Carson City, 2012

Updated May 2022

Sharon Rosse
478 Bavarian Drive, Carson City, Nevada 89705
775.721.7424
sharonrosse2001@yahoo.com

Resume

Professional Experience

2002 – present Executive Director, Capital City Arts Initiative [CCAI], Carson City, Nevada
Founding Executive Director. Responsibilities include: organizational leadership; chief financial officer / grants manager / development; staff and board management; public information; coordinating collaborations with community organizations; curatorial and program oversight for Exhibitions in Courthouse Gallery, Crowell Board Room, Brick, WNC's Bristlecone Gallery; Nevada Neighbors series; and the Artists In Education program.

2003 – present Board Member, Capital City Arts Initiative [CCAI]

1992 - 2001 Nevada Arts Council, a State of Nevada agency.

- Artists' Services Program Director, 1995 - 2001

Responsibilities included: addressing the needs of individual artists through grants technical assistance, ongoing programs, statewide initiatives, conferences, and networking opportunities. Program administration and development included: Artists' Fellowships [public/private funding]; visual art exhibitions, tours, programs: established OXS exhibits at NAC office, Governor's Arts Awards annual artists' commissions, LXS at the State Legislature, *LXS On The Road, night, Save Outdoor Sculpture*, Women's Health Conference exhibition; Tumblewords literary arts touring program; Artists' Professional Development; Artists' Services' intern/volunteer program; and fiscal administration for the preceding programs.

- Director of Services, 1992 - 1995

Responsibilities included: administration and development of Artists Fellowships, LXS at the State Legislature; Arts in Education Program: Artists-In-Residence, Teacher In-Service Conferences, Special Project Grants for Teachers, Arts Organizations and Schools; Community Arts Development programs: Nevada Presenters' Network, NPN conferences; agency PIO.

1985 – 2001 Director, LXS, Legislative eXhibition Series, Carson City

Co-founder | co-curator of the biennial visual arts exhibition program at the Nevada State Legislature, Carson City. Presented ninety exhibits during nine biennial legislative sessions. Presented through the Nevada Arts Council and Western Nevada Community College-Carson City.

1984 – 1992 Director, XS Gallery, Western Nevada Community College, Carson City

Co-founder. Responsibilities included: administration for nine exhibitions per year, the visiting artists program, arts writing program in conjunction with the exhibition program, development and administration of LXS Gallery at the Nevada State Legislature, grants writing and management; coordination of publicity and graphic design, public relations, fund-raising.

Additional Professional Activities

2018

- Panelist for Nevada Arts Council's Cricut Rider consultant applications
- Grant consultant for Carol Brown's NAC Professional Development grant
- CCAI representative, Carson City Arts & Culture Coalition, 2006 - present

2017

- Panelist for Carson City Visitors Bureau / Nevada Arts Council's Art'preneurs workshop
- Grant consultant for Carol Brown's NAC Jackpot grant
- CCAI presentation to the Carson City Men's Club

2016

- Organized the Carson City Arts & Culture Coalition's Candidates Night [included candidates for mayor, city supervisor, and school board]
- Grant consultant for Artouring [DBA Reno Open Studios]

2015

- Juror for Outstanding Graduate Student Artist Award, Department of Art, University of Nevada Reno [UNR]
- Juror for State Senator Joyce Woodhouse's Student Art Competition "What Nevada Means To Me," open to 23 Clark County elementary schools

2012

- Guest Participant, Graduate Student Open Critiques, Art Department, UNR

2011

- Guest Participant, Graduate Student Open Critiques, Art Department, UNR
- Member, Advisory Board, United Latino Community

2010

- Member, Capital City Reads Committee, Carson City Library, 2009 – 2010

2009

- Member, Advisory Committee, Carson City Library

2008

- Speaker for *Sine Cera*, Galen Brown exhibition at Nevada Arts Council's OXS Gallery

2007

- Guest Participant, Graduate Student Open Critiques, Department of Art, UNR
- Steering Committee/general membership, Carson City Arts & Culture Coalition, [2006-2007]

2006

- Participant, Community Committee with Outside Review Team, Department of Art, UNR

2003

- Panelist, "Becoming A Professional Artist," Sierra Nevada College
- Radio interview, KUNR, Artist-in-Residence Program, with on-air host Terry Joy
- Juror, "8th Annual Recycled Art(icles)," College Gallery, WNCC-Carson
- Community Representative, Scholarship Committee, Department of Art, UNR,

2002

- LXS Curatorial Committee for 2003 LXS at Nevada Legislative Building, NAC

2001

- Author, catalog essay for "Great Basin Points of View" exhibit; Mary Lee Fulkerson, curator; exhibition sponsored by the Racial Justice Institute of the Truckee Meadows
- Juror, Scholastic Art Competition, Nevada Museum of Art, Reno [high school art, all media]

1991

- Guest Curator, Nevada Museum of Art, Reno *Nevada Country Christmas/Holiday Traditions*; designed and installed exhibit, juried and coordinated performing arts events
- Juror, Scholastic Art Competition, Nevada Museum of Art, Reno [high school art, all media]
- Juror, Carson City High School Parent Teacher Student Association sponsored art contest
- Juror, Carson City Jr. Hi School Parent Teacher Student Association sponsored art contest

1990

- Juror, Nevada Day Show, Nevada Artists' Association, Brewery Arts Center, Carson City

1989

- Presenter at "Creative Programming for Visual Arts Centers" session, Southwest Arts Conference, Scottsdale, Arizona

1987

- Exhibition Assistant, Nevada State Museum, Carson City

1986

- Juror, Student, Faculty & Staff Show, Manville Gallery, University of Nevada, Reno

1985

- Juror, Great Balloon Poster Contest, Sierra Arts, Reno

1984 - 1985

- Member, Board of Directors, Brewery Arts Center, Carson City

1984

- Juror, Olympics of the Mind, State Finals, Nevada State Department of Education

1983

- Juror, *Listen*, University of Nevada, Reno Arts Festival, Student Competition

1982

- Evaluator of *Nevada Contemporary*, Sierra Nevada Museum of Art exhibition for NAC grant

Teaching Experience

2008 – 2009 Artist in Education for CCAI with Carson City School District: Carson High School ECHO Club, Mark Twain Elementary School [PTA Reflections project], Empire Elementary School X-Factor.

1984 - 1989/1991/2001 Artist in Residence at twenty-one residencies in northern Nevada for the Nevada Arts Council; Sierra Arts, Reno; and the Lake Foundation, Incline Village.

1984 - 1991 Instructor, visual arts studio and arts administration classes, Western Nevada Community College, Carson City. Courses included Beg. and Advanced Sculpture, Beg. and Advanced Ceramics, Beg. and Advanced Drawing, Gallery Management, and summer workshops.

1981 - 1987/1991 Instructor for various art classes and workshops at schools for Washoe County School District; Brewery Arts Center; Sierra Nevada Museum of Art; and Very Special Arts Nevada in Reno and Elko.

Education

B.A. University of Nevada Reno, major: Art, 1981.

	A	B
1	Capital City Arts Initiative Grant Application Request to the	
2	Carson City Cultural Commission for 2022 - 2023	
3	CCAI fiscal year: July 1 - June 30	
4		
5	Organizational Budget • FY23 • 2022 - 2023	FY23 Budget
6	PROJECTED EXPENSES • as of 5/12/22	projected
7	CCAI Staff	
8	Executive Director: 1,665 per month	20,000
9	Assistant Director: 1,565 per month	18,800
10	staff subtotal	38,800
11	Program Expenses	
12	Artists' Honoraria: artists, speakers, writers, student translators	12,350
13	Nevada Neighbors/AIE honoraria: 2,000	
14	Exhibition artists honoraria: 5,250	
15	exhibition essay writers honoraria: 4,500	
16	WNC student translator 600	
17	Artists' Travel	1,500
18	High School Scholarship, juried high school group show, March 2023 [private donation]	500
19	Remaining Operating	
20	artists' shipping	300
21	exhibition supplies	1,000
22	hosting receptions, event permits	
23	insurance: workers comp 555. and liability 325.	880
24	office supplies / misc	1,000
25	[po box rent, ink, copies, misc postage, paper, memberships,	
26	Nevada Secty of State fee]	
27	program expenses subtotal	17,530
28	Marketing	
29	advertising: August 2022 Jazz Festival ad, 75	75
30	website server [\$300, 12 month fee]; Zoom [\$150, 12 month fee]; tech support	500
31	graphic design: fliers and video production	6,575
32	printing: exhibition fliers, exhibition essays, digital fliers	4,250
33	mailing: bulk mail postage and mailing service	2,300
34	marketing subtotal	13,700
35	Total Expenses	70,030

	A	B
36	PROJECTED INCOME	FY23 Budget
37		projected
38	Organization Cash	
39	beginning cash - checking account	
40	Miscellaneous Income	
41	Amazon Smile donations	100
42	Kroger/Smith's Grocery	25
43	Event Tip Jar	
44	Art Sales, Bristlecone	
45	Art Sales, Courthouse	
46	Art Sales, Crowell Rm	
47	subtotal	125
48	Fees for Services	
49	Carson High School	
50	Douglas High School	500
51	Dayton High School	
52	subtotal	500
53	Foundation Support	
54	John & Grace Nauman Foundation	6,000
55	Nevada Humanities Recovery Program grant [American Rescue Plan, \$10K award]	1,000
56	for January - October, 2022	
57	Nevada Humanities Project grant FY22 NVN final 10%	1,220
58	Nevada Humanities Project grant FY23 NVN/EXH videos [appl due in fall]	4,500
59	Nevada Humanities Mini Grant for FY23 essays [appl due in fall]	1,000
60	John Ben Snow Memorial Trust [appl submitted]	15,000
61	Southwest Gas Corporation Foundation [appl submitted]	1,000
62	US Bank Foundation [appl submitted]	2,500
63	subtotal	32,220
64	Local Support	
65	Board of Directors [annual dues \$450 min. each; no dues for student member]	2,400
66	Memberships [ongoing]	
67	business memberships	3,485
68	family/individual memberships	11,800
69	private donation for 2023 high school scholarship	500
70	subtotal	18,185
71	Public Support	
72	National Endowment for the Arts Challenge America grant [appl submitted]	10,000
73	Nevada Arts Council FY23 Operating Support Grant [awarded]	4,000
74	subtotal	14,000
75	Subtotal Income	65,030
76	Carson City Cultural Commission	5,000
77	Total Income	70,030

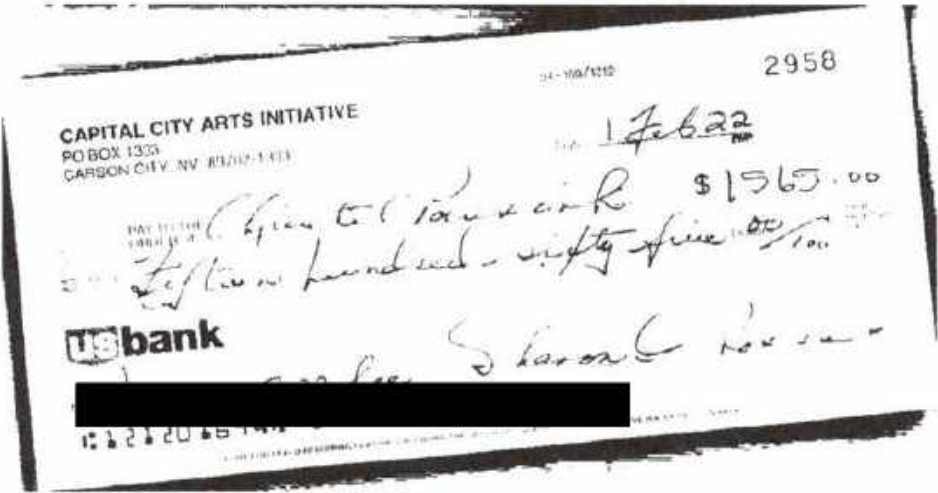
A	B
78 IN-KIND CONTRIBUTIONS	FY23 Budget
79 Outside Fees/Services	In-Kind
80 Steele & Associates, CPAs [preparation of IRS 990 form for FY22]	1,000
81 Courthouse staff: 52 weeks @ \$165. per week	8,580
82 includes security, gallery maintenance/janitorial, gallery prep, staff liaison	
83 Courthouse security for 3 receptions annually @ 2.5 hrs per	140
84 Volunteers: projected 500 hrs x \$25.43 per hour	12,715
85 Western Nevada College staff: 49 weeks @ \$150 per week	7,350
86 includes security, gallery maintenance/janitorial, staff liaison	
87 Outside Fees and Services - AIE	
88 Carson High School: teacher site coordinator for 2 art shows 5 hrs at 35. per	350
89 Dayton High School: teacher site coordinator for spring show 5 hrs at 35. per	175
90 Douglas High School: teachers/site coordinator for spring art show 5 hrs at 35. per	175
91 Pioneer High School: teacher site coordinator for spring art show 2 hrs at 35. per	70
92 Western Nevada College: faculty site coordinator, summer exhibit 3 hrs @ 35. per	105
93 subtotal	30,660
94 Space Donations	
95 Brick office/storage space @ \$250 per month x 12 months	3,000
96 Brick exhibition space, \$400 per month x 12 months	4,800
97 Carson City Courthouse: gallery space 52 weeks @ \$400 each, includes utilities	20,800
98 1,200 sq. ft = \$1.33 per sq ' [per Bonkowski - re-evaluate in 2020]	
99 Hutchison Studio, for furniture storage for 12 months	100
100 Offsite Data Depot, 12 month storage for 10 archive boxes, \$100 per year	100
101 Crowell Room Gallery exhibition space, \$500 per month x 12 months	6,000
102 WNC Bristlecone Gallery space, \$400 per week x 49 weeks	19,600
103 two part-time staff consultants' office space = \$440 per month each	10,560
104 subtotal	64,960
105 Remaining Operating Expenses	
106 General Administration	
107 City of Carson City: insurance for 10 exhibitions	500
108 Western Nevada College: insurance for 3 Bristlecone exhibitions	300
109 landline & mobile telephones for 2 staff, est. \$100 per month per person	2,400
110 computers/technology for 2 part-time staff, est. \$100 per month per person	2,400
111 subtotal	5,600
112 In-kind Total	101,220.00
113 Total Cash Expenses + Total In-Kind = Total Project Costs	171,250.00

	A	B	C
1	Capital City Arts Initiative Grant Application Request to the		
2	Carson City Cultural Commission for 2022 - 2023		
3	CCAI fiscal year: July 1 - June 30		
4			
5	Organizational Budget • FY22 • 2021 - 2022	FY22 Budget	FY22 Budget
6	Projected Expenses • FY22 • as of 5/16/22	projected	to date
7	CCAI Staff		
8	Executive Director: 1,665 per month	20,000	16,660
9	Assistant Director: 1,565 per month	18,800	15,660
10	staff subtotal	38,800	32,320
11	Program Expenses		
12	Artists' Honoraria: artists, speakers, writers, student translators	14,150	12,300
13	Nevada Neighbors/AIE honoraria: 1,700		
14	Exhibition artists honoraria: 6,600		
15	exhibition essay writers honoraria: 5,250		
16	WNC student translator 600		
17	Artists' Travel	1,305	1,305
18	Spring Forward 2022 scholarship to Brady Paschall [private donor]	500	
19	Spring Forward 2022 scholarships, 2 honorable mention, \$250 ea. to Laura Funk and to Gregory Quitano [funding by private donor] \$500 donated via credit card	487	
20	% Art sales to artists		
21	Phyllis Shafer, 50% [see row #49 below]	3,380	3,380
22	Colleen Reynolds, 75% [see row #51 below]	375	375
23	Remaining Operating		
24	artists' shipping	1,200	1,200
25	exhibition supplies	1,000	865
26	hosting receptions, event permits	60	60
27	insurance: workers comp 556. and liability 325.	880	880
28	office supplies / misc	1,125	1,000
29	[po box rent, ink, copies, misc postage, paper, org. memberships,		
30	Nevada Secty of State fee]		
31	program expenses subtotal	24,462	21,365
32	Marketing		
33	advertising: August 2021 Jazz Festival ad, 75; Tahoe Weekly ad, 235	310	310
34	website server [\$300, 12 month fee]; Zoom [\$150, 12 month fee]; tech support	500	450
35	graphic design: fliers and video production	4,200	2,700
36	printing: exhibition fliers, exhibition essays, digital fliers	4,720	3,245
37	mailing: bulk mail postage and mailing service	3,065	2,620
38	marketing subtotal	12,795	9,325
39	Total Expenses	76,057	63,010

	A	B	C
40	Projected Income • FY22 • as of 5/16/22	FY22 Budget	FY22 Budget
41		projected	to date
42	Organization Cash		
43	beginning cash - checking account	2,382	2,382
44	Miscellaneous Income		
45	Amazon Smile donations	80	67
46	Kroger/Smith's Grocery	39	39
47	Event Tip Jar	159	159
48	Art Sales [Raven, Bristlecone; 15 sold; 100% to CCAI]	750	750
49	Art Sales [Shafer, Bristlecone; 50% to CCAI] [see row #21 above]	6,760	6,760
50	Art Sales [Mudgett, Crowell Rm; 25% to CCAI]	94	94
51	Art Sales [C-Reynolds, Crowell Rm] [see row 22; \$125 to CCAI]	500	500
52	subtotal	8,382	8,369
53	Fees for Services		
54	Douglas High School	500	500
55	subtotal	500	500
56	Foundation Support		
57	Kaplan Family Charitable Fund	1,000	1,000
58	John & Grace Nauman Foundation	6,000	6,000
59	Nevada Humanities Project grant FY21 NVN [\$2,076 awarded; final 10%]	208	208
60	Nevada Humanities Mini Grant for FY21 Stiff essay [\$600 awarded; final 10%]	60	60
61	Nevada Humanities Recovery Program grant [American Rescue Plan, \$10K request]	10,000	10,000
62	ARP - no match required; 10K for Jan - Oct 2022, 1K per month		
63	Nevada Humanities Project grant FY22 NVN [\$6,100 reqstd \$4,880 awarded] 90% req.	4,390	4,390
64	US Bank Foundation	2,500	2,500
65	subtotal	24,158	24,158
66	Local Support		
67	Board of Directors [annual dues \$450 min. each; no dues for student member]	2,400	2,400
68	Memberships [ongoing]		
69	business memberships goal: \$3,000	2,778	2,778
70	family/individual memberships goal: \$8,500	9,687	9,687
71	private donation for <i>Spring Forward 2022</i> high school scholarship winner	500	500
72	private donation for <i>Spring Forward 2022</i> high school 2 honorable mention scholarships	487	487
73	subtotal	15,852	15,852
74	Public Support		
75	Carson City Cultural Commission [\$5K request, \$4K award]	4,000	4,000
76	Nevada Arts Council FY22 AMERICAN RESCUE PLAN Grant [awarded - no match required]	4,400	4,400
77	Nevada Arts Council FY22 Operating Support Grant [awarded]	4,000	4,000
78	Nevada Economic Development PETS Grant [awarded]	14,000	14,000
79	subtotal	26,400	26,400
80	Total Income	77,674	77,661

	A	B	C
81	CCAI FY22 • IN-KIND CONTRIBUTIONS	FY22	Artists in
82	Outside Fees/Services	In-Kind	Education List
83	Steele & Associates, CPAs [preparation of IRS 990 form for FY22]	1,000	
84	Courthouse staff: 52 weeks @ \$165. per week	8,580	
85	includes security, gallery maintenance/janitorial, gallery prep, staff liasion		
86	Courthouse security: maning security for 3 receptions annually @ 2.5 hrs per	140	
87	Volunteers: see volunteer list/spreadsheet for details; 500 hrs x \$25.43 per hr	12,715	
88	Western Nevada College staff: 49 weeks @ \$150 per week	7,350	
89	includes security, gallery maintenance/janitorial, staff liasion		
90	Outside Fees and Services - AIE		
91	Carson High School: teacher site coordinator for 2 art shows 5 hrs at 35. per	350	350
92	Dayton High School: teacher site coordinator for spring show 5 hrs at 35. per	175	175
93	Douglas High School: teachers/site coordinator for spring art show 5 hrs at 35. per	175	175
94	Pioneer High School: teacher site coordinator for spring art show 2 hrs at 35. per	70	70
95	Western Nevada College: faculty site coordinator, summer exhibit 3 hrs @ 35. per	105	105
96	subtotal	30,660	875
97	Space Donations		
98	Brick office/storage space @ \$250 per month x 12 months	3,000	
99	Brick exhibition space, \$400 per month x 12 months	4,800	
100	Carson City Courthouse: gallery space 52 weeks @ \$400 each, includes utilities	20,800	
101	1,200 sq. ft = \$1.33 per sq ' [per Bonkowski - re-evaluate in 2020]		
102	Hutchison Studio, for fumiture storage for 12 months	100	
103	Offsite Data Depot, 12 month storage for 10 archive boxes, \$100 per year	100	
104	Crowell Room Gallery exhibition space, \$500 per month x 12 months	6,000	
105	WNC Bristlecone Gallery space, \$400 per week x 49 weeks	19,600	
106	two part-time staff consultants' office space = \$440 per month each	10,560	5,280
107	subtotal	64,960	5,280
108	Remaining Operating Expenses		
109	General Administration		
110	City of Carson City: insurance for 10 exhibitions	500	
111	Western Nevada College: insurance for 3 Bristlecone exhibitions	300	
112	landline & mobile telephones for 2 staff, est. \$100 per mth per person	2,400	1,200
113	computers/technology for 2 part-time staff, est. \$100 per mth per person	2,400	1,200
114	subtotal	5,600	2,400
115	In-kind Total	101,220.00	8,555.00
116	Total Cash Expenses + Total In-Kind = Total Project Costs	177,277.00	

[illegible]





CAPITAL CITY ARTS INITIATIVE
PO BOX 1333
CARSON CITY, NV 89702-1333

94-169/1212

2950

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CAPITAL CITY ARTS INITIATIVE
PO BOX 1333
CARSON CITY, NV 89702-1333

94-168/1212

2959

Date 1 Feb 22PAY TO THE
ORDER OFSharon Rose\$ 1665.00Sixteen hundred sixty five and 00/100**usbank.**

Memo

Jan 2022 fee[Signature]

MP

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2022 Carson City Redevelopment District Arts and Culture Grant Application

Applicant: Wild Horse Productions

1.a) Name / title of project or event

A CHORUS LINE, musical theater production at the Carson City Community Center

b) Event / Project dates

August 18-28, 2022 (Auditions, Rehearsals, and Pre-Production from May – August 2022)

c) Total Funding Request

\$5,000

2.a) Organization Name

Wild Horse Productions DBA Wild Horse Stage Company

b) Organization Mailing Address, City, State, Zip, Phone

1220 Thompson Street, Carson City, NV, 89703

c) Organization Website and / or Social Media Sites

- <https://www.wildhorsestageco.com/>
- <https://www.facebook.com/wildhorsestageco>

d) Primary Contact Name, Title, Address, City, State, Zip, Contact phone and email

Carol Scott, Executive Director, Wild Horse Productions

1220 Thompson Street, Carson City, NV, 89703

Phone #775-443-5587

whstageco@gmail.com

e) Provide a brief history of your organization, its mission and number of years in operation.

Wild Horse Productions is a non-profit organization formed in 2007 with the mission of enhancing and enriching the community through performing arts classes, high-quality live theater, outreach programs in the community, and other educational programs in the theatrical arts. Wild Horse Productions is comprised of two theatrical divisions: Wild Horse Children's Theater for youth audiences and Wild Horse Stage Company (previously known as Wild Horse Theater Company) for adult audiences. Wild Horse Stage Company is dedicated to producing high-caliber, innovative productions of contemporary theater that inspire, engage, and challenge the community. Wild Horse Productions is the resident company at the Brewery Arts Center in Carson City, NV.

3. a) Is this project located in, or will it benefit District #1 or District #2?

A CHORUS LINE will be performed in the Bob Boldrick Theatre at the Carson City Community Center (851 E William St, Carson City, NV 89701) located in Redevelopment Area #1.

2022 Carson City Redevelopment District Arts and Culture Grant Application

Applicant: Wild Horse Productions

b) What strategies and activities will this initiative implement from the 2022 Arts & Culture Strategic Plan?

This project will serve to implement the following goals and strategies in the 2022 Arts & Culture Strategic Plan:

- **Goal #2: Cultural Programs, events, and destinations.** *Introduce a broad spectrum of cultural programs, events, destinations, and arts initiatives that showcase Carson City's unique culture and talent.*
 - *Strategy: 2.1 Festivals and Events: support new and existing annual festival and events to leverage increased cultural tourism, economic impact, and audience development.*

Our production of A CHORUS LINE will support the goal and strategy above by bringing high quality performing arts to Carson City as part of the "broad spectrum of cultural programs, events, destinations, and arts initiatives." In addition, this particular show focuses on the talent of the singers and dancers involved and features original Broadway choreography which will serve to elevate and "showcase Carson City's unique culture and talent."

- **Goal #6: Municipal Planning, decision-making, and placemaking.**
 - *Strategy 6.2 Intergenerational projects with the arts: encourage cultural organizations to foster innovative project opportunities to include young people actively in Carson City arts and culture programs, to ensure a youth perspective in programming and events and to encourage young people to participate as junior board members and volunteers.*

This strategy directly aligns with Wild Horse Stage Company's goal to produce shows and theatrical activities that young people in Carson City are excited by and want to participate in. We select our shows and activities with input from the newly formed Wild Horse Stage Company "Advisory Committee" which includes teen and young adult members. We strongly believe that young people need not only a seat at the table but also support and a safe environment to voice their opinions and ideas. We have already had great success in creating performances which bridge the gap between teens and older adults, and we believe A CHORUS LINE will continue that work as the cast includes dancers of diverse ages and backgrounds.

5. a) Provide a detailed description of the proposed project/event. Include project objectives and a detailed timeline for all project related activities.

Wild Horse Stage Company will be producing and presenting the Broadway musical, A CHORUS LINE at the Carson City Community Center in August 2022.

2022 Carson City Redevelopment District Arts and Culture Grant Application

Applicant: Wild Horse Productions

Timeline:

- February – May 2022: Production Team preparation and planning
- May 17- May 20, 2022: Auditions in Carson City at the Brewery Arts Center
- May 31 – August 14, 2022: Rehearsal period
- August 15 – August 18, 2022: Technical Rehearsals
- Performances: August 19, 20, 21, 26, 27, 28 (7:30 Friday and Saturday Evenings, 2:00 Saturday and Sunday Matinees)

The overall goal of the project is to enhance the cultural vibrancy of the community within the Redevelopment District by increasing community access to and participation in the arts, supporting the work of local artists, and stimulating economic development by bringing local and nonlocal audiences to the downtown area. We will achieve this goal by completing the following objectives:

- Cast an inclusive group of local performers of diverse ages, racial and ethnic identities, gender expressions and identities, sizes, and abilities
- Work with an experienced production team and staff to produce and perform a professional-quality production of A CHORUS LINE
- Create a new marketing strategy which includes targeted outreach to both younger and older demographics as well as local Carson City residents and out of town audiences from the Northern Nevada and Northern California area
- Aim for an attendance of 2500 or more individual audience members

b) Who is planning and managing this project/event? List names, title (if applicable), and project responsibilities for all key project personnel, and note their previous experience in planning and/or managing this type of initiatives. Please attach an organization chart and resumes of these key participants.

The Production Team is made up of the Wild Horse Productions Board (see attached organization chart) and the following personnel (see attached resumes):

- Carol Scott, Wild Horse Productions Executive Director: Responsible for overseeing production on all shows including hiring and approving production staff and creative team and coordinating with the board of directors
- John Paul Rivard, Director/Choreographer: Responsible for the artistic vision of the production, directing and choreographing the production, creating schedules, managing the production staff and creative team, designing sets, props, and costumes
- Tara Burke, Technical Director/Designer, Media Consultant: Responsible for the lighting design and implementation, coordinates with production staff on all technical aspects of the show including set, lights, and costumes, responsible for all advertising and media including the creation of posters/flyers/programs.
- Sierra Scott, Producer: Responsible for creating and managing the production budget including reconciliation of ticket sales and concessions, coordinating with

2022 Carson City Redevelopment District Arts and Culture Grant Application

Applicant: Wild Horse Productions

all personnel including productions staff, cast, crew, volunteers and front of house staff, and creating contracts for all personnel involved in the production.

- Don Burke, Sound Designer: Responsible for the sound design of the production and runs the sound and music for all shows.

c) Are any other organizations involved in this project/event? List any partnerships or collaborations and include details on any financial support that other organizations, individual or funding agencies are providing for the project/event.

Brewery Arts Center: Wild Horse Productions is the resident theater company at the Brewery Arts Center, and the Brewery Arts Center has committed in-kind donations for this production and past productions in the form of reduced rental fee for the facility for auditions, rehearsals, and performances.

Carson City Community Center: Wild Horse Productions is receiving the discounted non-profit rate for our rental of the Bob Boldrick Theater for both rehearsals and performances.

d) Who are the artists involved with this project? Include names and a brief bio for all participating artists use additional pages as needed. If artists are not confirmed yet, you may list the proposed artists (please note if an artist is confirmed or proposed).

The performing artists who make up the Creative Team for A CHORUS LINE are:

- Director/Choreographer: John Paul Rivard
- Music Director: Marshall Jones
- Assistant Director: Jessica Grimaldo
- Assistant Choreographer Ballet: Christine Tyann

Auditions for A CHORUS LINE will be held on May 17-20 and the cast will be decided by the production team the weekend of May 21st. As the cast is not confirmed yet, we have supplied a sample of the proposed artists for the cast (who are current members of our Company as they have participated in past productions) to demonstrate the level of talent and artistic excellence associated with our organization:

- Robin Kato-Brong (proposed)
- Lara Vo (proposed)
- Michael Rapisora (proposed)
- Serena Dantzler (proposed)
- Jake Nichols (proposed)

Bios for all artists are attached.

2022 Carson City Redevelopment District Arts and Culture Grant Application

Applicant: Wild Horse Productions

e) Describe the methods you will use to evaluate project success, impact, and outcomes.

Project success will be evaluated by analyzing quantitative and qualitative data to determine if we completed our goals, objectives and expected outcomes. We will track quantitative data through our ticket sales with a goal metric of at least 250 seats sold per show. We primarily sell tickets using an online ticketing system where we will track data on our audience demographic, location and nonlocal draw. We will have virtual post-production audience evaluations available using a QR code with an added incentive of a raffle of free season tickets to all those who complete the survey. Post event evaluations will also be given to the cast, crew, and board members for a 360 evaluation of the production. We will also track community engagement pre and post production using web analytics on our social media posts and any applicable online press.

6.a) How does this project/event demonstrate social, educational, cultural and/or economic relevance for the community?

A CHORUS LINE changed musical theater forever when it premiered in 1975. It's a completely ensemble show with no large scenery, no costumes (except the final number), no intermission and no star. For an era that relied on showy elements, this was the "anti-musical musical." But then, the show won the Pulitzer Prize, nine Tony Awards, and a host of other accolades. One of the reasons A CHORUS LINE achieved such a blockbuster success was that its stories resonated with everyone – not just those who dance. While the stories came specifically from dancers, the experiences they described of childhood memories, adolescent awkwardness, loss and hope were universal. Even now, more than forty years later, the themes still resonate, and A CHORUS LINE remains the one singular sensation.

Our goal is also to create a safe, motivating environment so our local community of performing artists can grow. We will strive to cast a talented diverse, body positive group of performers and give them the opportunity to explore what they are capable of through the art of dance. That success is based on knowing your actors, trusting their natural instincts, supporting and challenging them to explore their craft, and creating a deep understanding about the stories we are telling.

Finally, Arts and cultural events such as this one contribute to our community's economic well-being and quality of life, making Carson City a more desirable place to live and work. When a community offers arts and cultural events, it attracts cultural tourists and harnesses significant economic awards. According to Americans for the Arts' most recent "Arts and Economic Prosperity Report," one-third of the nation's arts attendees are from outside the county in which the arts event took place and spent twice as much as their local counterparts. The typical arts attendee spends \$31.47 per person, per event, beyond the cost of admission on everything from dining out, to paying for parking, or shopping in local retail stores. In addition, two-thirds of nonlocal attendees indicated that the primary reason they were visiting was to attend that arts event. We anticipate

2022 Carson City Redevelopment District Arts and Culture Grant Application

Applicant: Wild Horse Productions

that the name recognition and cast of our production of A CHORUS LINE will draw audiences from throughout northern Nevada and possibly California as well.

b) Describe the community/population(s) that the proposed project will serve. Include demographic information about relevant socioeconomic factors such as age, ethnicity, race, gender, ability, education, geographic location, income level, etc.

The audience demographic data we collected for the last Wild Horse Stage Company show, RENT, showed that our reach extends to seven counties in Nevada and three states:

- Out of State (New York, California, Louisiana): 6%
- Carson City: 40%
- Washoe County: 28%
- Douglas County: 13%
- Storey County: 5%
- Lyon County: 5%
- Churchill County: 2%
- Clark County: 1%

Our last production was performed in a much smaller venue with a seating capacity of only 100 per show. A CHORUS LINE will be performed in a venue with about 5 times to capacity and will involve a bigger marketing push so we anticipate that our reach for A CHORUS LINE will meet or exceed the audience location demographic data presented above.

For past shows, we have only tracked the geographic data of our audience members. Starting with A CHORUS LINE, we will begin implementing a new (optional) audience demographic survey for all of our online ticket sales, so we can more accurately analyze who we are serving and how we can create outreach strategies to connect with those audience demographics we might not be serving.

We serve the audiences of our shows, but we also serve and impact the local artists involved in the production. Our production team participates in extensive outreach to the surrounding areas to ensure that our casts are as diverse as possible and that underserved and under-represented groups know that our theater company was a safe space. The cast of our last production included performing artists from Carson City, Reno, Fallon, Lake Tahoe, Gardnerville, and Dayton. 50% of the cast self-identified as part of LGBTQ+ community, and the racial/ethnic demographics of the cast were:

- 40% White/Caucasian
- 25% Latinx
- 15% Black/African American
- 10% Pacific islander
- 5% Asian
- 5% Native American

2022 Carson City Redevelopment District Arts and Culture Grant Application

Applicant: Wild Horse Productions

c) Is this initiative intended to bring visitors to Carson City? If so, how many visitors are anticipated and how will it be marketed? (for events only)

A CHORUS LINE is a well-known musical with a reach to many different age demographics. We selected this production as our large summer musical to draw both local audiences and visitors to Carson City. Effective marketing for theater productions is constantly changing with new technology, resources, and tools. We are consistently working hard to stay on top of the new trends, and we are currently planning to increase our visibility to younger audiences with a member of our new “Advisory Committee” who is responsible for increasing our social media presence across all platforms. The marketing programs include:

1. Publicizing through Wild Horse Stage Company website
2. Advertising, PR, and PSA’s on radio and TV and community newspapers
3. Special promotions to community groups
4. Posters, flyers, brochures distributed in English and Spanish
5. Enhanced web listings and newspaper website listings
6. Newsletters through MailChimp, and email blasts
7. Social media sites such as Facebook, Instagram, TikTok, etc.

Through the marketing programs above as well as word of mouth, we anticipate a total of at least 2500 audience members with 20% coming from at least 50 miles away.

7. Is this event intended to be recurring or is it a one-time event? If it will be recurring, how will the event be expanded in the future and how will the event be able to transition away from City funding support in the future.

While this production of A CHORUS LINE will be a one-time event, Wild Horse Stage Company intends to produce a large musical every summer at the Carson City Community Center. By presenting quality theatrical productions each year and investing in marketing and promotion, we will grow our audience with each year which will increase our ticket sales and make our summer musical self sustaining through ticket sales alone.

This event and future shows/seasons could be expanded and improved upon in the future by expanding the capacity of our organization and increasing the ability to support local artists by offering more paid opportunities for cast, crew, and production team members. We firmly believe in paying artists for their work which in turn strengthens the local arts community. As we continue to produce professional-quality shows and community offerings, we will be able to increase our ticket sales and donations, expand the reach of our productions, and further cement Carson City as a cultural tourism destination in the West.

Please complete the following fillable PDF budget and acknowledgement form.

Project / Event Costs (Attach additional sheets as needed and to state the source of other funds)

Activity (i.e. advertising, equipment rental, workshops etc.)	Redevelopment Funds	Other Funds and their Source	Total
Space Rental (Brewery Arts Center and Comm. Center)	3,000	4,967 (ticket sales)	7,967
Licensing Fees	2,000	4,513 (ticket sales)	6,513
Marketing	0	400 (ticket sales)	400
Supplies (including sets, costumes, props, etc)	0	6,200 (donations)	6,200
Artist Fees	0	7,300 (ticket sales)	7,300
Misc (including shipping costs, printing etc.)	0	2,000 (concessions)	2,000
<i>Additional documentation may be requested</i> Total	5,000	25,380	30,380

Redevelopment Grant funds as a % of initiative costs	17	%	32,000 (contingent on
			ticket sales)
			Projected revenues:
			Projected Net Profit/Loss
			1,620 profit

Annual Budget of Organization

	This Year*	Last Year	Two years ago	List: Redevelopment Grant Amount / Year
Income	\$ 103,250	\$ 84,487	\$ 78,849	\$4,666.67 / 2018
Expenses	\$ 98,500	\$ 77,967	\$ 62,434	\$3,715.89 / 2019
Reserves	\$ 15,654	\$ 20,000	\$ 15,000	2020: awarded but declined due to COVID

*projected

Acknowledgment of Application Provisions: (please check each that you acknowledge)

- ☐ I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common principles for Downtown Carson City.
- ☐ All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement.
- ☐ I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City.
- ☐ If this initiative is selected for a grant from the Consolidated Municipality of Carson City, I acknowledge that photographs of my project may be used in promotional materials for Downtown Carson City.

I affirm, this application and all attachments are true and accurate to the best of my knowledge.

Applicants Signature **Carol Scott**

Date: **May 17, 2022**

***Note:** ALL project related invoices and receipts must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.

Application submittal checklist:

- ☐ Complete, signed Redevelopment District Arts and Culture Grant Request Form
- ☐ Organization chart/structure of the organization conducting the initiative
- ☐ Resumes of the key individuals in the organization conducting the initiative
- ☐ Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognitions of revenues and expenses.



Carol Scott

1220 Thompson Street
Carson City, NV 89703
(775) 443-5587

Director@wildhorsetheater.com

- Extensive experience in arts management, including marketing, grant writing, fundraising, membership development organizational and creative leadership.
- Over 25 years' experience programming and scheduling concerts, performances, art exhibitions, theatrical productions, fundraisers, and cultural events.
- Dynamic, results-oriented problem solving with articulate and professional speaking abilities.
- Founder and Executive Director of three children's theatre companies, BAC Stage Kids (Carson City, Nevada), Little Tomato Children's Theatre (Ontario, Canada), Wild Horse Children's Theater (Carson City, NV).
- Experienced in media relations, including writing and distribution of press releases, flyers, posters, newsletters, and press packets.
- Supervised and managed staff, artists, and volunteers.
- A history of success leading & inspiring diverse groups of people in high-demand situations and ability to build constructive and collaborative relationships with Board members, community organizations, artists, and donors.

Professional Experience

WILD HORSE PRODUCTIONS Artistic Director and Founder

1/2007 to Present
Carson City, NV

- Developed and wrote business plan and corporation papers to establish a non-profit (501c3) theater company for adults (Wild Horse Theater Company) and children (Wild Horse Children's Theater) in Carson City
- Artistic Director for children's division, directing 4 main-stage productions a year, workshops, classes, school outreach programs, and summer theater program.
- Responsible for financial statements, operating budget, monthly and annual accounting for corporate financial accounts.
- Responsible for identifying, writing, and maintaining grants to fund programs. Also developed and maintained relationships with prospective and current grant funders and prepared interim and final narrative reports per funder's requirements.
- Responsible for overseeing and supporting membership campaigns and recruitment.

LITTLE TOMATO CHILDREN'S THEATRE Artistic Director and Founder

2001-2006
Ontario, Canada

- Developed business plan to form and establish first non-profit children's theatre company in Leamington, Ontario.
- Directed and produced three major theatrical productions per year, theatre classes, workshops, and summer camp program.
- Responsible for financial statements, operating budget, monthly and annual accounting for both corporate financial accounting and non-profit documentation.
- Researched and wrote successful grants for theatre productions and summer camps.
- In cooperation with Board of Directors, implemented yearly fundraisers.

BREWERY ARTS CENTER Program Director, Artistic Director BAC Stage Kids

1996-2001
Carson City, NV

- Programmed and scheduled musical performances, art exhibitions, theatrical productions, fundraisers, and cultural events.
- Founded BAC Stage Kids, directed and produced four productions per year, theatre classes, workshops, summer camp program, school assemblies, and community outreach programs.
- Proved success in researching and writing federal, state and local funding grants.
- Responsible for overseeing the organization's public image including approval of all printed materials, membership brochures, newsletters, advertisements and any other marketing materials, and including oversight of the web page and all other electronic media.
- Worked closely with volunteers to ensure they understand their roles in the organization and receive proper training, acknowledgement and recognition.
- Responsible for overseeing and supporting membership campaigns and recruitment.

WCSH-TV (NBC) Program Manager

1988-1995
Portland, ME

- Programmed and scheduled local and national television programs, syndicated movies, sports, and holiday specials.
- Designed, wrote, and produced local television specials, movie opens and closes, press releases and on-air promotions.

Education

State University of New York, B.A., Arts Management
Central Washington University, Washington, Teaching Young Actors Program
Howard Community College, Maryland, A.A., Elementary Education

John Paul Rivard

707 509 9282

johnprivard@me.com

Director & Choreographer Experience:

White Christmas	Director/Choreographer	Truckee Community Theater
Guys and Dolls Jr	Director/Choreographer	Truckee Community Theater
A Year with Frog & Toad	Director/Choreographer	Truckee Community Theater
Chicago	Director/Co Choreographer	Inner Rhythms
Once on this Island	Director/Choreographer	Inner Rhythms
Into the Woods	Director/Choreographer	Inner Rhythms
Nunsense	Director/Choreographer	Sparks United Methodist
9 to 5	Director/Choreographer	Truckee Community Theater
Jungle Book Jr.	Director/Choreographer	Truckee Community Theater
Young Frankenstein	Choreographer	Truckee Community Theater
A Chorus Line	Choreographer	Star eQuality Players
Happy Holidays	Dance Captain	Six Flags Discovery Kingdom
Fright Fest	Dance Captain	Six Flags Discovery Kingdom
Grease	Choreographer	Fairfield Civic Theater
Romeo & Juliet	Choreographer	Solano College Theater
Much Ado About Nothing	Choreographer	Solano College Theater
Into the Woods	Director/Choreographer	Alameda's Children's Theater
A Year With Frog & Toad	Dance Captain	Solano College Theater
Batboy The Musical	Dance Captain	Solano College Theater
Seussical The Musical	Director/Choreographer	Alameda's Children's Theater

Costume, Wig & Make Up Design Experience:

White Christmas	Costumes/Wigs/Headpieces	Truckee Community Theater
Once Upon a Mattress	Wig Design	Western Nevada Musical Th.
A Year with Frog and Toad	Costumes/ Wig Design	Truckee Community Theater
Chicago	Costumer	Inner Rhythms
Once on this Island	Costume/Headpiece Design	Inner Rhythms
Into the Woods	Costumer	Inner Rhythms
Legally Blonde	Wig Design	Sierra School of Performing..
9 to 5	Costume/Wig Design	Truckee Community Theater
Bridge to Terabithia	Costume/Make Up Design	Truckee Community Theater
Side Show	Wig Design	Altarena Playhouse
A Chorus Line	Costumer	Star eQuality Players
Rocky Horror Show	Assistant Costume Designer	C.A.P.S. Productions
Into the Woods	Costume/Wig Design	Alameda's Children's Theater
Seussical The Musical	Costumer	Alameda's Children's Theater

Education: Solano College Actor's Training Program- Class of 2009: Acting- Carla Spindt, George Maguire, Edward Hightower, Joseph DeLorenzo. Shakespeare- Julian Lopez-Morillan. Voice- Vivian Bayubay McLaughlin, Connie Lisec, Joe Anderson. Movement- Christine Nicholson. Ballet- Sheri Stockdale. Jazz- Lisa Clark Schelming, Staci Arriagga, Christina Lazo, Sheri Stockdale, Jeff Teague. Tap- Lisa Clark Schelming, Christina Lazo, Sheri Stockdale. Costume Design- Rebecca Valentine, Bj Bandy

PROFESSIONAL EXPERIENCE

2006-Present Computer Artistry Graphic Design Carson City, NV

Owner/Graphic Designer

- Responsible for managing hundreds of clients from all over the United States and Canada
- Creator/Designer for all marketing and graphic design projects
- Creator/Designer for all website design projects and implementation
- Photo editing and manipulation
- Complies monthly reports and maintains payables and receivables in QuickBooks
- Expert use of all Adobe programs including: Photoshop, Illustrator and InDesign

2008-Present Wild Horse Productions Carson City, NV

Marketing Manager/Technical Director

- Responsible for managing all program marketing pieces (posters, programs, tickets, website)
- Creator/Designer for www.wildhorsetheater.com website
- Lighting design and Projections for all theater production.

2015-Present Western Nevada Musical Theatre Company Carson City, NV

Assistant Producer

- Responsible for managing all program marketing pieces (posters, programs, tickets, website)
- Creator/Designer for www.wnmtc.com website
- Light operator, prop creation, backdrop editing for all theater production
- Administrative duties including ticket sales, managing donations, managing the box office, gift shop, concessions, volunteers and work study students
- Responsible for all duties included in the WNMTC costume and backdrop rental business

2002-2007 National Distributors, Inc/Anheuser-Busch South Portland, ME

Marketing Director/Graphic Designer

- Responsible for graphic design and signage in all accounts
- Designed, built and maintained company website www.natdistributors.com
- Develop monthly and quarterly incentive programs for all sales teams
- Run weekly, monthly, quarterly sales and account numbers
- Compile monthly pricing guides for Beer, Wine and Non-Alc sales divisions

2000-2002 OurMaine.com/ Guilds Hollowell & Associates Falmouth, ME

Executive Producer, Community Features/Graphic Designer

- Create content, develop and implement OurMusic and OurSchools
- Responsible for story content, graphics, photographs and advertising for OurMaine.com
- Graphic designer in charge of artwork for numerous hosted websites
- Regularly maintained and updated OurMaine.com, LearningEffects.com, and CnsHome.com

EDUCATION

1994-1998 University of Nevada, Reno Reno, NV

Reynolds School of Journalism

- B.A., Advertising and Marketing, Business Minor

SIERRA SCOTT

314-709-0755 | sierramegan@gmail.com

EXPERIENCE

GRANTS DIRECTOR AND ACCESSIBILITY COORDINATOR • 1/2018 – Present

NEVADA ARTS COUNCIL, Carson City, NV

- Oversee, supervise, and manage all aspects of the agency's grants program, budget, and staff.
- Implement, assess, and review of all NAC grants and subgrantees which includes processing between 700-1,000 applications per year in 10-20 diverse grant categories and awarding over \$1M in federal and state grant funds annually.
- Manage all aspects of the various subgrantee programs from creating guidelines, to reviewing applications, to the full lifecycle of grants management.
- Main point of contact responsible for the agency's federal National Endowment for the Arts Partnership Grant application, compliance, and reporting each year.
- Research, develop, and implement long-range plans and projects to maximize and enhance services provided.
- Served as the agency's Americans with Disabilities Act (ADA) Coordinator for the State of Nevada; liaison to Nevada organizations, institutions, and government agencies to aid in making policies, practices, activities and facilities accessible to people with disabilities.

MANAGING DIRECTOR • 1/2019 – Present

WILD HORSE PRODUCTIONS, Carson City, NV

- In partnership with the Executive Director, responsible for the overall business, administrative, and operational management of nonprofit theater company comprised of an adult and children's theater division.
- Collaborated with board members to update the organization's strategic plan, mission, and vision.
- Achieved a 100% increase in contributed income over 2 years.
- Responsible for grant writing and management for the organization and maintaining a robust annual grant portfolio from private foundations, municipal, state, and federal sources.
- Coordinated volunteers, supervised the management of new administrative and artistic hires and created employment contracts.
- Created new marketing strategies and community outreach efforts.
- Managed under budget productions while maintaining highest standards of quality.

ASSOCIATE CASTING DIRECTOR • 2014-2017

VARIOUS (FREELANCE), Los Angeles, CA

Responsibilities included: writing and posting breakdowns for all roles, scheduling and running audition sessions independently, creating master lists for director and producers, setting up studio tests, managing local and/or overseas casting teams for multiple projects, coordinating with studio/network to make offers, working with Business Affairs to close deals for all roles, and liaising with department heads regarding all details for the cast including international travel. Selected credits:

- X-MEN: DARK PHOENIX (Feature): 20th Century Fox (Alyssa Weisberg Casting)
- THE 15:17 TO PARIS (Feature): Dir. Clint Eastwood (Geoff Miclat Casting)
- NO TOMORROW (S1): CBS Studios / CW (Ulrich/Dawson/Kritzer Casting)
- EMERALD CITY (S1): NBC Studios / NBC (Ulrich/Dawson/Kritzer Casting)
- ALL NIGHTER (Feature): Dir. Gavin Wiesen (Liz Dean Casting)
- MAJOR CRIMES (S4): Warner Bros. / TNT (Ulrich/Dawson/Kritzer Casting)
- AMERICAN SNIPER (Feature): Dir. Clint Eastwood (Geoff Miclat Casting)
- CLAN OF THE CAVE BEAR (Pilot): Fox 21/Imagine/Lionsgate (Ulrich/Dawson/Kritzer Casting)
- RESURRECTION (S2): ABC Studios / ABC (Ulrich/Dawson/Kritzer Casting)

CASTING MANAGER • 2012-2014

VARIOUS (FREELANCE) – Los Angeles, CA & New York, NY

Responsibilities included: managing and hiring the casting staff of over 50 people in NY and LA (casting directors, casting coordinators and production assistants), writing one-sheets for network pitches, booking travel and hotels for casting searches across the country, creating and implementing systems to track thousands of applicants for the show, worked closely with production team to coordinate all contestant needs from pre-production through the live broadcast. Selected credits:

- CRY WOLFE (S1): Investigation Discovery (Karga 7 Pictures)
- THE MILLION SECOND QUIZ (S1): NBC (All3 Media/Universal Television)
- BEST INK (S3): Oxygen (Bunim-Murray Productions)
- THE WINNER IS (S1): NBC (Smart Dog Media)
- FUTUREScape WITH JAMES WOODS (S1): Science Channel (Karga 7 Pictures)

CASTING ASSISTANT • 2010-2012

VARIOUS (FREELANCE) – Los Angeles, CA

Responsibilities included: managing heavy phones, scheduling audition sessions, editing and uploading audition video, keeping the master lists up to date with all information, coordinating schedules and availabilities with agents and managers, and assisting in running audition sessions. Selected credits:

- POINT OF HONOR (Pilot): ABC Studios / Amazon (Sheila Jaffe Casting)
- BURYING THE EX (Feature): Dir. Joe Dante (Brad Gilmore Casting)
- SAKE-BOMB (Feature): Dir. Junya Sakino (Brad Gilmore Casting)

TEACHING ARTIST • 2008-2019

VARIOUS (FREELANCE) – Nationwide

- Contracted to teach workshop intensives on "Acting for Film and TV" at various acting studios in the Los Angeles area including Actors Artistry, Actors Connection, TVI Actor's Studio, Castaway Studios, ITA, and Beverly Hills Playhouse.
- Taught workshop intensives on acting and the business of acting for graduating students of Webster University's Conservatory of Theater Arts during their Los Angeles showcase trip.
- Taught regular musical theater and contemporary dance classes as well as special intensives at studios in New York, NY and Los Angeles, CA

PERFORMING ARTIST • 2003-2011

Member of Actor's Equity Association. Selected credits:

- OKLAHOMA! - 1st Nat'l Tour of Broadway revival, NETworks Touring Company, Dir. Fred Hansen
- WHITE CHRISTMAS - Arts Center of Coast Carolina, Dir. Russell Treyz
- THOROUGHLY MODERN MILLIE - Gateway Playhouse, Dir. John Macinnis
- NUNSENSE - Allenberry Playhouse, Dir. David Caldwell
- CATS - Regional Tour Prather Productions, Dir. Marc Robin
- ANYTHING GOES - Saint Louis Repertory Theatre, Dir. Victoria Bussert
- TITANIC - Maine State Music Theatre, Dir. Charles Abbott
- VICTOR/VICTORIA - Maine State Music Theatre, Dir. Bruce Lumpkin
- INTO THE WOODS - Arundel Barn Playhouse, Dir. Edward Reichert
- THE SECRET GARDEN - Maine State Music Theatre, Dir. Charles Abbott

EDUCATION

- Webster University (Conservatory of Theater Arts) – BFA in Musical Theater
Graduated with Honors and received the Daniel Webster Scholarship for Academic Excellence
- Carnegie Mellon University Summer Theater Program
- Walnut Hill Performing Arts School Summer Intensive

BOARDS AND COMMISSIONS

- **Carson City Cultural Commission**, 2020-Present
Mayor appointed position to the primary advisory body for the Carson City Board of Supervisors for matters relating to arts and culture. Currently working with the Board of Supervisors to allocate American Rescue Plan funds towards the creation of a new Carson City Cultural District in partnership with the Department of Tourism.
- **Brewery Arts Center**, 2020-Present
Helped coordinate the \$500,000 expansion and renovation of the historic arts campus.
- **Tahoe Regional Arts Foundation**, Executive Advisory Committee, 2019-2021
Part of a 67M capital campaign to build new performing arts center in Lake Tahoe.
- **Piper's Opera House**, Vice Chair, 2018-2019



DON BURKE

WHO IS DON BURKE

I am a former United States Navy petty officer who is trained in mechanical and electronic systems. Hard working, honest and reliable, I'm a quick study and I adapt easily to new situations. I'm calm under pressure and strive to get the job done right, the first time.



2602 Fawn Fescue Ct., Minden NV 89423



775 443 7703



donburke98@gmail.com

TRAINING

UNITED STATES NAVY

AM3, Petty Officer 3rd Class
Aviation Structural Mechanics

SOUTHERN MAINE COMM. COLLEGE

Welding Certificate Course (Tig, Mic, Arc)
Spreadsheet Applications
Intro to Business

TECHNICAL CAREERS INSTITUTE

Diesel Mechanics
Fuel Systems

AWARDS

UNITED STATES NAVY

National Defense Medal
Navy Good Conduct Ribbon

CB KENWORTH

Safety Award
Superior Service Award

COMMUNITY

DOUGLAS LODGE 12

F&AM Genoa, NV

HIRAM LODGE 180

F&AM South Portland, ME

WILD HORSE THEATER

Technical Director, Carson City, NV

BOY SCOUTS OF AMERICA

Scoutmaster, Pack 411

EXPERIENCE

STARBUCKS ROASTING PLANT

June 2017 - Present

Operate the Advanced Coffee Roasting System. Audits and documents system status and quality benchmarks. Performs preventative maintenance and sanitation procedures. Ensures compliance with Starbucks roast profiles. Assesses current and future schedule requirements and modifies as needed. Supports cost reduction goals to reduce downtime. Gathers, records and reports on operational and quality metrics.

Participates in Production Continuous Improvement. First Responder Trained. Possesses high mechanical aptitude and troubleshooting abilities. Familiar with AIB, GMP and HACCP standards. Works in accordance with quality, safety and sanitation standards and policies.

CASHMAN EQUIPMENT

June 2016 - June 2017

Maintain regular maintenance schedules for equipment, including general building maintenance. Works safely in an environment with chemicals and heavy equipment. Parts lookup and delivery for mining and heavy duty equipment, writes costs estimates and purchase orders, database administration.

CAPITAL FORD

July 2015 - June 2016

Troubleshoots mechanical problems, tracks repairs and the cause of the failure, prioritize and schedules technicians, writes costs estimates, works safely in an environment with chemicals and heavy equipment.

MICHAEL HOHL AUTO GROUP

Oct. 2007 - June 2015

Warranty administrator, service writer, acting service manager, safety liaison, enforced company policy and procedure, resolved service issues, troubleshoots mechanical problems, tracks repairs and the cause of the failure, prioritize and schedules technicians, troubleshoot customer complaints, met and exceeded service goals.

HARD SKILLS

HEAVY DUTY EQUIP. MAINTENANCE

DIESEL MECHANICS

AUTO MECHANICS

HYDRAULIC SYSTEMS

PNEUMATIC TOOLS

COMPUTER SKILLS

SOFT SKILLS

PROBLEM SOLVING

ORGANIZED/ABLE TO PRIORITIZE

DETAIL ORIENTED

CALM UNDER PRESSURE

WORK FLOW MANAGEMENT

HIGH INTEGRITY



"A CHORUS LINE" Production Team Bios

Director/Choreographer: John Paul Rivard (confirmed)

John Paul Rivard has been performing for over 22 years in California, Hawaii and Nevada. He studied at Solano College Theater- Actors Training Program Graduating Class of 2009.

Some of his favorite roles are Phil Davis- White Christmas, Jack- Into the Woods Inner Rhythms, Asaka- Once on this Island Inner Rhythms, Akhnaton in Akhnaton Bruka, Buddy- Sideshow Altarena Playhouse, FrankNfurter- Rocky Horror Show CAPS, Melvin P Thorpe- Best Little Whorehouse in Texas Fairfield Civic Theater, Albert- Bye Bye Birdie Solano College Theater, Finch- How To Succeed In Business Without Really Trying Solano College Theater, Snail/Father Frog A Year with Frog & Toad Solano College Theater, Miss Taylor/Reverend Hightower- Batboy Solano College.

When John isn't performing you may find him Directing, Choreographing, Costume and Wig designing for other productions. Recent productions in Truckee/Tahoe/Reno area White Christmas, Frog & Toad, Chicago, Once on this Island, Into The Woods, Nunsense, 9 to 5, Young Frankenstein, and several youth productions. Honored with the Sacramento Regional ELLY Award- Best Supporting Male in a Musical- Frog & Toad. Best Lead Performer- Six Flags Discovery Kingdom Fright Fest 2011. Fairfield Daily Republic ARTY Award- Best Supporting Male in a Musical- Smokey Joe's Cafe. Best Supporting Male in a Musical- Batboy the Musical.

Music Director: Marshall Jones (confirmed)

Marshall holds a BM in Vocal Performance, a BA in dance, and a BA in Theatre, all from the University of Nevada, Reno and has been teaching and performing multiple styles of music for over 20 years. When living in California, Marshall toured with the Sacramento Mandarins Drum and Bugle Corps for four years before joining the United States Marine Corps, and worked with numerous music and dance ensembles such as Fred C. Beyer High School, Ustach Middle School, Thomas Downey High School, Grace Davis High School, Live Oak High School, Los Banos High School, Granite Bay High School, Sheldon High School, Elk Grove High School, Fairfield High School, Sacramento State University, Precision Percussion, and Vanguard Winter Percussion, and Mandarins Entertainment. He then moved to Reno to attend UNR and has since then worked with the University of Nevada, Reno, Bruka Theatre, Reno Little Theater. Marshall currently works with Damonte Ranch High School as a music and dance instructor for the marching band and winter percussion, and is the musical director for Wild Horse Stage Company. Marshall is passionate about educating the next generation of musicians and currently has a private voice studio in the Northern Nevada area.



Assistant Director: Jessica Grimaldo (confirmed)

Jessica Grimaldo has been passionate for the performing arts since she was a small child. Having gone most of her life without knowing of her now diagnosed Anxiety Disorder, this made performing very challenging for her. With her degree in Musical Theatre she hopes to help anyone and everyone with challenging their own personal obstacles to take on the performing arts so that they too can experience all the wonderful benefits the arts has to offer. Jessica strongly believes that everyone in this life is a performer regardless of their occupation or status quo and would love to help anyone who desires to embrace that. Jessica has performed in various shows such as, The Addams Family Musical, Oliver!, Young Frankenstein, and most recently, Rent. She has also begun to venture out into the production side of things where she has worked on her directing, producing, and casting skills in both theatre and film. Her most recent film project was for The Flock, a sequel to the first film she produced and casted, The Devil's Children, which is out on Tubi for streaming.

Assistant Choreographer Ballet: Christine Tyann (confirmed)

Christine Rapisora was born and raised in Reno Nevada. Obnoxiously hopping around her parents living room it became obviously that dancing was braided into her soul. As a young dancer she was trained by Elizabeth Post and as she grew into her dance career by continuing her training with Jenny Renner. In high school she received her first paid summer contract with Art Town being included to collaborate with community dancers and leaders to bring creativity to the Truckee Meadows through movement. After high school, Christine found her passion in musical theater. She continued her training at University of Nevada Reno and Truckee Meadows Community College. Christine participated in shows like: Cabaret, Hair, Alladin, and Rocky Horror Picture Show. She continued her professional career working with Lucky Rabbit Productions, Roadshows and Karen Burns Productions. Highlights of her career include a full Christmas production highlighting vintage costumes of Hello Hollywood, Hello. Christine retired from the professional dance world and moved into serving her community with art of Nursing. Now enjoying the offstage life, her passion for dance still lives on and she hopes to enlightening those around her with the global love for dance. Christine continues to find opportunities to instruct and assist community dancers achieving their goals in Northern Nevada.

Robin Kato-Brong (proposed): Robin is a trained dancer, singer, and actress. Starting at a very young age, Robin took to the stage mainly performing in musical theatre productions but also in modeling and print ads. Robin Kato started dancing at the age of 7 in Southern California. There she performed for Starlight Bowl, Moonlight Amphitheater, and Sesame Street. She moved to Lake Tahoe, Nevada in 1989 where she continued performing and dancing. Her favorite roles include Tiger Lily in Peter Pan, Bonnie Jean in Brigadoon, Louis in Carousel, and Anita in West Side Story. Robin has been a dance instructor and choreographer in Carson City for 7 years teaching ballet, tap, jazz, lyrical, acrobat, and musical theatre at danceSpirit. She also adjudicates for Broadway Magic and Miss Carson City. Aside from performing, Robin has a B.S. from UNR and a master's from Grand Canyon University and is a teacher for the Carson City School District.



Lara Vo (proposed): Lara received her Bachelor of Arts in Musical Theatre from Weber State University and has previously performed in RENT (Maureen, Wild Horse Stage Co), the 25th Annual Putnam County Spelling Bee (Marcy), 35MM: A Musical Exhibition (Woman 1), and Gloria (Kendra). When Lara is not doing theatre, her passions are social work and aerial arts.

Michael Rapisora (proposed): Michael has portrayed a diverse cast of characters over the years and has been a featured soloist with Nevada Opera, Nevada P'Opera, and ASPEN A Cappella. Performing with multiple repertory companies as an Actor, Musician, and Music Director has been a rewarding experience for him and he is excited to return to the stage at Brewery Arts Center in his first production with Wild Horse Stage Company.

Attending the University of Nevada, Reno he studied Percussion and earned a Bachelor of Fine Arts in Music with a Minor in Theatre. While in college Michael also studied dance and completed course work focused on Musical Theatre Performance.

Favorite stage credits include Benny-RENT (Wild Horse Stage Co), Judah (Benjamin Calypso Soloist)-Joseph and the Amazing Technicolor Dreamcoat, Paul-Weird Romance, Teen Angel/Sonny Latierre-GREASE, Agwe (God of Water)-Once on This Island, Pseudolus/Hero-A Funny Thing Happened on the Way to the Forum, and Tobias Ragg-Sweeney Todd.

Serena Dantzler (proposed): She recently played the role of Joanne in Wild Horse Stage Company's production of RENT. Serena has been on stage since age five and has loved every minute of it. Favorite roles include the Scarecrow in The Wiz and Sour Kangaroo in Suessical the Musical.

Jake Nichols (proposed): Jake started his musical theatre journey back in 2008 with his first show Annie with Backstage Kids. Some of his favorite roles to date include Ram Sweeney in Heathers: High School Edition (WHSC), Shrek in Shrek Jr. (YTCC), and Finch in Newsies (WHCT). Jake also has 13+ years of dance under his belt, with Tap being his favorite style. He hopes that his theatre background and major love for Disney helps him to one day become a Disney cast member.

ORGANIZATION CHART



Wild Horse Productions Board of Directors

Michelle Van Geel
Rachel Bennett
Kathy Canfield
AJ Ellison
Belina Holub
Hilary Reynolds
Stephanie King
Baylee Spear

EXECUTIVE DIRECTOR (Wild Horse Productions)

Carol Scott

ARTISTIC DIRECTOR
(Wild Horse Stage
Company)
Sierra Scott

TECHNICAL DIRECTOR
(Wild Horse Stage
Company)
Tara Burke

Wild Horse Stage Company **Advisory Committee**

Anthony Mendoza
Megan Nelson
Trevor Young
John Paul Rivard
Jessica Grimaldo

ASSET STATEMENT 2022

Wild Horse Productions

Financial Statements in U.S. Dollars

CURRENT ASSETS

Cash		
Checking Account	20176	
Savings Account	15654	
Total		35830

PROPERTY AND EQUIPMENT

Sound & Light Equipment	12500	
Furniture	300	
Props/Set/Costumes	5500	
Misc. Tools/Supplies	1000	
Computers	2500	
Total		21800
	57,630	

LIABILITIES

Accounts Payable	0	
Credit Card	0	
		0

Income/Expense by Category - Year to Date

1/1/2022 through 5/17/2022

5/17/2022

Page 1

Category	1/1/2022- 5/17/2022	OVERALL TOTAL
INCOME		
Uncategorized	129.15	129.15
Bank Card Deposit	8,350.82	8,350.82
Concession Sales	472.46	472.46
Donation Received	1,613.02	1,613.02
Grant	5,500.00	5,500.00
Reader Testing	0.00	0.00
Refund Received	1,428.67	1,428.67
Refunds	176.01	176.01
Sweatshirt	444.00	444.00
Ticket Sales	24,070.22	24,070.22
Tshirt Sales	84.96	84.96
Tuition	5,907.39	5,907.39
TOTAL INCOME	48,176.70	48,176.70
EXPENSES		
Uncategorized	88.93	88.93
Advertising	3,976.10	3,976.10
Auto & Transport	38.00	38.00
Copies	1,354.49	1,354.49
Costumes	1,776.04	1,776.04
Dues and Subscriptions	404.25	404.25
Equipment	1,712.64	1,712.64
Equipment Rental	250.00	250.00
Food & Dining	22.59	22.59
Gifts & Donations	394.05	394.05
Gifts Given	25.00	25.00
Insurance	1,166.23	1,166.23
JTF Registration Paid	795.00	795.00
Make-Up	72.00	72.00
Meals & Entertn	1,041.05	1,041.05
Music	2,023.67	2,023.67
Postage and Delivery	23.20	23.20
Printing and Reproduction	6.45	6.45
Props	351.07	351.07
Raffle Baket Refund	122.31	122.31
Reimbursement	268.34	268.34
Rent Paid	24,548.50	24,548.50
Royalties	5,741.73	5,741.73
Set	3,461.46	3,461.46
Shopping	114.99	114.99
Stipend	10,800.00	10,800.00
Supplies, Bus	836.53	836.53
Tax, Business	250.00	250.00
Trash Hauling	100.00	100.00
Travel	3,481.17	3,481.17
Utilities, Bus	246.70	246.70
Warehouse	22.46	22.46
TOTAL EXPENSES	65,514.95	65,514.95

Income/Expense by Category - Year to Date

1/1/2022 through 5/17/2022

5/17/2022

Page 2

Category	1/1/2022- 5/17/2022	OVERALL TOTAL
OVERALL TOTAL	-17,338.25	-17,338.25

Income/Expense by Category - 2021

1/1/2021 through 12/31/2021

5/17/2022

Page 1

Category	1/1/2021- 12/31/2021	OVERALL TOTAL
INCOME		
Ad Sales	450.00	450.00
CCSD Workshops	2,480.00	2,480.00
Class Settlement	51.58	51.58
Donation Received	2,862.27	2,862.27
Grant	17,200.00	17,200.00
JTF Registration	3,748.00	3,748.00
Refund Received	780.93	780.93
Ticket Sales	44,917.02	44,917.02
Tuition	11,997.39	11,997.39
TOTAL INCOME	84,487.19	84,487.19
EXPENSES		
Uncategorized	0.00	0.00
Advertising	2,901.02	2,901.02
Auto & Transport	856.75	856.75
Concessions	613.06	613.06
Copies	1,566.73	1,566.73
Costumes	4,002.15	4,002.15
Dues and Subscriptions	634.78	634.78
Equipment	73.18	73.18
Error	0.00	0.00
Fundraiser	15.00	15.00
Gifts & Donations	932.04	932.04
Insurance	2,453.00	2,453.00
JTF Payment	12,960.00	12,960.00
Makeup	8.31	8.31
Meals & Entertn	1,372.02	1,372.02
Music	28.22	28.22
Postage and Delivery	828.63	828.63
Props	929.78	929.78
Refund Given	180.27	180.27
Refunds Received	0.00	0.00
Reimbursement	575.53	575.53
Rent Paid	5,553.00	5,553.00
Repairs	110.00	110.00
Reversal Of Credit	99.99	99.99
Royalties	7,823.00	7,823.00
Set	640.00	640.00
Split Of Ticket Sales	1,615.00	1,615.00
Stipend	24,250.00	24,250.00
Subscriptions	641.23	641.23
Supplies, Bus	1,818.92	1,818.92
Tax, Business	250.00	250.00
Technical Services	2,000.00	2,000.00
Trash Hauling	100.00	100.00
Utilities, Bus	366.62	366.62
Warehouse Rent	1,500.00	1,500.00
Wristbands	268.40	268.40
TOTAL EXPENSES	77,966.63	77,966.63

Income/Expense by Category - 2021

1/1/2021 through 12/31/2021

5/17/2022

Page 2

Category	1/1/2021- 12/31/2021	OVERALL TOTAL
OVERALL TOTAL	6,520.56	6,520.56

Carson City Redevelopment District Arts and Culture Grant
108 East Proctor Street, Carson City, NV 89701



Redevelopment District Arts and Culture Grant Application

Contact Debra Soule at dsoule@visitcarsoncity.com for application schedule/deadlines.

Please create a Word document and answer the following questions in the order in which they are asked and use the fillable PDF from to complete the budget and acknowledgement sections. Your answers should be as succinct as possible with your overall application limited to a maximum of 10 pages, excluding resumes.

1. a) Name / title of project or event
CC Symphony
b) Event / Project dates
c) Total Funding Request
\$5000
2. a) Organization Name
b) Organization Mailing Address, City, State, Zip, Phone
c) Organization Website and / or Social Media Sites
d) Primary Contact Name, Title, Mailing Address, City, State, Zip, Contact phone and email
e) Provide a brief history of your organization, its mission and number of years in operation.
3. a) Is this project located in, or will it benefit District #1 or District #2? (District maps can be accessed at <https://www.carson.org/home/showpublisheddocument/51176/636080777005970000>)
4. What strategies and activities will this initiative implement from the 2022 Arts & Culture Strategic Plan? The plan can be accessed at <https://visitcarsoncity.com/things-to-do/arts-and-culture/>
5. a) Provide a detailed description of the proposed project/event. Include project objectives and a detailed timeline for all project related activities.
b) Who is planning and managing this project/event? List names, title (if applicable), and project responsibilities for all key project personnel, and note their previous experience in planning and/or managing this type of initiatives. Please attach an organization chart and resumes of these key participants.
c) Are any other organizations involved in this project/event? List any partnerships or collaborations and include details on any financial support that other organizations, individual or funding agencies are providing for the project/event.
d) Who are the artists involved with this project? Include names and a brief bio for all participating

artists use additional pages as needed. If artists are not confirmed yet, you may list the proposed artists (please note if an artist is confirmed or proposed).

e) Describe the methods you will use to evaluate project success, impact, and outcomes.

6. a) How does this project/event demonstrate social, educational, cultural and/or economic relevance for the community?

b) Describe the community/population(s) that the proposed project will serve. Include demographic information about relevant socioeconomic factors such as age, ethnicity, race, gender, ability, education, geographic location, income level, etc.

c) Is this initiative intended to bring visitors to Carson City? If so, how many visitors are anticipated and how will it be marketed? (for events only)

7. Is this event intended to be recurring or is it a one-time event? If it will be recurring, how will the event be expanded in the future and how will the event be able to transition away from City funding support in the future.

Please complete the following fillable PDF budget and acknowledgement form.

Project / Event Costs (Attach additional sheets as needed and to state the source of other funds)

Activity (i.e. advertising, equipment rental, workshops etc.)	Redevelopment Funds	Other Funds and their Source	Total
Conductors and guest artists	3,000	9,000 other grants	12,000
Travel and visa fee - guest soloists	0	1,200 program ads	1,200
Space rental	1,000	3,000 donations	4,000
Production - audio tech, videography	500	1,000 ticket sales	1,500
Marketing - printing, radio, social media, mail	500	4,500 memberships	5,000
Overhead - insurance, royalties, office supplies	0	3,000 other grants	3,000
<i>Additional documentation may be requested</i> Total	5,000	21,700	26,700

Redevelopment Grant funds as a % of initiative costs

18.7 %

Projected revenues:	26,700
Projected Net Profit/Loss	0

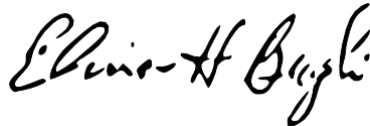
	This Year	Last Year	Two years ago	List: Redevelopment Grant Amount / Year
Income	\$ 41,350	\$ 27,710	\$ 57,762	\$4,000/FY22
Expenses	\$ 41,350	\$ 20,318	\$ 44,138	\$4,833/FY21
Reserves	\$ 0	\$ 7,392	\$ 13,624	\$4,265.15/FY20

Acknowledgment of Application Provisions: (please check each that you acknowledge)

- ☐ I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common principles for Downtown Carson City.
- ☐ All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement.
- ☐ I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City.
- ☐ If this initiative is selected for a grant from the Consolidated Municipality of Carson City, I acknowledge that photographs of my project may be used in promotional materials for Downtown Carson City.

I affirm, this application and all attachments are true and accurate to the best of my knowledge.

Applicants Signature



Date: 5/20/22

***Note:** ALL project related invoices and receipts must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.

Application submittal checklist:

- ☐ Complete, signed Redevelopment District Arts and Culture Grant Request Form
- ☐ Organization chart/structure of the organization conducting the initiative
- ☐ Resumes of the key individuals in the organization conducting the initiative
- ☐ Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognitions of revenues and expenses.

Carson City Redevelopment District Arts and Culture Grant
108 East Proctor Street, Carson City, NV 89701

Redevelopment District Arts and Culture Grant Application

Contact Debra Soule at dsoule@visitcarsoncity.com for application schedule/deadlines.

1. **a) Name/Title of project or event:** FY23 Symphony Concert Series
b) Event/Project dates: Oct. 23, Dec. 8, Dec. 11, Feb. 26, April 20, April 23, and June 11
c) Total Funding request: \$5,000
2. **a) Organization Name:** Carson City Symphony Association
b) Organization Mailing Address: P.O. Box 2001, Carson City, NV 89702-2001
c) Organization Website/Social Media Sites: CCSymphony.com, facebook.com/carsoncitysymphony
d) Primary Contact: Elinor Bugli, President, 191 Heidi Circle, Carson City, NV 89701, 775-883-4154, carsoncitysymphony@gmail.com
e) History/Mission: Carson City Symphony Assoc. was founded in 1984 to meet community needs by providing music programs and educational services that otherwise might not be available locally. Our mission is to (1) enhance the quality of life in northern Nevada by providing creative, educational, and social opportunities for amateur and volunteer professional instrumentalists and vocalists of all ages; (2) educate and entertain a broad and diverse audience, including residents, visitors, and tourists; (3) enhance music education for the K-12 student population and adults; and (4) expand our reputation for adventurous music programming by playing works by contemporary composers, commissioning new works, and featuring non-traditional solo instruments.

The Symphony, a community orchestra, began as a chamber group and, under the direction of Music Director/Conductor David Bugli, and has grown to include about 60 volunteer musicians and to perform 6 or more concerts annually. The Carson Chamber Singers, an SATB choir of about 50 vocalists, was founded in 1985. Now directed by Richard Hutton, it performs in 5 or more concerts annually. Our educational programs, directed by Sue Jesch, began in 2005 with tuition-free, after-school violin instruction and string orchestra, an ensemble for adult beginning/intermediate string players, and a summer program for all ages.

We also support in-school string orchestras that began in 2010 by providing experienced instructors to assist the Carson City School District orchestra director and instruments for students who cannot afford rental or purchase fees. To round out our programs, Consort Canzona early music instrumental and vocal ensemble, directed by Gary Schwartz, affiliated in 2014, and Joyful Noise Carson Children's Choir, directed by Michelle Powers, and Victorian Dancers, choreographed and directed by Tiffany Alm, affiliated in 2017.

3. **a) Is this project located in, or will it benefit District #1 or District #2?** This project is in District 1. Six concerts are at the Bob Boldrick theater in the Carson City Community Center, and one is at the Capital Amphitheater.
4. **What strategies and activities will this initiative implement from the 2022 Arts & Culture Strategic Plan?**

Strategy 2.1 – Our concert series attracts residents and visitors and we collaborate with other organizations to develop audience and increase impact. Our April concert will be part of the proposed Mark Twain Days weekend, which also involves the Mayor's Office, Culture and Tourism Authority, Chamber of Commerce, Nevada State Museum, Nevada Day, and other organizations and individuals.

Strategy 2.6 – We design programs and events that celebrate our cultural heritage; for example, Railroad and Western themes in the past, a series of LatinXpressions concerts this year, and the Mark Twain Days concert in FY23.

Strategy 6.1 - Our programs reach at-risk youth by providing after school, creative activities for students in grades pre-K to 12 at no cost to participants.

Strategy 6.2 – We provide intergenerational programs and workshops, including concerts that feature performers from age 4 to senior citizens.

5. a) Provide a detailed description of the proposed project/event. Include project objectives and a detailed timeline for all project related activities.

Carson City Symphony and Symphony Youth Strings plan seven concerts in the Redevelopment area in FY23. The programs will include classical, folk, cultural, and historic components. The concerts and outreach activities will include classical and folk components to promote cultural exchange. Three will include pre-concert entertainment in the lobby and meet-the-soloist previews. Concert previews, program notes, video, and related activities will enhance the experience for the performers and audiences. Guest artists are expected to attract a broad segment of the local community, as well as increase attendance by visitors, and tourists. Instrumental soloists from outside our region will highlight other musical traditions. Rehearsals will begin up to eight weeks before each of the following public concerts:

Oct. 23, Carson City Symphony with guest conductor/violinist Gabriel Giró from Uruguay. Outreach activities include masterclasses - one for violinists and one on conducting – both open to the public

Dec. 8, Symphony Youth Strings and Joyful Noise Carson Children’s Choir, “Music Around the World” concert.

Dec. 11, Holiday Treat concert with Carson City Symphony, Carson Chamber Singers, and Victorian Dancers.

Feb. 26, Carson City Symphony with guest violinist Andrew Sords, possibly French music theme.

April 20, Symphony Youth Strings and Not Quite Ready for Carnegie Hall (adult intermediate strings) intergenerational “Music is for Life” concert.

April 23, Carson City Symphony with McAvoy Layne, the ghost of Mark Twain, in a narrated work or the premier performance of a musical in connection with the new Mark Twain Days event.

June 11, Pops Party concert with Carson City Symphony, Carson Chamber Singers, and guest vocalist TBA.

5. b) Who is planning and managing this project/event? List names, title (if applicable), and project responsibilities for all key project personnel, and note their previous experience in planning and/or managing this type of initiatives. Please attach an organization chart and resumes of these key participants.

List of key personnel (see attached Resumes and Bios document for previous experience in these roles):

Elinor Bugli, President, Carson City Symphony Association, is planning the project.

David Bugli, Music Director and Conductor, guides the orchestra, selects guest artists and repertoire, and collaborates with performing groups.

Richard Hutton, Carson Chamber Singers Director, guides the chorus and works with the Music Director in planning concert programs.

Sue Jesch, Symphony Youth Strings Director, selects music, plans programs, and supervises the instructors for beginning violin and viola students and three levels of youth string ensembles.

Priscilla Hawkins, is cello instructor for Symphony Youth Strings.

Michelle Powers, Director, Joyful Noise Carson Children’s Choir.

John Rabben, Treasurer, Carson City Symphony Association, is financial advisor for the project.

5. c) Are any other organizations involved in this project/event? List any partnerships or collaborations and include details on any financial support that other organizations, individual or funding agencies are providing for the project/event.

Other organizations and businesses partner, support, and participate in Symphony concerts by joining the Symphony Association, buying advertising in concert programs, and providing in-kind or discounted services or shared resources. These include Carson Tahoe Health; Intimate Designs Floral; Resource Concepts, Inc.; Kiggins Family Dentistry; Mangia Tutto Pizzeria; Bank Saloon; Western Nevada Musical Theatre Company (shared timpani); Reno Public Radio (KUNR); Carson City Classic Cinema Club; Frank Iannetta Roofing; JP Morgan Chase Foundation; Carson City School District, Carson City Senior Center, and several churches (rehearsal space); Carson City Arts & Culture Coalition; Nevada Commission on Tourism; Nevada Humanities.

5. d) Who are the artists involved with this project? Include names and a brief bio for all participating artists use additional pages as needed. If artists are not confirmed yet, you may list the proposed artists (please note if an artist is confirmed or proposed).

Artists are about 60 instrumental musicians, 50 vocalists, and 12 dancers and their leaders. These have been described in section 2. e. In addition, the three guest artists are confirmed. Their bios are included in the attached Resumes and Bios document. They are:

Gabriel Giró, guest conductor and violinist, was programmed for last season, but due to pandemic, his visit was delayed to October FY23.

Andrew Sords, guest violinist, was programmed for last season, but due to illness in his family, his visit was delayed to February FY23.

McAvoy Layne, guest artist for April FY23.

5. e) Describe the methods you will use to evaluate project success, impact, and outcomes.

Board members review performances with respect to organization mission and goals, taking into account audience feedback and results of written surveys. Performances also are evaluated on the basis of attendance numbers and comments from audience members and performers. Performances are recorded for evaluation of artistic quality, and to help us determine strengths and weaknesses and guide rehearsals. We strive to challenge the musicians and provide diverse programs for the audience by varying and adding to the repertoire. Results of audience questionnaires are tabulated and used for improving future concert series.

6. a) How does this project/event demonstrate social, educational, cultural and/or economic relevance for the community?

Carson City Symphony, Chamber Singers, and Symphony Youth Strings plan seven concerts in the Redevelopment area this fiscal year. The concerts and outreach activities provide cultural relevance by including classical, folk, cultural, and historic components. Concert previews, program notes, videos, and related activities will enhance the educational experience for audiences. Outstanding guest artists will attract a broad segment of the local community, as well as increase attendance by visitors, and tourists. Concert performers and audience members benefit the economy by buying meals, shopping, and staying overnight in Carson City when attending concerts.

6. b) Describe the community/population(s) that the proposed project will serve. Include demographic information about relevant socioeconomic factors such as age, ethnicity, race, gender, ability, education, geographic location, income level, etc.

The project serves Carson City, the State capital, and draws participants and audiences from urban and rural parts of northern Nevada and nearby California. Carson City is a combined City-County municipality on the eastern edge of the Sierra Nevada foothills, about 30 miles south of Reno. It is the seat of State government and several Federal offices, and has a population of over 55,000. The area attracts active retirees; 16% of the population is age 65 or over, which is greater than the National average, and 21% is under 18. The K-12 student population is about 1/4 Latino. About 15 percent of the population lives below the poverty level. To serve low-income population, admission to youth concerts is free and we give students in our programs free family passes to our Symphony concerts. Our concerts are accessible.

6. c) Is this initiative intended to bring visitors to Carson City? If so, how many visitors are anticipated and how will it be marketed? (for events only)

Yes, we intend to bring visitors to Carson City. Audience surveys from past seasons indicate that about half of attendees are from outside of Carson City, mainly from surrounding towns. Before each concert we will send media releases to more than 50 email addresses for newspapers, radio, television, and CarsonNow, and send emails via Mailchimp to about 1,200 addresses. We will have on-air announcements on KUNR, on-screen ads in the Galaxy movie theater, and postcard mailings for selected concerts. We maintain a web site (CCSymphony.com) and Facebook page (www.facebook.com/CarsonCitySymphony). We use online calendars - Carson City Culture and Tourism Authority (visitcarsoncity.com), Carson City Chamber of Commerce www.carsoncitychamber.com, Carson City Arts & Culture Coalition Facebook page. We have banners across Carson Street and use the William Street electronic message board. Our conductor (and guest soloists when possible) are interviewed on KNVC (Carson City Community Radio).

7. Is this event intended to be recurring or is it a one-time event? If it will be recurring, how will the event be expanded in the future and how will the event be able to transition away from City funding support in the future.

We perform a concert series annually. The best way to expand our concerts would to increase audience size. We generally attract fewer than 400 patrons (about half paid tickets and half free admission) to each concert and the Community Center theater can accommodate more. A second way to expand would be to hold a second performance of each program at the same or another location, although that would increase expenses. A third way would be to hold a concert for students during the day, if our performers can be available during school hours. We also could make one concert each season feature music typical of a different ethnic group from our community.

Our concerts could transition away from City funding support by increasing income from memberships (number of members or level of contribution fees); raising ticket prices (however, that might reduce attendance); seeking more contracted services (such as the July 4 concert we play in Genoa); or including only local soloists, or none (that also might reduce attendance and would reduce the inspiration guest soloists give to the orchestra, student musicians, and visitors). As typical of symphony orchestras nationwide, ticket sales do not cover costs; therefore, holding more concerts would not be likely to help the transition. Probably the best way would be to find more or higher levels of grant funding. We are always seeking new sources.

**Carson City Symphony Association
RACC Grant - Key Personnel and Guest Soloists FY22**

ELINOR BUGLI, President, Carson City Symphony Association
191 Heidi Circle, Carson City, NV 89701-6532
EHBugli@aol.com
775-883-4154

Elinor Bugli has been a member of the Carson City Symphony since its founding in 1984, serving on the Board of Trustees as well as playing violin in the orchestra. As president of the Symphony Association, she volunteers as manager, publications editor, and grant-application writer. She has been Secretary-Treasurer of the Mile High Jazz Band Association since its founding in 2001. Her applications resulted in the Symphony's selection as Nevada's *Continental Harmony* organization by the American Composers Forum and the National Endowment for the Arts in 2000, and the Mile High Jazz Band's selection for the same honor in 2003.

Member and past Chair of the Carson City Cultural Commission, Ms. Bugli is also Treasurer of the Carson City Arts & Culture Coalition. She has served as President of the Board of Directors of the Brewery Arts Center and Chair of the Docent Council at the Nevada Museum of Art in Reno.

Ms. Bugli plays chamber music with the Silver Strings, plays in the Carson Valley Pops Orchestra, and has played in the Northern Virginia Symphony, Ruby Mountain Symphony, Foundation Orchestra, and the pit orchestra for Western Nevada Musical Theatre Company productions.

In 2001, sponsored by the Carson City Symphony Association, Ms. Bugli was selected for "Leadership Carson City," a ten-month educational program of the Carson City Area Chamber of Commerce for community leaders. In 2003, representing the Symphony, she participated in group consulting for nonprofit organizations by Capital Venture. In 2007, she and David Bugli received the Volunteer of the Years award from the Foundation for the Betterment of Carson City Parks and Recreation.

Ms. Bugli has B.A. and M.A. degrees in geology (U. of Minnesota and Wesleyan University, Conn.) and is retired from a career as hydrologist with the U.S. Geological Survey. While at USGS, she received a Dept. of the Interior award for excellence of service as part of the USGS Benchmark Outreach Team.

DAVID C. BUGLI, Music Director and Conductor, Carson City Symphony
191 Heidi Circle Carson City, NV 89701-6532
dcbugli@aol.com
775-883-4154

David C. Bugli, Music Director and Conductor of the Carson City Symphony, has a Bachelor of Science Degree in music education from Ithaca College, N.Y., where he studied composition for four years with Karel Husa. He has a Master of Music Degree from the University of Massachusetts.

In addition to conducting, Mr. Bugli plays classical and jazz piano, tuba, and trombone; composes and arranges music; has been an organist and choir director; and was a piano instructor at Western Nevada College. He is the leader and keyboard player with the Mile High Jazz Band (big band) and the Millennium Bugs and other jazz combos. He was Assistant Conductor of the Foundation Orchestra in Reno, and has guest conducted and performed with several community musical organizations in New England, the Washington, D.C., area, and Nevada. These include the Pioneer Valley, Northern Virginia, and Ruby Mountain Symphonies, McLean Chamber Orchestra, Difficult Run

Jazz Band, and the Commonwealth and Zephyrus Brass Quintets.

Mr. Bugli founded and for several years organized annual TUBACHRISTMAS events in Reno and a Holiday Brass Ensemble for the annual Capitol Tree Lighting in Carson City. In 2007, he received the Nevada Governor's Arts Award for Distinguished Service to the Arts, and with his wife, the Volunteer of the Years award from the Foundation for the Betterment of Carson City Parks and Recreation.

Formerly a computer programmer/analyst with the State of Nevada, Mr. Bugli, now devotes his time to music composition, performance, and related activities. His compositions *It's About Time: Styles for Jazz Combo and Orchestra* (2010) and *Ruby Mountain Reflections* (2012) were premiered by the Ruby Mountain Symphony; his *Becoming Mark Twain* was performed by the Reno Pops Orchestra and the Ruby Mountain Symphony; and his *Horse Tails* for youth strings and orchestra was performed by the Elko High School String Orchestra and Ruby Mountain Symphony in 2013.

Mr. Bugli completed a series of orchestral and vocal arrangements of *Home Means Nevada* for the State's sesquicentennial. The arrangements were commissioned by the Reno Philharmonic and made possible by a significant grant from the E. L. Wiegand Foundation. They are available for downloading, free of charge, on the Reno Philharmonic website <http://renophil.com/hmn>. The main arrangement was performed by the Reno Philharmonic in October 2014 and by several other orchestras and choruses throughout the state. <http://davidbugli.com>

RICHARD HUTTON

Carson Chamber Singers Director
760 Rosewood Dr., Reno, NV 89509
richardjhutton@gmail.com
219-218-5634

Richard Hutton was officially appointed Director of the Carson Chamber Singers in early 2021, but his association with the Carson Chamber Singers goes back to the summer of 2019. Hutton is in his sixth year as Choral Director at Spanish Springs High School. He is also the Fine Arts Department Chair. He has resided in Reno, NV, for nine years, having also taught various levels of music at Sage Ridge School and Hug High School. He has served as an Interim Choral Director for the Reno Philharmonic Chorus and was also the Artistic Director of the Reno Baroque Ensemble. He served as the Nevada Music Educators Association's Washoe Zone Representative from 2019-2021 and as Nevada ACDA Repertoire and Standards Chair for Mixed Choir.

Richard has just completed his Doctorate of Musical Arts in Choral Conducting at the University of Nevada, Reno. He holds a Master of Music in Choral Conducting degree, with distinction, from Westminster Choir College of Rider University in Princeton, New Jersey. His primary teachers there were Dr. Joe Miller, Dr. James Jordan, and Dr. Andrew Megill, three of America's most sought-after choral conductors. He has sung Tenor or Countertenor in such renowned ensembles as the Westminster Choir, Westminster Kantorei, Westminster Symphonic Choir, Westminster Williamson Voices, and Westminster Chamber Choir. Richard was North Shore Choral Society's Apprentice Conductor, worked with the choral ensembles of Evanston Township High School and Maine West High School, was an adjunct music faculty member at Princeton Day School, and a semifinalist in the National ACDA Conducting Competition. Prior to completing his graduate degree, he received his Bachelor of Arts in both Music and Philosophy with a minor in Bioethics, *magna cum laude* from Loyola University, Chicago, where he studied voice and conducting with Dr. Julia Davids. In past summers, he sang with the Westminster Choir at Spoleto Festival U.S.A., the Westminster Chamber Choir and Festival Chorus, and conducted and sang in the Norfolk Chamber Choir of Yale University. He enjoys directing musicals at his schools including *Legally Blonde*, *Spamalot*, *Footloose*, *Beauty*

and the Beast, and *The Wizard of Oz*. He and his wife Ashton and daughters Pearl and Evelyn love the Reno-Tahoe area. He is also a lay pastor at Living Stones Church Reno.

SUE JESCH, Education Director and Founder, Symphony Youth Strings
2201 Kansas St., Carson City, NV 89701
susanjesch@gmail.com
775-450-5584

Sue Jesch joined the Carson City Symphony in 2004. She became founding director of *Symphony Youth Strings* (formerly *Strings in the Schools*) and *Strings in the Summer* programs in 2005, and STRAZZ advanced youth strings jazz and fiddle ensemble in 2006. She also founded Carson City Symphony's *Not Quite Ready for Carnegie Hall Players*, a string ensemble for adult intermediate string players. She received the 2011 Nevada Governor's Arts Award for Leadership in Arts Education.

Ms. Jesch began her formal music instruction at the University of Minnesota, Duluth, and later became part of its music faculty, serving as Director of the Preparatory School in Strings. She studied violin performance and pedagogy in Oxford, England, with internationally acclaimed string teacher and lecturer, Kató Havas, and is accredited as a representative teacher of the New Approach. She has played professionally with orchestras and chamber-music ensembles in Minnesota and Oklahoma.

In Nevada, Sue Jesch has been concertmaster and principal viola of the Carson City Symphony and the Ruby Mountain Symphony, and member of the Foundation Orchestra, the Carson Valley Pops Orchestra, Silver Strings, Sierra Strings, Hot Club Gang, and other chamber music groups. Ms. Jesch teaches violin and viola privately in her studio in Carson City.

PRISCILLA HAWKINS, Symphony Cello Instructor
P.O. Box 331
Lee Vining, CA 93541
phawkins@dcn.org
248-904-6013

Priscilla Hawkins, a cellist since childhood, earned a degree in Music Education from the University of Michigan and a California Life Teaching Credential. She studied cello with Edward Korkigian, Detroit Symphony; Jerome Jelinek, University of Michigan; Jeffrey Solow, Los Angeles; Ron Leonard, Principal Cellist, Los Angeles Philharmonic; Lubomir Georgiev, Sacramento; and Marika Hughes. She was Principal Cellist of the Detroit Women's Symphony; Grosse Pointe Symphony, Detroit, MI; Tulare County Symphony, CA; and Bakersfield Symphony, CA; and played in the Aspen Festival Orchestra, CO, and Stockton Symphony, CA. She also has extensive chamber music and solo experience, and has recorded and released two CDs ("Out of the Wood" and "Back Beat Cellos: 2 Cellos and Percussion playing jazz, folk, country, and tango").

Ms. Hawkins' varied organizational and teaching career, including serving as President of the California Chapter and Sacramento Section of ASTA (the American String Teachers Association). In addition to teaching private cello students, she taught strings at seven Elementary and Junior High Schools in the Detroit Public Schools; initiated and taught a new elementary level string program in Porterville, CA, Public Schools; was high school String Music Coach in the Bakersfield, CA, School District; taught cello students as guest Master Teacher in the Azores Islands; and presented cello bowing workshops and cello sectionals in the Davis, CA, Schools. With Andy Luchansky, Ms.

Hawkins organized a Cello Festival for regional students; she co-organized a “Mono Lake Music and Ecology Camp” for teenagers; and adjudicated CMEA (California Music Educators Association) and ASTA Solo and Ensemble Festivals.

Most recently, Ms. Hawkins presented “History of the Cello - A Lecture/Demonstration/Workshop,” sponsored by Carson City Symphony Assoc. and funded in part by a grant from Nevada Humanities.

MICHELLE POWERS, Director, Joyful Noise Carson Children’s Choir

(775) 720-1916

mrees@nevada.unr.edu

Michelle Lynette Powers, a mother of four, was a non-traditional student who returned to College later in life to complete what she started many years ago. Born in Fort Polk, LA, she was raised in Carson City, NV. She attended Western Nevada College, part time, while working and raising a family, and earned her Associates of Arts with emphasis in Management and Music. In 2020, she completed her Bachelor’s in Music Education at UNR, and currently teaches elementary school music in the Washoe Co. School District. Michelle plays flute as her primary instrument; she has played since 5th grade, and enjoys being a flute instructor in her community. She also plays a little piano, guitar, ukulele, and whatever else she can.

Michelle has always been part of her community, volunteering and helping as a tutor, at a horse-riding establishment that catered to people with physical and mental exceptionalities, and as co-director of a vacation bible school program. Her musical activities have included coordinating the music portion of the Arts in the Park summer outreach program sponsored by Brewery Arts Center in Carson City, and introducing a handbell ensemble to a local elementary school through an after-school program also sponsored by Brewery Arts Center. She has participated in Carson City Symphony, Carson Chamber Singers, Carson City Community Band, UNR Wind Ensemble, UNR Wind Symphony, UNR Flute Ensemble, UNR Chamber Choir, and the Barefoot Flute Ensemble and other additional Flute Ensembles, and has been a member of the local premier group Tintabulations Handbell Ensemble.

For more than 15 years, Michelle has been Handbell Choir Director of the Hosanna Handbell Choir, and served for eight years as the director of the Cherub Choir for preschool to 2nd grade students, at the First United Methodist Church, in Carson City. Michelle also directs the Joyful Noise Carson Children’s Choir, a tuition-free educational program of the Carson City Symphony Association for students ages 4-12. She is certified Level 1 in the Orff Schulwerk process to music education and is continuing onto Level 2 and 3.

JON RABBEN, Financial Advisor

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Gardnerville, NV 89410-5864

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775-783-9086

Jon Rabben is a retired CPA who had a 30-year Federal Government career as an auditor. His present duties as Treasurer of the Carson City Symphony Association consist of maintaining the financial books and records, preparing tax returns and reports to internal and external entities, processing revenue and disbursements, and providing financial advice as needed.

Mr. Rabben has extensive musical background and experience. He began clarinet lessons in childhood and continued for several years thereafter. He currently plays clarinet in the Carson City Symphony. He also earned a Bachelor of Music in Voice Performance from the University of

Maryland in 1973. He sang professionally part-time in the Washington, DC, area for many years until retiring to Gardnerville, NV, in 2007. He sings with the Carson Chamber Singers and other groups in Carson City and the surrounding area.

GABRIEL GIRÓ, Guest Conductor, October 2022
Montevideo, Uruguay
violinista1980@gmail.com

Born in the city of Montevideo, **Gabriel Giró** started his studies on the violin at age four with Dora Gurevich and on piano and voice with his father, Carlos Giró. Two years later he enrolled in the Vicente Ascone Municipal Music School where he studied violin with Alfredo Rumeau as well as solfege and music history, graduating after two years. He joined several national youth orchestras like the YOA (Youth Orchestra of the Americas) from 2002 to 2004 and the World Orchestra for Musical Youth from 2005 to 2008. He obtained scholarships from SUDEI to refine his technique with Maestro Fernando Hasaj and later he traveled to Frankfurt, Germany where he studied violin at Dr. Hoch's Konservatorium with Professor Barbara Kummer and piano with Professor Lungu.

Giró has participated in Masterclasses with Igor Ozim (Slovenia, Germany), Susan Stoodt (Germany), Alberto Lysy (Argentina, Switzerland), Fernando Hasaj (Uruguay, Argentina), Marco Rissi (Italy, Spain), Amiram Ganz (Uruguay, Austria), and Mauricio Fuchs (Uruguay, USA). He worked as rehearsal conductor for the MERCOSUR Orchestra and the Ministry of Education and Culture Orchestra, and is an established member of the Montevideo Philharmonic Orchestra First Violin section and of the OSSODRE (SODRE Symphony Orchestra) as Assistant Concertmaster, both of which he has belonged to for more than twenty years.

In 2007, Giró founded the Academic Chamber Orchestra of Montevideo, which he directed for ten years, working with over 100 musicians who passed through its ranks. He also founded the Zeus String Quartet, the Sancho Panza Quartet, and more recently the Tocan Sancho String Quartet. He studied instrumental conducting with Maestro David del Pino (Chile) for two years and later won a FONAM scholarship, which allowed him to continue studying for another year.

In 2016, Giro was invited for the first time to direct the Montevideo Philharmonic Orchestra.

He has been a finalist in conducting competitions out of Cordoba, Argentina; finalist in the instrumental conducting course organized by Maestro Ignacio Calderón; with the Argentina National Symphony in the Centro Cultural Kirchner in October 2018; and was selected as active director in a conducting course in the city of Salta, Argentina, in March 2019. He has also recently been appointed to a conducting position in the country of Bulgaria.

Andrew Sords, Guest Soloist, February 2023
7087 Pine St.
Chagrin Falls OH 44023-3435
Andrew@andrewsords.com
206-903-6311

American-born violinist **Andrew Sords** has a celebrated career as one of the most prolific soloists of his generation. Having appeared on 4 continents as a concerto soloist and with his piano trio, Sords has been cited for combining visceral virtuosity with a ravishing tone, while international critics endorse Sords as "a fully formed artist" (*Kalisz-Poland News*), "utterly radiant" (Canada's *Arts Forum*), and "exceptionally heartfelt and soulful" (St. Maarten's *Daily Herald*). Closer to home, *ClevelandClassical.com* gushed: "the stunner of the afternoon was a breathless but magnificently controlled performance of Beethoven's "Kreutzer" sonata, which Sords charged through

with giddy aplomb.” Sords has received numerous awards and distinctions reflecting his career trajectory, including the 2012 Pittsburgh Concert Society Career Grant and the 2005 National Shirley Valentin Award. He performed previously as guest soloist with Carson City Symphony in 2007, 2011, and 2014.

Born in Newark, DE, Sords was raised in Shaker Heights, OH, and asked for piano lessons at age five. A year later, he began studying violin with Liza Grossman, and continued studies with Linda Cerone, David Russell, and Chee-Yun Kim at the ENCORE School for Strings, the Cleveland Institute of Music, and Southern Methodist University. As a teenager, Sords garnered prizes from concerto competitions, signed with management, and has since collaborated with 300 orchestras worldwide. Of Sords’ debut in Australia, the *Melbourne Age* declared, “Sords made a voluble soloist in the A Major *Turkish* concerto, forging his statements with an admirably firm clarity and bringing out the work’s virtuosity as often as possible. His bowing arm showed an attractive suppleness and an attention to variety of phrasing that made even the episodic finale a pleasure.”

In 2019-20, Andrew Sords tours with the Beethoven sonata cycle, piano trio cycle, Triple Concerto, and Violin Concerto in celebration of the composer’s 250th anniversary. These appearances include far-flung venues such as Australia, Mexico, British Columbia, the Caribbean, Yukon Territory, and across the United States. In recent seasons, Sords has appeared with the El Paso Symphony, Flagstaff Symphony, Brevard Symphony, Pueblo Symphony, Spartanburg Philharmonic, Southeastern Ohio Symphony, Des Moines Orchestra, Grand Junction Symphony, Durham Chamber Orchestra, Longmont Symphony, Guatemala’s “Festival Bravissimo,” Oakland Symphony, Windsor Symphony, Motor City Symphony, Kalisz Philharmonic (Poland), North State Symphony, Chattanooga Symphony, Cleveland Philharmonic, Boulder Chamber Orchestra, Wisconsin Chamber Orchestra, Toronto Philharmonia, Gulf Coast Symphony, Melbourne Chamber Symphony, and both the Elgar and Dvorak concerti at Toronto’s famed Glenn Gould Studio. In 2017, Sords made his UK debut with concerts in Edinburgh and Scotland (Tchaikovsky concerto) with the Glasgow Philharmonia, and his Guatemala City debut (Bruch concerto). In his hometown, Sords returned to his childhood orchestra, the Contemporary Youth Orchestra (Barber concerto), and performances in the Cleveland area include the Cleveland Philharmonic, Solon Philharmonic, Euclid Symphony, Parma Symphony, Shaker Heights Symphony, Heights Chamber Orchestra, Lakeland Orchestra, Earth and Air String Orchestra, Mansfield Symphony, and the Brahms and Schumann sonata cycles for the Trinity Cathedral Concert Series. Sords’ July 4th outdoor appearances have included shows with the Wisconsin Chamber Orchestra and an audience of 30,000, while a 2018 collaboration with the El Paso Symphony had 15,000 onlookers - both evenings featured the Tchaikovsky concerto. No stranger to presenting obscure concerti, a debut with the Boulder Chamber Orchestra and the Arensky concerto had *Opus Colorado* declaring: “[Sords’] remarkably flexible bow arm and relaxed left hand created the impression that he was having no difficulty whatsoever.”

As a prolific recitalist, Sords has appeared in La Jolla, Washington, D.C., Maui, New York City, Los Angeles, Chicago, Dallas, and at St. Augustine’s (FL) EMMA Series at Flagler College. Sords has toured to Australia on numerous occasions with concerti by Mendelssohn, Mozart, and Vaughan Williams, as well as recital programs for the Brunswick Beethoven Festival and the Arden Crescent Series. Inspired by his duo and trio collaborations, Sords has united with cellists John Walz, Joseph Johnson, Sawyer Thomson, and Scott Lykins in performances of the Brahms “Double” concerto, and appears with his trio on notable series. A 2015 Canada tour with the Mendelssohn Piano Trios and Violin Sonata was reprised with Cheryl Duvall and Luke Severn in an all-Brahms program in Oshawa, Montreal, Guelph, and Toronto - the trio will showcase the Beethoven Trio cycle in 2019/20 in British Columbia, Ontario, the Yukon Territory, and Quebec. First invited by San Miguel de Allende, Mexico’s ProMusica Series in 2011, Sords has returned with six varied recitals; performed two programs for West Palm Beach’s Norton Museum Series; and toured with an all-French program to numerous venues in the Midwest with Eriko Izumida, pianist. As a frequent soloist in the Caribbean, Sords has

Key Personnel p. 6

appeared in Puerto Rico, Anguilla, St. Maarten, Trinidad and Tobago, Grand Cayman, and the U.S. Virgin Islands, and "STRINGS MAGAZINE" profiled a series of performances with the Trinidad and Tobago Youth Philharmonic. From a recent Cleveland recital, the review enthused: "Expertly performed, he brought a full and rich sound and gave a heroic performance of Ravel's 'Tzigane', powerful and in control of the many notes. Sords impressed with his total command of technique, consummate musicianship and bravura as he tossed off scads of notes and sang out like a diva...he and Izumida kept the audience in the palm of their hands all afternoon." (Cleveland Classical).

A man of diverse interests, Sords has competed in the charity fundraiser "Pittsburgh's Dancing with The Stars" as the first classical artist to do so. Passionate about social causes, Sords has performed numerous times for LGBT outreach, including Bruch's "Scottish Fantasy," the Tchaikovsky, and the Beethoven concerti in collaborations with the Minnesota Philharmonic, the Bay Area Rainbow Symphony, and the Atlanta Philharmonic. Along with Liana Izakadze's World Virtuosi, Sords appeared in Carnegie Hall's Zankel Hall, and performed the Sibelius and Dvorak concerti in 2019 appearances with the Jackson Symphony and Brevard Symphony. Sords is a popular guest for various media platforms: featured four times on Sirius XM's *Derek and Romaine Show* and profiled by "OUT Magazine," NPR'S *Morning Edition*, and hundreds of media outlets, Sords also performed the National Anthem for ESPN2's WNBA Pride Game (2014) and a sold-out Cleveland Indians game at Progressive Field. Sords' collaboration with Sean Christopher on the New-Age album "Transcendence" has been a commercial and critical success, with reviews stating: "much of this is owed to the gorgeous and precise playing by Andrew Sords, whose violin adds a thrumming undercurrent of pure life throughout the album's stainless steel structure." This album is available on iTunes, Amazon.com, and CDBaby. www.andrewsords.com

McAvoy Layne, Guest Artist April 2023

P.O. Boz 4522

Incline Village, NV 89450-4522

Mcavoylayne@gmail.com

775-833-1835

McAvoy Layne is an educator in a costume who loves kids and learning. For thirty-three years, in over four thousand performances from Piper's Opera House in Virginia City to Leningrad University in Russia, McAvoy has been preeminent in preserving the wit and wisdom of Mark Twain, "The Wild Humorist of the Pacific Slope".

McAvoy is a winner of the Nevada Award for Excellence in School and Library Service, and plays Samuel Clemens in the Discovery Channel's Cronkite Award winning documentary, *Adventures of Huckleberry Finn*. He is the author of *101 Short Histories of America*, a humorous, respectful account of our rich history.

Financial Results FY2022 to 3/27/22

<u>Revenue</u>				<u>Expense</u>			
A/c no.				A/c no.			
01a	At door & advance	508.95		04a1	SYS	9,307.11	
01a1	Fall concert	775.00		04a2	NQR	900.00	
01a2	Holiday concert	2,962.74		04a3	Internal - other	8,550.00	
01a3	Winter concert	696.77		04bb	External - other	1,750.00	
01a4	Spring concert	34.66		04d	Nebesky awards	1,500.00	
01b	Flex	108.00			Total Artistic Fees		25,412.11
01c	Chamber Singers	2,118.17		05	Other fees/svcs.		1,790.94
	Total admissions		7,204.29	06	Space rental		2,747.00
02a	Contract service revenue	3,300.41		07	Travel/training		1,000.00
	Total Contract svc. rev.		3,300.41	08	Marketing	1,077.75	
03a	Adopt an instrument	250.00		08a	Marketing - SYS	225.00	
03b	Instrument fees	140.00		08b	Marketing - other	2,482.22	
03d	Advertising income	3,200.00			Total marketing		3,784.97
03i	Interest	5.40		09g2	Pgm. setup/pringing	1,704.00	
03m	Membership income	12,385.52		09i	Insurance	2,815.00	
03o	Other income	503.45		09m	Music Rental	1,274.50	
03s	Sales	286.00		09n	Instrument rental	150.00	
	Total Other Revenue		16,770.37	09o	Supplies	360.52	
04	Corporate Support	127.52	127.52	09p	Postage	2,115.24	
05	Foundation Support	55.24	55.24	09q	Our donations/Memb.	505.00	
06a	Private support SYS	1,465.00		09r	Royalties paid	387.00	
06a1	Private support NQR	330.00		09s	Instrument repair	113.71	
06b	Private support singers	1,360.00			Total other expense		9,424.97
06d	Priv. sup't Canzona	50.00		10m	Music purchases		2,746.39
06e	Private support - other	755.00			Total expense		46,906.38
	Total Private Support		3,960.00				
08a	State gov't support - SYS	2,492.00					
08c	State gov't sup't - other	6,083.00					
	Total State Gov't Support		8,575.00				
	Total revenue	39,992.83	39,992.83				
	Less: total expense	46,906.38					
	Net loss	(6,913.55)					

Cash in bank & invested a/o 03/27/22

Operating account, US Bank	\$20,839.08
Vanguard	21,808.67
Money Market account, Heritage Bank	<u>46,499.67</u>
Total cash + investments	\$89,147.42

Other assests - trailer, music library, and instruments. We did not acquire or dispose of any assets this fiscal year.

Carson City Redevelopment District Arts and Culture Grant
108 East Proctor Street, Carson City, NV 89701



Redevelopment District Arts and Culture Grant Application

Contact Debra Soule at dsoule@visitcarsoncity.com for application schedule/deadlines.

Please create a Word document and answer the following questions in the order in which they are asked and use the fillable PDF from to complete the budget and acknowledgement sections. Your answers should be as succinct as possible with your overall application limited to a maximum of 10 pages, excluding resumes.

1. a) Name / title of project or event

Pinkerton Ballet Nutcracker

b) Event / Project dates

c) Total Funding Request

\$5,000

2. a) Organization Name

b) Organization Mailing Address, City, State, Zip, Phone

c) Organization Website and / or Social Media Sites

d) Primary Contact Name, Title, Mailing Address, City, State, Zip, Contact phone and email

e) Provide a brief history of your organization, its mission and number of years in operation.

3. a) Is this project located in, or will it benefit District #1 or District #2? (District maps can be accessed at <https://www.carson.org/home/showpublisheddocument/51176/636080777005970000>)

4. What strategies and activities will this initiative implement from the 2022 Arts & Culture Strategic Plan? The plan can be accessed at <https://visitcarsoncity.com/things-to-do/arts-and-culture/>

5. a) Provide a detailed description of the proposed project/event. Include project objectives and a detailed timeline for all project related activities.

b) Who is planning and managing this project/event? List names, title (if applicable), and project responsibilities for all key project personnel, and note their previous experience in planning and/or managing this type of initiatives. Please attach an organization chart and resumes of these key participants.

c) Are any other organizations involved in this project/event? List any partnerships or collaborations and include details on any financial support that other organizations, individual or funding agencies are providing for the project/event.

d) Who are the artists involved with this project? Include names and a brief bio for all participating

artists use additional pages as needed. If artists are not confirmed yet, you may list the proposed artists (please note if an artist is confirmed or proposed).

e) Describe the methods you will use to evaluate project success, impact, and outcomes.

6. a) How does this project/event demonstrate social, educational, cultural and/or economic relevance for the community?

b) Describe the community/population(s) that the proposed project will serve. Include demographic information about relevant socioeconomic factors such as age, ethnicity, race, gender, ability, education, geographic location, income level, etc.

c) Is this initiative intended to bring visitors to Carson City? If so, how many visitors are anticipated and how will it be marketed? (for events only)

7. Is this event intended to be recurring or is it a one-time event? If it will be recurring, how will the event be expanded in the future and how will the event be able to transition away from City funding support in the future.

Please complete the following fillable PDF budget and acknowledgement form.

Project / Event Costs (Attach additional sheets as needed and to state the source of other funds)

Activity (i.e. advertising, equipment rental, workshops etc.)	Redevelopment Funds	Other Funds and their Source	Total
Facility rental	1800	1800 ticket / fundraising	3600
Advertising and Marketing		13400 ticket / fundraising	13400
Choreography		5700 ticket Sales / fundraising	5700
Professional Performer fees/expenses	3200	14800 ticket sales / fundraising	18000
Show expenses costumes, props, sets, drops		5000 ticket sales / fundraising	5000
Artistic Directors		4700 ticket sales / fundraising	4700
Stage equipment rental/costume rental		3000 ticket sales / fundraising	3000
Studio rental		1600 ticket sales / fundraising	1600
Fundraiser expenses/merchandise etc		4100 ticket sales / fundraising	4100
Misc office expenses		2000 ticket sales / fundraising	2000
<i>Additional documentation may be requested</i> Total	5000	56000 ticket sales / fundraising	61000

Redevelopment Grant funds as a % of initiative costs

7 %

Projected revenues:	68000
Projected Net Profit/Loss	12000

Annual Budget of Organization

	This Year	Last Year	Two years ago	List: Redevelopment Grant Amount / Year
Income	\$ 1600	\$ 57469	\$ 4637	2021 - \$4000
Expenses	\$	\$ 34111	\$ 225	2020 - \$3794
Reserves	\$	\$ 53465	\$ 26897	2019 - \$4451

Acknowledgment of Application Provisions: (please check each that you acknowledge)

- ☒ I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common principles for Downtown Carson City.
- ☒ All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement.
- ☒ I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City.
- ☒ If this initiative is selected for a grant from the Consolidated Municipality of Carson City, I acknowledge that photographs of my project may be used in promotional materials for Downtown Carson City.

I affirm, this application and all attachments are true and accurate to the best of my knowledge.

Applicants Signature **Theresa Chipp**

Date: **05/20/22**

***Note:** ALL project related invoices and receipts must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.

Application submittal checklist:

- ☒ Complete, signed Redevelopment District Arts and Culture Grant Request Form
- ☒ Organization chart/structure of the organization conducting the initiative
- ☒ Resumes of the key individuals in the organization conducting the initiative
- ☒ Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognitions of revenues and expenses.

PINKERTON BALLET THEATRE

Balance Sheet

As of March 14, 2022

	Mar 14, 22
ASSETS	
Current Assets	
Checking/Savings	
US Bank 4137	53,465.41
Total Checking/Savings	53,465.41
Total Current Assets	53,465.41
TOTAL ASSETS	53,465.41
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	53,465.41
Total Equity	53,465.41
TOTAL LIABILITIES & EQUITY	53,465.41

1:32 PM

03/11/22

Accrual Basis

PINKERTON BALLET THEATRE**Profit & Loss**

January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
Cast Party Revenue	2,085.00
Concessions Revenue	2,557.00
Merchandise Revenue	1,588.00
Miscellaneous Revenue	200.00
Raffle Prizes Revenue	1,878.00
Ticket Sales - CC	46,109.76
Tights Revenue	2,008.00
Wreath Fundraiser Revenue	1,043.00
Total Income	57,468.76
Gross Profit	57,468.76
Expense	
Advertising	
Program Advertising	-2,180.00
Advertising - Other	13,452.90
Total Advertising	11,272.90
Cast Party Expense	2,057.60
Choreography Fees	13,962.73
Contract Services	
Accounting Fees	500.00
Total Contract Services	500.00
Costume Expense	1,255.29
DVD Expense	-2,520.00
Facilities and Equipment	
Equip Rental and Maintenance	1,220.94
Property Insurance	140.00
Facilities and Equipment - Other	0.00
Total Facilities and Equipment	1,360.94
Merchandise Expense	1,260.97
Miscellaneous Expenses	2,383.77
Other Types of Expenses	1,033.33
Performer Fees Expense	1,909.36
Performer Travel Expense	1,366.28
Show Expenses	0.01
Storage Rent	4,680.00
Studio Rental	52.50
Tights Expense	-357.37
Wreath Fundraiser	-6,107.55
Total Expense	34,110.76
Net Ordinary Income	23,358.00
Net Income	23,358.00

Carson City Redevelopment District Arts and Culture Grant
108 East Proctor Street, Carson City, NV 89701

Redevelopment District Arts and Culture Grant Application

Contact Debra Soule at dsoule@visitcarsoncity.com for application schedule/deadlines.

1. a) **Name of Event:** The Nutcracker Ballet
b) **Dates of the Event:** November 25,26 and 27, 2022
c) **Total Funding Request:** \$5000
2. a) **Organization Name:** Pinkerton Ballet Theatre (PBT) dba Nevada Dance Company (NVDC)
b) **Organization Address:** 503 N Division St., Carson City 89701, 775-781-0150
c) **Organization Website:** nevadadancecompany.com
d) **Primary Contact:** Theresa Chipp, Director, 1700 Foothill Road, Gardnerville, NV, 89460, (775) 781-0150, tjchipp@gmail.com
e) **A brief history of NVDC, including mission and number of years in operation:**

PBT dba NVDC, is a 501(c)3 Nevada nonprofit corporation that first performed The Nutcracker Ballet in Carson City during Thanksgiving weekend in 1988 as the Pinkerton Dance Academy, a local dance school. Participants in the ballet were primarily local dancers, young and old, cast in appropriate roles, and a few ballet professionals who danced key roles. The objective of Pinkerton Dance Academy was to bring the Nutcracker story to life and give participants and audiences a high-quality professional experience. The success of the first production inspired the directors to make it annual event of 3 shows during Thanksgiving weekend as a kickoff to the Christmas season. Sold out shows and enthusiastic audiences encouraged the addition of more and better costumes, props and sets each year. Children and adults were able to experience a high-quality ballet production firsthand from auditions, casting, costume creation, fitting and alterations, set design and construction, ticket sales and, finally, to the cast party. Parents and community volunteers became an integral part of the production. As it grew in size, workload and cost, it became apparent that a more organized and committed structure was necessary.

A board of directors was created and developed to assist the artistic directors in decision making regarding finances, fundraising and volunteer coordination and outreach. The board applied for and was granted 501(c)3 non-profit status by the state of Nevada and became Pinkerton Ballet Academy then to Pinkerton Ballet Theatre in

1999. In September 2021, the Board of Directors voted to operate under the fictitious firm name Nevada Dance Company. This year The Nutcracker Ballet will be presented by Nevada Dance Company whose mission is to present The Nutcracker Ballet as a mechanism to increase community access to the arts and participation by children and adults in the arts alongside professional dancers inspiring creativity and innovation while stimulating economic development, enhancing cultural tourism and celebrating unique cultural diversity.

3. The Nutcracker Ballet performance is located in and benefits District #1

4. What strategies and activities will this event implement from the 2022 Arts & Culture Strategic Plan? The plan can be accessed at

<https://visitcarsoncity.com/things-to-do/arts-and-culture/>

The strategies and activities from the 2022 Arts & Culture Strategic Plan that The Nutcracker Ballet will implement is 2.1 that discusses how Arts Festivals and Events “leverage increased cultural tourism, economic impact and audience development” The Nutcracker Ballet is an ageless classical story ballet based on E.T.A. Hoffman's story called The Nutcracker and the Mouse King and set to Tchaikovsky's score. For over one hundred years the enchanting and beloved Nutcracker Ballet has been presented to sold out audiences eager to see magic come to life. Many ballet companies in the United States, perform this ballet which has become an iconic holiday tradition, one that can sustain a dance company for the rest of the year.

Another strategy is 2.5 that addresses cultural tourism. The arts are very important to a community's quality of life and economy. Communities who have significant cultural arts experience economic vitality that transcends the boundaries of the stage. The Nutcracker Ballet, produced and presented by NVDC is a cultural event that has significant economic impact on the local community that stretches beyond the actual performances. From the attendance numbers and a general idea of the geographic draw of the ballet it is possible to estimate the number of overnight and day visits which can give actual value to the ballet, Unfortunately, these metric calculators are not readily available for a price point that NVDC can afford at this time, However, it is easy to estimate that there is significant economic impact from the 150 people involved in the production, and the nearly 1800 audience members through their spending in the Food and Beverage, Transport (including gas and air fare), Retail. Recreation and/or Lodging sectors per day.

Spending and cultural events further translate to attracting and expanding private investments in the area. Culture and cultural events make a city appear prosperous and desirable. People want to locate their businesses in a city that values culture. New businesses create new employment opportunities and increase the city's tax base and expand public revenue. Thus, The Nutcracker Ballet clearly meets the goals and objective of the Redevelopment Plan to strengthen the local economy.

5. a) Provide a detailed description of the proposed project/event. Include project objectives and a detailed timeline for all project related activities.

ERICA CHIPP-ADAMS

ERICA CHIPP-ADAMS began her dance training with Pinkerton Ballet School at the age of four. At 14, she left her hometown to attend the prestigious ballet school, The Harid Conservatory in Florida, where she received her formal Vaganova training.

In 2004, Erica began her professional career with Festival Ballet Providence under the direction of Mihailo Djuric. During her time at FBP, some of the notable roles she danced were in Cinderella, Rodeo, Scheherazade, Carmen, Don Quixote, Swan Lake and various Anthony Tudor and George Balanchine ballets.

In 2010 she moved to San Francisco to join Smuin Contemporary Ballet where she was featured in works by Jiri Kylian, Val Caniparoli, Ma Cong, Trey McIntyre, Helen Pickett, Amy Seiwert and many ballets by Michael Smuin. Throughout her professional career, Erica has worked with world-renowned choreographers, toured to various countries and performed at The Joyce Theater in NYC.

As a guest artist, Erica has danced the principal roles in Giselle, Coppelia, Romeo & Juliet, and Cinderella with Sierra Nevada Ballet, under the direction of Rosine Bena. Erica's vast career has also led her to be part of an Audi campaign and a featured performer and Emmy winner on NBC's BaseBallet, Into the Game. Returning to Pinkerton Ballet Theatre to perform the role of the Sugar Plum Fairy has been a dream come true for Erica for, her love of dance began with Pinkerton's Nutcracker where her first roles in the production were in Chinese Tea, Marzipan and a "smaller" in Mother Gigogne. During her professional career, Erica returned for many years to perform the role of The Sugar Plum Fairy. In 2018, Erica returned to Minden to live with her husband and, together, to share their passion for ballet by taking on the new role of owners of the Dance Workshop in Minden. Erica and Oliver joined the Pinkerton Ballet Theatre Board of Directors in 2019 and became the new artistic directors of Pinkerton Ballet Company dba Nevada Dance Company in 2021. They plan to carry on the legacy that Ayako Britt began 33 years ago.

During Thanksgiving weekend, November 25, 26 and 27, 2022, NVDC will present the 34th full ballet production of The Nutcracker Ballet at the Bob Boldrick Theatre located at 851 E. William in Carson City. NVDC Artistic Directors and Executive Director will plan and determine the direction the production should take, what choreography to change, which costumes to replace, how sets should be improved and what props that are required that will enhance the storyline. The goal is to make each production unique, better than the last and more professional each year. Open call auditions will be held in Carson City and Minden on August 31-September 2, 2022, for dancers and actors from the Western Nevada region who can dance support roles. A casting call will ensue for professional dancers called to dance key roles alongside the young, less experienced dancers. This serves a twofold purpose. It significantly increases the quality of the production while inspiring young dancers to strive to achieve excellence. Many former young Nutcracker dancers have been inspired during their performance with the Nutcracker to become professional dancers. Once auditions and casting are complete, weekly rehearsals with the young dancers will begin and continue through until production time. During production week all professionals arrive for tech and dress rehearsals. NVDC has attracted many talented volunteers from the community that love the Nutcracker Ballet and wish to help with all aspects of this production. From September through November volunteers will repair and replace costumes, set pieces and props while dance teachers assist Artistic Directors with rehearsals. The community spirit surrounding the Nutcracker Ballet is inspiring with every participant striving for the same goal of excellence, the resulting production will be memorable for all.

The proposed dates for The Nutcracker Ballet encompass August 31, 2022 through November 27, 2022. The timeline begins with regional auditions on August 31-Sept 2, casting, then rehearsals throughout September, October and November commencing in the performances on November 25, 26 and 27, 2022. The timeline with related activities is as follows:

Stage 1. January-April, 2022. . Artistic Directors and the Executive Director plan, make a timeline and budget and submit to the Board of Directors for approval. Prior experience with this production indicates the initial planning stage is critical. The Nutcracker ballet production is very large, time intensive and costs for production significant. A well-planned timeline and a well thought out and accurate budget is key and easier to accomplish with prior records from prior years.

Stage 2. May-August 2022. Secure venues for performances and rehearsals, create a strategic marketing and advertising campaign, repair and replace costumes, props and set pieces, arranging for ticketing and fundraising, advertising a casting call and for professional dancers and preparing for local auditions.

Stage 3. August-November 2022. Auditions and casting and rehearsal of local dancers and actors, costume fittings, organizing props and set pieces for production time.

Stage 4. Tech Week November 21-25, 2022:

- i) Monday. Loading in and placement of all sets, props, costumes, drops, curtains and Marley floor. Light and sound crew prepare the sound booth and lighting according to Artistic Director direction.
- ii) Tuesday, November 22, 2022: Cast rehearsal of Act 1 for staging, sound and lighting crew and backstage crew adjustments and to allow the dancers to become accustomed to the stage and theater environment

- iii) Wednesday, November 23: Cast rehearsal of Act 2 for staging, sound and lighting crew and backstage crew adjustments and to allow the dancers to become accustomed to the stage and theater environment.
- iv) Friday, November 25, 2022: Cast and crew dress rehearsal of full production in the morning for final adjustments.
- v) Friday November 25 - Sunday, November 27, 2022: Production
- vi) Sunday, November 25, 2022: Postproduction load out of all sets, props, costumes, decor to storage. Clean theater.

b) Who is planning and managing this project/event? List names, title (if applicable), and project responsibilities for all key project personnel, and note their previous experience in planning and/or managing this type of initiatives. Please attach an organization chart and resumes of these key participants.

Erica Chipp-Adams, Artistic Director, responsible for overseeing all aspects of the artistic production of NVDC, such as assessing and selecting the performances that will be presented, recruiting professional dancers to fill key roles, holding auditions, selecting dancers and actors, setting production and rehearsal schedules as well managing budgets. Resume attached

Oliver Paul Adams, Artistic Director, responsible for overseeing all aspects of the artistic production of NVDC, such as assessing and selecting the performances that will be presented, recruiting professional dancers to fill key roles, holding auditions, selecting dancers and actors, setting production and rehearsal schedules as well managing budgets. Ashley Smith, Executive Director responsible for managing the day-to-day activities of Nevada Dance Company with regard to project management of the entire Nutcracker production. Resume attached.

Ashley Smith, Executive Director, responsible for project management including fundraising, and budget management for the entire Nutcracker production. Resume attached

Ayako Britt, Advisor, responsible for overseeing The Nutcracker Ballet and offering advise and/or assistance in all aspects of the Nutcracker Ballet production. Resume

c) Are any other organizations involved in this project/event? List any partnerships or collaborations and include details on any financial support that other organizations, individual or funding agencies are providing for the project/event.

Ayako's Dance Studio of Carson City, The Dance Workshop, Minden and All About Dance, Minden will be collaborating with Nevada Dance Company. No financial support will ensue from these businesses.

NVDC has applied for project grant funding for organizations from the Nevada Arts Council. This grant application request is pending.

d) Who are the artists involved with this project? Include names and a brief bio for all participating artists use additional pages as needed. If artists are not confirmed yet, you may list the proposed artists (please note if an artist is confirmed or proposed).

NVDC is proposing to use the following artists. There are no contracts to date. Bios are attached

Erica Chipp-Adams, proposed Sugar Plum Fairy; **Oliver-Paul Adams**, proposed Drosselmeyer, proposed Cavalier; **Elliot Adams**, proposed Snow King **Laura Lunde**, proposed Snow Queen; **Gretchen LaWall**, proposed Arabian; **Kelsey Gerber**, proposed Chinese Tea; **Armen's Dance Company**, proposed Russian dancers; **Camille Bergeron Proulx**, proposed Aerial Arabian Dancers

e) Describe the methods you will use to evaluate The Nutcracker Ballet success, impact, and outcomes.

To evaluate the success of the Nutcracker it is necessary to collect and analyze data to determine whether the objectives have been achieved. Analyzing the proposed versus the actual expenditures, and the proposed versus actual timeline will show the project efficiency. Effectiveness and impact of the project. can be determined by monitoring the production through an exit survey both for production participants and audiences given at the end of each performance. These tools provide information that an evaluator can use to aid in decisions about improving, continuing, or discontinuing a project.

6. a) How does this project/event demonstrate social, educational, cultural and/or economic relevance for the community?

The Nutcracker Ballet is an ageless classical story ballet that has been presented to international audiences for over a hundred years. Its compelling story of a young girl who dreams she visits the Kingdom of Sweets and is introduced to many diverse cultures and people. The arts play an important role in a community's quality of life and economy. Communities who have significant cultural arts experience economic vitality. The Nutcracker Ballet, produced and presented by NVDC is a cultural event that has significant economic impact on the local community that transcends the stage. From the audience attendance numbers and the geographic draw of the ballet one can estimate the number of overnight and day visits which can give actual value to the ballet, It is clear that significant economic impact occurs from the spending in the Food and Beverage, Transport (including gas and air fare), Retail. Recreation and/or Lodging sectors per day of 150 people directly involved in the production and 1800 audience members, Spending and cultural events further translate to attracting and expanding private investments in the area. Culture and cultural events make a city appear prosperous and desirable. People want to locate their businesses to a city that values culture. New businesses create new employment opportunities and increase the city's tax base expanding public revenue, strengthening the local economy.

b) Describe the community/population(s) that the proposed project will serve.

Include demographic

information about relevant socioeconomic factors such as age, ethnicity, race, gender, ability, education, geographic location, income level, etc.

NVDC's Nutcracker Ballet will be presented at the Bob Boldrick Community Center, located in Carson City, the capital city of Nevada. The target audience is the Western Nevada region including, but not limited to Carson City, Reno, Carson Valley and the Lake Tahoe Basin. Carson City is officially a Consolidated Municipality whose

population in 2021 was 58000 growing at a rate of 6.6% since 2000. Population density is 390/sq mile. In 2019 the population consisted of 51.3% Males and 48.7% females and the median resident age was 42.8. The estimated mean income is \$58,000, estimated median house or condo value is \$325,000 while the estimated median rent is \$991. 11.3% of the residents live in poverty. Population diversity is 65% White, 25% Hispanic and 10% Asian, Black and American Indian. 67% of the workers live and work in the area.

c) Is this initiative intended to bring visitors to Carson City? If so, how many visitors are anticipated and how will it be marketed? (for events only)

NVDC intends to bring many visitors to Carson City and to this end NVDC contracts with RND Creative Design to create a strategic and targeted marketing and publicity plan that will reach and communicate all information regarding the Nutcracker Ballet production to Western Nevada and Lake Tahoe regional communities utilizing the following methods:

1. Search engine optimization of website and consistent updates on most current and pertinent information
2. Frequent posts on social media platforms such as Facebook, Twitter and Instagram
3. Radio and Print ads and PSA's
4. Posters and flyers distributed in strategic locations
5. Float entry in the Nevada Day Parade

Zip code data gathered from past ticket sales indicate that many of the sold-out audiences come from the Gardnerville/Minden, Carson City, Reno and Lake Tahoe areas although a significant number of audience members travel from as far away as Indiana, Texas, Ohio and Alaska. NVDC has formed relationships with regional dance schools to reach as many student dancers as possible. NVDC will continue to collaborate with public and private schools and senior living communities in Western Nevada in outreach programs to encourage dance participation among youth that have not had exposure to dance instruction and share the joy and magic of the story of The Nutcracker Ballet. NVDC will continue to reach out to business and residents seeking additional partnerships or collaborations

7. Is this event intended to be recurring or is it a one-time event? If it will be recurring, how will the event be expanded in the future and how will the event be able to transition away from City funding support in the future.

NVDC has been successfully presenting The Nutcracker Ballet in Carson City for 33 years and will continue presenting the traditional and iconic The Nutcracker Ballet as it has in the past improving on the productions each year. Each of the 2021 performances sold out. In 2022 NVDC plans to add another performance on Saturday afternoon in order to accommodate an additional 550 people. Recent changes in leadership have led to the development of new goals and objectives. Future plans include but are not limited to presenting new classical ballet productions in the summer months to expand NVDC repertoire. It is the dream of Artistic Directors Erica Adams

OLIVER-PAUL ADAMS

OLIVER-PAUL ADAMS, originally from Stoke-On-Trent, England, trained at the Birmingham Royal Ballet School. During this time Oliver performed with the Paris Opera Ballet, English National Ballet and the Birmingham Royal Ballet at venues including the Royal Opera House, The London Coliseum and the Royal Albert Hall. During his graduation year Oliver danced in Japan and the USA as well as the Royal Family in England.

At age 17, Oliver started his professional career with the Birmingham Royal Ballet where he danced in many of the major classical ballets. Adams joined the Slovak National Ballet in 2007 as a Soloist before going on to perform leading roles with the Sacramento Ballet, Diablo Ballet and Smuin Contemporary Ballet in San Francisco, dancing principal and soloist roles in Swan Lake, The Sleeping Beauty, and works by Jiri Kylian and George Balanchine to name just a few.

Oliver has performed at the World Ballet All Stars Gala in both Prague and Bratislava. He has also danced in contemporary works from some of the most important choreographers from around the world. Adams has choreographed for Sacramento Ballet, Sierra Nevada Ballet, Smuin Ballet and the San Francisco Symphony.

Oliver continues to perform as an international guest artist. In the summer of 2018, he and his wife Erica became owners of Dance Workshop in Minden where they train and inspire the next generation of dancers.

and Oliver Adams to build NVDC into a highly respected full time dance company that produces and presents high quality state of the art productions and take them on tour annually.

NVDC will be able to transition away from Redevelopment funding support in the future by implementing increased ticket sales, developing a strong donor base of corporate and private donors, applying for institutional grants for ongoing operational support and creating an endowment to ensure sustainability.

Fillable PDF budget and acknowledgement form.

Project / Event Costs

See Attached

*Note: ALL project related invoices and receipts must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and for any and all liens to be released.

Application submittal checklist:

Complete, signed Redevelopment District Arts and Culture Grant Request Form

Organization chart/structure of the organization conducting the initiative

Resumes of the key individuals in the organization conducting the initiative

Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognitions of revenues and expenses.

Ashley Smith

1492 Waverly Drive South Lake Tahoe Ca 96150
5303185873 • ashleytahoe1@gmail.com

Producer

Production Producer

Work Experience

Dance Teacher

2004-Present

Marcia Sarosik Dance Studio

- Teach students ages 2.5-adult on a reoccurring schedule as well as substitute teaching in years & months a reoccurring schedule was not possible.

Coach

2004-Present

South Tahoe High School Dance Team

- Choreograph, manage & direct 28 person squad for high school dance team. Create schedules for games, practices, uniforms etc. create content for competitions.

Bakery Manager

December 2019-Present

Lake Tahoe Cakes

- Responsible for all inventory lists, wedding delivery schedules & time management for all bakers & designers to complete client menus on time for delivery.

Founder/Director

December 2020-Present

Studio E Dance & Aerial Arts

- Owned & operated a dance & circus school with up to 10 employees at any given time.
- Managed all accounts receivable for all
- clients
- Managed all payroll for all employees.
- Managed all event planning & marketing.

Executive Assistant

March 2012-March 2021

V & K Food Corporation

- Managed HR office as well as company transfers, catering supplies, monthly company inventory.

Teacher/Performer
The Young Americans

August 2004-March 2010

- Traveling cast of 30-40 performers, working with 50-500 school age students in 3 day workshops learning musical numbers performed in a two hour concert for the community. Annual Christmas Show featuring 250 “Young American” performers from around the world.
- Tours
- 2005-Germany
- 2006-United Kingdom/Japan
- 2007- Germany/Japan
- 2008-2009 Resident Cast Los Angeles
- 2010 Japan

Education

Lake Tahoe Community College

September 2010-September 2011

The Young Americans

August 2004-June 2006

The Young Americans College of Performing Arts **Teaching Certificate**

UNLV

July 2018

Carson City Redevelopment District Arts and Culture Grant
108 East Proctor Street, Carson City, NV 89701



Redevelopment District Arts and Culture Grant Application

Contact Debra Soule at dsoule@visitcarsoncity.com for application schedule/deadlines.

Please create a Word document and answer the following questions in the order in which they are asked and use the fillable PDF from to complete the budget and acknowledgement sections. Your answers should be as succinct as possible with your overall application limited to a maximum of 10 pages, excluding resumes.

1. a) Name / title of project or event

b) Event / Project dates

c) Total Funding Request
2. a) Organization Name

b) Organization Mailing Address, City, State, Zip, Phone

c) Organization Website and / or Social Media Sites

d) Primary Contact Name, Title, Mailing Address, City, State, Zip, Contact phone and email

e) Provide a brief history of your organization, its mission and number of years in operation.
3. a) Is this project located in, or will it benefit District #1 or District #2? (District maps can be accessed at <https://www.carson.org/home/showpublisheddocument/51176/636080777005970000>)
4. What strategies and activities will this initiative implement from the 2022 Arts & Culture Strategic Plan? The plan can be accessed at <https://visitcarsoncity.com/things-to-do/arts-and-culture/>
5. a) Provide a detailed description of the proposed project/event. Include project objectives and a detailed timeline for all project related activities.

b) Who is planning and managing this project/event? List names, title (if applicable), and project responsibilities for all key project personnel, and note their previous experience in planning and/or managing this type of initiatives. Please attach an organization chart and resumes of these key participants.

c) Are any other organizations involved in this project/event? List any partnerships or collaborations and include details on any financial support that other organizations, individual or funding agencies are providing for the project/event.

d) Who are the artists involved with this project? Include names and a brief bio for all participating

artists use additional pages as needed. If artists are not confirmed yet, you may list the proposed artists (please note if an artist is confirmed or proposed).

e) Describe the methods you will use to evaluate project success, impact, and outcomes.

6. a) How does this project/event demonstrate social, educational, cultural and/or economic relevance for the community?

b) Describe the community/population(s) that the proposed project will serve. Include demographic information about relevant socioeconomic factors such as age, ethnicity, race, gender, ability, education, geographic location, income level, etc.

c) Is this initiative intended to bring visitors to Carson City? If so, how many visitors are anticipated and how will it be marketed? (for events only)

7. Is this event intended to be recurring or is it a one-time event? If it will be recurring, how will the event be expanded in the future and how will the event be able to transition away from City funding support in the future.

Please complete the following fillable PDF budget and acknowledgement form.

Project / Event Costs (Attach additional sheets as needed and to state the source of other funds)

Activity (i.e. advertising, equipment rental, workshops etc.)	Redevelopment Funds	Other Funds and their Source	Total
<i>Additional documentation may be requested</i> Total			

Redevelopment Grant funds as a % of initiative costs	<input type="text"/>	%	Projected revenues:	<input type="text"/>
			Projected Net Profit/Loss	<input type="text"/>

Annual Budget of Organization

These are fiscal year budgets, July 1 to June 30

	This Year	Last Year	Two years ago	List: Redevelopment Grant Amount / Year
Income	\$	\$	\$	
Expenses	\$	\$	\$	
Reserves	\$	\$	\$	

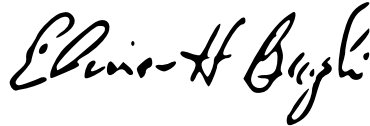
Last year fiscal income included a Pandemic Emergency Technical Support grant, used for Jazz & Beyond 2021.

Acknowledgment of Application Provisions: (please check each that you acknowledge)

- ☐ I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common principles for Downtown Carson City.
- ☐ All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement.
- ☐ I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City.
- ☐ If this initiative is selected for a grant from the Consolidated Municipality of Carson City, I acknowledge that photographs of my project may be used in promotional materials for Downtown Carson City.

I affirm, this application and all attachments are true and accurate to the best of my knowledge.

Applicants Signature



Date:

***Note:** ALL project related invoices and receipts must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.

Application submittal checklist:

- ☐ Complete, signed Redevelopment District Arts and Culture Grant Request Form
- ☐ Organization chart/structure of the organization conducting the initiative
- ☐ Resumes of the key individuals in the organization conducting the initiative
- ☐ Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognitions of revenues and expenses.



191 Heidi Circle
Carson City, NV 89701-6532

Phone: 775-883-4154
Fax: 775-883-4371
Web: milehighjazz.com

FY22 Budget, and Actual as of 1/7/22 (half year)

CATEGORY	FY22 Budget **	Actual As of 1/7/22
INCOME		
Admissions	1,000	1,102
Contracted Services	1,000	0
Program ad sales	2,000	2,410
Interest earned	10	1
Membership donations	5,000	2,400
OST designated funds	750	30
Other sales (festival shirts, hats, posters, raffles)	600	1,303
Reimbursements	0	530
Corporate/Foundation	1,500	4,022
Other private donations	7,000	1,886
City Gov't.	3,000	1,725
State Gov't. (NAC+NCOT+NH)	3,500	3,500
Fed. Gov't.	3,000	0
Reserve Funds	9,020	0
TOTAL INCOME	37,380	18,909
EXPENSES		
Musicians' fees	20,000	9,876
Poets' fees & Artists' awards	1,300	150
School support (CHS/CMS/RJJO)	1,000	0
Technical support/other services	5,500	5,538
Services	1,566	
Travel & Training	0	0
Space rental	1,000	1,546
Marketing	3,000	1,784
Permits & licenses	100	0
Insurance	480	480
Entertainment/hospitality	0	0
Printing (programs) *	2,000	0
Music charts	200	63
Supplies & Other	1,800	1,490
Postage	550	474
Memberships/donations	450	140
Utilities/phone	0	0
Equipment	0	0
TOTAL EXPENSES	37,380	21,541
BALANCE	0	-2,632

* Other printing is included in Marketing

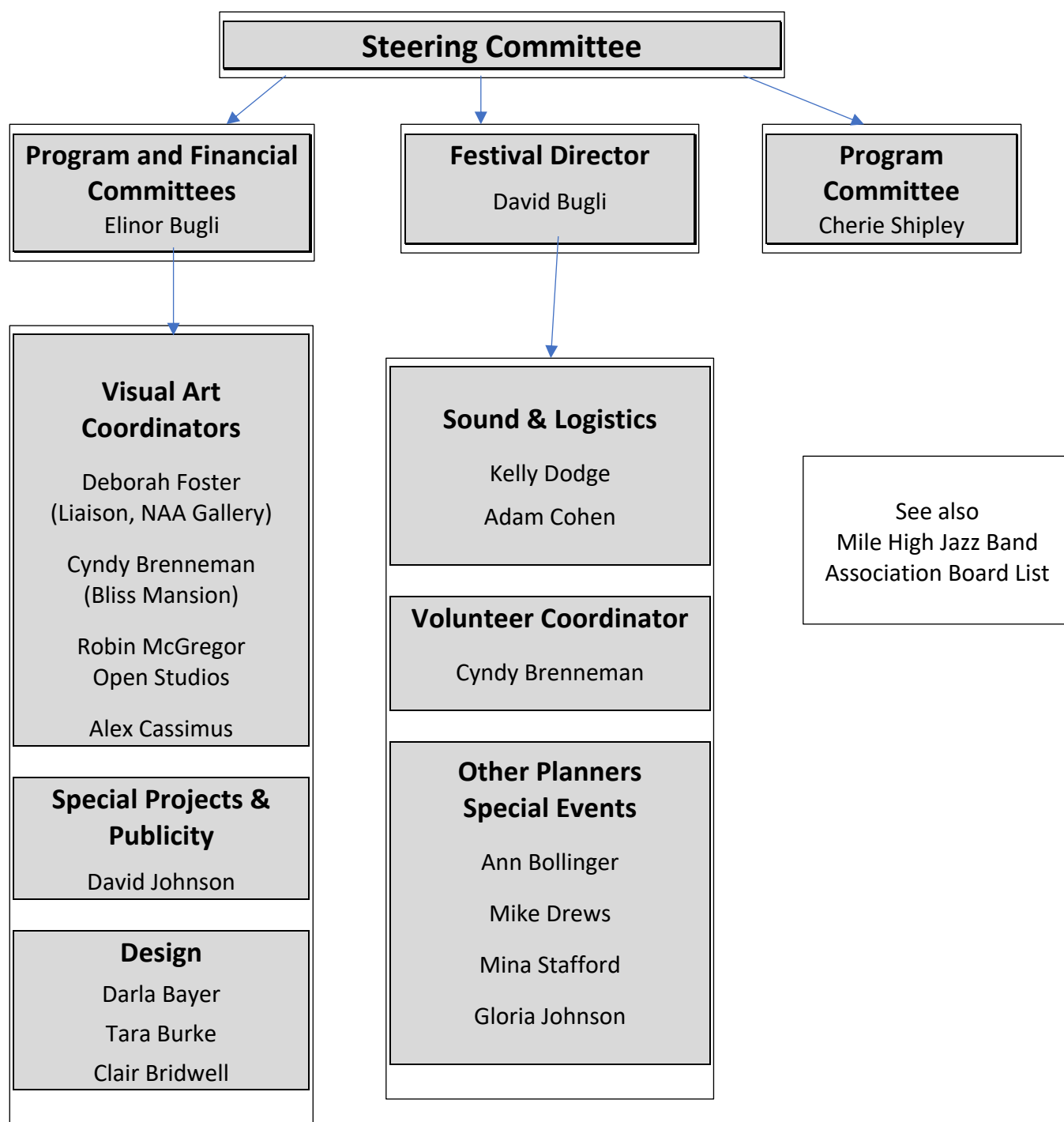
** Approved 8/30/21

Assets:

Cash, savings, and investments - \$51,376

Music Library - \$7,215

Jazz & Beyond 2022 – Organization Chart



Mile High Jazz Band Association
Redevelopment District Arts and Culture Grant Application
Contact Debra Soule at dsoule@visitcarsoncity.com for application schedule/deadlines.

Please create a Word document.

1. a) Jazz & Beyond Carson City Music and Art Festival

b) August 5-21, 2023

c) \$5,000

2. a) Mile High Jazz Band Association, Inc.

b) 191 Heidi Circle, Carson City, NV 89701-6532 – 775-883-4154

c) <http://MileHighJazz.com> / [Facebook.com/milehighjazz](https://www.facebook.com/milehighjazz) / [Facebook.com/jazzcarsoncity](https://www.facebook.com/jazzcarsoncity)

d) Primary Contact Name: Elinor Bugli

Title: President

Mailing Address: 191 Heidi Circle, Carson City NV 89701-6532

Contact phone and email: 775-883-4154, info@jazzcarsoncity.com

e) Provide a brief history of your organization, its mission and number of years in operation.

Mile High Jazz Band Association incorporated 22 years ago. Our mission is to enrich the cultural life of our community by promoting live jazz performance in and around Carson City; enhancing music education in collaboration with other arts organizations and schools; and sustaining the City's resident big band - the Mile High Jazz Band - and its combos. The band performs monthly and presents quarterly Jazz & Poetry events. An early achievement was in 2004, when Mile High Jazz Band was selected by the American Composers Forum for a Continental Harmony project, one of only six nationwide. For that project, we commissioned a work for jazz band and women's chorus and performed it in five northern Nevada communities. We provide annual performances in partnership with school jazz bands. Since 2004, we have produced or co-produced the annual "Jazz & Beyond" festival, which has expanded to include all genres of music, art, dance, and film, and in 2015 was selected Best Annual Event by the Carson City Chamber of Commerce.

3. a) Is this project located in, or will it benefit District #1 or District #2?

Yes, most of the project is in District 1 and all will benefit the districts.

4. What strategies and activities will this initiative implement from the 2022 Arts & Culture Strategic Plan? The plan can be accessed at <https://visitcarsoncity.com/things-to-do/arts-and-culture/>

Jazz & Beyond is a 17-day summer music and art festival consisting of performances, art shows, studio tours, lectures, and films for people of all ages. Most events are admission free. We present live music, entertain and educate the community and visitors about jazz and other music styles, provide performance opportunities for local and regional musicians, celebrate local artists, and collaborate with businesses and other arts organizations for the benefit of the community.

Specific strategic objectives from the 2022 Arts & Culture Strategic Plan that we implement each year are 2.1, 2.2, 2.3, and 3.3 as follows:

Jazz & Beyond festival is a cultural event that showcases Carson City's talent. It attracts visitors as well as residents, and for the fourth year, will include an open-studio community project for about 30 visual artists, now expanded to

three days. It also includes a poster and program-cover design competition for professional and student artists. We partner with the Brewery Arts Center, Nevada State Museum, Friends of Silver Saddle Ranch, Nevada Artists Association, Stewart Indian School Cultural Center and Museum, Carson Farmers Market, Downtown Business Association, Carson City Historical Society, and local businesses to share resources and expand opportunities.

5. a) Provide a detailed description of the proposed project/event. Include project objectives and a detailed timeline for all project related activities.

Objectives of the festival are to contribute to Carson City's growing reputation as cultural hub and arts community. Note: Some Jazz & Beyond activities, such as obtaining permits and booking musicians and visual artists, begin before the grant period, but those activities funded by the grant will take place within June 1 to Sept. 30, 2022. Also, some events are outside the redevelopment area, but bring people to Carson City and benefit the community. Grant funds will be used for events within the area.

June 2022 – select winning poster/program/T-shirt design, order materials, create online and printed schedule of events. Notify artists accepted for open-studios participation. Update website and social media pages. Finalize permits for use of Capital Amphitheater, McFadden Plaza Stage, Silver Saddle Ranch, Governor's Mansion outdoor space, and other venues. Contract musicians and bands.

July 2022 – begin weekly information booth every Saturday at the Carson Farmers Market to promote the festival. Finalize musicians' contracts, renew liability insurance and certificates for venues, mail postcard with calendar of events to over 2,300 addresses, and email promotion to over 700 addresses and 50 media address. Display banner over Carson Street is approved for July 25-31. Run ad at Fandango Galaxy movie theater, begin radio announcements, and update websites and social media pages.

Proposed festival schedule (subject to changes and additions):

Fri., Aug. 5 – Opening Event – Reno Jazz Orchestra at the Governor's Mansion

Sat., Aug. 6 – Wine walk with J&B musicians at several locations, Ice Cream Social at C.C. Historical Society

Sun., Aug. 7 - NAA Reception for summer show, including Open Studios artists

Mon, Aug. 8 – Rosebud's Dance Band at McFadden Plaza Stage

Tues., Aug. 9 – The Jazzettes, location TBA

Wed., Aug. 10 – Bijou Bell Band at McFadden Plaza Stage

Thurs, Aug. 11 – Jazz film in partnership with Carson City Classic Cinema Club

Fri, Aug. 12 – Combo TBA at Comma Courtyard, The Bayberry Cast band at McFadden Plaza Stage

Sat., Aug. 13 – Sagebrush Rebels and Sierra Sweethearts bands at Silver Saddle Ranch

Sun, Aug. 14 – The Red Tango string quintet and dancers at the Brewery Arts Center ballroom.

Mon, Aug. 15 – Carson High Jazz Band at McFadden Plaza

Tues, Aug. 16 – The Other Brothers Band, location TBA

Wed., Aug. 17 – Band TBA at McFadden Plaza Stage

Thurs., Aug. 18 – Lecture performance on the Development of the Trumpet with Josh Reed at Nevada State Museum

Fri, Aug. 19 - Open Studios tour at NAA Gallery with Gardnervillains band, and at Bliss Mansion with New World Jazz Project and Take This bands

Sat., Aug. 20 - Open Studios tour at 12 locations with live music, including Kat MacMartin, fiddle, Mylo McCormick, guitar, Colin Ross, multi-instruments, Tom Miller, multi-instruments

Sun., Aug. 21 Open Studios tour at 12 locations with live music; Basie's Birthday concerts at Capital Amphitheater (small band TBA and Mile High Jazz Band).

Note: Other live music in Carson City during Aug. 5-17, such as Levitt Concerts at the Brewery Arts Center, small groups at Bank Saloon, Nashville Social Club, and other venues will be listed in the festival program, but not funded by Mile High Jazz Band Association or the grant.

- 5. b) Who is planning and managing this project/event? List names, title (if applicable), and project responsibilities for all key project personnel, and note their previous experience in planning and/or managing this type of initiatives. Please attach an organization chart and resumes of these key participants.**

David Bugli, President, Mile High Jazz Band Association, Music Director and Festival Chair, member of Steering and Logistics Committees.

Cherie Shipley, member of festival Steering, Performance, and Promotion Committees.

Elinor Bugli, Treasurer, Mile High Jazz Band Association, Chair of the festival Finance Committee, member Festival Steering Committee.

Deborah Foster, Nevada Artists Association Liaison

Their responsibilities and planning and management experience are described in the attached Resumes.

- 5. c) Are any other organizations involved in this project/event? List any partnerships or collaborations and include details on any financial support that other organizations, individual or funding agencies are providing for the project/event.**

In past years, about two dozen organizations and businesses partnered, supported, or participated in the event as sponsors, program advertisers, or performance venues. We expect similar participation in 2022. Participants include Nevada State Museum, Carson City Historical Society, Friends of Silver Saddle Ranch, Brewery Arts Center, Nevada Artists Association, Carson City Arts & Culture Coalition, and Carson City Downtown Business Association.

- 5. d) Who are the artists involved with this project? Include names and a brief bio for all participating artists use additional pages as needed. If artists are not confirmed yet, you may list the proposed artists (please note if an artist is confirmed or proposed).**

We expect about 20 Open Studio Art Tour artists. Confirmed to date:

Pietro Accardi, marbling on paper and textiles

Massimiliano Beltrame, sculpture, oil, acrylic, and more

Mike Bond, oil paintings – landscapes and western scenes

Cynthia Brenneman, watercolor still lifes

Kristy Dial, gourd art

Ubon Edmonds, oil, acrylic, watercolors

Robin McGregor, pottery

Richard McGregor, pottery

Susan (Suzy) Musil, beaded jewelry

Penny Rand, hand-painted ceramics

Ronnie Rector, watercolor

Colleen Reynolds, watercolor

Gail Rogers, natural stone jewelry

Jenny Schnabel, acrylic painting

Deborah Stevenson, acrylic, watercolor, mixed media – Sierra Nevada and Nevada Desert scapes

Janice Stowers, fused glass

Irene Taylor, watercolors, batiks, ceramic garden masks

Selected Biographies of Open Studios Tour artists are in attached document, Resumes: "Open Studio Tour Artists."

We expect about 20 bands, featuring about 100 musicians, to participate in Jazz & Beyond 2022. Confirmed or proposed to date:

Reno Jazz Orchestra – big band

Gardnervillains - combo

Sierra Swingers – Dixie
 The Jazzettes – trio
 The Red Tango – all strings, play Tangos
 Bijou Bell Band - combo
 Sagebrush Rebels – 7-piece country
 The Sierra Sweethearts – 4 musicians
 Carson High Jazz Band – big band
 Josh Reed Band – combo
 Bayberry Cast – 7 musicians
 RoseBud’s Dance Band – big band
 Reno Video Game Symphony
 The Other Brothers – 7 musicians
 Mile High Jazz Band – big band with vocalist

Selected Biographies of Bands and Musicians are in attached document, Resumes: “Music Artist Bios.”

5. e) Describe the methods you will use to evaluate project success, impact, and outcomes.

Results of an audience questionnaire distributed on the last day of the music festival are tabulated and used for improving future festivals. For example, survey results, audience numbers, and discussions showed us that attendance can lag during the dinner hour, even for events adjacent to outdoor restaurants. We select bands for that time that have greater appeal to diners. Some performances are audio recorded for evaluation of artistic quality and to help us determine strengths and weaknesses of the mix of performances to guide future selection. We also use the Arts & Economic Prosperity Calculator from Americans for the Arts to estimate the economic impact on our community of the Jazz & Beyond festival.

6. a) How does this project/event demonstrate social, educational, cultural and/or economic relevance for the community?

Our area has a rich history of live music performance related to casinos, which at one time supported several full-time house orchestras and still employ musicians today. When the standing orchestras folded, many of the musicians remained in the area and now contribute their time, talent, inspiration, and expertise to our festival and the community. Our constituents include performers – more than 100 instrumental musicians, vocalists, and visual artists; audience members drawn from the entire local population, as well as numerous tourists; and students who perform with the Carson High Jazz Band, and attend concerts, art shows, and our educational features – this year the History of the Trumpet with Josh Reed. Businesses also benefit from our events. Festival attendees purchase food, beverages, and gasoline from Carson City establishments. Performers are paid and spend the money locally. Results of the 2019 (pre-pandemic) audience survey indicate that 73% of those who responded bought a meal and 49% shopped in Carson City in connection with attending festival events.

6. b) Describe the community/population(s) that the proposed project will serve. Include demographic information about relevant socioeconomic factors such as age, ethnicity, race, gender, ability, education, geographic location, income level, etc.

Carson City population is over 55,000, with 20% under age 18, 20% over age 55, 24% Hispanic, and 13% foreign born (2021 data). Median household income is \$58, 305 (2020 dollars); 88% of people over 25 have at least a high-school diploma and 23% have a higher degree. Jazz & Beyond programs are geared to all ages, and especially reach youth and seniors. Because almost all are admission free, economic status is not a barrier to attending, and all are in accessible spaces.

6. c) Is this initiative intended to bring visitors to Carson City? If so, how many visitors are anticipated and how will it be marketed? (for events only)

This festival brings visitors to Carson City. Before the pandemic, we counted up to 5,000 attendees during the course of the festival. (Note: This is total of attendees at each event; people who attended several concerts were counted several times. Because events are not ticketed, we don't have data on how many events each individual attended.) In past years, audience surveys indicated 37 percent were from outside of Carson City, and 5 to 10 percent of them from more than 100 miles distant, including from several states (southern California, New York, Virginia, Kentucky, New Hampshire, Colorado) and from Canada, Italy, Germany, England, Australia, and New Zealand. We have applied for a Rural Marketing Grant from the Nevada Division of Tourism to help market the festival to distant visitors by radio, print, and social media.

7. Is this event intended to be recurring or is it a one-time event? If it will be recurring, how will the event be expanded in the future and how will the event be able to transition away from City funding support in the future.

Jazz & Beyond is a recurring festival - not one event, but a series of events held over a 17-day period. Mile High Jazz Band Association operates the festival as a service to the community by a committee of its nine-member board of trustees—a mix of Mile High Jazz Band musicians and community members—and many other volunteers. We have no paid administrative staff and no building; therefore, overhead costs are minimal and cannot be reduced. More than half the festival expenses are covered by in-kind services. People enjoy the many open, mostly outdoor, un-gated performance venues.

We include music genres other than jazz, and additional arts—visual art, film, and dance—and these aspects can continue to expand. We also grow by adding venues and performances. Before the pandemic, audience counts at most events documented increasing audience. We could expand further by adding more arts and crafts vendors and food booths, sidewalk chalk art, additional educational workshops, and by developing and promoting cultural tourism packages with local lodging partners.

With sufficient volunteers, partner organizations, and funding, the festival could become a Carson City Arts and Culture Festival for the entire month of August (or other month). For success at that level, we could explore incorporating Jazz & Beyond as a separate 501(c)(3) non-profit organization, with its own board of directors, staff (volunteer or paid), and sources of funding, rather than continuing as a large function of the small budget Mile High Jazz Band Association.

We have charged admission to selected special events within the festival; these events are more expensive to produce and although admission charges covered costs, the net profit, if any, was miniscule. Our preference is to keep most performances free. Jazz & Beyond is not a fundraiser for our organization - all funds raised through donations, ad sales, and grants are used to produce the festival. It is managed and staffed completely by volunteers. As long as it benefits the community, it deserves city funding.

Resumes of Key Individuals

2022 Steering Committee, *Jazz & Beyond* - Carson Music & Art Festival

David Bugli is founder and an organizer of *Jazz & Beyond* since its inception as *Basie@100* in 2004. He also has organized the annual Capitol Tree Lighting on the steps of the Nevada State Capitol in Carson City, which featured performances by the Holiday Brass Ensemble (generally about two dozen players) and about two hundred elementary school singers. He brought the annual TubaChristmas event to Reno, managed it for several years, and continues to perform in, MC, and conduct the event. He is President of Mile High Jazz Band Assoc., Secretary (former President) of the Foundation for Carson City Parks and Recreation, and Secretary (former Vice-President) of the Carson City Historical Society.

Bugli founded, leads, and plays keyboard in the Mile High Jazz Band; founded and conducts the Carson City Symphony; and has been Assistant Conductor of the Foundation Orchestra in Reno and guest conductor of the Ruby Mountain Symphony in Elko, and plays tuba in the Carson Valley Pops Orchestra. A recipient of the 2007 Nevada Governor's Arts Award for Distinguished Service to the Arts, Bugli earned a Bachelor of Science Degree in music education from Ithaca College, NY, where he studied composition with Karel Husa, and a Master of Music Degree from the University of Massachusetts. He has participated in Conductors Workshops of the American Symphony Orchestra League in San Francisco and St. Louis. In addition to conducting, he plays classical and jazz piano, tuba, and trombone, and he composes and arranges music. The Reno Philharmonic commissioned him to write a series of coordinated orchestral and choral arrangements of "Home Means Nevada" for the State's sesquicentennial. Bugli retired from employment as a programmer/analyst with the State of Nevada in 2010 and has taught piano at Western Nevada College. *Website: DavidBugli.com*

Cherie Shipley has participated as a performer with *Jazz & Beyond* for several years and joined the Steering, Performance, and Promotion Committees in 2014. She is Owner and Director of Operations of Lake Tahoe Entertainment, which for more than 20 years has specialized in booking musical entertainment, and in planning and organizing meetings, events, concerts, and weddings in North and South Lake Tahoe, Reno, Carson City, Carson Valley, and surrounding areas. She is a member of Weddings of the West, the Better Business Bureau, and Vice President of the Board of Directors of For the Love of Jazz in Reno.

Shipley is a vocalist, entertainer, and DJ. She has run monthly Live Open Jazz Jams at Sassafras and Living the Good Life in Carson City, and performs several styles of music with area bands and throughout the U.S. Originally from Oakland, CA, Shipley holds an Associate Arts degree from the College of San Mateo.

Elinor Bugli has participated in organization and management of *Jazz & Beyond* since its inception in 2004, and served on the Steering Committee and as Chair of the Finance Committee since 2011. She is Treasurer of the Mile High Jazz Band Association, President of the Carson City Symphony Assoc., Treasurer of the Carson City Arts and Culture Coalition, member and past chair of the Carson City Cultural Commission, a past president of the Brewery Arts Center, and has been docent chair and member of the Volunteers in Art executive committee at the Nevada Museum of Art. She is a 2001 graduate of Leadership Carson City.

Bugli earned B.A. and M.A. degrees in geology (University of Minnesota and Wesleyan University, CT) and retired as a hydrologist from the U.S. Geological Survey. She plays violin in the Carson City Symphony, Ruby Mountain Symphony, Carson Valley Pops Orchestra, and Silver Strings Ensemble.

Deborah Foster, artist and President of the Nevada Artists Association (NAA) Executive Board, is liaison for Jazz & Beyond Open Studios Tour artists, who all are invited to include a piece in the NAA Gallery summer show, as well as exhibit on the tour. Foster retired in January 2001 from the State of Nevada as a training manager for the Division of Emergency Management and then spent a year coordinating the Community Emergency Management Team program for Washoe County, NV. Not content to really retire, she then spent eight years working as a Reservist for the Federal Emergency Management Agency as a Training Specialist. She is now on the Board of Directors of the Goni Canyon Preservation League and a member, and on the Board of Directors, of the NAA. She sells her original oils, Giclée prints, and greeting cards in the NAA Gallery and at other local venues and has donated works for fund-raising at charitable events sponsored by Families for Effective Autism Treatment, Breast Cancer Awareness, Honor Flight, and the Smith Valley Historical Society.

2022 Jazz & 'Beyond – Selected Music Bios

The Reno Jazz Orchestra is a 17-piece contemporary big band based in Northern Nevada. The band was formed in 1997 by musicians who have performed with acts such as Frank Sinatra, Sammy Davis Jr., Elvis Presley, Natalie Cole, and Luciano Pavarotti and traveled the world with legendary performers. Musicians are -

Trumpets: **John Beckman** played in the 28th Army Band at Ford Ord, Calif. He's performed in the Reno-Tahoe area since 1968 with notable musicians such as Buddy Rich and Ray Anthony. John associates jazz with emotions like love, hate, sadness, and excitement. **Josh Dunlap. Julien Knowles. Andrew Woodard** played in the U.S. Army Studio Band at Fort Mead, Maryland. Later, he joined the United States Bicentennial Band and Chorus. They played for at high-profile events including a gala where President Gerald Ford was the guest speaker. Andrew recalls a nod of approval from Tony Bennett during a solo: "It was worth all the years of practice."

Trombones: **Dean Carter** (Lead) has played in the Reno-Tahoe area for 25 years. He's performed with Sammy Davis and worked with renowned signers Frank Sinatra and Aretha Franklin. Dean relates jazz to pure joy. "Jazz is built on the attraction and the environment it's in." **Rich Lewis** is a founding member of the Reno Jazz Orchestra. He began playing in the Reno-Tahoe area during the late 1970s, during the casino showroom era. Richard graduated from the University of Nevada, Reno with a music education degree. Now, he teaches music in the Washoe County School District. **John Bennum.**

Saxophones: **Karl Busch**, alto 1. **Dallas Smith**, alto 2, studied different styles of music, from classical to East Indian classical to American Jazz. He loves the impromptu abilities of jazz music and sound of big band. Dallas feels as though "time stands still when he plays with friends." **Doug Coomler**, tenor 1, has an accomplished career that includes performances with some of the finest musicians and singers in America. He is a faculty member at the University of Nevada, Reno, owns a private teaching studio, and was the Director of the Reno Youth Jazz Orchestra. **Jim Garaventa**, tenor 2, is a founding member of the Reno Jazz Orchestra. He has played in the Reno-Tahoe area since 1975, during an era of casino showroom bands that began in the '60s. Jim loves the diversity in jazz music. He believes that "there are not clear lines as to what jazz is or isn't." **Mauro Di Gioia**, baritone, is the founder of ReedGeek, a Reno business that provides reed accessories that help create a high-quality sound for woodwind musicians of all ages. Mauro loves the complexities and fingerprint sound of individuals and ensembles.

Rhythm: **Hans Halt**, bass, began his career in Bay area Latin bands. After graduating from the University of Nevada, Reno, he became a music professor at the University. Hans has been around music since he was a kid. He played piano, guitar, electric bass and built his career on the upright bass. **Bill Hecht**, piano, has led a very diverse career. He was the pianist for the Engelbert Humperdinck 1983 World Tour, performed with Little Anthony and the Imperials, Chuck Berry and many more. Bill sang in various productions with Nevada Opera Chorus and Reno Philharmonic Chorus and composed and arranged music for many of the more popular IGT slot machines. **Andy Heglund**, drums, began playing professionally during high school for a steakhouse house band. He enjoyed the opportunities to learn different styles of music. Now, he enjoys teaching music at the University of Nevada, Reno. Andrew remembers his mom taking him to a concert featuring the drummer Buddy Rich, a musician "that greatly impacted his passion for jazz." **Joey Berger**, guitar, is an alum of the University of Nevada, Reno. He enjoys playing a variety of music including jazz and rock. At age 12, he remembers struggling to wrap his hands around a guitar. Joey credits his appreciation and love of jazz to his school teachers and mix tapes.

The Jazzettes are **Cami Thompson**, percussion, **Erika Paul**, piano, and **Julie Machado**, bass. The three are wildly talented singing musician friends who will change the way you look at Jazz. With strong lead singers and vocal harmonies, the trio covers 100 years of great music!

The Red Tango is a Reno/Tahoe based ensemble of outstanding classically-trained string players who bring artistry and passion to their performances. Conceived on a long ride home from a classical gig, Red Tango set about to be the string group one would like to hear while drinking wine. Seriously - the humble beginnings. Since then, they have performed for Artown, Bartley Ranch, Western Music Conference, Kyle Rea's NYE show, Brian Landrus' Reno Return concert and at a whole lot of bars, wedding events, music halls, milongas, and private homes.

Josh D. Reed, DMA, is a trumpeter and educator who holds degrees from the University of Colorado Boulder, the Eastman School of Music and James Madison University. As a performer, Reed has shared the stage with artists such as Dave Douglas, Brad Goode, Anat Cohen, Art Lande, Tommy Igoe, Greg Gisbert, Paquito D'Rivera, Rufus Reid, and Darlene Love. He currently leads his own trio, quartet, and quintet. As an educator, Josh Reed has taught private lessons, ensembles, and courses at Lagond Music School in New York, Metropolitan State University in Colorado, University of Colorado, and communities throughout the United States. He directed the jazz program at the University of Missouri in the spring of 2017 before directing the jazz program at Santa Clara University. He joined the faculty at the University of Nevada, Reno, in fall 2019 as an assistant professor of jazz trumpet. Reed recently released his first recording as a leader: "Leaping Forward" featuring Art Lande. He is also featured on Art Deco's "Free Range," Emily Takahashi's "Not Spoken," Omar Thomas's "I Am," Matt Smiley's "Quartet Art," and releases from Dillon Vado's "Never Weather" and The Tim Wendel Septet.

Sagebrush Rebels is a seven-piece country band with rich, fat harmonies. "If you're gonna play Nevada, you gotta have a fiddle in the band"! A takeoff from a great Alabama country tune, the Sagebrush Rebels band presents memorable and fun country western music, with female fiddler, keyboardist, and lead singer. Guitar and pedal steel sweeten the mix, with bass and drums laying down the groove. With five members who are also vocalists, the harmonies are full and the repertoire is distinctly diverse.

The Bayberry Cast - Lucas Arizu and Darcy Kathleen are at the core of The Bayberry Cast, a band that expands from a duo to a seven-piece ensemble. Amongst the many genres in this group's repertoire, you will hear witty jazz songs, funky blues, and Latin grooves ranging from Brazil to Cuba! An Argentinean born and raised in Buenos Aires, Lucas began his musical education at the "Escuela de Musica de Buenos Aires" (Buenos Aires Music School), where he learned the art of Tango and Folklore music played on the traditional nylon string guitar. With its individual members all from different backgrounds, these musicians bring a great vibe to their performances in the Reno-Tahoe area and surrounding cities.

The Sierra Sweethearts, a four-piece, all female band, has been playing their sassy mix of Cowgirl, Bluegrass, Classic County, and Doo Wop music throughout northern Nevada and California since 2014. From Susanville to Death Valley, Eureka to Santa Cruz, they've put in some miles! Historic Opera Houses and Theaters throughout "Gold Rush" country, Festivals, Weddings, Country Dance, and backroad taverns are their favorite places to play! Members are Cindy Gray, banjo, Lynn Zonge, guitar, Catherine Matovich, fiddle, and Paula Walkins, bass.

New World Jazz Project presents Soul, Latin, and World Jazz music played straight ahead & right down the middle. Redirecting the art of jazz, the band lays down groove-oriented originals and soulfully-arranged classics, from Afro-jazz to bebop and beyond, the New World Jazz Project is keepin' the faith and keepin' it real.

Bandleader **Niall McGuinness** was born in St. Augustine, FL. His path on saxes, flute and percussion led to Miami, where he graduated from the University of Miami School of Music. In South Florida, Niall developed an affinity for Latin music, where salsa gigs were the normal musical engagement. He has toured Central and South America, and performed several long engagements in NYC. In the genre of Latin jazz, Niall found he could freely improvise, yet maintain a groove to which the listener can readily relate. The giants of jazz music have always been Niall's strongest musical influences. Saxophonists John Coltrane, Joe Henderson, Dexter Gordon, and Cannonball Adderley are his major mentors on tenor and alto sax. On soprano sax, Wayne Shorter provided beaucoup inspiration, and flutist Dave Valentin is a heavy influence on Niall's musical palette.

Keyboardist **George Tavoularis** began playing music in the mid-sixties with bands in southern California. At the age of 16, George was signed to a record label in Los Angeles, giving him an opportunity to hear and work with some of the best studio players of that time. In 1976 after being on the road for a number of years, George moved to Hawaii, and had the opportunity to work with some of Hawaii's best jazz musicians. George credits Bill Evans, Herbie Hancock, Chick Corea, and Joe Sample as some of the strongest influences in his playing.

Bassist **Kyle Rothchild**, amiably referred to as the "Poster Child" of the New World Jazz Project, hails from Carson City, NV, where he currently resides. Kyle started on the electric bass at the age of 13 and added upright

bass to his talents at the age of 18 while attending the Univ. of Nevada, Reno, where he holds a Bachelor of Music. Kyle also earns his living as an audio designer in Reno composing music and creating sound effects for different types of gaming platforms. The jazz bassists of the be-bop and swing eras, as well as the musical approaches of James Jamerson and Jaco Pastorius, heavily influence Kyle's playing. Kyle has been performing with the New World Jazz Project regularly since 2004.

Drummer **Eric Finkelstein**, raised in New York, is the youngest of his musical family—his two brothers are drummers as well. When he moved to the West Coast 25 years ago, Eric was booked with a show in Lake Tahoe and fell in love with the region; he has lived there ever since. Eric's love for Rhythm and Blues, Latin and Afro-Cuban jazz can be heard in his playing, which incorporates a solid groove and a great feel. Eric also plays various hand drums and percussion. He currently lives in Minden, Nevada, with his wife and their many animals. Percussionist **Eric Middleton**, in addition to his work with the NWJP, performs with his own group "No Comprendo," and is principal percussionist for both the Reno Philharmonic and the Nevada Opera Orchestras. Eric has played with many of the showroom orchestras in Reno and Lake Tahoe, and maintains an active freelance schedule. In 2003 Eric earned a Doctor of Musical Arts degree from the University of Texas. While in Texas, Eric performed regularly with the Austin Symphony and San Antonio Symphony Orchestras, in addition to various salsa and jazz ensembles. Eric currently resides in Reno, NV, with his wife, two daughters and four cats.

The Reno Video Game Symphony is a nonprofit, educational band program that uses video game soundtracks to promote the arts in Reno, NV. The Reno Video Game Symphony is a unique band program focused on educating its members through rehearsal, the community through performance, and the world through collaboration. The group is a collection of ensembles that focus entirely on performing the ideas found in video games. The music is arranged by members of RVGS specifically for each ensemble. The ensembles are always changing due to their open policy for members to create their own groups to perform with the program.

The Mile High Jazz Band, an 18-member "big band" composed of 17 instrumentalists and vocalist Jakki Ford, began performing in 1997. The group features music in the Count Basie-Duke Ellington-Woody Herman tradition, as well as more contemporary styles, selected from a repertoire of over 200 tunes. They play ballads, high-powered jazz tunes, and dance music arranged by Nestico, Niehaus, Taylor, and other great arrangers. Mile High Jazz Band performs for community events, fundraisers, dances, receptions, private parties, and in concert. They have played benefits for New York Firefighters, Red Cross Disaster Relief, Carson-Tahoe Hospital Foundation, Douglas County Library Foundation, and the American Cancer Society's Relay for Life. They have been featured in concerts at the Brewery Arts Center and on the Carson City Symphony's "Holiday Treat" and "Pops Party" concerts. They play monthly and collaborate with local poets in quarterly "Jazz and Poetry" events, alternating poetry readings with related musical selections. Mile High Jazz Band has performed in Carson City, Reno, Minden, Fallon, Yerington, Stateline, Incline Village, Virginia City, and Crystal Bay. In 2002, Mile High Jazz Band won "Best Band" award in Carson City's "Taste of Downtown." In 2003, American Composers Forum selected Mile High Jazz Band and Bella Voce women's choir for a national Continental Harmony project. In 2007, leader David Bugli received the Nevada Governor's Arts Award for Distinguished Service to the Arts, and the band played for the awards ceremony. Mile High Jazz Band plays annual benefits with the Carson High Jazz Band. Members are **Sax:** Richard Davis, Jake Page, Chris Guerra, Randy Seeber, Liz Eubanks. **Trumpet:** Karl Rinder, Bill Melendres, Cassidy Robinson, Bob Masters. **Trombone:** Dean Carter, Dom van Orman, Mario Ibanez, Paul Jorgensen. **Piano:** David Bugli. **Guitar:** Steve Hayes. **Bass:** Frank Iannetta. **Drums:** Neil Strocchio. **Sound Engineer:** Kelly Dodge. **Vocalist** Jakki Ford is an accomplished and versatile performing artist - an outstanding vocalist with a four-octave range, professional dancer, and actress. She holds a Bachelor of Fine Arts degree from Wayne State University, Detroit, where she majored in Speech and Theater, and has completed many post-graduate courses in Vocal, Music, and Drama at the University of Nevada, Reno. She has sung with the University Choral and Symphonic Choirs, the Nevada Opera Company, Carson City Symphony, and Reno Jazz Orchestra and toured the United States singing back-up for a major recording artist. She interprets many musical styles, including popular music, bossa nova, jazz, Motown, gospel, rock, Broadway, and opera. Ms. Ford's career began in Detroit with community theater, dance workshops, modeling, and beauty competitions. At age 19, she won the title "Miss Black Michigan." In New York, she was one of three finalists in a nationwide search for

Vocalist and Ringmaster for Barnum and Bailey Ringling Brothers Circus. She appeared in several films, including *Stir Crazy*, *Electric Horseman*, *Crocodile Dundee II*, *Bonfire of the Vanities*, *New Jack City*, and *Mo Better Blues*. She also has been seen in television shows, commercials, theater, operas, cabaret, and Las Vegas and Reno showroom spectacles, and has recorded three albums. Ms. Ford was the back-up singer for Rosemary Clooney at Carnegie Hall, and she sang rock and roll with Chubby Checker at the Nugget. She is a member of the Screen Actors Guild, Actors' Equity Association, and the American Federation of Television and Radio Artists. She is a regular vocalist with the Mile High Jazz Band and other Nevada groups.

2022 Open Studio Tour Artists – Selected Bios

Pietro Accardi is native to the northwestern Italian city of Turin, where his father Gaetano Accardi operated "Tipografia Accardi." In 1950s Italy, it was a state-of-the-art printing press. From a young age he assisted his father in the bustling press and later immersed himself in the more ancient traditions of paper marbling, restoration, and bookbinding.

Pietro went on to establish "La Legatoria del Sole," his own bookbindery, in Turin for 12 years. He worked for Turin's Municipal Archives, main public library, and University libraries restoring and binding books. He also ran his own paper marbling and decorative box making business within the bindery. In 2006, he met Vanessa, an exchange student who "imported" him to America. He was well received as an instructor at the San Francisco Center for the Book. He currently resides in Gardnerville, Nevada with his wife and devoted assistant Vanessa and their numerous felines. Contact accardibookarts@gmail.com

Massimiliano (Max) Beltrame was born in Piemonte, Italy in 1945. After attaining his art diploma and attending the faculty of Architecture at Rome University, Beltrame has worked mainly in two and three-dimensional marble mosaic, cast bronze and painting.

Beltrame's work is in both public and private collections in Europe, the Middle East and the United States. His commissioned work includes the Memorial in the Israelite Chapel in Rome, a life size crucifix at the Bonotti private chapel in Rome, a mosaic wall panel for the entrance of the headquarters of Banca de Bergamo in Rome. He has had numerous installations for private residences in Italy and England including a large mosaic sculpture for the office of the president of the Monte de'Paschi di Siena Bank in Rome, garden sculptures, and architectural projects.

Beltrame has had group and one-person exhibitions in Italy, and the United States and, in 1984 he was included in Sculpture Bolaffi Art, the Italian art critics' listing of the most important Italian artists. Beltrame moved his studio from Rome to San Francisco in 1995. In late 2002, looking for inspiration for his work, Beltrame moved his studio to Italy. In late 2017, Beltrame moved his studio back to the U.S.

Mike Bond: Ever since I was a child, I wanted to be an artist. Growing up in Iowa I was always doing something artistic - drawing, especially drawing horses which I still love to do, carving images of horses in soap, and other childhood art projects. I took art classes all through my school years. My love and appreciation of the beauty of nature was fostered by my father who was an avid outdoorsman.

My original goal was to be a portrait artist which is still of interest to me. However, the bulk of my work in the last few years has been landscapes: mostly desert, some western scenes as well as the Lake Tahoe and Sierra area.

My interest in the desert landscape began over twenty years ago when I discovered a very special place, the Saline Valley, which has since become part of Death Valley National Park. The combination of the geology, the never-ending changes of color, and the light and shadow effects of the area was overpowering. The earth bares its soul in the desert. The vast spaces with the constantly changing colors and light are inspirational and challenging to represent in a completed composition.

My original landscape technique was to do drawings in the field. In my studio I would then create a painting from the drawing. Now I take photographs in the field and use them as guides for my completed paintings. First acrylics, and now oil have been my primary choices of media. I have also enjoyed experimenting with plein air pastel drawing.

For me to paint any subject matter it must be of personal interest, and it must be challenging. I like the concept of doing something I have never attempted; using the knowledge I have acquired through study, observation and practice while combining the basic elements of color, texture, form, light and shadow, to produce a final composition. Although I have taken some beginning art classes and read art books, I feel that I am mostly self-taught. There is no end to the learning process.

Watercolor artist **Cynthia Amon Brenneman** has been involved with some form of art since childhood. Raised mainly in southern California, she earned her B.A. in Fine Art from Rider University in New Jersey. Her career in the arts was delayed by 20 years for a career in the Navy. As a navy line officer, she lived in Rhode Island, Florida, Spain, Virginia, and California. Evening classes at UCSD, UCB, Palomar Junior College, and the San Dieguito Adult Education Program rekindled her interest in the arts and led to her discovery of a love for watercolor painting. Summer school at the Royal College of Art in London changed her direction once again. An interest in mixed media resulted from her studies in London. She added Encaustic and oil painting to her repertoire after her discovery of the French “Intimist” and Nabis artist, Edouard Vuillard, and London based artist, Kaffe Fassett.

Brenneman has received awards in exhibitions throughout San Diego County. As a freelance greeting card artist, her images have been reproduced by NRN Design of California and Renaissance Greeting Cards of Maine. She currently resides at the Bliss Mansion in Carson City, NV, with her husband Steve, a retired engineer, and their three dogs.

Kristy Dial is a professional gourd artist and teacher with 25 years of experience. She is currently the President of the Nevada Gourd Society and is an AGS Certified Judge. She and the Nevada Gourd Society organize the Silver State Art Festival, an annual event held in Carson City featuring several award-winning artists. Her award-winning gourds have been shown in juried art shows and galleries throughout the western United States. Kristy is honored to share her knowledge and love of gourds by teaching classes throughout the year.

Robin E. McGregor grew up in Queens, NY. It wasn't until she was in her mid-thirties that she touched clay and it became alive for her. She immersed herself in learning to listen to the clay by taking classes with varied instructors and practicing, practicing, practicing. In 1997 she moved to Manchester, NH, where she was embraced by a potting community, enrolled into the Ceramics Certificate Program at the New Hampshire Institute of Art, and graduated in 2003. In 2004, she moved to Virginia City, NV, where she made pots in front of the public in her family shop until it closed in 2006. In 2010 she opened Carson City Pottery, to teach others how to de-stress by letting the meditative qualities of the clay work lead them down their path.

Susan (Suzy) Musil's addiction to the world of beads began with a trip to the Gem and Mineral Show in

Tucson, Arizona. Her inner magpie was captivated by the myriad bright, sparkly objects. After some trial and error, she discovered her forte is bead embroidery: the assemblage of wearable art using beads, needle, and thread, engineering each piece one bead at a time. Each piece is also signed with a “signature” bead. Can you find it?

Relocating to Carson City in 2012 created an opportunity for the public to view and acquire her jewelry. Suzy creates dimensional pieces that swirl, spike, and swoop. She has a particular affinity for Day of the Dead, creating commemorative jewelry each year to celebrate the holiday. Suzy's beadwork has been featured in the Bead Museum of Glendale, AZ, the Northeastern Nevada Museum in Elko, NV,

and in the permanent collection of the Museum of Beadwork in Portland, Maine. Her goal for each piece is to bring a smile and a sense of joy, taking the wearer on a journey of whimsy and delight.

Ronnie Rector is a watercolor artist living on the Nevada side of Lake Tahoe. She started painting in October, 2008, after signing her Girl Scout troop up for a watercolor workshop. They had so much fun that she decided to sign up for the adult workshop. She joined a Reno watercolor group in 2009 in order to learn from internationally recognized artists such as Charles Reid, John Salminen, Michael Reardon, and Gerald Brommer. Ronnie works full time as a Public Works Contracts Administrator and volunteers with local non-profit groups. Her work has won several awards, been juried into national and international exhibits, and recently published in SPLASH 18. She also enjoys teaching painting technique at regional venues.

Colleen Reynolds grew up in Nevada towns and cities - Ely, Baker, Ruth, Tonopah, and Las Vegas. After graduating high school in Las Vegas, she moved briefly to Tooele, Utah. Shortly thereafter, she joined the U.S. Navy and retired as a Naval Officer after 20 years. She and her family moved to Carson City from Salt Lake City in 2017. Colleen currently teaches art and watercolor classes with Western Nevada College in Carson City and Truckee Meadows Community College in Reno. Colleen is an award-winning and published artist who paints fresh and colorful watercolors of subjects that speak to her soul. She calls her subject choices "The Four Ps" – People, Pets, Plants, and Places. She has been inspired by many painters past and present: Monet, John Singer Sargent, Thomas Schaller (living), Janet Rogers (living), and more. Colleen continues to fine-tune her craft by drilling down into the theory of color and composition.

Colleen's passion for art is a lifelong pursuit. Instead of watching television, she, her brothers, and childhood friends entertained themselves with drawing. She observed and participated in her mother's private art classes throughout her childhood. Colleen began painting as an oil painter in the early 1990s while stationed in Washington D.C. She has since acquired a Bachelor's of Fine Art in Painting and Drawing; adding to a Master's in Education and a Bachelor's in Applied Mathematics. Colleen has taught adults in private, college and university settings for 17 years. She has been teaching art and watercolor classes exclusively for the last ten years.

As an active member in many art groups, Colleen has exhibited in, coordinated, or judged hundreds of art exhibitions, fairs or festivals. She has served as art show juror or judge for elementary, high school and college art shows, county and state fairs, as well as for several art societies. Colleen does business as an artist and art teacher through her company, CRM Endeavors.

Gail Rogers said: I wanted to learn to bead, and I am also a rock hound. Between the two I found I have a talent for putting the two together and creating one of a kind natural stone jewelry. I love the beauty I find in the stones I collect. This led me to using the stones I find in my jewelry. I try to use mainly Nevada stones that I find locally. My husband cuts the stones and creates the beautiful cabochons I use. Every cabochon is one a kind, which makes all of my necklaces one of a kind.

Deborah Stevenson earned her B.A. in Fine Arts from Adams State College in Alamosa, CO, and Masters in Anthropology from the University of Alaska, Fairbanks. She has always been inspired by nature and sold her first painting at the age of 17. With 50 years of experience, her style is mature and deeply spiritual. Having been strongly influenced by the naturalist writers, her art expresses a land ethic, bordering on reverence. She is originally from Colorado and moved to Nevada in 2004.

Stevenson's painting *Into the Light* won 1st Place in Acrylics and People's Choice at the *Sesquicentennial Nevada Day Show* of the Nevada Artists Association at the Brewery Arts Center in Carson City (2014). She also received Nevada Day Show awards in 2018, 2019, and 2020. Stevenson has exhibited in Guatemala, Italy, Germany, Alaska, and throughout the lower 48, where many of her award-winning paintings are in private collections.

Stevenson recently retired after 12 years as Curator of Education at the Nevada State Museum in Carson City in order to pursue hiking, art, and spiritual interests. Previously, she worked for 10 years at Edge of the Cedars State Park Museum in Blanding, Utah, where her contact with Native American tribes deepened her respect for the landscape. She is a member of the Nevada Artists Association, Latimer Art Club, Brewery Arts Center, and Capital City Arts Initiative. Her art donations have supported fundraising for the Great Basin Outdoor School, Friends of the Nevada State Museum, Historic Belmont Courthouse, Advocates to End Domestic Violence, and Nevada Rock Art Foundation. Deborah may be contacted at 775-546-3136 or stevenson.deborah1@gmail.com

Janice Stowers has had a love for Art Glass for many years. Touring glass blowing facilities in Germany and Switzerland fueled her infatuation with the medium. In 2003 she participated in a glass fusing class in Reno, not realizing she would become totally obsessed with the idea of creating her own designs.

Glass fusing is a unique art form where pieces of glass are cut and assembled then put into a kiln. With the application of intense heat, the glass flows together to create the design. Janice's studio is appropriately named Serendipity Glassworks, as sometimes the glass takes on a unique form in the kiln and determines its own final design with an unexpected surprising result. Glass fusing is continual experimentation. It is an amazing medium with unlimited possibilities that she has only just begun to explore.

Janice lives in Minden, Nevada with her husband, Tom, and two adorable miniature schnauzers.

Irene Taylor has called herself an artist even as a child, influenced by creative parents who surrounded their family with the arts and the process of art. She has a fine arts degree from San Jose State University and has trained at the Cleveland Institute of Arts, Cooper School of Art, Cleveland, Ohio, and Ohio University, Athens, Ohio. While in Sonoma, CA, she studied with several successful local artists and was a long-standing member of the Mother Lode Art Assoc. and Tuolumne County Arts Alliance. In June 2015, she and her husband relocated to Gardnerville, NV, and is now an active member of the Carson Valley Arts Council and the Nevada Arts Association. She shows at regional art shows and at Gallery at Prism, Minden; East Fork Gallery, Gardnerville; Nevada Art Association Gallery, Carson. She loves to teach adults and children and awaken in them the idea of "seeing with their fingers" using contour and blind contour drawing exercises and giving them confidence that they can paint with watercolor successfully. She teaches by appointment in my home studio.

For over 40 years, Irene Taylor's professional career was as a graphic designer for advertising agencies, marketing/pr firms, corporate creative departments, and colleges. She also ran her own graphic design business. She said, "My passion in producing art is not to emulate what I see, but to put into color and feeling what I experience. My best work comes when I have experienced a scene or flowers, study it with color, composition in mind, and joy of the heart, and then photograph for further reference. I love the process of paint to paper and use the full range of color and light. I am also available for commissions."

Carson City Redevelopment District Arts and Culture Grant
108 East Proctor Street, Carson City, NV 89701



Redevelopment District Arts and Culture Grant Application

Contact Debra Soule at dsoule@visitcarsoncity.com for application schedule/deadlines.

Please create a Word document and answer the following questions in the order in which they are asked and use the fillable PDF from to complete the budget and acknowledgement sections. Your answers should be as succinct as possible with your overall application limited to a maximum of 10 pages, excluding resumes.

1. a) Name / title of project or event

b) Event / Project dates

c) Total Funding Request
2. a) Organization Name

b) Organization Mailing Address, City, State, Zip, Phone

c) Organization Website and / or Social Media Sites

d) Primary Contact Name, Title, Mailing Address, City, State, Zip, Contact phone and email

e) Provide a brief history of your organization, its mission and number of years in operation.
3. a) Is this project located in, or will it benefit District #1 or District #2? (District maps can be accessed at <https://www.carson.org/home/showpublisheddocument/51176/636080777005970000>)
4. What strategies and activities will this initiative implement from the 2022 Arts & Culture Strategic Plan? The plan can be accessed at <https://visitcarsoncity.com/things-to-do/arts-and-culture/>
5. a) Provide a detailed description of the proposed project/event. Include project objectives and a detailed timeline for all project related activities.

b) Who is planning and managing this project/event? List names, title (if applicable), and project responsibilities for all key project personnel, and note their previous experience in planning and/or managing this type of initiatives. Please attach an organization chart and resumes of these key participants.

c) Are any other organizations involved in this project/event? List any partnerships or collaborations and include details on any financial support that other organizations, individual or funding agencies are providing for the project/event.

d) Who are the artists involved with this project? Include names and a brief bio for all participating

artists use additional pages as needed. If artists are not confirmed yet, you may list the proposed artists (please note if an artist is confirmed or proposed).

e) Describe the methods you will use to evaluate project success, impact, and outcomes.

6. a) How does this project/event demonstrate social, educational, cultural and/or economic relevance for the community?

b) Describe the community/population(s) that the proposed project will serve. Include demographic information about relevant socioeconomic factors such as age, ethnicity, race, gender, ability, education, geographic location, income level, etc.

c) Is this initiative intended to bring visitors to Carson City? If so, how many visitors are anticipated and how will it be marketed? (for events only)

7. Is this event intended to be recurring or is it a one-time event? If it will be recurring, how will the event be expanded in the future and how will the event be able to transition away from City funding support in the future.

Please complete the following fillable PDF budget and acknowledgement form.

Project / Event Costs (Attach additional sheets as needed and to state the source of other funds)

Activity (i.e. advertising, equipment rental, workshops etc.)	Redevelopment Funds	Other Funds and their Source	Total
<i>Additional documentation may be requested</i> Total			

Redevelopment Grant funds as a % of initiative costs	<input type="text"/>	%	Projected revenues:	<input type="text"/>
			Projected Net Profit/Loss	<input type="text"/>

Annual Budget of Organization

	This Year	Last Year	Two years ago	List: Redevelopment Grant Amount / Year
Income	\$	\$	\$	
Expenses	\$	\$	\$	
Reserves	\$	\$	\$	

Acknowledgment of Application Provisions: (please check each that you acknowledge)

- ☐ I affirm that this project conforms to all applicable codes, ordinances and regulations, as well as the common principles for Downtown Carson City.
- ☐ All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed to receive reimbursement.
- ☐ I affirm that I am in good standing with the Consolidated Municipality of Carson City with respect to taxes, fees, loans or other financial obligations to the City.
- ☐ If this initiative is selected for a grant from the Consolidated Municipality of Carson City, I acknowledge that photographs of my project may be used in promotional materials for Downtown Carson City.

I affirm, this application and all attachments are true and accurate to the best of my knowledge.

Applicants Signature

Date:

***Note:** ALL project related invoices and receipts must be submitted for review at conclusion of the project prior to reimbursement. In addition, approved copies of required City building, sign and other permits must be submitted as a condition of reimbursement and in order for any and all liens to be released.

Application submittal checklist:

- ☐ Complete, signed Redevelopment District Arts and Culture Grant Request Form
- ☐ Organization chart/structure of the organization conducting the initiative
- ☐ Resumes of the key individuals in the organization conducting the initiative
- ☐ Current financial statements including a balance sheet and profit and loss statement with explanations regarding the valuation of assets and recognitions of revenues and expenses.

Carson City Redevelopment District Arts and Culture Grant
108 East Proctor Street, Carson City, NV. 89701

1.a) Name/Title of project or event: Carson City Historical Society Events.

b) Event / Project dates: Exhibits, Art Shows, Educational/Cultural Events

c) Total Funding Request: \$6,000

2. a) Organization name: Carson City Historical Society

b) Organization Mailing Address: City, State, Zip, Phone:

Carson City Historical Society, 112 North Curry Street, Carson City, NV 89703, (775) 887-2174
or (775) 220-6278

c) Organization website / or Social Media Sites:

Website is www.cchistorical.org and social media site is on Facebook, Carson City Historical Society.

d) Primary Contact Name, Title, Mailing Address, State, Zip, Contact phone and email Contact

Susan J. Ballew, Pres.—Carson City Historical Society, 112 North Curry St., Carson City, NV 89703 Phone is (775) 220-6278. Email: carsoncityhistoricalsociety@gmail.com or giballew@aol.com.

e) Provide a brief history of your organization, its mission and number of years in operation:

History: In 1968 the owner of the Roberts House, Thurman Roberts, died and left his house and property to the State of Nevada for the children of the city. The State turned the house and property over to the City. They decided the Roberts House home should be demolished. In 1969 the Nevada Landmarks Society, a 501(c)3 was formed to save historic structures. Assistance was rallied from all agencies and clubs in Carson City, the House was lifted, a new foundation placed, and the Roberts House was saved. In 1999 the Society changed the name from Nevada Landmarks to Carson City Historical Society to better serve the public.

Mission: “ The purpose of the Carson City Historical Society is to collect, preserve and present the history of Carson City for research and educational purposes for the public at large.”

Number of years in operation: 53 years.

3. a) Is this project located in, or will it benefit District 1 or District 2?

The Foreman-Roberts House/Park is in District 1.

4. What strategies and activities will this initiative implement from the 2022 Arts & Culture Strategic Plan? This plan can be accessed at visitcarsoncity.com/things-to-do/arts-and-culture/

The following strategies and activities from the 2022 Arts & Culture Strategic Plan will be implemented:

Cultural heritage: Photographic exhibit, “Notable women of Eagle Valley” display.

Experiential tourism: Tours of the historic Foreman-Roberts House and exhibits.

Networking for individual artists: Open Studios, Notable Women Exhibit, and winter classes

Collaboration and partnership: Collaboration--Jan Loverin of the Marjorie Russell Textile Museum, Sutro Tunnel Restoration, Nevada Museum Association, Open Studios.

Intergenerational projects with the arts, and public art: The exhibits are open to all ages, Open Studios, Exhibits and Tours.

5. a). Provide a detailed description of the proposed project/event. Include project objectives and a detailed timeline for all project related activities.

Foreman-Roberts House exhibits:

Exhibit 1: 1860 to 1910, Victorian and Edwardian dress and Carson City photograph collection (Exhibit Dates: May through July 2022).

Exhibits 2: Edwardian and Roaring '20s, Suffragette (1910 to 1930), Fashionable hat display (Exhibit Dates: August through October 2022).

Exhibits 3: Depression to World War II (1930 to 1945) Exhibit Dates: November 2022 through January 2023.

Carriage House: Upcoming history displays in the Carriage House: include Notable Women of Eagle Valley, an ongoing and changing exhibit, the Nevada State Children’s Home, evolution of the Foreman-Roberts House in art and photography, and the Sprague-Meder Collection. Exhibit Dates: July 1, 2022-July 1, 2023.

Project objective:

The Foreman-Roberts House and exhibits: Exhibits brings history to life in a Home built in 1863. The exhibits provide a timeline, telling how and why fashion, technology and wars effect those fashions.

Carriage House Art Exhibits

“Notable Women of Eagle Valley.” This is a current display in the Carriage House. Additions to artwork of various artists, cultures and ethnic groups is a recurring and continuing in this exhibit.

Project objectives: Provides history of women of all cultures who made an impact in our local history but haven’t received proper acknowledgement. This artwork is done primarily by local women artists.

Chautauqua

Kim Harris portraying Annie Roberts, matriarch of the Foreman/Roberts House, August 2022.

Project objectives: Telling what life was like for a young woman in the west, character development, research, women's rights, culture. This is a first time ever event

Open studio

Kat McMartin will entertain with Celtic music in August 2022. Ronnie Rector will display her artwork and work on an ongoing project.

Project objective: Artist social interaction, displaying artwork, teaching by example

Christmas tour

Four to six houses will be open for tours inside the homes including the Foreman-Roberts House. The list of homes hasn't been finalized, but will represent different cultures in early Nevada.

Project objective: Provide information on different cultures in Carson City, their social interaction with the community, reason for house designs, a glimpse into a historic home.

Ice Cream Social in August, Mile High Jazz group

Project objective: Social interaction, presentation of art and artists, open houses for tours, fun.

Classes: January through April. Genealogy, Painting, History

Project objective: Activity during downtime, art and artist interaction, history development.

Mark Twain days 2023: Games-races for kids, Mark Twain style at the Foreman-Roberts House Park.

Project objective: Remembering Mark Twain, history, social interaction, all ages, having fun Mark Twain style.

b). Who is planning and managing this project/event? List names, title, and project responsibilities for all key project personnel, and note their previous experience in planning and/or managing this type of initiatives. Please attach an organizational chart and resumes of these key participants.

Who is planning and managing this project/event:

- Sue Ballew, President: oversight on all events and planning
- Liz Cain, 1st Vice President, entertainment, displays and costumes, floral arrangements
- Travis Legatske, 2nd Vice President, Computer, Security and Technical support
- Kiyoshi Nishikawa, Treasurer, fiscal planning, budget maintenance
- David Bugli, Secretary, oversight of music and art and technical advisor
- Kat Long, Exhibits (degree in archeology; experience with displays and exhibits).
- Chris Pattison, Membership, coordination of other organizations, publicity, outreach
- Donna McLaren, Facilities: house, grounds management, coordinate City of Carson
- Andrea Hobbs, Exhibit Committee: artist, exhibit, design and display
- Loretta Williams, Exhibit Committee: artist, owner-operator at Buckskins to Ballgowns, dressmaker.

See attached for organizational chart

c). Are there any other organizations involved in this project/event? List any partnerships or collaborations and include details on any financial support that other organizations, individual or funding agencies are providing for the project/event.

Other organizations involved are: Collaborations: the Marjorie Russell Textile Museum, Nevada Museum Association, Sutro Tunnel Project and the City of Carson--Mark Twain Days, Open Studios, Mile High Jazz group. There are currently no partnerships, collaborations or financial support.

d). Who are the artists involved with this project? Include names and a brief bio for all participating artists. Use additional pages as needed. If artists are not confirmed yet, you may list the proposed artists (please note if an artist is confirmed or proposed).

Brief bios are attached

Music: Kat McMartin, Celtic violin music; David Bugli, Jazz group, (bio attached).

Artists: Ronnie Rector (bio attached); Loretta Williams, artist and Victorian/Edwardian, 1864 Ball dressmaker; Andrea Hobbs (bio attached), watercolor artist; Karen Kreyeski (bio attached), Matt Rose, tattoo artist, charcoal artwork portrait of Chinese woman; Maggie Stillwell, (bio attached) and Cyndy Brenneman (bio attached).

Actress and historian: Kim Harris (bio attached).

All of the musicians, artists and actress-historians are confirmed, except for the musical artist for Mark Twain days (games) have not been confirmed.

e). Describe methods you will use to evaluate project success, impact and outcomes.

A survey and interviews completed at the end of each event will be used to evaluate project success.

6. a). How does this project/event demonstrate social, educational, cultural and/or economic relevance for the community?

Social: One on one and group interactions through tours and exhibits, teas and ice cream socials.

Educational:

- Once a person walks in the door of the historic Foreman-Roberts House, they are there for the experience. We teach architectural history, the history of Carson City, how the Foreman-Roberts House came to Carson and facts about who lived in the home as well as about who the major Carson City people were in the 1870s.
- Classes are available in genealogy and painting (watercolor or oil) January through April in the Carriage House.

Cultural relevance for the community: Our exhibits and tours tell the story of early Carson City and like others, they have a similar beginning in the West. People came to get rich quick, build their homes and start families here. We are a multi-cultural city, many people coming here from the old country wanted to start a new life. Each culture with their own strength. Historic photographs currently on display tell the story of Willie Lynch. The historic photographs will change when the Fashion Exhibits change.

Economic: The Society Christmas Tour and Carson City Mark Twain Days will impact tourism.

b) Describe the community/populations(s) that the proposed project will serve. Include demographic information about relevant socioeconomic factors such as age, ethnicity, race, gender, ability, education, geographic location, income level, etc.

Community/population served:

Age: All ages will be served with the following events: Ice Cream Social and jazz group, Mark Twain Days and games in Foreman-Roberts Park, painting classes are available for teenagers and adults.

Ethnicity, race, gender: All ethnic groups, races and genders are welcome. History belong to everyone, and everyone has a history.

Ability, education: The Carson City Historical Society has docents to take people on tour as well as information plaques to read.

Income level: The Carson City Historical Society is a nonprofit 501 (c) 3 and we accept donations. Income level is not an issue.

c) Is this initiative intended to bring visitors to Carson City? If so, how many visitors are anticipated and how will it be marketed? (for events only).

There are ten events altogether. Our Christmas Tour will be advertised widely in Nevada and California and planned for early December. This is a tour of the inside of historic homes decorated for Christmas. The home locations are not confirmed yet, except for the Foreman-Roberts House. We advertise all events when funds allow, or use free advertising sources. For our other events we have various groups that are sent an e-mail blast, we use our website where the newsletter is published and Facebook. On special occasion, an invitation is sent in the mail.

7. Is this intended to be recurring or is it a one-time event? If it will be recurring, how will the event be expanded in the future and how will the event be able to transition away from City funding support in the future.

There are ten recurring events. The Carson City Historical Society is a non-profit organization. We try to keep donation and fees to a minimum and still run the organization's projects. During the pandemic there were few donations and membership stayed at a low level. It wasn't possible to maintain any kind of normal activity. Reserves are low at this time, and we have monthly ongoing costs to budget. Costs for musicians and entertainment have increased

dramatically, the costs are beyond our budget. We are hoping that a “jumpstart” from the redevelopment grant will enable us to be an organization functioning on our own again.

The recurring events and how they will transition away from City funding: The exhibits in the Foreman-Roberts House will be changing quarterly. The remainder of this year the exhibits will be on Victorian, Edwardian, Roaring Twenties, Suffragette, Depression Era and World War II. The photographic exhibit that shows the different cultures in Nevada will be rotating quarterly. These photos are from Carson City in the 1900's and most haven't been displayed before.

The art exhibit in the Carriage House, “Notable Women of Eagle Valley” is on-going and will be changing by artist and by Notable Woman. The “Notable Women...” exhibit has been done by excellent women artists in the local area, and they are about women who didn't receive sufficient notoriety in their time. They include many cultures. For instance, a woman who was educated at the Stewart Indian School and wrote a book about her culture, a woman who owned and ran the Nevada Appeal, a philanthropist who donated her land for children's activities, a Nevada flag maker whose flag waved during Pearl Harbor, a Basque mother who raised her children and ran the first Ormsby House in Carson City while her husband, a Basque shepherd, was in the mountains in Nevada caring for his flock, the first State Museum woman curator, and a Chinese woman who was born in Carson City, and was successful at dry farming in Nevada. There is also a noted woman pilot. We have other women we will be honoring, as well as the artists to paint them. There are additional exhibits in the Carriage House that will be up for a year, such as the Children's Home exhibit, Foreman-Roberts House art and the Meder-Sprague Collection.

The cost of the following can be increased: dues, donations and cost of an event ticket. The Carson City Historical Society is a nonprofit and costs to visitors are kept to a breakeven level. There may be grants available to help fund specific areas in the future. As mentioned earlier, we lose the ability to provide to an all-income levels when fees are increased.

The attached activity and budget breakdown is done in tables.

Activity	Redevelopment funds	Other funds and their source	Total
3 quarterly Exhibits in Foreman-Roberts House Printing \$200 x 2=\$400, advertising, art and display material \$200 x 2=\$400 Brochure \$200 x 2=\$400 postage \$200 x 2=\$400 Entertainment \$100 x 3=\$300	\$1,500	-----	\$1,500
Exhibits in Carriage House Printing \$300 Exhibit matting or frames \$50 x 5= \$250 Stipend \$50 x 5=\$250	\$550	-----	\$550
1 Tea, entertainment. \$300 printing, brochure design, \$500	\$800	-----	\$800
One Tour in December, Printing, advertising \$200, brochure design and reproduction \$500, signage (banner) \$150	\$850	-----	\$850
Mark Twain Days for kids (games); Mark Twain costume contest, pie eating, frog jumping with toy frogs, face painting, scavenger hunt, fence painting. These are not confirmed. \$50 per game x 6=\$300. Trophies, Prizes or Ribbons--3 prizes per event x 5=15x\$10=\$150 prize total; barbershop quartette-strolling singers \$300	\$600	Advertising, printing covered by Mark Twain Days	\$600
Open Studio, entertainment 2 days x \$100=\$200	\$200	Advertising, printing Paid by Open Studios	\$ 200
Ice Cream Social and band \$400, entertainment, printing and advertising, banner \$100	\$500	-----	\$ 500
Chautauqua, \$300, entertainment, advertising, printing \$200	\$500	-----	\$500

Classes: art and genealogy; advertising and printing \$500	\$500	Cost for classes, either by student or donation	\$500
TOTAL	\$6,000		\$6,000

Redevelopment Grant funds as a % of initiative costs. 100%. Project revenues. 1,000

Project Net Profit/Loss 5,000

Carson City Historical Society budget as requested:

	2022	2021	2020		
	This Year	Last Year	2 Years ago		
Income	4000	5583	2211		
Expenses	5800	4490	1325		
Reserves	19862	21662	20568		

I have attached the last few monthly budget reports to the end of this report.

Also attached are the: acknowledgements, signature and checklist

**CARSON CITY HISTORICAL SOCIETY
ORGANIZATIONAL CHART**

PRESIDENT
SUE BALLEW

BOARD MEMBERS

LIZ CAIN, 1st V.P. TRAVIS LEGATSKE, 2nd V.P. DAVID BUGLI, Secretary KIYOSHI NISHIKAWA, Treas

CHRIS PATTISON, Membership

KAT LONG, Exhibits

DONNA MCLAREN, Facilities

EXHIBIT COMMITTEE MEMBERS

ANDREA HOBBS, Exhibit, Art, Design

LORETTA WILLIAMS, Historical Clothing Design

Carolyn Runnels, bio (not confirmed artist)-Edwardian costume dressing

Carolyn Runnels, a Certified Interpretive Guide. After receiving two complete 1872 ensembles created for a document in Virginia City, Carolyn was bitten by the bug and has travelled the world using costumes to bring historical talks to life. She has presented various programs to service organizations, conferences and historical societies. Teaching and sharing information are passions that Carolyn enjoys and looks forward to doing for years to come.

Bio Kat MacMartin

Kat MacMartin has been playing music since the age of 12, starting on the violin then moving on to play piano, electric bass, ukulele and guitar. Since 2013, she has performed regularly with the Carson Valley Pops and Carson City Symphony orchestras. Despite her classical roots, she specializes in Celtic fiddle music. Kat currently plays violin and ukulele in the Aria School of Music and Art staff trio Aria 51, violin and bass with singer/songwriter Karrie O'Neill, electric bass and violin/viola in local indie rock band Raksha Paksha, and fiddle in Celtic instrumental band Reeling Banshees. She frequently provides solo fiddle music for local events, and has performed and recorded with other musicians in the area, such as Athena McIntyre and the Kingwhistler band. In addition to teaching at Aria School of Music and Art, she has provided private lessons at various elementary schools in Washoe County and currently teaches virtually through Pacific Mist Music.

Cynthia Brenneman bio

Carson City artist Cynthia Brenneman's fascination with art started at a young age and has never wavered, even as she served her country in the U.S. Navy.

"My mother loved to sew," Brenneman said. "One of my earliest memories was standing in my crib, holding an afghan of many colors that my mother had made. I don't sew like my mother, but I love fabric. Fabrics creep into my paintings."

Karen Kreyeski, Bio

In Montana, I primarily worked in designing and batiking silk tapestries and cotton clothing. Then I moved to Nevada where open spaces were surrounded by distant mountain ranges which drew me to painting. Rather than attempt a realistic expression, I learned to play with the diverse environments' elements while keeping in mind a good design. While the land draws my interest, I am not a landscape painter. I look at the land as it connects and defines its inhabitants, both human and animal. My undergraduate studies were with Ben Steele of the University of Montana, Billings and post-grad work was at the Memphis Art Academy and with Bob Morrison at the University of Nevada, Reno. Major influences on my work are Joellynn Duesberry of Colorado, Bailey Doogan of Arizona, and Maxine Masterfield, California. For the last 10 years, I have worked in oil, producing a concentrated body of work every 2 years. This work can be viewed on my website at karenkreyeski.com. I enjoy oil painting and all water media equally as they all are challenging. My work is in collections throughout California, Colorado, Montana, Nevada, and Oregon.

Bio: Kim Harris – Western History ALIVE!

History can be interesting, especially when meeting an actual historical figure in person. Someone who is long gone from this earth. Chautauqua, living history in first person, is a performance based history presentation where an audience can learn about an historical character from the person themselves. That is, from the performer portraying the historical character.

Unlike a character actor or actress simply reciting a script, Chautauquans are essentially historians who research their chosen character's life, write a monologue to perform the character, endlessly rehearse their presentation and then present the character to a live audience. All the while they stay in character until the very end when questions can be answered by the historian themselves.

Performing as a Chautauquan for over 10 years via her business "Western History ALIVE!", Kim Harris regularly portrays several local and national historic figures which include Pony Express rider Warren Upson, stagecoach driver Charley Parkhurst, Genoa and Nevada suffragist Lillian Virgin Finnegan, frontierswoman Calamity Jane and acquitted axe murderess Lizzie Borden.

Kim has also served on the advisory boards of the Lake Tahoe Historical Society, the Douglas County Historical Society and the Friends of Snowshoe Thompson. Presently she is the events manager of Dangberg Home Ranch Historic Park in Minden, NV.

Western History ALIVE!'s motto is "History is made every moment, every hour and every day by every one of us. Make our history count, keep it ALIVE!" For more information on Western History ALIVE! check out <http://westernhistoryalive.com>.

Donna McLaren
551 Meadow Lane, Carson City, NV 89701
(650) 722-6185 – dmclaren789@gmail.com

Education:

B. S. Therapeutic Recreation
California State University Sacramento, Sacramento, CA

June-October 2019

Carson Ranger District, Front Office—Phone information for all limits in the CRD-Forest daily issuing permits-map info, had 3 special events:

- Smokey Bear's 75th Birthday at Galena Creek, August 10, 2019
- Hope Valley Wildflower Tour, July 20, 2019
- Galena Creek Summer Camp, Wildflower talk, June 13, 2017

June 2011-October 2017

Health Educator II

Kaiser Permanente, Redwood City, CA

- Provided structured activity programs for five outpatient mental health patients
- Collaborated with nurses and doctors within treatment team for goal setting
- Managed variable programming with emphasis on community resources, leisure skills, relaxation, stress management and nutrition

May 2015-July 2017

Part-Time Sales Associate

The Container Store, Palo Alto, CA

- Engaged with customers at the register and answered product inquiries
- Ensured inventory accuracy through attention to detail and team collaboration
- Operate cash registers, managed financial transactions, and balanced drawers
- Arranged displays, offered information about products to customers, demonstrated product features, and maintained the store area to ensure cleanliness and organization

ADDITIONAL EXPERIENCE

February 1991-August 2011

Recreation Therapist

Sequoia Hospital, Redwood, CA

- Provided activities on locked 22-bed Mental Health Unit
- Planned and implemented therapeutic recreational activities and goal-oriented programs, including physical, social, and cultural groups for both community and individual settings
- Placed emphasis on reality orientation, information processing, development of abilities, communication, leisure, and cognitive skills
- Evaluated and documented patient progress and participation
- Collaborated with nursing and ancillary staff

SKILLS:

Communication, collaboration, customer assistance, organization, time management

Avid hiker and skier

Resume for Susan J. Ballew

I have been President of the Carson City Historical Society since 2019. I worked for the State of Nevada from 1988 to 2007. The majority of my work with the State of Nevada was with Child Welfare. I had an antique shop on Curry Street beginning of 2007 called White Cat Antiques, but closed it in 2011. I am currently retired. My husband and I have travelled all over the world since retirement. My brother, Trent Dolan and I wrote a book called, "Early Carson City" (Arcadia Press). We also wrote a popular weekly history series for Carson City's 150th birthday celebration that was printed in the Nevada Appeal. We write Past Pages for the Nevada Appeal and have since 2006. I coordinated two Children's Home Reunions, 1999 and 2000 that brought children once living at the Orphans Home back together in Carson City at the site of the old home—ranging in age from 25 to 95 years old.

I have a BS degree from the University of Nevada and a Masters Degree from San Diego State University in Rehabilitation Counseling, an AA degree in Anthropology from Foothill College, Los Altos Hills, California.

I was President of the Carson City Historical Society from 1997 to 2006, on the Board of the Nevada Day Committee, President and Secretary of the Leisure Hour Club, newsletter editor of the Carson City Historical Society, Leisure Hour Club, Carson Host Lions Club, The Mountain Lion and The Nevada Day Program.

I have written grants for many years and was able to get three from Historic Preservation for the Foreman-Roberts House for restoration of the doorway facing south, the front door facing west and the upstairs balcony window/door facing south.

Andrea H. Hobbs
May 13, 2022

Masters Degree in Humanities from Cal State Domingues Hills, CA.
Bachelor of Arts from U.S.C.

Author of “Images of American Paso Robles,” with photo essays of historical Paso Robles.

Instructor of Graphic Design for 25 years (part time) at Santa Monica College in California.

Graphic design business as an independent contractor for 30 years.

Volunteered to provide graphic design and set up exhibits for the following museums; Museum of Man in San Diego, Pioneer Museum in Paso Robles.

Worked with the Carson City Historical Society on the following:

Instrumental in creating the “If These Gowns Could Talk” exhibit; executed all graphics, signage, and photo presentations, April 24th, 2022.

Partnered in creating the “Notable Women of Eagle Valley” exhibit presented in the Carriage House, 2021.

Created the “Heritage Festival,” 50th Anniversary of the Carson City Historical Society, 2018.

Presented a Victorian Tea for 28 people in 2018 in the Thurman-Roberts Historic house.

Created an exhibit of line drawings of many of Carson’s historic houses with descriptions, 2018.

Biography for David Bugli

May 2022

David C. Bugli is Secretary and former Vice President of the Carson City Historical Society. Since January 2022, he has coordinated a series of mostly monthly CCHS lectures on Zoom featuring local and Nevada history. He has a Bachelor of Science Degree in music education from Ithaca College, New York, where he studied composition with Karel Husa, and a Master of Music Degree from the University of Massachusetts. He taught public school music in Massachusetts and Vermont from 1972 through 1977. That was followed by a period where he earned his living in programming and data processing, culminating in his retirement in 2010 from the State of Nevada.

David conducts the Carson City Symphony and plays piano in and leads the Mile High Jazz Band. In addition to conducting, he plays classical and jazz piano, tuba, and trombone, and he composes and arranges music. For the Carson City Symphony, he arranges music that features guest artists on the Symphony's annual Holiday Treat and Pops Party concerts. In past years he organized the annual Reno Tuba Christmas event and led the annual Capitol Tree Lighting on the steps of the Nevada State Capitol in Carson City. The Mile High Jazz Band Assoc., of which he is the President, has organized a festival each August since 2004, which is now called Jazz & Beyond Music & Art Festival. The 17-day festival typically presents 25 concerts each summer and lists another 25 musical activities by other Carson City entities during the festival period. David plays or has played tuba in Zephyrus Brass Quintet, the Carson Valley Pops Orchestra, and the Ruby Mountain Symphony in Elko (before it folded). He taught class piano at Western Nevada College in Carson City from the fall of 2011 through the spring of 2015. He is the recipient of the 2007 Nevada Governor's Arts Award for Distinguished Service to the Arts. He has arranged music for the Asia Pacific Harmonica Festival (APHF) and for the Society for the Preservation and Advancement of the Harmonica (better known as SPAH).

David is also Secretary (and past President and Founder) of the Foundation for Carson City Parks and Recreation, an umbrella organization created for charitable and educational purposes related to Carson City parks and recreation facilities and activities. FCCPR assists the Carson City Parks & Recreation Dept. with projects for improvements to the City's parks. Currently FCCPR is providing financial guidance and assistance to several non-501(c)(3) organizations that are raising funds to make park improvements, and is entrusted with over \$80,000 designated for about eight park improvement projects.

Kiyoshi Nishikawa, Bio

I graduated from the University of Utah in 1966 with a Bachelor of Science degree in Civil Engineering.

I worked for the Nevada Highway Department from 1966-1968. I received an Automotive Safety Foundation to attend Penn State University where I received a Master of Engineering Degree in Civil Engineering in 1969. I returned to work at the Nevada Highway Department as a Civil Engineer from 1969 to 1972. At that time I transferred to the Bureau of Environmental Health where I was a Public Health Engineer from 1972-1974. From 1974-1976 I was the Deputy Land Registrar for the State of Nevada. In 1976 I transferred to the Division of Water Resources where I was an Hydraulic Engineer from 1976 to 1990.

In 1991 to 1994 I was the Carson City Clerk-Recorder. From January 1995 to September 1996 I was the Chief Deputy Recorder in Washoe County. I have been Treasurer of CCHS since late 2017.



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: July 7, 2022

Staff Contact: Nancy Paulson, City Manager and Hope Sullivan, Community Development Director

Agenda Title: For Possible Action: Discussion and possible action regarding a proposed resolution authorizing the expenditure of \$50,000 from the Fiscal Year ("FY") 2023 Redevelopment Revolving Fund to support various arts and culture events and projects as an expense incidental to the carrying out of the Redevelopment Plan. (Nancy Paulson, npaulson@carson.org; Hope Sullivan, hsullivan@carson.org)

Pursuant to NRS 279.628, this Resolution must be adopted by a two-thirds vote of the Board of Supervisors.

Staff Summary: The Redevelopment Authority annually funds arts and culture grants from a portion of the Revolving Fund. The Carson City Cultural Commission received a total of \$66,000 in grant requests, and a total of \$50,000 has been allocated in the FY 2023 budget. The proposed resolution, if adopted, allocates that aggregate amount to various arts and culture events and projects in Carson City.

Agenda Action: Resolution

Time Requested: 5 Minutes

Proposed Motion

I move to approve Resolution No. 2022-R-__.

Board's Strategic Goal

Economic Development

Previous Action

June 13, 2022: The Cultural Commission reviewed the applications and made funding recommendations for the arts and culture grants.

Background/Issues & Analysis

Application requests that were submitted include: \$10,000 for Brewery Arts Center/Youth Engagement Activities; \$5,000 for Brewery Arts Center/Rock n Roll Exhibition; \$10,000 for Lakeside Studios, LLC/Streaming Content; \$10,000 for Birdhouse Group, LLC/The Downtown Vintage Market; \$5,000 for Capital City Arts initiative/Visual Arts for the Community; \$5,000 for Wild Horse Productions/A Chorus Line; \$5,000 for Carson City Symphony Association/FY23 Concert Series; \$5,000 for Pinkerton Ballet Theatre dba Nevada Dance Company/The Nutcracker Ballet; \$5,000 for Mile High Jazz Band Association, Inc./Jazz & Beyond Carson City Music and Art Festival; and \$6,000 for Carson City Historical Society / Carson City Historical Society Events.

All expenditures from the Redevelopment Revolving Fund must be authorized by resolution of the Board of Supervisors upon recommendation from the Redevelopment Authority. NRS 279.628 permits the expenditure of money from the Redevelopment Revolving Fund for the purpose of any expenses necessary or incidental to the carrying out of Redevelopment Plans.

Please refer to the staff report and supporting materials under the accompanying Redevelopment Authority item for the arts and culture events and projects, located previously on this same meeting agenda, for complete background and supporting materials.

Applicable Statute, Code, Policy, Rule or Regulation
NRS Chapter 279; Redevelopment Authority Policies and Procedures

Financial Information
Is there a fiscal impact? Yes

If yes, account name/number: Redevelopment Revolving Fund / Arts and Culture Events 6037510-500555

Is it currently budgeted? Yes

Explanation of Fiscal Impact: A budget of \$50,000 for Arts and Culture Grant funding is included in the FY 2023 Redevelopment Revolving Fund Budget.

Alternatives
Modify the recommended funding for the events.

Attachments:
[3.Resolution.Arts Culture Events FY23.docx](#)

Board Action Taken:		
Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

RESOLUTION NO. 2022-R-__

A RESOLUTION AUTHORIZING THE EXPENDITURE OF \$50,000 FROM THE FISCAL YEAR 2023 REDEVELOPMENT REVOLVING FUND TO SUPPORT VARIOUS ARTS AND CULTURE EVENTS AND PROJECTS AS AN EXPENSE INCIDENTAL TO THE CARRYING OUT OF THE REDEVELOPMENT PLAN.

WHEREAS, pursuant to NRS 279.628, the Carson City Board of Supervisors must approve by resolution, adopted by a two-thirds vote, the expenditure of money from the Revolving Fund for the Redevelopment Authority for any expenses incidental to the carrying out of the Redevelopment Plan adopted by the Carson City Board of Supervisors; and

WHEREAS, the Redevelopment Plan for Redevelopment Project Area No. 1 encourages redevelopment assistance for daytime and evening special events and promotional activities and the highest level of recreational opportunities for residents and visitors of all age levels and thus, there is a causal connection between this redevelopment effort and the need for this expenditure; and

WHEREAS, this incidental expense is necessary to ensure the Redevelopment Plan's objectives have been met; and

WHEREAS, the incidental expense is minor compared to the funds needed for the overall Redevelopment Plan.

NOW, THEREFORE, BE IT RESOLVED that the Carson City Board of Supervisors hereby authorizes the expenditure of \$50,000 from the Revolving Fund of the Redevelopment Authority for the support of the following arts and culture events and projects in Carson City:

\$10,000 for Brewery Arts Center/Youth Engagement Activities;
\$8,000 for Brewery Arts Center/Rock n Roll Exhibition;
\$8,000 for Birdhouse Group, LLC/The Downtown Vintage Market;
\$3,000 for Capital City Arts initiative/Visual Arts for the Community;
\$5,000 for Wild Horse Productions/A Chorus Line;
\$2,000 for Carson City Symphony Association/FY23 Concert Series;
\$4,000 for Pinkerton Ballet Theatre dba Nevada Dance Company/The Nutcracker Ballet;
\$4,000 for Mile High Jazz Band Association, Inc./Jazz & Beyond Carson City Music and Art Festival; and
\$6,000 for Carson City Historical Society / Carson City Historical Society Events.

Upon motion by Supervisor _____, seconded by Supervisor _____, the foregoing Resolution was passed and adopted this _____ day of _____, 2022 by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

LORI BAGWELL, Mayor

ATTEST:

AUBREY ROWLATT, Clerk-Recorder