

PUBLIC MEETING NOTICE

The Carlin City Council, City of Carlin, State of Nevada, will conduct a **Regular** meeting on **August 12, 2020** beginning at **7:00pm**. The meeting is located at 101 South 8th Street, Carlin Nevada in the Carlin Municipal Courtroom. For more information on the available Live Stream and Public Comment opportunity, please see below.


Attached, with this Notice, is the Agenda for the City Council Meeting. We are pleased to make reasonable accommodations for members of the public who are disabled and wish to participate during the meeting. If special arrangements are necessary, please notify LaDawn Lawson, City Clerk, in writing at PO Box 787, Carlin, Nevada 89822 or by telephoning 775-754-6354.

In accordance with Federal law and U.S. Department of Agriculture policy, the City of Carlin is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

In accordance with Nevada Declaration of Emergency Directive 006, Directive 016, Directive 018, Directive 021 Section 37, and Directive 029 this agenda has been posted in the following locations:

- City of Carlin Website
- State of Nevada Public Notice Website

In accordance with Nevada Declaration of Emergency 006, Section 2, this City Council Meeting will stream on Facebook Live on the City of Carlin Facebook Page: <http://www.facebook.com/CityofCarlin>. The City of Carlin will not monitor comments made during the live stream. If you would like to submit a statement to be read into the record, or receive supporting material electronically, please email them directly to City Manager Madison Mahon mmahon@cityofcarlin.com, or call City Hall at (775) 754-6354 **by Wednesday, August 12, 2020 at 5:00PM.**


Madison Mahon, Carlin City Manager

Agenda prepared by City Manager Madison Mahon.

Dated this 7th of August, 2020.

The City of Carlin is an equal opportunity employer and provider.

**CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
CARLIN MUNICIPAL COURT ROOM
101 SOUTH EIGHTH STREET
CARLIN, NEVADA**

**August 12, 2020
7:00PM**

The public may address the Board on agenda items as they are reviewed, at the discretion of the presiding officer or during the time reserved for Comments by the General Public, after being recognized by the presiding officer. The Public and all persons addressing the Board must abide by the requirements of the Carlin Municipal Code 1-6-11, detailed at the Public Comment section of this agenda.

Note: The Mayor or Vice Mayor Reserves the Right to Change the Order of the Agenda. Additionally, the Council may, by majority vote, combine two or more agenda items for consideration or may remove any item from the agenda or delay consideration to a future City Council Agenda.

Call to Order and Roll Call

Pledge of Allegiance

- 1. Comment by the General Public (Non-Action Item):** Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item.

Municipal Code: 1-6-11: MANNER OF ADDRESSING BOARD; TIME LIMIT:

Each person addressing the board shall first give his name and address for the records, and unless further time is granted by the presiding officer, shall limit his address to five (5) minutes. All remarks shall be addressed to the board as a body and not to any member thereof. No person, other than the mayor, the members of the board and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the board, without the permission of the presiding officer. No question shall be asked except through the presiding officer. (Ord. 81, 9-10-1975, eff. 9-17-1975)

**PUBLIC COMMENT MAY BE TAKEN DURING DISCUSSION OF
INDIVIDUAL AGENDA ITEMS.**

2. CARES Act Funding (For Possible Action):

- A) Review, discussion, and possible acceptance of Coronavirus Aid, Relief, and Economic Security Act (CARES) funding, and all related matters.
- B) Review, discussion, and direction to staff to determine eligible expenses related to COVID to be reimbursed by CARES Act funding, and all related matters.

3. Job Description Review (For Possible Action):

- A) Review, discussion, and possible approval of a revised job description for the Senior Center Cook position, which will replace both the Head Cook and Assistant Cook job descriptions and positions, and all related matters.

4. New Business – Police Department (For Possible Action):

- A) Review, discussion, and possible approval of the City of Carlin's Police Department Policies, and all related matters.
- B) Review, discussion, and possible approval of the purchase of a 2019 Ford F-150 Series Pickup Truck to be used as a Police Vehicle, and all related matters.

5. Resolution 2020-06 (For Possible Action):

- A) Review, discussion, and possible approval of Resolution 2020-06, A Resolution Providing For The Adoption Of An Amended Inter-Local Cooperative Agreement And Authorizing Membership Thereby To The Northeastern Nevada Regional Development Authority, and all related matters.

6. APPROVAL of Minutes (For Possible Action):

- A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for May 27, 2020, and all other matters related thereto. Draft minutes are available for public inspection by emailing City Manager Madison Mahon.

7. APPROVAL of Expenditures (For Possible Action):

- A) Review, discussion, and possible approval of City expenditures for the period of 07/18/2020-08/07/2020, and all related matters. The expenditure list can be requested by emailing City Manager Madison Mahon.

8. PUBLIC COMMENTS: (Non-Action Item)

- A) Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item.

9. Adjournment (For Possible Action):

Call to Order and Roll Call

Pledge of Allegiance

- 1. Comment by the General Public (Non-Action Item):** Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item.

2. CARES Act Funding (For Possible Action):

- A) Review, discussion, and possible acceptable of Coronavirus Aid, Relief, and Economic Security Act (CARES) funding, and all related matters.
- B) Review, discussion, and direction to staff to determine eligible expenses related to COVID to be reimbursed by CARES Act funding, and all related matters.



**STATE OF NEVADA
GOVERNOR'S FINANCE OFFICE
Budget Division**

**209 E. Musser Street, Suite 200 | Carson City, NV 89701-4298
Phone: (775) 684-0222 | www.budget.nv.gov | Fax: (775) 684-0260**

Dear Madison Mahon, City Clerk (Municipal Manager):

Thank you for all you are doing to navigate through the unprecedented impacts of the COVID-19 pandemic and the emergency measures enacted to protect citizens. As you are aware, the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") established the Coronavirus Relief Fund ("Fund") which provides for payments to State, Local, and Tribal governments navigating the impact of the COVID-19 outbreak. Nevada received a total allocation of \$1.25 billion of which \$836 million was paid directly to the State and includes amounts to be distributed to Nevada local governments outside of Clark County with populations under 500,000.

As set forth in federal guidance necessitated by the CARES Act, Nevada used a per capita allocation benchmark formula to calculate the amount of funds each local government would receive. This approach ensures an equitable distribution of funds. This letter serves to inform you that The City of Carlin can expect a maximum allocation of \$415,827 from the Fund, with an initial 50 percent payment of \$207,914. The remaining 50 percent will be available on a reimbursement basis or upon providing a detailed spending proposal. The initial allocation is required to be spent or planned to be spent in a detailed spending proposal by September 1, 2020 in order to request a second allocation. The State of Nevada and the Governor's Finance Office is committed to making these funds available as expeditiously as possible.

In order to ensure these funds are transferred as quickly and as efficiently as possible, we will be providing a submittal packet with several items that need to be completed and returned to the Governor's Finance Office as quickly as possible. Details are provided in the attached "Instructions" document. Upon the submittal of all required items, the Governor's Finance Office will process your Eligibility Certification and obligate your funds within 5 business days.

We understand you and your team may have additional questions, and these may be directed to our Coronavirus Relief Fund allocation team at covid19@finance.nv.gov. We have also launched a webpage on the Governor's Finance Office website (<http://budget.nv.gov/CRF/>) that will continue to be updated with guidance, documents and other relevant resources.

Thank you again for your continued leadership and commitment to supporting your local economies and residents to begin the physical and financial recovery from the COVID-19 pandemic.

Sincerely,

Susan Brown, Director
Governor's Finance Office

Coronavirus Relief Fund

Instructions for Nevada Localities

Overview

The purpose of this document is to provide guidance to Nevada counties and incorporated cities outside of Clark County with populations less than 500,000 on how to receive funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). The CARES Act established the Coronavirus Relief Fund (the "Fund") and appropriated \$150 billion to the Fund. The Inspector General of the United States Department of the Treasury ("Treasury") conducts monitoring and oversight of the receipt, disbursement and use of these funds. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories and Tribal governments.

Nevada's Share of the Fund

The Department of Treasury appropriated a total of \$1.25 billion to Nevada from the CRF. Based on Title V, Section 5001, Subsection (c), paragraph (5) of the CARES Act and the Treasury per capita allocation formula, 45% of the State's total allotment was reserved for local governments. Those with populations in excess of 500,000 elected to receive direct allocations from the Treasury; \$295 million was allocated to Clark County and \$118.9 million was allocated to the City of Las Vegas. The State of Nevada received \$836 million from the Fund of which \$148.5 million will be paid to counties and incorporated cities outside of Clark County with populations of less than 500,000. The specific maximum amount of aid to be distributed to each locality is listed in the *Nevada CRF Allocation Amounts for Local Governments* document.

How Local Governments Can Request Payments from the Fund

Nevada counties and those incorporated cities outside of Clark County that have a population of less than 500,000 and are named in *Nevada CRF Allocation Amounts for Local Governments* can request a CRF payment from the State, to be disbursed in two allocations. The first allocation will release 50 percent of funds immediately and the second allocation will release the remaining 50 percent of funds on a reimbursement basis, or upon providing a detailed spending proposal. Funds from the first allocation must be spent or planned to be spent by September 1, 2020 in order to request a second payment from the CRF. For the initial allocation, the Chief Executive Officer of eligible local governments will receive a submittal "packet" from the State of Nevada, Governor's Finance Office (GFO) which includes:

- CRF Cover Letter
- *Nevada CRF Allocation Amounts for Local Governments*
- *Coronavirus Relief Fund Eligibility Certification* letter
- *Coronavirus Relief Fund Terms and Conditions for Local Governments*
- CRF Activity Reporting Worksheet

The submittal packet will also be available to download from the GFO website at <http://budget.nv.gov/CRF>. City governments, school districts and other government entities not named

in the *Nevada CRF Allocation Amounts for Local Governments* must request funds directly from the county or city in which they reside.

The Chief Executive officer of a local government entity must sign and notarize the *Coronavirus Relief Fund Eligibility Certification* letter to receive funds. The Chief Executive officer must also review a copy of the *Coronavirus Relief Fund Terms and Conditions for Local Governments* document and provide a signed acknowledgement of understanding (located in Appendix A of the document). The local government must also submit a brief, high-level CRF Expenditure Plan as described in the "Fund Expenditure Plan" section of the *Coronavirus Relief Fund Terms and Conditions for Local Governments* document.

A digital copy of completed forms and the expenditure plan can be emailed to covid19@finance.nv.gov to expedite the transfer process. However, a hard copy of the signed forms must be mailed to the address below:

Governor's Finance Office
ATTN: Coronavirus Relief Fund
209 East Musser Street, Room 200
Carson City, NV 89701-4298

In order to receive funds, a local government must be registered as a vendor for the State of Nevada and a vendor number must be provided on the Certification letter. If a county or city has multiple vendor numbers, please provide the appropriate one that will be used for the fund transfer. If the county or city is not yet registered as a vendor with the State of Nevada, please contact the Nevada State Controller's Office to register, or go online at: <http://controller.nv.gov/Buttons/ElectronicVendorReg/>.

Once all required items are received by GFO, the allocation will be transferred to the local government. Below is a checklist of items that must be submitted in order to receive funds:

- ✓ **Coronavirus Relief Fund Eligibility Certification letter**
signed and notarized hard copy must be mailed to GFO; must include correct vendor number
- ✓ **Receipt, Acknowledgement, and Agreement to Terms and Conditions**
form located in Appendix A of the Terms and Conditions; must be signed; can email it to GFO
- ✓ **CRF Expenditure Plan**
document should be no more than 4 pages; can email it to GFO

**Note: a hard copy, notarized Coronavirus Relief Fund Eligibility Certification letter must be received prior to fund payment.*

Allowed Uses

Guidance on eligible uses of Fund disbursements by governments is available on the Treasury website at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments> and must be strictly adhered. The following documents provide specific guidance:

- [Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments](#) (6/30/2020)
- [Coronavirus Relief Fund Frequently Asked Questions](#) (7/8/2020)

Questions or Comments

Inquiries or comments regarding the process for Nevada local governments to request payments from the Coronavirus Relief Fund can be directed to covid19@finance.nv.gov.

CORONAVIRUS RELIEF FUND
ELIGIBILITY CERTIFICATION

I, Dana Holbrook, am the chief executive of The City of Carlin, and I certify that:

1. I have the authority on behalf of The City of Carlin to request direct payment from the allocation of funds to the State of Nevada from the federal Coronavirus Relief Fund, pursuant to section 601 (a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).
2. I understand that the State of Nevada will rely on this certification as a material representation in making a direct payment to The City of Carlin.
3. I understand that as a local government entity (a county, city, or municipality) outside of Clark County below the State level with a population under 500,000, The City of Carlin will receive payment based on Title V, Section 5001, Subsection (c), paragraph (5) of the CARES Act and the Department of Treasury per capita allocation formula, that governs payments to larger local governments. I understand this funding formula is being used as a benchmark, and specific payments will be disbursed in two allocation phases, with the first phase releasing 50 percent of funds immediately and the second phase releasing the remaining 50 percent of funds on a reimbursement basis or upon providing a detailed spending proposal. Phase one funding is required to be spent, or planned to be spent, in a detailed spending proposal by September 1, 2020 in order to request a second allocation. I also understand that allocation amounts may vary based on overall state and regional requirements and it will be at the discretion of the State of Nevada to determine whether subsequent payments will be issued.
4. I will coordinate with the State of Nevada, Governor's Finance Office (GFO) in optimizing federal funds from the CARES Act and other potentially available federal sources. In particular, I will prioritize and coordinate application for FEMA reimbursement where available.
5. The City of Carlin's proposed uses of the funds provided as payment under section 601 (a) of the Social Security Act will be used only to cover those costs that -
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) ("necessary expenditures");
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for The City of Carlin; and
 - c. Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
6. To the extent actual qualified expenditures are less than the amount allocated to The City of Carlin and/or if funds have not been used to cover necessary expenditures pursuant to this certification by December 30, 2020, The City of Carlin agrees to return the balance of unspent funds to the State of Nevada on or before March 1, 2021.

7. Funds provided as a direct payment from the State of Nevada pursuant to this certification will adhere to the *Coronavirus Relief Fund Terms and Conditions for Local Governments* and official federal guidance issued or to be issued, on what constitutes a necessary expenditure (current guidance provided in Appendix A and <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>). Any funds expended by The City of Carlin or its grantee(s) that fail to comply in any manner with official federal guidance shall be booked as a debt owed to the State of Nevada and subsequently collected and returned to the Federal Government. Amounts recovered shall be returned to the State of Nevada through deposit into the State's General Fund. The City of Carlin further agrees that any determination by the Federal Government that it or its grantee(s) failed to comply with federal guidance shall be a final determination binding on itself and its grantee(s).
8. Funding provided as a direct payment from the State of Nevada pursuant to this certification is contingent on The City of Carlin's adherence to the Governor's emergency directives and guidance from the Local Empowerment Advisory Panel (LEAP), including, but not limited to, the State's face-covering mandate, restrictions on social and public gatherings, social distancing mandates, and restrictions on the occupancy of businesses and restaurants, as well as any subsequent emergency directives or executive orders related to the COVID-19 health crisis capacity. The City of Carlin hereby acknowledges the requirements of this section and certifies ongoing compliance with this section as a requirement for allocation of funding set forth in this certification.
9. Prior to The City of Carlin receiving the initial and subsequent Coronavirus Relief Fund allocations from the State of Nevada, The City of Carlin will be required to submit a plan to GFO summarizing the process and criteria they will use for expending funds within its organization and/or awarding to any grantee(s). Prior to payment, GFO will provide guidance on specific plan requirements to be submitted.
10. The City of Carlin and its grantee(s) receiving funds pursuant to this certification shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts and documentation of how payments meet federal criteria for necessary expenditures incurred due to the public health emergency with respect to COVID-19. I acknowledge that all records and expenditures are subject to audit by the United States Department of Treasury's Inspector General, the State of Nevada, or designee and I agree that The City of Carlin will provide and cooperate with any information and documentation requests necessary to evaluate compliance and will require any and all grantee(s) to also provide and cooperate with any such requests.
11. The City of Carlin will report monthly on incurred expenses in a form prescribed by the GFO, and will cooperate in creating and retaining appropriate documentation to demonstrate that the proposed uses meet the requirements of section 601 (a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Additionally, documentation will be produced to the State of Nevada on March 1, 2021 showing all CRF expenses and a reconciliation of the funding received.
12. The City of Carlin understands that payment from the CRF is considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. Fund payments are subject to the following requirements in the

Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F regarding audit requirements. Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.

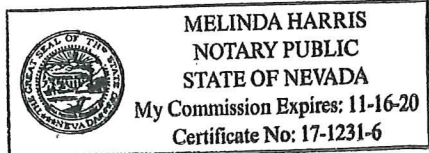
13. The City of Carlin understands that any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections and will notify each grant applicant of this obligation.
14. The City of Carlin understands that funds received pursuant to this certification cannot be used for expenditures for which a local government entity, political subdivision or its grantee(s) has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense and will notify each grant applicant of this obligation.
15. I acknowledge that The City of Carlin has an affirmative obligation to identify and report any duplication of benefits. I understand that the State of Nevada has an obligation and the authority to deobligate or offset any duplicated benefits.
16. The City of Carlin understands that it may use funds received pursuant to this certification to provide assistance to any other political subdivision within its jurisdiction. The City of Carlin will notify each applicant that such assistance shall be used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. The City of Carlin is responsible for the documentation requirements in section 10 of this certification.
17. The City of Carlin understands that the State of Nevada may amend this Certification at any time provided that such amendments make specific reference to the Certification, and are executed in writing, and signed by a duly authorized representative of The City of Carlin and the State of Nevada. Such amendments shall not invalidate the Certification, nor relieve or release either party from any obligations under the Certification. I understand the amendment will be used whenever there are changes to the originally approved terms and conditions resulting from but not limited to issues arising from additional Department of Treasury or federal compliance requirements or guidance.
18. The City of Carlin understands that the following administrative provisions apply to this award:
 - a. **LEGAL AUTHORITY:** As the chief executive of The City of Carlin, Dana Holbrook, Mayor has the legal authority to enter into this agreement and the institutional managerial and financial capability to ensure proper planning, management and completion of the intended fund use.
 - b. **PRINCIPAL CONTACTS:** Individuals listed below are authorized to act in their respective areas for matters related to the transfer and administration of this fund payment.

Principal County or City Administrative Contact	Principal State of Nevada Administrative Contact
Name: Dana Holbrook Title: Mayor Locality Name: The City of Carlin Department: City Council Address: 151 S 8th Street PO Box 787 Carlin NV 89822 Telephone: 775 754 6354 Email: mayor@cityofcarlin.com Vendor #: DUNS #: 78 231 0122	Name: State of Nevada, Governor's Finance Office Address: 209 E. Musser, Room 200 Carson City, NV, 89701 Telephone: 775-684-0222 Email: covid19@finance.nv.gov Fed. Awarding Agency: US Dept. of Treasury CFDA #: 21.019 - Coronavirus Relief Fund (CRF) Period of Performance: 03/01/2020 - 12/30/2020

I certify under the penalties of perjury, that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.

By: Dana Holbrook
 Signature: Dana Holbrook
 Title: Mayor
 Date: 7-31-2020

Subscribed and sworn to before me this 31 day of July, 2020.



Melinda Harris
 Notary Public

My commission expires 11/16/2020.

Coronavirus Relief Fund

Terms and Conditions

For Local Governments



State of Nevada

Administered by the Governor's Finance Office, Budget Division

July 10, 2020

Table of Contents

<i>Overview</i>	<i>3</i>
<i>About This Document.....</i>	<i>3</i>
<i>Eligible Uses</i>	<i>4</i>
<i>Definitions (as reference above).....</i>	<i>4</i>
<i>Available Funds</i>	<i>5</i>
<i>Period of Performance.....</i>	<i>5</i>
<i>Eligible Costs</i>	<i>5</i>
<i>FEMA and Federal Reimbursements.....</i>	<i>7</i>
<i>Ineligible Costs</i>	<i>8</i>
<i>Cost Test.....</i>	<i>9</i>
<i>Fund Expenditure Plan</i>	<i>10</i>
<i>Dispersal of Funds</i>	<i>10</i>
<i>Amendments and Changes</i>	<i>12</i>
<i>Intersection with Other Funding Sources</i>	<i>12</i>
<i>Compliance</i>	<i>12</i>
<i>Audit Provisions and Documentation</i>	<i>15</i>
<i>Close Out.....</i>	<i>16</i>
<i>APPENDIX A</i>	<i>17</i>

Overview

Under the federal Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”), the Coronavirus Relief Fund (“Fund”) may be used to reimburse local governments in response to the COVID-19 public health emergency. The federal awarding agency is the U.S. Department of Treasury. The Inspector General of the United States Department of the Treasury (“Treasury”) conducts monitoring and oversight of the receipt, disbursement and use of these funds.

The CARES Act authorized \$150 billion through the Fund for state and local governments, including \$1.25 billion for Nevada. A portion of the State’s total allotment was reserved for local governments that have a population in excess of 500,000. As a result, the City of Las Vegas and Clark County elected to receive direct allocations from the Treasury. The State of Nevada received \$836 million from the Fund, of which \$148.5 million will be allocated to counties and incorporated cities outside of Clark County with populations of less than 500,000.

Funds may NOT be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

About This Document

In this document, local governments will find the terms and conditions applicable to payments distributed in the form of “other financial assistance” under 2 C.F.R. § 200.40 from the Coronavirus Relief Fund (CFDA 21.019), established within section 601 (a) of the Social Security Act, as added by section 5001 of the CARES Act.

The agreement is subject to additional terms, conditions, and requirements of other laws, rules, regulations and plans recited herein. It is intended to be the full and complete expression of and constitutes the entire agreement between the parties. All prior and contemporaneous understandings, agreements, promises, representations, terms and conditions, both oral and written, are superseded and replaced by this agreement. Notwithstanding any expiration or termination of this agreement, the rights and obligations pertaining to the close-out, cooperation and provision of additional information, return of funds, audit rights, records retention, public information, and any other provision implying survivability shall remain in effect after the expiration or termination of this agreement.

To the extent the terms and conditions of this agreement do not address a particular circumstance or are otherwise unclear or ambiguous, such terms and conditions are to be construed consistent with the general objectives, expectations and purposes of this agreement and in all cases, according to its fair meaning. The parties acknowledge that each party and its counsel have reviewed this agreement and that any rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this agreement. Any vague, ambiguous or conflicting terms shall be interpreted and construed in such a manner as to accomplish the purpose of the agreement.

Eligible Uses

Under the CARES Act, the Coronavirus Relief Fund (CRF) may be used to cover costs that:

1. Were **incurred** during the period that begins on March 1, 2020, and ends on December 30, 2020.
2. Are **necessary expenditures** incurred due to the public health emergency with respect to COVID-19.
3. Are NOT accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government. The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government. A cost meets this requirement if:
 - a. The cost cannot lawfully be funded using a line item, allotment, or allocation within that budget; OR
 - b. The cost is for a **substantially different use** from any expected use of funds in such a line item, allotment, or allocation.
 - c. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Definitions (as reference above)

“Incurred”: A cost is “incurred” when the responsible unit of government has expended funds to cover the cost.

“Substantially different use”: a cost incurred for a “substantially different use” includes but is not limited to:

1. Costs of personnel and services that were budgeted for in the most recently approved budget as of March 27, 2020 but which, due entirely to COVID-19 have been diverted to substantially different functions. Examples include but are not limited to the costs of:
 - a. redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures;
 - b. redeploying police to support management and enforcement of stay-at-home orders;
 - c. diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.
2. A public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. An example is:
 - a. developing online instruction capabilities may be a substantially different use of funds, however online instruction itself is not a substantially different use of public funds than classroom instruction.

Available Funds

Per Federal guidelines, the CRF has been allocated in proportion to population.

Note that to the extent actual expenditures are less than the amount requested, local governments will be required to return the balance of unspent funds to the State of Nevada on or before March 1, 2020 (within sixty 60 calendar days of the end of the period of performance).

This approach is intended to get money out to the local governments quickly, and to allow adjustments over the coming months.

Funds can be transferred to another unit of government provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act, as outlined in Treasury guidance. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State. Jurisdictions are not required to transfer to smaller constituent units with borders (e.g. county does not have to transfer funds to smaller cities within the county's borders).

Local governments shall 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) and Generally Accepted Government Auditing Standards (GAGAS).

Period of Performance

The Coronavirus Relief Funds may only be used for costs incurred by local governments in response to the COVID-19 public health emergency during the period of March 1, 2020 through December 30, 2020.

Eligible Costs

There are seven (7) primary eligible cost categories. These cost categories and their eligible cost sub-categories are as follows:

1. COVID-19 related expenses to address **medical needs** of:
 - a. Public hospitals, clinics and similar facilities
 - b. Providing COVID-19 testing, including serological testing
 - c. Emergency medical response, including emergency medical transportation related to COVID-19
 - d. Establishing and operating public telemedicine capabilities for COVID-19-related treatment
 - e. Establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs

2. COVID-19 related expenses to address **public health needs** including:
 - a. Communication and enforcement by State, territorial, local, and Tribal governments of public health orders
 - b. Acquisition and distribution of medical and protective supplies:
 - i. sanitizing products
 - ii. personal protective equipment (PPE) for:
 1. medical personnel
 2. police officers
 3. social workers
 4. child protection services
 5. child welfare officers
 6. direct service providers for older adults and individuals with disabilities in community settings
 7. other public health or safety workers in connection with the COVID-19 public health emergency
 - c. Disinfection of public areas and other facilities, e.g., nursing homes
 - d. Technical assistance (knowledge transfer) to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety
 - e. Public safety measures undertaken in response to the COVID-19 public health emergency
 - f. Quarantining individuals
 - g. Contact tracing
3. **Payroll expenses** for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
 - a. Providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions
4. Expenses of actions **to facilitate compliance** with COVID-19-related public health measures, such as:
 - a. Food access and delivery to residents (e.g. senior citizens and other vulnerable populations)
 - b. Distance learning, including technological improvements, in connection with school closings
 - c. Improvement of telework capabilities for public employees
 - d. Maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures
 - e. Care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions
 - f. Improving social distancing measures

5. Expenses associated with the provision of **economic support** in connection with the COVID-19 public health emergency, such as:
 - a. Grants to small businesses to reimburse the costs of business interruption caused by required closures or decreased customer demand as a result of the COVID-19 public health emergency
 - b. Emergency financial assistance to individuals and families directly impacted by a loss of income
 - c. A state, territorial, local, or Tribal government payroll support program
 - d. A consumer grant program or rent relief program to prevent eviction and assist in preventing homelessness (if grant is considered to be a necessary expense due to COVID-19 and it meets the other Fund requirements)
 - e. Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
6. Expenses to **respond to secondary effects** of the current COVID-19 public health emergency including:
 - a. Creating a reserve of PPE or developing increased Intensive Care Unit capacity to support regions not yet affected but likely to be impacted by the current pandemic
 - b. Addressing increases in solid waste (e.g. more disposal of PPEs) as a result of the COVID-19 public health emergency
 - c. Remarketing convention facilities and tourism industry to publicize the resumption of activities and steps to ensure safe experience.
 - d. Continuation of equipment previously scheduled to be decommissioned in order to respond to the public health emergency (costs associated with continuing to operate the equipment)
 - e. Continuation of a lease on office space or equipment that would not have been renewed in order to respond to the public health emergency (costs associated with the ongoing lease payments through December 30, 2020)
7. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

FEMA and Federal Reimbursements

Treasury Guidance clarifies that government entities may use the CRF to pay for FEMA's cost share requirements for the Stafford Act assistance. It can only be used for COVID-19-related costs that satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act. As with all expenses that have been or will involve other federal programs, local governments should be diligent in understanding limitations with other federal funding to evaluate if there will be any potential issues.

Ineligible Costs

Non-allowable expenditures include, but are not limited to:

1. Filling shortfalls in government revenue. Revenue replacement is NOT a permissible use of Fund payments
2. Expenses for the state share of Medicaid
3. Damages covered by insurance
4. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency
5. Expenses that have been or will be reimbursed **under any other federal program*** (e.g. reimbursement by the federal government pursuant to the CARES Act of contributions by states to state unemployment funds)
6. Reimbursement to donors for donated items or services
7. Workforce bonuses (other than hazard pay or overtime for employees who were substantially dedicated to responding/mitigating the COVID-19 public health emergency)
8. Severance pay
9. Legal settlements
10. Assisting impacted property owners with payment of property taxes
11. Replacement of government revenue due to unpaid utility fees
12. Expenditures to prepare for a future COVID-19 outbreak past December 30, 2020
13. Stipends to employees for eligible expenses (e.g. to improve telework capabilities)
14. Payroll or benefit expenses of private employees contracted to work for the local government entity, unless they are substantially dedicated to mitigating or responding to the COVID-19 public health emergency
15. Prepayments on contracts using the Fund to the extent that doing so would not be consistent with ordinary course policies and procedures (e.g. pre-paying for one or two-year facility lease to house staff hired in response to COVID-19 public health emergency)
16. Capital improvement projects that broadly provide potential economic development in a community (if not directly necessary due to the COVID-19 public health emergency)
17. Per Treasury Guidance: "In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death...Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions." Please see the footnote on Page 3 of [Treasury Guidance](#) for full information on this provision.

** Per Treasury guidance, CRF recipients are NOT required to use other federal funds or seek reimbursement under other federal programs first before using fund payments (The CRF is NOT required to be used as the source of funding of last resort). However, recipients may NOT use the CRF to cover expenditures for which they will receive reimbursement. Local governments need to consider the applicable restrictions and limitations of other sources of funding, such as combining a transaction supported with CRF payments with other CARES Act or COVID-19 relief federal funding. They also need to consider time constraints and other limitations that exist within various forms of federal COVID-19 relief funding.*

Cost Test

Local governments are charged with determining whether or not an expense is eligible based on the [U.S. Treasury's Guidance](#). Specific documents can be reference:

- [Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments](#) (06/30/2020)
- [Coronavirus Relief Fund Frequently Asked Questions](#) (06/24/2020)

To assist with this determination, an eligibility cost test has been developed. This test gives each local government full authority to make the appropriate call for each circumstance.

TEST – If all responses for the particular incurred cost are “true” for all six statements below, then a jurisdiction can feel confident the cost is eligible, if it is also within other limitations set forth in the Treasury Guidance and Frequently Asked Questions documents:

1. The expense occurs between March 1 and December 30, 2020
2. The expense is connected to the COVID-19 emergency
3. The expense is “necessary”
4. The expense is not filling a shortfall in government revenues
5. The expense is not funded through another budget line item, allotment or allocation, as of March 27, 2020 **OR** is funded, but the cost is for a substantially different use from any expected use of funds (e.g. base salary funded but duties become substantially different to respond to COVID-19 emergency)
6. The expense wouldn't exist without COVID-19 **OR** would be for a “substantially different” purpose

It is the responsibility of each locality to define “**necessary**” or “**substantially different**,” giving the jurisdiction the authority and flexibility to make their own determination using the Treasury Guidance and Frequently Asked Questions documents.

Additional consideration – The intent of these funds is to help localities cover the *immediate impacts* of the COVID-19 emergency, both direct costs to the local government and costs to their communities. There are many possible eligible costs.

Many costs are clearly eligible, and others fall into a more “grey area”. The “grey area” costs could be justified based on the test; however, it must be determined if they directly address the *immediate impacts* as well. If the answer is questionable, it may be safer and more appropriate to utilize the funds in one of the many other eligible cost categories that more clearly meet the intent of the funds. Each locality has the authority to make decisions based on their circumstances and justification.

It is important to keep in mind however, that any funds expended by a local government entity or its grantee(s) that fail to comply in any manner with official federal guidance shall be booked as a debt owed to the State of Nevada and subsequently collected and returned to the Federal government.

Fund Expenditure Plan

Prior to receiving any Fund allocation from the State of Nevada, local governments will be required to submit a brief high-level plan to the State of Nevada, Governor's Finance Office (GFO) summarizing the process and criteria they will use for expending funds within its organization and/or allocating to any grantee(s). Plans should be no more than 4 pages in length and include:

- brief problem statement(s) explaining why funds are needed
- estimate or exact amount of funds required to meet this need
- if funds are expected to be used to respond directly to the COVID-19 public health emergency or for secondary effects, and a brief overview of how they will be used
- if funds are expected to be used for eligible expenditures in any of the following categories below (as described in the previous *Eligible Cost* section of this document), an estimate or exact amount of funds required, and a brief overview for each category on how the Fund will be used:
 - medical expenses
 - public health expenses
 - payroll expenses
 - to facilitate compliance with public health measures
 - economic support
 - respond to secondary effects
 - any other expense reasonably necessary to the function of government as outlined in federal guidance
- names of new or existing programs within the locality that will administer the use of funds (e.g. administrative services dept., public safety dept., county senior center)
- if funds are expected to be allocated to other entities, how funds will be allocated and the nature of their work (e.g. food bank, home care providers)
- how the local government, political subdivision or its grantee(s) receiving funds will ensure the use of funds meet federal guidance

Plans must be submitted to the Governor's Finance Office prior to Fund payment. Plans can be emailed to covid19@finance.nv.gov.

Dispersal of Funds

Nevada counties and incorporated cities outside of Clark County that have a population of less than 500,000 (those listed on the document "[Breakdown of CARES Act funding distributed to local governments to assist with COVID-19 expenses](#)") can request a CRF payment from the State, to be disbursed in two allocations. The first allocation will release 50 percent of funds immediately and the second allocation will release the remaining 50 percent of funds on a reimbursement basis, or upon providing a detailed spending proposal. Funds from the first allocation must be spent or planned to be spent in a detailed spending proposal by September 1, 2020 in order to request a second CRF payment. For the initial allocation, the Chief Executive

Officer of eligible local governments will receive a submittal “packet” from the State of Nevada, Governor’s Finance Office (GFO) which includes:

- CRF Cover Letter
- *Nevada CRF Allocation Amounts for Local Governments*
- *Coronavirus Relief Fund Eligibility Certification* letter
- *Coronavirus Relief Fund Terms and Conditions for Local Governments*
- CRF Activity Reporting Worksheet

The submittal packet will also be available to download from the GFO website at <http://budget.nv.gov/CRF>. City governments, school districts and other government entities not named in the *Nevada CRF Allocation Amounts for Local Governments* must request funds directly from the county or city in which they reside.

The Chief Executive officer of a local government entity must sign and notarize the *Coronavirus Relief Fund Eligibility Certification* letter to receive funds. The Chief Executive officer must also review a copy of the *Coronavirus Relief Fund Terms and Conditions for Local Governments* document and provide a signed acknowledgement of understanding (in Appendix A of the document). The local government must also submit a CRF Expenditure Plan as described in the previous “Fund Expenditure Plan” section of this document.

A digital copy of these completed forms and the expenditure plan can be emailed to covid19@finance.nv.gov to expedite the transfer process. Additionally, a hard copy of the signed forms must be mailed to the address below:

Governor’s Finance Office
ATTN: Coronavirus Relief Fund
209 East Musser Street, Room 200
Carson City, NV 89701-4298

In order to receive funds, a local government must be registered as a vendor for the State of Nevada and a vendor number must be provided on the Certification letter. If a county or city has multiple vendor numbers, please provide the appropriate one that will be used for the fund transfer. If the county or city is not yet registered as a vendor with the State of Nevada, please contact the Nevada State Controller’s Office to register, or go online at: <http://controller.nv.gov/Buttons/ElectronicVendorReg/>

Once all required items are received by GFO, the allocation will be transferred to the local government. Below is a checklist of items local governments must submit to receive funds.

- ✓ *Coronavirus Relief Fund Eligibility Certification* letter
signed and notarized hard copy mailed to GFO; must include correct vendor number
- ✓ *Receipt, Acknowledgement, and Agreement to Terms and Conditions*
signed form located in Appendix A of the Terms and Conditions; can email it to GFO
- ✓ *CRF Expenditure Plan*
document should be no more than 4 pages; can email it to GFO

***Note:** a hard copy, notarized *Coronavirus Relief Fund Eligibility Certification* letter must be received prior to fund payment.

Amendments and Changes

The State may amend this agreement at any time provided such amendments make specific reference to this agreement, and are executed in writing, and signed by a duly authorized representative of the local government and the State. Such amendments shall not invalidate the agreement, nor relieve or release the local government or the State from any obligations under the agreement.

The State and local government agree that any act, action or representation by either party, their agents or employees that purports to waive or alter the terms of this agreement is void unless a written amendment to this agreement is first executed and documented. The local government agrees that nothing in this agreement will be interpreted to create an obligation or liability of the State.

Notwithstanding this requirement, it is understood and agreed by parties, that changes in local, state and federal rules, regulations or laws applicable hereto, may occur during the term of this agreement and that any such changes shall be automatically incorporated into this agreement without written amendment, and shall become a part hereof as of the effective date of the rule, regulation or law.

Intersection with Other Funding Sources

Eligible uses of the federal Coronavirus Relief Fund may overlap with allowable uses of other federal grants and reimbursements. Federal dollars cannot under any circumstances be claimed twice for the same spending. Local governments are responsible for ensuring they are aware of Treasury guidance and that this will not occur with any allocated funds.

Compliance

Localities will comply with all applicable federal laws, regulations, executive orders, policies, procedures, and directives.

Conflicts of Interest

Fund recipients must establish safeguards to prohibit its employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain, whether for themselves or others, particularly those with ties. Fund recipients must operate with complete independence and objectivity without actual, potential, or apparent conflict of interest with respect to its performance under this agreement. The local government certifies as to its own organization, that to the best of knowledge and belief, no member, employee, or person, whose salary is payable in whole or in part by a member of the local government, has direct or indirect financial interest in the allocation of the Fund, or in the services to which this agreement relates, or in any of the profits, real or potential, thereof. If at any time during the allocation process and upon any suggestion, inquiry, or indication that a

conflict of interest may exist, the local government will disclose that conflict immediately to the State of Nevada.

Fraud, Waste or Misuse of Funds

The State does not tolerate any type of fraud, waste, or misuse of funds received from the State. Any violations of the law, State policies, or standards of ethical conduct will be investigated, and appropriate actions will be taken. Localities agree that misuse of funds may result in a range of penalties, including suspension of current and future funds, recoupment of the funds allocated, and civil and/or criminal penalties. In the event a local government becomes aware of any allegation or a finding of fraud, waste, or misuse of the Fund, the local government is required to immediately notify the State of Nevada Governor's Finance Office of said allegation or finding and continue to inform the State of the status of any such on-going investigations. Any credible evidence must be provided to the State.

False Statements or Claims

No local government receiving these funds shall submit a false claim. If any of the statements, representations, certifications, affirmations, warranties or guarantees are false, or if the local government recipient signs or executes the agreement with a false statement or it is subsequently determined that the locality has violated any of the statements, representations, warranties, guarantees, certificates or affirmations included in this agreement, then the State may consider this act a possible default under this agreement and may terminate or void it for cause. False statements or claims made in connection with these funds may result in, but are not limited to, suspension of current and future funds, recoupment of the funds allocated, and civil and/or criminal penalties

Reporting

As part of the application packet given to the local government, a "CRF Activity Reporting Worksheet" has been provided. This document can also be found on the GFO website at <http://budget.nv.gov/CRF>. The Excel worksheet contains three tabs – "SFY2020", "SFY2021" and "Final". SFY refers to the State fiscal year (July 1 – June 30).

SFY2020 Tab

Local governments may need to recover COVID-19-related expenditures that were incurred March 1, 2020 through June 30, 2020. All expenditures during this timeframe that are reimbursed using the CRF allocation must be reported on the "CRF Activity Reporting Worksheet", SFY2020 Tab. Expenditures must be reported by Eligible Expenditure categories listed on the spreadsheet. For example:

A local government has the following total expenditures from March 1, 2020 through June 30, 2020 it will be reimbursing with the CRF:

- \$5000 per month for COVID-19 testing in April, May and June (for a total of \$15,000)
- \$3000 for PPE purchased in April

- \$2,000 for paid sick/family sick leave for public employees in March and \$1,000 in May

The expenditures will be reported on the SFY2020 tab as shown below:

Eligible Expenditures	Actuals from FY2020 March - June	Brief Description of Use of Funds
1. Medical Expenses		
a. Public hospitals, clinics and similar facilities	\$ -	
b. Temporary public medical facilities & increased capacity	\$ -	
c. COVID-19 testing, including serological testing	\$ 15,000.00	COVID-19 Testing at "East" Clinic, "West" Clinic for April, May and June
d. Emergency medical response	\$ -	
e. Telemedicine capabilities	\$ -	
f. Other:	\$ -	
Sub-Total	\$ 15,000.00	
2. Public Health Expenses		
a. Communication and enforcement of Public health measures	\$ -	
b. Medical and protective supplies, including sanitation and PPE	\$ 3,000.00	PPE (masks/face shields) for COVID-19 mitigation for employees at City Hall and "West" clinic purchased in April
c. Disinfecting public areas and other facilities	\$ -	
d. Technical assistance on COVID-19 threat mitigation	\$ -	
e. Public safety measures undertaken	\$ -	
f. Quarantining individuals	\$ -	
g. Contact tracing	\$ -	
h. Other:	\$ -	
Sub-Total	\$ 3,000.00	
3. Payroll Expenses for Public Employees Dedicated to COVID-19		
a. Public safety	\$ -	
b. Public health	\$ -	
c. Health care	\$ -	
d. Human services	\$ -	
e. Paid sick and paid family and medical leave to public employees	\$ 3,000.00	COVID-19 related sick and family leave for City employees - \$2,000 in March; \$1,000 in May
f. Other:	\$ -	
Sub-Total	\$ 3,000.00	

A completed SFY 2020 worksheet must be submitted to the State of Nevada by August 1, 2020.

SFY2021 Tab

Starting in July for SFY 2021, a monthly reporting process will be required by local governments that received CRF allocations to monitor spending as it occurs to maintain transparency, ensure documentation is adequate, and to minimize compliance risk.

Reports should document all costs clearly with respect to the date and nature of the expense incurred so that together resources can be best managed in the interest of the residents of Nevada. The monthly Activity Report must be submitted using the "CRF Activity Reporting Worksheet", SFY2021 Tab. The report must:

- Be submitted as an Excel spreadsheet, not a PDF, within ten (10) calendar days of the end of each month during the reporting period.
- Include a detailed breakdown of the individual eligible expenditures reported by each sub-category of the seven (7) primary budget categories (as shown above in the SFY2020 example). Each primary budget category includes sub-categories and provides an option to add "other" sub-categories
- Include the total amount of all eligible expenditures for each applicable sub-category and the grand total spent (template automatically calculates this)
- Include a brief description of the use of the funds for each applicable sub-category. Keep descriptions as concise as possible but include adequate context to demonstrate how these funds addressed the COVID-19 emergency. If applicable, please consider:
 - Providing a brief description of the specific activities performed
 - Identifying specific populations served

- Identifying specific programs created or utilized
- Including any known or intended outcomes, results, or community impacts
- If there were no expenditures for the month and the funds have not been completely spent, a report must be submitted noting zero expenditures
- Include information in a “Expenditures Previously Reported” column that is a total of SFY20 amounts and SFY21 year-to-date amounts (excluding current reporting month)

Final Tab

A final report is required as a summary of all periods included for the CRF allocation. This report should contain actual expenditures for SFY20 and each individual month from July 2020 through December 2020. It should also calculate the amount of any unspent funds. A template worksheet is included in the “CRF Activity Reporting Worksheet”, Final Tab. This report is due to GFO by email on or before March 1, 2021.

Audit Provisions and Documentation

Federal Coronavirus Relief Fund expenditures and records are subject to audit by the Office of Inspector General (OIG) within the U.S. Department of the Treasury. Treasury OIG also has authority to recover funds if it is determined a CRF recipient failed to comply with requirements. Documenting that costs are eligible uses is essential to managing compliance risk and to minimizing the possibility that costs are deemed ineligible, thereby requiring the local government and the State to return funds to the federal government. All funds that are distributed by local governments must have a documented statement or certification that the funds are needed due to the COVID-19 public health emergency (e.g. a rental program should have a check box with a statement that says “I certify that I need access to the funds in this program due to the COVID-19 public health emergency.”)

Funds received from the CRF are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F regarding audit requirements. Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. § 200.501(a) when subrecipients spend \$750,000 or more in federal awards during their fiscal year.

If any audit, monitoring, investigations, or other compliance review reveals any discrepancies, inadequacies, or deficiencies which are necessary to correct in order to maintain compliance with this agreement, applicable laws, regulations, or the local government’s obligations hereunder, the local government agrees to propose and submit to the State a correction action plan to correct such discrepancies or inadequacies within thirty (30) calendar days after the receipt of findings.

The corrective action plan is subject to approval by the State. Fund recipients understand and agree that the local government entity must make every effort to address and resolve all outstanding issues, findings, or actions identified by the corrective action plan. Failure to promptly and adequately address these findings may result in funds being returned, other related requirements being imposed, or other sanctions and penalties. Local governments agree to complete any corrective action approved by the State within the time period specified by the State and to the satisfaction of the State, at the sole cost of the local government. The local government entity shall provide to the State periodic status reports regarding the resolution of any audit, corrective action plan, or other compliance activity for which it is responsible.

Recipients of CRF payments shall maintain and make available to the Treasury OIG upon request all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)). An appropriate audit trail must be maintained to provide accountability for all expenditures of funds, reporting measures and funds received under this agreement.

Records to support compliance may include, but are not limited to: general ledger and subsidiary ledgers used to account for the receipt and disbursement of CRF payments; budget records for 2019 and 2020; payroll, time, and human resource records to support costs incurred for COVID-19-related payroll expenses; receipts of purchases made to address the COVID-19 emergency; contracts and subcontracts entered into using CRF payments and all related documents; grant agreements and grant subaward agreements entered into using CRF payments and all related documents; all documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients; all documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards; all internal and external email/electronic communications related to use of CRF payments; and all investigative files and inquiry reports involving CRF payments.

Records shall be maintained for a period of five (5) years after final payment is made using CRF monies. These record retention requirements are applicable to all recipients and their grantees and subgrant recipients, contractors, and other levels of government that received transfers of CRF payments. The State may direct local government entities to retain documents for a longer period of time or to transfer certain records to the State or federal custody when it is determined that the records possess long term retention value.

Close Out

The State of Nevada will close-out the allocation when it determines that all applicable administrative actions and all required work has been completed. Local governments must submit all financial, Fund use, and other reports as required by the *Coronavirus Relief Fund Eligibility Certification* letter and this Terms and Conditions document. Local governments must promptly refund any balances of unspent cash not used for eligible expenses during the period of March 1, 2020 through December 30, 2020. Unspent funds are to be returned to the State of Nevada no later than March 1, 2021.

APPENDIX A

Receipt, Acknowledgement, and Agreement to Coronavirus Relief Fund (CFDA # 21.019) Terms and Conditions

I, _____ as _____
(Chief Executive Officer) *(Job Title)*

for the _____, acknowledge and certify that I:
(Name of County, City or Municipality)

1. Have read and agree to the Coronavirus Relief Fund Terms and Conditions for Local Governments,
2. understands its terms and conditions,
3. had the opportunity to consult with independent legal counsel, and
4. sign this agreement voluntarily.

Printed Name: _____

Signature: _____

Title: _____

Date: _____

Coronavirus Relief Fund

State of Nevada FAQs – 7/27/20

Overview

Nevada counties and incorporated cities outside of Clark County that have a population of less than 500,000 (those listed on the document "[Breakdown of CARES Act funding distributed to local governments to assist with COVID-19 expenses](#)") received a "packet" sent by the State of Nevada Governor's Finance Office (GFO) to request payment from the federal Coronavirus Relief Fund (CRF). The "packet" included the *Coronavirus Relief Fund Terms and Conditions For Local Governments* document that explained how to receive funds (Dispersal of Funds - Page 10), what type of plan is required to be submitted before receiving funds (Fund Expenditure Plan - Page 10), and information on what type of reporting will be required once funds are received (Reporting – Page 13). A *Cover Letter* also included instructions on how local governments can request payments from the fund.

The Governor's Finance Office would like to address some common questions from Nevada local governments regarding the dispersal of funds, expenditure plans, and reporting requirements. Please see the Questions and Answers below.

Additionally, this document is to inform local governments of an extension to the deadline for the SFY20 worksheet that was originally due August 1, 2020 (see page 14 of the Terms and Conditions document). This deadline has been extended to September 1, 2020.

Questions and Answers

Dispersal of Funds

When are the submittal "packets" due back to the GFO? What is the September 1st deadline for?

The packets are due back as soon as possible to receive prompt payment for the first allocation. The September 1st deadline is for the second allocation of funds. Returning the packet now will ensure local governments have time to quickly cover initial eligible expenditures (from March 1, 2020 forward) and determine if a second allocation is needed. The GFO will require confirmation the first allocation has been used (or is in the process of being used) before releasing the second allocation on or after September 1, 2020. Funds are only available for use through December 30, 2020 (very short-duration federal assistance) so waiting to submit the packet could impact a local government's ability to use funds to the fullest extent.

What items are needed by GFO to release any dollars to a local government? Does the GFO need the CRF Activity Worksheet too before releasing any dollars?

GFO requires the following 3 items in order to release the first allocation of 50 percent:

- ✓ Coronavirus Relief Fund Eligibility Certification letter - **signed and notarized hard copy mailed to GFO; must include correct vendor number**
- ✓ Receipt, Acknowledgement, and Agreement to Terms and Conditions - **signed form located in Appendix A of the Terms and Conditions; can email it to GFO**

- ✓ CRF Expenditure Plan - document should be no more than 4 pages (see page 10 of the Terms and Conditions document); **can email it to GFO**

The CRF Activity Worksheet is required separately as part of reporting requirements (see Q&A below). Additionally, a local government entity must be registered as a vendor for the State of Nevada to provide the correct vendor number on the Eligibility Certification document.

How does a local government get the second 50% allocation? What is the deadline to request the second allocation?

The deadline to request a second allocation is September 1, 2020. GFO will send an email to all local governments mid-August with details on how to submit the request for second allocation. GFO will request verification that the local government has spent (or is in the process of expending) the first 50% of funds. Additionally, a detailed spending proposal will be required to be submitted to GFO by September 1, 2020. A local government may also elect to move forward on a reimbursement only basis for the remaining four months (September – December).

Are local governments required to expend 50% of the funds by September 1, 2020. Also, do the first half of the funds need to be actually spent before September 1st, or just budgeted and allocated?

It is preferred that the first allocation be expended. However, the GFO recognizes that some local governments may see a “lag” in when funds are actually expended. It is possible to move forward with a request for the second half of funds as long as there is verification of actual expenditures to date, amount of allocated funds, the program/purpose for allocation, and dates these allocations are expected to become incurred expenditures. An email will go out mid-August from GFO as a reminder and will provide additional details on how to submit this verification.

If a local government does not have enough eligible expenditures for the first CRF allocation, will the entire amount have to be returned to the State of Nevada or would only the unused portion be returned and the second half of the CRF funds not be available?

No. The purpose of two allocations is to manage the second half closer because the CRF has very strict “end of use” requirements from the Treasury. The risk of unintended misuse of funds becomes greater upon getting closer to 12/30/20, so the State will want to be more diligent about that half. Below are a few possible scenarios to illustrate the process:

- A local government receives its first allocation but only uses 75% of the funds by September 1, 2020, the State would expect that on September 1, 2020 the local government would not request a second allocation as it would still be working on expending the first amount. In the remaining months through December 30, 2020 the local government would continue using its remaining funds for any additional eligible costs that came up and return any unused funds by no later than March 1, 2021.
- A local government expends 100% of the first allocation of funds in October (past the September 1st deadline – they did not request a second allocation). The State would allow this local government to use their additional second half of the allocation through December 30, 2020 on a “reimbursement only” basis. This would be part of the local government’s “second allocation” amount and would be capped off to that limit.

- Local government staff looks through eligible expenses guidance and determines it will use/allocate the first CRF allocation by September 1, 2020. Staff decide to request the second allocation amount for other potential programs/reimbursable expenses that will occur in the fall. The local government would provide confirmation to the State of Nevada that the first allocation will be expended/allocated by September 1, 2020 and it would also provide a spending proposal for the second allocation that would show how all of the second allocation will be used (what expected programs/purposes/projections) and how this would be accomplished before the December 30, 2020 deadline.

If a portion of the money is used for small business grants, is the business required to spend the money provided by the September 1st deadline, or is only the government entity required to spend (in this case disperse) the funds?

Regarding the September 1st deadline, the government entity is required to spend/disburse the funds by then (or have a specific plan showing allocation close to that time period); the businesses that receive the money/grant will use it according to the parameters set up by the local government entity program and do not have to adhere to the September 1st date.

Fund Expenditure Plan

Does the high-level fund expenditure plan have to be for the entire allocation or just the first half?

The initial expenditure plan is just for the first half. GFO will require another similar one for the request for the second allocation. Local governments may provide an overall context for both plans with more specific expenditure details for the first half (and details in the second plan for the second half).

If a local government submits a Coronavirus Relief Fund Expenditure Plan and things change as the course of the pandemic progresses will that local government be able to update and amend the plan as required to meet the needs of citizens?

Yes, you can amend the plan as required to meet changing needs. GFO would require an updated plan upon the changes in circumstances and resulting changes in expenditures.

Can I purchase a building with these funds?

As of July 27, 2020, there is no clear Treasury guidance on the allowance of a building purchase to respond to the COVID-19 public health emergency. Although the Guidance provides for the lease of property for the covered period (3/1/20 – 12/30/20), there are only indirect reference to the allowance of “purchase of a durable good” and the retaining of “assets”. To minimize risks of improper CRF use and to prevent delays in accessing the funds, it is recommended that local governments seek other solutions such as leasing a building or portable unit etc. or purchasing a temporary shelter rather than purchasing a building to respond to COVID-19. A building purchase will require the highest level of justification including confirmation from the Treasury that this is allowable, which could cause significant delays.

Reporting

Are local governments required to provide reports to the Treasury/State per the *Recipient Reporting and Record Retention Requirements* that was on the Treasury’s website:

<https://home.treasury.gov/system/files/136/IG-Coronavirus-Relief-Fund-Recipient-Reporting-Record-Keeping-Requirements.pdf>?

No. This reporting requirement is for the State of Nevada only since it is the “prime recipient”. However, the State will require similar information from local governments to funnel into these Treasury reports, so this is a good guideline for local governments to reference. The Treasury is expected to provide a reporting portal which may require more detail. GFO will send additional instructions as soon as possible if more information is needed.

When is the first report due to the State of Nevada?

The Terms and Conditions document (page 13-14) has a reporting requirement for expenditures that were incurred March 1, 2020 through June 30, 2020 due to the State of Nevada on August 30, 2020. **However, this deadline has been extended to September 1, 2020** to allow local governments more time to gather this information. Please see below a timeline with the CRF deadlines as of July 27, 2020:

CRF performance period March 1, 2020- December 30, 2020	DATE
Initial Disbursement Submittal Packet	
Signed and Notarized Hard-Copy CRF Certification Letter	ASAP
Signed CRF Terms & Conditions	ASAP
CRF Expenditure Plan (4-page max, for first 50% allocation)	ASAP
Second Disbursement Requirements	
Verification Initial Allocation of 50% funds is Expended/Allocated to be Spent and Detailed Spending Proposal for Second 50% Allocation	09/01/20
Reporting	
CRF Activity Reporting Worksheet SFY2020 (March 1-June 30 2020)	08/01/20 9/1/20
CRF Activity Reporting Worksheet SFY2021 (July 2020)	08/10/20
CRF Activity Reporting Worksheet SFY2022 (August 2020)	09/10/20
CRF Activity Reporting Worksheet SFY2022 (September 2020)	10/10/20
CRF Activity Reporting Worksheet SFY2022 (October 2020)	11/10/20
CRF Activity Reporting Worksheet SFY2022 (November 2020)	12/10/20
CRF Activity Reporting Worksheet SFY2022 (December 2020)	01/10/21
CRF Activity Reporting Worksheet FINAL	03/01/21
Unspent funds must be returned to the State of Nevada	03/01/21

**credit to Washoe County for the above summary of due dates*

Local Government Coronavirus Relief Fund Expenditures (CFDA 21.019)

SFY 2020

Local Government Name			
Type of Government (e.g. county, city)			
Point of Contact Name and Title			
Point of Contact Email, Phone		Email:	Phone:
Reporting Period			
Allocation		\$	-

Eligible Expenditures	Actuals from FY2020 March - June	Brief Description of Use of Funds
1. Medical Expenses		
a. Public hospitals, clinics and similar facilities	\$ -	
b. Temporary public medical facilities & increased capacity	\$ -	
c. COVID-19 testing, including serological testing	\$ -	
d. Emergency medical response	\$ -	
e. Telemedicine capabilities	\$ -	
f. Other:	\$ -	
Sub-Total	\$ -	
2. Public Health Expenses		
a. Communication and enforcement of public health measures	\$ -	
b. Medical and protective supplies, including sanitation and PPE	\$ -	
c. Disinfecting public areas and other facilities	\$ -	
d. Technical assistance on COVID-19 threat mitigation	\$ -	
e. Public safety measures undertaken	\$ -	
f. Quarantining individuals	\$ -	
g. Contact tracing	\$ -	
h. Other:	\$ -	
Sub-Total	\$ -	
3. Payroll Expenses for Public Employees Dedicated to COVID-19		
a. Public safety	\$ -	
b. Public health	\$ -	
c. Health care	\$ -	
d. Human services	\$ -	
e. Paid sick and paid family and medical leave to public employees	\$ -	
f. Other:	\$ -	
Sub-Total	\$ -	
4. Expenses to Facilitate Compliance with COVID-19 Measures		
a. Food access and delivery to residents	\$ -	
b. Distance learning tied to school closings	\$ -	
c. Improving telework capabilities of public employees	\$ -	
d. COVID-19-related expenses in jails/prison	\$ -	
e. Care and mitigation services for homeless/vulnerable populations	\$ -	
f. Improving social distancing measures	\$ -	
g. Other:	\$ -	
Sub-Total	\$ -	
5. Expenses Associated with Economic Support		
a. Small business grants for business interruptions	\$ -	
b. Payroll support programs	\$ -	
c. Emergency financial assistance	\$ -	
d. Program to prevent eviction/assist in preventing homelessness	\$ -	

e. Unemployment insurance costs related to COVID-19	\$	-
f. Other:	\$	-
Sub-Total	\$	-
6. Expenses to Respond to Second Order Effects of COVID-19		
a. Creation of PPE reserve or intensive care unit capacity	\$	-
b. Increase in solid waste disposal (e.g. PPE)	\$	-
c. Remarketing convention facilities & tourism industry	\$	-
d. Continuation of equipment previously scheduled for decommission	\$	-
e. Continuation of lease on office space or equipment	\$	-
f. Other:	\$	-
Sub-Total	\$	-
7. Other COVID-19 Expenses Reasonably Necessary		
a. Other:	\$	-
b. Other:	\$	-
c. Other:	\$	-
d. Other:	\$	-
Sub-Total	\$	-
Total Expenditures for Reporting Period	\$	-
Remaining Balance	\$	-

Refer to Term & Conditions for additional information

Local Government Coronavirus Relief Fund Expenditures (CFDA 21.019)

SFY 2021

Local Government Name					
Type of Government (e.g. county, city)					
Point of Contact Name and Title					
Point of Contact Email, Phone		Email:		Phone:	
Reporting Period					
Allocation		\$ -			

Eligible Expenditures	Actuals of Reporting Period	Expenditures Previously Reported	Total Cumulative Expenditures	Brief Description of Use of Funds
1. Medical Expenses				
a. Public hospitals, clinics and similar facilities	\$ -	\$ -	\$ -	
b. Temporary public medical facilities & increased capacity	\$ -	\$ -	\$ -	
c. COVID-19 testing, including serological testing	\$ -	\$ -	\$ -	
d. Emergency medical response	\$ -	\$ -	\$ -	
e. Telemedicine capabilities	\$ -	\$ -	\$ -	
f. Other:	\$ -	\$ -	\$ -	
Sub-Total	\$ -	\$ -	\$ -	
2. Public Health Expenses				
a. Communication and enforcement of public health measures	\$ -	\$ -	\$ -	
b. Medical and protective supplies, including sanitation and PPE	\$ -	\$ -	\$ -	
c. Disinfecting public areas and other facilities	\$ -	\$ -	\$ -	
d. Technical assistance on COVID-19 threat mitigation	\$ -	\$ -	\$ -	
e. Public safety measures undertaken	\$ -	\$ -	\$ -	
f. Quarantining individuals	\$ -	\$ -	\$ -	
g. Contact tracing	\$ -	\$ -	\$ -	
h. Other:	\$ -	\$ -	\$ -	
Sub-Total	\$ -	\$ -	\$ -	
3. Payroll Expenses for Public Employees Dedicated to COVID-19				
a. Public safety	\$ -	\$ -	\$ -	
b. Public health	\$ -	\$ -	\$ -	
c. Health care	\$ -	\$ -	\$ -	
d. Human services	\$ -	\$ -	\$ -	
e. Paid sick and paid family and medical leave to public employees	\$ -	\$ -	\$ -	
f. Other:	\$ -	\$ -	\$ -	
Sub-Total	\$ -	\$ -	\$ -	
4. Expenses to Facilitate Compliance with COVID-19 Measures				
a. Food access and delivery to residents	\$ -	\$ -	\$ -	
b. Distance learning tied to school closings	\$ -	\$ -	\$ -	
c. Improving telework capabilities of public employees	\$ -	\$ -	\$ -	
d. COVID-19-related expenses in jails/prison	\$ -	\$ -	\$ -	
e. Care and mitigation services for homeless/vulnerable populations	\$ -	\$ -	\$ -	
f. Improving social distancing measures	\$ -	\$ -	\$ -	
g. Other:	\$ -	\$ -	\$ -	
Sub-Total	\$ -	\$ -	\$ -	
5. Expenses Associated with Economic Support				
a. Small business grants for business interruptions	\$ -	\$ -	\$ -	
b. Payroll support programs	\$ -	\$ -	\$ -	
c. Emergency financial assistance	\$ -	\$ -	\$ -	
d. Program to prevent eviction/assist in preventing homelessness	\$ -	\$ -	\$ -	

e. Unemployment insurance costs related to COVID-19	\$	-	\$	-	\$	-	\$	-	-
f. Other:	\$	-	\$	-	\$	-	\$	-	-
Sub-Total	\$	-	\$	-	\$	-	\$	-	-
6. Expenses to Respond to Second Order Effects of COVID-19									
a. Creation of PPE reserve or intensive care unit capacity	\$	-	\$	-	\$	-	\$	-	-
b. Increase in solid waste disposal (e.g. PPE)	\$	-	\$	-	\$	-	\$	-	-
c. Remarketing convention facilities & tourism industry	\$	-	\$	-	\$	-	\$	-	-
d. Continuation of equipment previously scheduled for decommission	\$	-	\$	-	\$	-	\$	-	-
e. Continuation of lease on office space or equipment	\$	-	\$	-	\$	-	\$	-	-
f. Other:	\$	-	\$	-	\$	-	\$	-	-
Sub-Total	\$	-	\$	-	\$	-	\$	-	-
7. Other COVID-19 Expenses Reasonably Necessary									
a. Other:	\$	-	\$	-	\$	-	\$	-	-
b. Other:	\$	-	\$	-	\$	-	\$	-	-
c. Other:	\$	-	\$	-	\$	-	\$	-	-
d. Other:	\$	-	\$	-	\$	-	\$	-	-
Sub-Total	\$	-	\$	-	\$	-	\$	-	-
Total Expenditures for Reporting Period	\$	-	\$	-	\$	-	\$	-	-
Refer to Term & Conditions for additional information									
Remaining Balance of Allocation	\$	-							

Local Government Coronavirus Relief Fund Expenditures (CFDA 21.019)

SFY 2020-2021

Local Government Name	
Type of Government (e.g. county, city)	
Point of Contact Name and Title	
Point of Contact Email, Phone	Phone:
Email:	
Reporting Period	
Allocation	\$ -

Eligible Expenditures	SFY20 Expenditure Mar-Jun, 2020	SFY2021 July	SFY2021 August	SFY2021 September	SFY2021 October	SFY2021 November	SFY2021 December	Total Expenditures
1. Medical Expenses								
a. Public hospitals, clinics and similar facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
b. Temporary public medical facilities & increased capacity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
c. COVID-19 testing, including serological testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
d. Emergency medical response	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
e. Telermedicine capabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
f. Other:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Public Health Expenses								
a. Communication and enforcement of Public health measures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
b. Medical and protective supplies, including sanitation and PPE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
c. Disinfecting public areas and other facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
d. Technical assistance on COVID-19 threat mitigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
e. Public safety measures undertaken	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
f. Quarantining individuals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
g. Contact tracing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
h. Other:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Payroll Expenses for Public Employees Dedicated to COVID-19								
a. Public safety	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
b. Public health	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
c. Health care	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
d. Human services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
e. Paid sick and paid family and medical leave to public employees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
f. Other:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Expenses to Facilitate Compliance with COVID-19 Measures								
a. Food access and delivery to residents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
b. Distance learning tied to school closings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
c. Improving telework capabilities of public employees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
d. COVID-19-related expenses in jails/prison	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
e. Care and mitigation services for homeless/vulnerable populations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
f. Improving social distancing measures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
g. Other:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

5. Expenses Associated with Economic Support												
a. Small business grants for business interruptions	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
b. Payroll support programs	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
c. Emergency financial assistance	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
d. Program to prevent eviction/assist in preventing homelessness	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
e. Unemployment insurance costs related to COVID-19	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
f. Other:	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Sub-Total	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
6. Expenses to Respond to Secondary Effects of COVID-19												
a. Creation of PPE reserve or intensive care unit capacity	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
b. Increase in solid waste disposal (e.g. PPE)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
c. Remarketing convention facilities & tourism industry	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
d. Continuation of equipment previously scheduled for decommission	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
e. Continuation of lease on office space or equipment	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
f. Other:	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Sub-Total	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
7. Other COVID-19 Expenses Reasonably Necessary												
a. Other:	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
b. Other:	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
c. Other:	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
d. Other:	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Sub-Total	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Total Expenditures for Reporting Period	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-

Refer to Term & Conditions for additional information	Remaining Balance of Allocation	\$	-
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3. Job Description Review (For Possible Action):

- A) Review, discussion, and possible approval of a revised job description for the Senior Center Cook position, which will replace both the Head Cook and Assistant Cook job descriptions and positions, and all related matters.

CITY OF CARLIN

Position Description

Title: Cook
Reports to: Senior Center Director
Department: Senior Center

Status: Non-Exempt
Location: Senior Center
Date: 06/25/2020

Pay Grade: 7, Step 1

\$9.50/Hour, Part-Time Non-Exempt Employee

General Purpose of Position:

Performs a variety of cooking duties including planning and preparing meals and menus, taking and maintaining inventory and assisting the Director with financial and administrative functions in the Senior Center of the City of Carlin.

Essential Duties and Functions: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

1. Prepares menus according to the Nutrition Program and submits same to the Nevada Division of Aging Services for approval.
2. Prepares and serves meals to Congregate clients.
3. Prepares and packages meals for Homebound delivery.
4. Washes and sanitizes dishes and utensils each day.
5. Cleans kitchen, including but not limited to, floors, walls, appliances, exhaust hood, shelves, storage containers, and ceiling vents.
6. Maintains sanitary and safe work environment at all times and complies with all local, state, and federal mandates regarding safe food handling practices.
7. Orders, marks and keeps records of all foods, tracks inventory, and ensures items ordered are received. Assists with shopping and putting away all food items received.

8. Responsible for maintaining the proper upkeep of all kitchen equipment and sanitary and safe storage rooms.
9. Drive and operate large motor vehicles safely, such as the Senior Center vans and buses.
10. Assist the Executive Director in administrative and other duties as needed.
11. Attends all relevant training classes required by the City of Carlin and Nevada Division of Aging.

Other Duties:

As assigned by the Executive Director.

Qualifications for Employment:

Knowledge and Abilities:

Knowledge of

- Cooking techniques and methods
- Inventory procedures and menu planning
- Supervisory principles and practices
- Basic financial and inventory record keeping

Ability to

- Learn and follow complex instructions, prepare and read recipes
- Interact positively with senior citizens who may have a variety of physical and/or mental infirmities.

Certifications/Licenses:

A valid Nevada driver's license or ability to obtain one within 6 months of hire.

Training & Experience

Must have earned a high school diploma or equivalent and have at least two years experience in food preparation for large groups and/or for senior citizens or any equivalent combination of training, education and/or experience, which demonstrates an

understanding of preparing nutritional meals for large groups and/or for senior citizens and/or a closely related field.

Tools and Equipment Used:

Personal Computer, including word processing; 10-key calculator; telephone with modem capabilities; copy machine; fax machine; stove, dishwasher, cleaning supplies and kitchen appliances.

Physical Requirements:

- The employee must occasionally lift and/or move up to 50 pounds;
- Employee must be able to lift items onto racks/shelves above head and have stamina to stand for long periods;
- Employee will be exposed to heat from oven and stovetop;
- Employee must also have ability to bend to place supplies at lower levels and be able to identify materials and read measuring devices;
- Employee must answer and talk on a telephone and interface with the public, city officials and other staff.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Employee Signature/Date

Senior Center Director Signature/Date

City Manager/Date

4. New Business – Police Department (For Possible Action):

- A) Review, discussion, and possible approval of the City of Carlin's Police Department Policies, and all related matters.
- B) Review, discussion, and possible approval of the purchase of a 2019 Ford F-150 Series Pickup Truck to be used as a Police Vehicle, and all related matters.



Carlin Police Department Policies

Foreword

This policy manual is dedicated to the concept that a professional law enforcement organization must be operated within the rules of law and guided by clearly established rules and regulations. The policies, rules and regulations contained herein have been developed over time and are anchored in tradition and law. These rules and regulations are adopted in the interest of discipline and efficient police service and are not intended to create higher standards than imposed by law. Since it is impossible to anticipate every situation that may arise or to prescribe a specific course of action in each scenario, all members are expected to exercise common sense and good judgment in the delivery of police services to the community.

This policy manual is a living document, subject to change, and constantly evolving. Policies are subject to amendment, revocation or revision at any time as the needs of the agency may require. Please notify the chief of police if any area of this manual needs correction or if there are suggestions or comments for future issues or new policies. Any assistance is appreciated.

Throughout your career with this organization, there will be many times when you will need to refer to this document. Stay abreast of changes and updates. Be informed and inform your colleagues of changes. Above all, understand and know what the rules are and follow them.

Law enforcement agencies throughout this nation have similar policy manuals. This manual, however, is unique to the Carlin Police Department in that it provides us with sound operating principles by which to do our jobs. Please refer to it periodically and consider the manual as a tool, just as the tools on your belt that are needed in the course of doing your job.

This manual is a reflection of the core values and ethics for the Carlin Police Department. As you read through it, please remember that an organization is only as good as its employees. The integrity of the Carlin Police Department rests with the actions of its members. The policies in this manual are guidelines to assist with the regulation of conduct. Our community's perception of the Carlin Police Department is based on the competence and ethical deportment of our officers and staff. These policies will help to ensure that public trust is well placed.

In summary, this manual is to be used as a guide to consistently do the right thing for the community, as long as it is safe, legal, and ethical. Remember, we are a nation of laws, and an office of laws and policies. In order for us to do our job, with respect to serving and protecting our communities, we are and must be held to a higher standard. We have the most sacred of all trusts in our possession, that being the trust of the public. Adhering to the policies and procedures in this manual will help to ensure that trust is never violated.

Carlin Police Department Policies



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Carlin Police Department Policies

Chapter 1 DEPARTMENT ADMINISTRATION

100 Mission/Vision/Core Values

CARLIN POLICE DEPARTMENT MISSION STATEMENT

The members of the Carlin Police Department are committed to serving and protecting our community by ensuring its security and safety through excellence in policing.

CARLIN POLICE DEPARTMENT VISION STATEMENT

The Carlin Police Department shall achieve its mission by providing effective, fair, honest and proactive law enforcement and public safety services to everyone in our community to reduce the fear of crime.

CARLIN POLICE DEPARTMENT CORE VALUES

The Carlin Police Department holds these values in the highest regard, to achieve its mission and vision as well as to maintain our community's trust.

Respect: The members of the Carlin Police Department shall treat every individual they contact with honesty, respect and fairness.

Accountability: The members of the Carlin Police Department shall hold themselves to a higher standard of conduct at all times and shall set an example for others to follow.

Professionalism: The members of the Carlin Police Department shall maintain the highest level of professional standards while performing the duties of their assignment.

Integrity: The members of the Carlin Police Department shall do the right thing, at the right time, for the right reasons.

Discipline: The members of the Carlin Police Department shall perform their duties with restraint and shall not violate the rights of the people they serve.

101 Legal Authority

Law enforcement officers are granted the ability and responsibility to perform their duties and functions based on established legal authority. The Carlin Police Department's authority is established through the United States Constitution, the Constitution of the State of Nevada, and Nevada Revised Statutes.

The Carlin Police Department does not tolerate abuse of law enforcement authority by any employee.

102 Code of Ethics

Carlin Police Officers shall adhere to the following code of ethics while members of this department:

My fundamental duty is to protect the constitutional rights and freedoms of the people whom I have been sworn to uphold.

I will serve my community, this agency, and my fellow law enforcement officers with honor and to the best of my ability. I will perform all of my duties in a professional and competent manner. I consider the ability to be courageous and to exercise restraint in the use of my power and authority to be the ultimate public trust.

I accept that I must consistently strive to achieve excellence in learning the necessary knowledge and skills associated with my assigned duties. I will keep myself physically and mentally prepared



Carlin Police Department Policies

so that I am capable of performing my assigned duties according to the standards expected of my position.

I will be fully truthful and honest in my dealings with others. I deplore lies and half-truths that mislead or do not fully inform those who must depend upon my honesty. I will obey the very laws that I am sworn to uphold. I will comply with the standards of my department and the lawful directions of my supervisors.

I will treat others with courtesy at all times. I consider it to be a professional weakness to allow another's behavior to dictate my response. I will not allow the actions or failings of others to be my excuse for not performing my duties in a responsible, professional, ethical and expected manner.

I will empathize with the problems of people with whom I come into contact. However, I cannot allow my personal feelings, prejudices, animosities, or friendships to influence the discretionary authority entrusted to my job. I will avoid conflicts and potential conflicts of interest that could compromise my official authority or public image.

While I consider the way I choose to conduct my private affairs a personal freedom, I accept full responsibility for my actions, as well as inactions, while on duty and off duty, when those actions bring disrepute on the public image of my department, my fellow officers, and the law enforcement profession.

I hold the authority inherent in my position to be an affirmation of the public's trust in me as a Carlin Police Officer. I do not take this trust lightly. As long as I remain in this position, I will dedicate myself to maintaining this trust and upholding all the ideals of the Carlin Police Department and the law enforcement profession.

103 Policy Manual Guidelines

This policy manual is a statement of the current policies, rules, and guidelines of the Carlin Police Department. This manual is designed to balance the Carlin Police Department's direction with the employee's ability to wisely use their discretion in performing their duties. Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized, however, that law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines.

It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members under the circumstances reasonably apparent at the time of any incident.

This policy manual shall supersede other Carlin Police Department policy documents. All prior and existing manuals, orders, and regulations which are in conflict with this manual are revoked. Federal, state and county law, as well as court rulings, will have priority over policy manual language.

The chief of police shall be considered the ultimate authority for the provisions of this manual and shall ensure compliance with all applicable federal laws, state statutes and local ordinances.

The policy manual will be reviewed and updated annually. Annually, the Chief of police will cause the manual to be reviewed and updated as necessary to ensure the policy manual conforms to actual operation of the Carlin Police Department and complies with applicable laws, statutes and ordinances. The chief of police will ensure that employees under his/her command are aware of



Carlin Police Department Policies

any policy manual updates. The chief of police shall forward any policy manual updates to all personnel via electronic mail.

Carlin Police Department employees suggesting revision of the contents for the policy manual shall forward their suggestion, in writing, to the Chief of Police, who shall review all recommendations regarding proposed changes.

The Chief of police is responsible for issuing Special Orders which shall modify those provisions of the manual to which they pertain. Special Orders shall remain in effect until such time as they may be permanently incorporated into the manual. Special Orders may be issued to modify those provisions of the policy manual to which they pertain and shall remain in effect until such time as they may be permanently incorporated into the manual. Special Orders will be forwarded to all employees by the chief of police or his/her designee via electronic mail.

Employees shall be responsible for reviewing the policy and/or special order material and seeking clarification as needed. Each employee shall acknowledge receipt by return e-mail, review the revisions and seek clarification as needed.

All employees are expected to conform to the provisions of this policy manual.

As a condition of employment, all employees are required to read and understand, and if necessary, obtain necessary clarification of this Department's policies.

Each member is required to sign a Statement of Receipt acknowledging that they have had a copy of the policy manual made available to them, along with any subsequent Special Orders or changes, and understand they are responsible to read, become familiar with and understand its contents. All employees are responsible for keeping abreast of all policy manual revisions.

A computerized digital version of the policy manual will be made available on the Department's network drive for access by all employees.

No changes shall be made to this version without express authorization from the chief of police.

Annual training on the contents of the policy manual will be facilitated by the chief of police or his/her designee

104 Chain of Command

The Carlin Police Department chain of command is as follows: chief of police, officer. During an absence of the chief of police, the chief shall designate a command officer.

It is the responsibility of each employee to properly use the chain of command to insure a level of efficiency of department function and to maintain the level of authority and responsibility of the established chain of command. The chain of command may be bypassed when immediate action is required or when the use of chain of command would unduly hinder the efficient performance of the employee's assigned duty.

105 Department Administrations

The organizational structure of the Carlin Police Department is designed to create an effective and efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

106 Media Relations

The ultimate authority and responsibility for the release of information to the media shall remain with the chief of police, however, in situations not warranting immediate notice to the chief of police and in situations where the chief of police has given prior approval, a designated public



Carlin Police Department Policies

information officer may prepare and release information to the media in accordance with this policy and the applicable law.

107 Department Use of Social Media

The Carlin Police Department may use social media as a method of effectively informing the public about office services, issues, investigations and other relevant events. Carlin Police Department employees shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

108 Notification of Significant Events

Certain incidents should be brought to the attention of the Carlin Police Department administration to facilitate the coordination of activities and ensure that inquiries from the media and the public are properly addressed. Employees must report any unique or serious situations to the chief of police in a timely manner. If attempts to contact the chief of police are unsuccessful, the city manager should be notified. If, after a reasonable amount of time, the employee is unsuccessful in reaching the city manager, he/she should attempt to make contact with the mayor.

Chapter 2 DEPARTMENT PERSONNEL

200 Hiring Practices

The policy of the Carlin Police Department is to hire only those persons qualified for employment in law enforcement. This agency seeks the highest level of professionalism and integrity by its members and recognizes that this commitment begins with the selection of candidates for this agency.

201 Fitness for Duty

It is the Carlin Police Department's responsibility to the public and intent to ensure that every employee is fit for duty and fully able to perform their assigned job functions and duties. Officers reporting for duty are required to be free from physical, emotional or mental conditions which might adversely affect the performance of duty and their exercise of public safety powers and responsibilities.

202 Drug and Alcohol Free Workplace

The Carlin Police Department discourages alcohol and drug abuse and strives to achieve a work force free from the influence of drugs and/or alcohol (NRS 618.375 and NRS 618.385). Carlin Police Department employees will report for work in an appropriate mental and physical condition. Carlin Police Department employees shall not report for duty or work while under the influence of drugs and/or alcohol. The Carlin Police Department reserves the right to randomly test its employees for the presence of drugs and/or alcohol.

203 Tobacco Use

The Carlin Police Department recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the department and its members. For the purpose of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches, and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

204 Code of Conduct



Carlin Police Department Policies

It is the policy of the Carlin Police Department that officers conduct themselves both on and off duty in a manner that reflects high ethical standards consistent with the values and mission established by this agency and the expectations of the community it serves. It is not mandatory that conduct violates a specific policy, procedure, law, ordinance or rule and is cited to sustain misconduct. Policies, procedures, laws, ordinances or rules are not intended and cannot possibly cover every type of misconduct.

205 Grievance Procedure

Whenever possible, disputes should be resolved informally at the lowest level in the employee's chain of command. All employees are encouraged to engage in free and open communication to resolve differences without resorting to a formal process.

When attempts at informal dispute resolution are unsuccessful, employees may initiate the grievance procedure described herein.

This grievance procedure shall not be used in addition to any other grievance procedures that may be in effect through the governing jurisdiction or an eligible employee's collective bargaining agreement.

Under no circumstances shall more than one procedure be used to redress the same grievance. Use of this or other grievance procedures does not preclude employees from seeking legal remedies as appropriate.

206 Nepotism

The Carlin Police Department ensures equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination, or actual or potential conflicts of interest by or between members of this office. These employment practices include: recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

207 Reporting for Duty

Employees are expected to be on-duty at their designated duty station or area of responsibility, fully prepared to perform the necessary duties, designated tasks and/or performance functions of their job assignment at their pre-determined, regularly scheduled shift, date and/or time. If an employee is unable to report for duty for any reason, he/she shall promptly notify his/her immediate supervisor.

Employees are expected to regularly and consistently work their scheduled 40 hour/84 hour work assignment. Employees shall comply with all procedures regarding sick leave, vacation leave, meal periods, break periods and the procedures for on-call and call-out duties. Excessive, unexcused and/or unauthorized absence from duty or chronic tardiness by an employee will not be tolerated.

208 Timesheets and Payroll

Timesheets are submitted to Carlin City Manager's Office through the Carlin Police Department Administration for the payment of wages. Each employee is responsible for the accurate and timely submission of his/her hours worked to his/her immediate supervisor for review and approval.

209 Breaks

Employees are authorized to take meal breaks and personal breaks during their regularly scheduled shifts.



Carlin Police Department Policies

210 Personnel Complaints

The Carlin Police Department takes all complaints regarding the conduct of its employees seriously. This department will accept and address all complaints of employee misconduct from both internal and external sources in accordance with this policy and applicable federal laws, state statutes and local ordinances. It is the policy of this department to ensure that the community it serves can report misconduct without any concern for reprisal or retaliation (NRS 289.055). A personnel complaint consists of any allegation of misconduct or improper job performance against any employee that, if true, would constitute a violation of any department policy, federal law, state statute or local ordinance. Any employee or member of the public may make a personnel complaint in writing, by e-mail, in person or by telephone. Allegations of misconduct that, even if true, would not violate a department policy, federal law, state statute or local ordinance may be handled informally by the chief of police, and shall not be considered a personnel complaint, as they generally include clarification regarding policies, procedures or the department's response to specific situations.

211 Administrative Investigations

Administrative investigations shall only be initiated by the Chief of Police or the City Manager. The designated administrative investigator shall ensure that all administrative investigations are completed in an unbiased, fair and expeditious manner. During the course of an administrative investigation, the administrative investigator is under the direct command of the Chief of Police and may cross all supervisory and chain of command lines as required. Carlin Police Department employees shall fully cooperate with an administrative investigation, providing prompt, honest, and complete statements regarding their knowledge of the subject of an investigation (NRS 289.060). Employees shall promptly provide any physical evidence, recordings, photographs and/or any other articles relevant to any administrative investigation. Administrative Investigations will be conducted in compliance of NRS Chapter 289 and the collective bargaining agreement of the affected employee. Establishment of procedures for investigating complaints and allegations of employee misconduct is crucial to demonstrate and protect this agency's integrity. This agency shall accept and investigate fairly and impartially all complaints of employee conduct to determine the validity of allegations and to impose any disciplinary actions that may be justified in a timely and consistent manner.

212 Administrative Leave

When a complaint of misconduct is of a serious nature, or when circumstances practically dictate that it would be appropriate, the chief of police may temporarily assign an accused employee to administrative leave with pay, pending the conclusion of an administrative investigation.

213 Discipline

The uniform application of discipline incorporates a systematic progression of applied discipline as necessary and determined on a case by case basis. The progressive discipline concept provides a range of actions that can be administered in a given situation that would be fair and appropriate, dependent upon the nature of the offense or policy violation, any extenuating, aggravating or mitigating circumstances and the severity of the misconduct. The progressive discipline concept does not indicate that disciplinary actions must start at any particular point and will progress to



Carlin Police Department Policies

any particular point for all offenses or policy violations. The chief of police will ultimately be responsible for discipline actions that are imposed within the progressive discipline concept.

The exercise of corrective action requires foresight and planning rather than mere reaction. It involves the evaluation of the human factor which, when combined with proper motivation and recognition of individual and group effort, results in self-discipline. Methods of correcting inappropriate behavior may range from counseling, where the immediate effect is on the individual, to corrective sanctions, or termination of employment, where the positive effect is in the reassurance to other employees and the community that unacceptable conduct will not be tolerated. In each case, care must be taken to obtain a desired and just result and the uniform application of corrective action, including discipline, department wide. Disciplinary action may only be administered to an employee for good cause.

214 Confidentiality of Personnel Files

It is the intent of the Carlin Police Department to maintain the confidentiality of all personnel records. Except as provided by this policy or pursuant to lawful process, confidential personnel records shall not be disclosed to any unauthorized person(s) without the express prior consent of the involved employee or by written authorization of the chief of police. This policy is not intended to preclude access and review of personnel records by management personnel during the performance of official duties.

215 Brady Materials

The Carlin Police Department has a duty to disclose to every defendant any evidence that which is both favorable and material to the guilt and/or punishment of the defendant (*Brady v. Maryland* decision (373 U.S. 83 (1963))). The chief of police or his/her designee may examine any employee's personnel records at any time to determine whether any "BRADY" material is contained therein, and, if located, shall notify the Elko County District Attorney's Office, and/or the Carlin City Attorney's Office of the presence of any such material. Should a CPD employee's credibility, related to "BRADY" material in the employee's personnel records, in the context of the employee acting as a witness for the prosecution, access to that employee's personnel records by either the prosecuting attorney or the criminal defendant shall be limited to that which is allowed by law and/or the order of the court.

216 Employee Speech

Employee conduct both on and off duty must meet a high standard. This includes, but is not limited to, conduct related to political activity, endorsements, advertisements, and materials posted on the internet or disseminated electronically. Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as a member of any recognized employee associations.

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Carlin Police Department will



Carlin Police Department Policies

carefully balance the individual employee's rights against the department's needs and interests when exercising a reasonable degree of control over its employees' speech and expression.

217 Biased Based Policing

The policy of the Carlin Police Department is to respect the rights of all persons who officers come into contact with during any law enforcement operation. The Carlin Police Department prohibits the use of race, ethnicity, gender, or national origin as a reason to restrict liberty, or exercise any other police power upon an individual, except in those cases where one of the classifications above is a descriptive factor concerning a suspect.

218 Employee Computer/Software/Personal Communication Device Use

Carlin Police Department employees shall properly use Carlin Police Department information technology resources, including computers, all electronic and or mobile devices, hardware, software, and systems as required. The Carlin Police Department allows employees to utilize Carlin Police Department issued personal communication devices (PCD) and to possess personally owned PCDs in the workplace, subject to certain limitations. A PCD includes telephones, smartphones, tablets, personal digital assistants and/or any similar wireless two-way communications and/or portable Internet access devices. In addition to PCDs, the Carlin Police Department provides certain employees computing devices such as computers, mobile digital terminals, laptops, and tablets, software, and data storage devices for job related functions.

Employees are issued a specific Carlin Police Department email address for professional and business use. PCD and computing device use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, e-mailing, using video or camera features, playing games, and accessing sites or services on the Internet. Any computing device or PCD used while on duty, or used off duty in any manner reasonably related to the business of CPD, will be subject to monitoring and inspection consistent with the standards set forth in this policy and procedure. The inappropriate use of a PCD or computing while on duty may impair officer safety and may lead to discipline as a violation of policy or procedure.

Any employee utilizing any PCD, or computing device, computer, electronic storage device or media, internet service, phone service, information conduit, system or other wireless service provided by or funded by the Carlin Police Department expressly acknowledges and agrees that the use of such service, whether for business or personal use, shall remove any expectation of privacy the employee, sender and recipient of any communication utilizing such service might otherwise have, including as to the content of any such communication. This Department also expressly reserves the right to access and audit any and all communications (including content) sent, received and/or stored through the use of such service.

219 Harassment

It is the policy of the Carlin Police Department that all employees have the right to work in an environment free of all forms of harassment and discrimination by employees, whether sworn civilian or volunteer, or other non-employees who conduct business with this agency. This agency considers harassment and discrimination of others serious employee misconduct.

220 Employee Involved Criminal Activity

Carlin Police Department employees shall promptly notify the chief of police, in writing if they are convicted of any crime, or become personally involved in any criminal activity, criminal



Carlin Police Department Policies

investigation or criminally charged incident in which they are a suspect, victim or material witness. Employees shall also promptly notify the chief of police, in writing, if they become the subject of a domestic violence protection or similar court order. Certain criminal or civil orders or convictions may restrict or prohibit an employee's ability to properly perform official duties. Any employee failing to promptly notify the chief of police pursuant to this policy may be subject to disciplinary action.

221 Employee involved Domestic Violence

This policy offers a comprehensive, pro-active approach to domestic violence by police department employees with an emphasis on victim safety. It delineates a position of zero tolerance by the department. It is imperative to the integrity of the profession of policing and the sense of trust communities have in their local law enforcement agencies that leaders, through the adoption of clear policies, make a definitive statement that domestic violence will not be tolerated. In the process of implementing this policy, the department should review the records of all employees to determine whether convictions for qualifying misdemeanor crimes of domestic violence (MCDV) or valid extended protection orders exist. If an employee is found to have a MCDV or is the subject of a qualifying extended protection order, the Elko County District Attorney's Office shall be consulted immediately regarding continued employment or duty assignment.

Federal law prohibits police employees convicted of qualifying misdemeanor domestic violence crimes from possessing firearms. Employees found guilty of a qualifying domestic violence crime through criminal proceedings shall be terminated.

The Carlin Police Department will adhere to a zero-tolerance policy towards police employee domestic violence and will not tolerate violations of the policy. The department will provide ongoing training to every employee on domestic violence and the zero-tolerance policy throughout all phases of the police employee's career.

While prioritizing the safety of victims, this policy is designed to address prevention through hiring and training practices, provide direction to chief of polices for intervention when warning signs of domestic violence are evident, institutionalize a structured response to reported incidents of domestic violence involving employees, and offer direction for conducting the subsequent administrative and criminal investigations. Components of the policy include: Prevention and Training, Early Warning and Intervention, Incident Response Protocols, Victim Safety and Protection, and Post-Incident Administrative and Criminal Decisions.

222 Civil Litigation

Litigation alleging misconduct by law enforcement officers has increased dramatically. Such litigation can be extremely expensive and harmful to the reputation of the department and its employees.

It is the policy of the Carlin Police Department to take such proactive measures as are possible to avoid civil litigation through personnel training, supervision, and adherence to departmental policy and procedures among other means; to take such steps as are necessary following high-risk incidents to document the event and actions of agency employees; and to maintain a strong and coordinated response to civil litigation involving this agency and its employees.

223 Subpoenas and Court Appearances



Carlin Police Department Policies

The success of a criminal prosecution is determined not solely by the quality and quantity of evidence but by the manner in which it is presented by law enforcement officers in a court of law. An officer's appearance, demeanor, attitude, and ability to accurately convey evidence in a fair and professional manner are essential in efforts to bring a criminal prosecution to a just conclusion. Therefore, it is the policy of the Carlin Police Department that officers adhere to court scheduling, preparation, appearance, and testimonial guidelines provided herein. Employees who receive subpoenas related to their employment with this office shall follow policy and procedures. Compliance is mandatory on all cases for which they have been properly served civil or criminal subpoenas. Employees shall cooperate with the prosecution to ensure the successful conclusion of a case. Procedure with prosecutor's office has been established to provide for the acceptance of subpoenas and to ensure that employees appear when subpoenaed, or are available to appear in court when requested and present a professional appearance (NRS 289.027).

224 Employee Evaluations

The objective of the employee evaluation system is to document work performance for both this department and the employee, giving recognition for good work and providing a guide for progressive and continuous improvement.

The performance evaluation is a gauge in measuring performance and is used for making personnel decisions relating to merit pay, promotion, assignment, discipline, demotion, and termination.

The performance evaluation also provides a guide for mutual work planning and review, and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

225 Employee Recognition

Recognition may be in order, whenever an employee performs his/her duties in an exemplary manner. A meritorious or commendable act by an employee may include, but is not limited to the following: Superior handling or resolution to a difficult situation; Conspicuous bravery or outstanding performance by any employee; Any action that is above and beyond the typical duties of an employee.

226 Career Development

The ability of the Carlin Police Department to meet current and long-range goals and objectives in an efficient and effective manner is largely dependent upon the level of skill, knowledge and ability employees bring to their individual assignments, duties and responsibilities. Therefore, it is the policy of the Carlin Police Department to provide, to the degree possible, counseling, training and professional development opportunities and assistance to employees in choosing, preparing, entering and progressing in agency job assignments and job specialties as well as individual professional growth opportunities that will promote production, efficiency and effectiveness in job performance and improve the overall level of job satisfaction.

227 Off-Duty Officer Actions

Out-of-uniform, off duty officers may confront criminal activity to which they should take, or must decide whether to take, enforcement action. When engaged in off duty enforcement of this type,



Carlin Police Department Policies

non-uniformed officers risk being mistaken as criminal suspects by responding officers. The following protocols are intended to define when off duty, non-uniformed enforcement action is authorized and how it should be conducted in order to reduce the potential of officer-on-officer shootings and related injuries. This policy is also intended to limit unnecessary enforcement action by off duty officers.

228 Employee Appearance

Professional appearance of employees furthers the goals of this department by projecting a positive and professional image to the public. A positive image also reflects an employee's sense of pride, self-confidence, and command presence, which can enhance overall effectiveness. As such, this policy provides employees with departmental requirements for on-duty appearance related to grooming and personal hygiene.

229 Uniforms and Equipment

The uniform policy of the Carlin Police Department is established to ensure that uniformed employees are readily identifiable to the public through the proper use and wearing of the authorized uniform of this office. All officers will maintain uniforms and equipment in clean, neat, and fully operational condition. The chief of police shall be the final authority on uniform standards.

230 Department Badges

The Carlin Police Department authorized uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

231 Body Armor

It is the policy of the Carlin Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

232 Department Owned Property

Carlin Police Department Employees are expected to properly care for property issued, assigned, or entrusted to them. Employees may also suffer occasional loss or damage to issued, assigned, or entrusted property while performing their assigned duty. Certain procedures are required depending on the type of loss. Employees are responsible for the safekeeping, serviceable condition, proper care, use, and replacement of property assigned or entrusted to them. Any employee's intentional or negligent abuse or misuse of Carlin Police Department property may lead to discipline including, but not limited to, the cost of repair or replacement.

233 Employee Owned Property

A request to carry personal property while on duty may be made to the chief of police. Those employees having their personal property approved understand that if those item(s) are lost, damaged, destroyed or stolen they will not be entitled to reimbursement. It is also understood that any liabilities arising out of the use of such property will be the employee's sole responsibility. Claims for reimbursement for damage or loss of personal property must be made to the chief of



Carlin Police Department Policies

police. The chief of police may require a separate written report of the loss or damage (NRS 289.800).

234 Inspections

Inspections of the Carlin Police Department shall be conducted on a regular basis to help ensure that the department is operating at peak efficiency and in compliance with established professional standards. When conducted properly, inspections enable the chief of police to assess the department's ability to perform its mission and provide them with the information necessary to plan for the improvement of the department's operations. Inspections are a vital component of departmental self-assessment and as such will be carried out with care, attention to detail, and with the full cooperation of all personnel concerned.

235 Communicable Diseases

It is the responsibility of this agency to ensure that its employees are able to perform their duties in a safe and effective manner. The safe performance of daily operations can be threatened by life-endangering communicable diseases. It shall be the policy of the Carlin Police Department to provide employees with up-to-date training and information that will help minimize potential exposure while increasing employee understanding of the nature, risks, and routes of transmission of the diseases.

236 Line of Duty Deaths

The Carlin Police Department shall provide liaison assistance to the immediate surviving family of an active duty employee who dies or is seriously injured in the line of duty, and to provide them with support during this traumatic period of readjustment. This responsibility includes tangible and intangible emotional support and assistance during this traumatic period of readjustment. Continued emotional support for the family is essential and shall be provided.

It is the policy of the Carlin Police Department to respond in a prompt, organized manner to the death or serious injury of a member and/or family member through effective procedures. Appropriate agency provided services include notifying the family of the dead or injured member in a timely, personal manner, assisting the family at the hospital, supporting the family at the funeral and burial, helping the family with legal and benefits matters, counseling the family regarding finances and other possible problems, supporting the family during criminal proceedings (if any), and maintaining long-term contact with the family and keeping informed of their needs.

237 Civilian Personnel

The efficiency and effectiveness of law enforcement agencies is enhanced when sworn and non-sworn personnel are appropriately used to perform those functions that are best suited to their special knowledge, skills and abilities. Therefore, the Carlin Police Department shall employ civilians for selected functions that do not require the authority of a commissioned officer, thereby freeing sworn personnel for enforcement functions and capitalizing upon the talents of all employees.

238 Secondary Employment

The Carlin Police Department is considered the primary employer of all Police Department employees. To help insure an employee's ability to perform their Police Department duties effectively and efficiently, and to avoid actual or perceived conflicts of interest or professional



Carlin Police Department Policies

standards for employees engaging in secondary employment, the chief of police shall have sole discretion of approving or denying any employee's secondary employment.

Chapter 3 PERFORMANCE AND CONDUCT

300 Use of Force in Response to Violence, Aggression and Resistance

The Carlin Police Department derives its authority from the community and unreasonable force degrades the legitimacy of that authority. It is the policy of the Carlin Police Department to value and preserve human life. Officers shall use only the force that is objectively reasonable to effectively bring an incident under control, while protecting the safety of the officer and others. The proper use of force is essential for policing. Officers shall use force only when no reasonably effective alternative appears to exist and shall use only the level of force which a reasonably prudent officer would use under the same or similar circumstances.

The decision to use force requires careful attention to the facts and circumstances of each particular case, including the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of the officer or others, and whether he is actively resisting arrest or attempting to evade arrest by flight. In a use of force incident, the governmental interest must match the level of force and intrusion upon an individual's constitutional rights.

In addition, "the reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight...the question is whether the officers' actions are objectively reasonable in light of the facts and circumstances confronting them."

301 Arrests

It is the policy of the Carlin Police Department that all arrests made by departmental personnel shall be conducted professionally and in accordance with established legal principles. In furtherance of this policy, all officers of this department are expected to be aware of, understand, and follow the laws governing arrest.

302 Handcuffing and Restraints

The Carlin Police Department authorizes the use of restraint devices in accordance the use of force policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

303 Electronic Control Weapons

Carlin Police Department officers shall use the minimum amount of force to objectively and reasonably necessary to control or overcome the resistance put forth by individuals who are violent, exhibiting threatening or potentially violent behavior, or physically resisting arrest or detention. Electronic control weapons (ECWs) may be used by authorized and trained personnel in accordance with this use of force policy and additional procedures. The TASER® device is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to officers and suspects. Officers shall only use the TASER device and cartridges that have been issued by the department. Uniformed officers who have been issued the TASER device shall wear the device in an approved holster on their person. The TASER device has limitations and restrictions requiring consideration before its use. The TASER device should only be used when its operator can safely



Carlin Police Department Policies

approach the subject within the operational range of the device. Although the TASER device is generally effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

304 Control Devices

In order to control subjects who are violent or who demonstrate the intent to be violent, the Carlin Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the use of force policy. Control devices may be carried and used by members of this department only if the device has been issued by the Carlin Police Department or approved by the chief of police. Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device. Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

305 Utility Knives

It is the policy of the Carlin Police Department to provide guidelines on the selection of departmentally approved police duty knives, knives an officer may carry, and how and when knives may be carried and used in order to increase officer safety, affect positive public perception, and further reduce department liability. The police utility knife is intended solely for the purpose of carrying out the general duties and designated specialized assignments of police operations; its use as a defensive or offensive weapon is authorized only in exigent circumstances.

306 Firearms

The chief of police shall approve all firearms and ammunition intended for on duty use, whether personally owned or owned by the Carlin Police Department, before such firearms and ammunitions are utilized by any employee. All commissioned and reserve officers are required to possess and be currently qualified with an approved duty handgun, unless excused by the chief of police. No firearms will be carried that have not been annually inspected and approved by the department range master. Except in an emergency or as directed by the chief of police, no firearm shall be carried by an officer who has not qualified with that firearm at a range qualification authorized by the Carlin Police Department.

Any non-commissioned staff member or volunteer who is not authorized to carry a firearm, and who has not met the ongoing training requirements of the Carlin Police Department, is strictly prohibited from carrying or possessing a firearm while on duty, or while engaged in office-related activities. The issuance of a permit to carry a concealed weapon (CCW) does not supersede this policy, as a CCW does not allow for the right to carry in a "jail" facility, per Nevada Statute, and all secure areas of the Carlin Police Department facility, including the parking lot, are considered parts of the Carlin Police Department facility, as Carlin Conservation Camp inmate workers move through those areas. Any employee not authorized to carry a firearm on duty may place the firearm in a securely locked container within the employee's locked vehicle while parked in the secured parking area. Security of all firearms is of extreme importance at all times.

The chief of police may, in his sole discretion, waive the prohibition for individual non-commissioned professional staff to carry a concealed weapon.



Carlin Police Department Policies

307 Officer Involved Shootings

It is the policy of the Carlin Police Department that officer involved shootings, whether on or off duty, be investigated so as to determine whether officer actions conform to law and this department's policy, procedures, rules, and training. This policy may also apply to the investigation of situations in which a person dies while in police custody or while an officer is attempting to effect custody and other serious uses of force.

The Carlin Police Department utilizes other law enforcement agencies, including the Elko Police Department, the Elko County Sheriff's Office, the Washoe County Sheriff's Office, the Reno Police Department and/or the Nevada Department of Public Safety for investigating officer involved critical incidents. These Departments have established policies and procedures for the investigation of an event in which an officer is involved as a principal, victim, or custodial officer, where death or injury likely to cause death was the result of the "use of force," and ensure that such incidents are investigated in a fair and impartial manner. Under this policy, the criminal investigation is generally referred to one or more outside agencies, with a "lead agency" being ultimately responsible for the investigation. Jurisdiction is determined by the location of the critical incident and the agency employing the involved officer or officer.

The purpose of this policy is to provide guidelines that shall be uniformly applied following any officer-involved shooting incident, in order to minimize the chance that officers will suffer from the negative emotional and psychological reactions that can occur after the use of deadly force in an on- or off-duty confrontation. This policy is designed to address the needs of the officer who discharged his or her firearm.

308 Use of Force Review

The Carlin Police Department will objectively evaluate the use of force by its officers to ensure that their authority is used lawfully, appropriately and is consistent with training and policy. A Use of Force Review Board will be convened when the use of force by a officer results in very serious injury or death to another. The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the officer was on- or off-duty, excluding training or recreational use.

309 Police Canines

It is the policy of the Carlin Police Department to utilize patrol canines as a valuable supplement to police resources, due to their superior senses of smell and hearing and their physical capabilities. Utilization of canines requires adherence to procedures that properly control their use-of-force potential and channel their specialized capabilities into legally acceptable crime prevention and control activities.

310 Vehicle Use and Maintenance

The Carlin Police Department provides vehicles for Department related business use, and may assign patrol vehicles based on its determination of operational efficiency, economic impact to the Department, requirements for tactical deployments, and other considerations. CPD owned vehicles shall only be used for official business and, when approved, for commuting to allow employees to respond to Department related business outside their regular work hours. CPD employees are responsible for assisting in maintaining vehicles provided by this office so that they are properly



Carlin Police Department Policies

equipped, properly maintained, properly fueled, and present a clean appearance. Any Carlin Police Department vehicle shall be used appropriately and kept in a safe, serviceable, and clean condition.

311 Seat Belt Use

All Carlin Police Department employees shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on-duty or off-duty, or in any privately owned vehicle while on-duty.

312 Use of Emergency Warning Devices

The Carlin Police Department and its officers shall adhere to statutory restrictions on the use of emergency warning devices (NRS 484A.480) and that such devices are employed only in prescribed conditions and circumstances and in ways that will minimize the risk of accidents or injuries to employees or the public.

313 Code 3 Response

This policy provides for the safe and appropriate response to emergency situations whether dispatched or self-initiated. It is the policy of this department to authorize the operation of a Carlin Police Department patrol vehicle under Code-3 conditions: when in direct pursuit of a suspected law violator; when an accelerated response is justified by the potential for preservation of life; and when an officer is in need of emergency assistance.

314 Vehicle Pursuits

A vehicle pursuit is an event involving one or more law enforcement officers attempting to apprehend a suspect who is attempting to avoid apprehension while operating a motor vehicle by using high speed driving or other evasive tactics such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to an officer's signal to stop.

Vehicle pursuits expose innocent citizens, law enforcement officers, and fleeing violators to the risk of serious injury or death. CPD officers shall balance the safety of the public and themselves against the CPD duty to apprehend violators. Officers shall conduct themselves in a manner that minimizes the potential for pursuit-related collisions. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and other pursuing officers.

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no officer shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved, including those circumstances where the procedures would permit the initiation/continuation of the pursuit.

It is recognized that vehicular pursuit situations are not always predictable and decisions made pursuant to this policy will be evaluated per the totality of the circumstances reasonably available at the time of the pursuit. Officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline, common sense, and sound professional judgment. An officer's conduct during a pursuit must be objectively reasonable under the circumstances. Available management control will be exercised over all vehicle pursuits involving officers from this office. In addition to initial and supplementary Nevada P.O.S.T. training on pursuits, all sworn employees will participate in regular and periodic training by this office addressing this policy and the importance of vehicle safety and protecting the public at all times,



Carlin Police Department Policies

including a recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

315 Radio Communications

Carlin Police Department employees shall use police band radios as their primary means of communication during routine and emergency operations. In the event that radio communications are unavailable, impractical or would endanger lives, cellular telephones are a viable second option to be utilized to communicate with dispatch, other officers and other emergency response entities.

316 Body Worn Cameras

Pursuant to the provisions of NRS 289.830, the Carlin Police Department provides officers and field employees with portable video and audio recorders (including those worn on the employee's person) for use during the performance of their duties. The use of recorders are intended to enhance the mission of CPD by accurately capturing contacts between employees and the public and documenting evidence.

317 Public Recording of Officers

It is the policy of the Carlin Police Department to uphold the Constitutional Rights of all persons. This policy includes ensuring the First, Fourth, and Fifth Amendment rights of individuals to document the conduct of members of this agency through video and audio recording are facilitated.

318 Search and Seizure

The Carlin Police Department respects the fundamental privacy rights of individuals. Employees will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this office will comply with federal and state law governing the seizure of persons and property. The Office will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

319 Social Security Numbers

It is important that the department maintain accurate records of its actions and the identity of individuals who are victims of crimes or subjects of enforcement action. Social security numbers are one form of identification which can be helpful to verify the identity of a person contacted and to maintain accurate law enforcement records, as well as to assist individuals who have been victims of identity theft. Other forms of identification which can be useful in establishing a person's identity include valid, government-issued picture identification (e.g., passport, military identification, consular identification). The intent of this policy is to standardize when social security numbers will be requested, balancing our need to have that information in certain cases with the desire of individuals to protect their social security numbers to the extent possible.

320 Reserve Officer Program

The Carlin Police Department Reserve Unit was established to supplement and assist Carlin Police Department's full-time sworn officers in performing their duties. This unit provides professional, sworn volunteer reserve officers who can augment regular staffing levels. All applicants for the Carlin Police Department's Reserve Officer Program shall be required to meet and pass the same pre-employment procedures as regular full-time Carlin Police Department sworn officers before appointment.

321 Ride-Along Program



Carlin Police Department Policies

The Carlin Police Department ride-along program is offered to residents, students, and other individuals with an interest in law enforcement and the Carlin Police Department.

322 Field Training Program

The field training officer program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Carlin Police Department. It is the policy of this department to assign all newly hired police officers to a structured field training officer program that is designed to prepare the new officer to perform in their new assignment, and possessing all skills needed to successfully operate in a safe, productive and professional manner.

323 Mutual Aid

Carlin Police Department officers may provide assistance whenever possible, consistent with the applicable laws and Carlin Police Department policies when another law enforcement agency requests assistance.

324 Foot Pursuits

Whenever a Carlin Police Department officer decides to engage or continue a foot pursuit a quick and continuous risk assessment must take place. The officer must evaluate the risk involved to themselves, the suspect and the community versus the benefit of continuing the foot pursuit.

325 Limited English Proficiency

It is the policy of the Carlin Police Department to provide equal protection and service to all persons. Toward this end the department recognizes that officers will have contacts with individuals who have limited English proficiency and will take reasonable steps to ensure that these individuals receive equal services and treatment.

326 Mental Illness

Responding to situations involving individuals who officers reasonably believe to be affected by mental illness or in crisis carries potential for violence; requires an officer to make difficult judgments about the mental state and intent of the individual; and necessitates the use of special police skills, techniques, and abilities to effectively and appropriately resolve the situation, while avoiding unnecessary violence and potential civil liability. The goal shall be to de-escalate the situation safely for all individuals involved when reasonable, practical, and consistent with established safety priorities. In the context of enforcement and related activities, officers shall be guided by this state's law regarding the detention of persons affected by mental illness or in crises. Officers shall use this policy to assist them in determining whether a person's behavior is indicative of mental illness or crisis and to provide guidance, techniques, and resources so that the situation may be resolved in as constructive and humane a manner as possible.

327 Homeless Persons

The Carlin Police Department recognizes that members of the homeless community are often in need of special protection and services. The Carlin Police Department will address these needs in balance with the overall mission of this department. It is the policy of the Carlin Police Department to provide law enforcement services to all members of the community, while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

328 Vulnerable Adults



Carlin Police Department Policies

All incidents involving actual or suspected abuse, neglect, or exploitation of a vulnerable adult shall be fully investigated and appropriately documented. Every allegation of abuse, neglect, or exploitation of a vulnerable adult leading to probable cause that abuse, neglect or exploitation occurred shall be documented.

329 Persons with Disabilities

Carlin Police Department employees shall ensure that any person with a disability has equal access to all Carlin Police Department services, programs, and activities. Employees shall make every effort to communicate effectively with individuals with disabilities. The Carlin Police Department will not discriminate against or deny any individual access to services, rights, or programs based upon a disability. Because the nature of any law enforcement contact may vary substantially from one situation to the next, employees should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Employees shall be trained on the types of assistance and resources available to allow communication.

330 Persons with Alzheimer's

The mind-set of a person with AD/D is much different than that of other missing persons. Therefore, questioning, report-taking, investigation and search considerations should be appropriately expanded. It is the policy of the Carlin Police Department that during agency employee contacts and encounters with older adults, consideration will be given to the potential that the individual is lost but is not yet reported missing, or is spatially disoriented and at high risk of becoming lost; persons found with AD/D, whether by an agency employee or a Good Samaritan, are provided with assistance that is appropriate for the AD/D medical considerations; and reports of missing persons with AD/D will be treated as an emergency and a search will begin as soon as reasonably possible.

Chapter 4 OPERATIONS

400 Department Operations

The Carlin Police Department performs two important functions: patrol and investigations. It is the policy of the Carlin Police Department that its officers perform their functions in a consistent, efficient, and safe manner.

401 Daily Activity Reporting

Communications is vital in accomplishing the Carlin Police Department mission. Officers shall communicate daily activity, through emails reporting the officer's calls for service and significant events, and through daily activity reports, documenting statistical information regarding their daily workload.

402 Community Policing Philosophy

The Carlin Police Department recognizes a responsibility to work with our citizens to make the City of Carlin a safer place to live, work and play. We encourage a problem-solving partnership between citizens, businesses, other public agencies and the Carlin Police Department. This partnership identifies community safety issues, determines resource needs, and applies innovative strategies designed to create and sustain healthy and vital neighborhoods. Carlin police officers should be involved in the problem-solving process, giving them the ability to personalize our services and become a powerful equation in the solution. Our commitment to the community is to



Carlin Police Department Policies

work with them as a team to recognize issues and provide solutions to problems before they escalate.

403 Response to Calls for Service

The public relies on The Carlin Police Department for assistance and advice in many routine and emergency situations. For this reason and because there is frequently a potential for crime, it is the policy of this office to make every reasonable effort to respond to calls for service as resources permit and to render such aid or advice as circumstances appear to indicate would be warranted.

When appropriate, officers should refer members of the public to available resources through other public agencies or charitable organizations. Additionally, as the Carlin Police Department understands that persons in crisis may need intervention, CPD will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its employees' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

Police interactions with citizens form the cornerstone of effective police work. With that in mind, all officers shall follow the provisions of this policy to maximize the usefulness of investigatory citizen contacts while observing and respecting the privacy rights of citizens. This policy does not address stops based on reasonable suspicion of criminal activity or frisks of suspects incidental to such stops, nor does it apply to stops of motor vehicles. Officers should refer to protocols contained in this agency's policies on Field Interviews and Pat-Down Searches and Motor Vehicle Stops for further information on these related topics.

404 Preparing Reports

Report preparation is a major part of each Carlin Police Department officer's job. The purpose of reports is to document information, to refresh the officer's memory, and to provide information for follow-up investigation and successful prosecution. Employees should ensure that reports are sufficiently detailed for their purpose and free from errors. Employees shall complete and submit all reports made during the shift before going off duty, unless permission to hold the report has been approved by the chief of police. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody, should not be held. All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard, or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal, or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports, unless specifically identified as such. When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where probable cause exists to believe that a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

405 Investigations

It is the policy of the Carlin Police Department to manage the function of criminal investigation in an effective and efficient manner by coordinating the efforts of the officers and other investigative resources. Carlin Police Department's first response to a report that a crime has been committed is to conduct a preliminary investigation. We do this to collect evidence which establishes that the crime occurred, to identify the person(s) responsible, and to arrest and convict them. The assigned



Carlin Police Department Policies

officer will be responsible for the preliminary investigation unless the crime is major, or that officer does not possess the technical skills to do the necessary investigation.

406 Death Investigations

The investigations of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough.

407 Child Abuse Investigations

Child abuse and neglect has been traditionally regarded as the principal responsibility of child protective services and social welfare agencies. However, research has demonstrated that a large percentage of repeat offenses, many of which involve serious injury or death, involve known offenders. It is the position and policy of this law enforcement agency that effective response to child maltreatment requires cooperative and coordinated efforts between social welfare and law enforcement agencies, and, further, that under certain circumstances, arrest and criminal prosecution are appropriate and the preferred approach to the problem from a preventive standpoint. Once the child's safety has been ensured, the primary responsibility of this agency is to determine whether a crime has been committed and then to identify the responsible party. All reports of child abuse and neglect shall be thoroughly investigated in accordance with this policy and appropriate measures taken consistent with state law that will best protect the interests of the child.

The Carlin Police Department will investigate all reported incidents of alleged criminal child abuse and shall ensure the Nevada Department of Child and Family Services (DCFS) is notified as required by law in such cases. Officers shall notify DCFS when they have received a report of abuse, abandonment, or neglect of a child, or when there is reason to believe that a child has been abused, abandoned, or neglected, or an officer observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment, or neglect per NRS. For purposes of notification, abuse includes injuries without a justifiable explanation and sexual conduct e.g., rape, molestation, incest, other sexual exploitation. Abandonment and neglect include failure to provide support, regular contact, care, subsistence, medical care, etc. See NRS for full definitions. Notification shall be made as soon as practicable, but in all cases within twenty-four (24) hours, to DCFS, and the date and time of the notification shall be documented in the related report.

408 Sex Offender Investigations

The Carlin Police Department recognizes that law enforcement agencies are responsible for notifying communities about the presence of certain registered sex offenders, maintaining registration files, verifying compliance with registration laws, investigating violations of such laws and new offenses, and locating noncompliant or absconded offenders. The Carlin Police Department shall actively ensure compliance of registered sex offenders and shall actively investigate non-compliant sex offenders.

409 Missing Child Investigations

It is the policy of this agency to expeditiously respond to and thoroughly investigate all reports of missing children without regard to jurisdiction, coordinate a response with the appropriate



Carlin Police Department Policies

jurisdiction, and issue emergency notifications as necessary. A child who is missing shall be considered "at risk" until sufficient information to the contrary is confirmed.

410 Missing Adult Investigations

Many missing person reports involve individuals who have voluntarily left home for personal reasons, while other reports are often unfounded or quickly resolved. However, there are many instances in which persons disappear for unexplained reasons and under circumstances where they may be considered at risk. The roles of the complaint taker and initial responding officer are critical in identifying the circumstances surrounding missing persons and in identifying those persons at risk.

It is the policy of the Carlin Police Department that all reports of missing persons be given full consideration and attention by members of the Carlin Police Department to include careful recording and investigation of factual circumstances surrounding the disappearance in accordance with this policy.

411 Hate Crime Investigations

Any acts or threats of violence, property damage, harassment, intimidation, or other crimes motivated by hate and bias and designed to infringe upon the rights of individuals are viewed very seriously by this agency and will be given high priority. The Carlin Police Department shall employ all necessary resources and vigorous law enforcement action to identify and arrest hate crime perpetrators. Also, recognizing the particular fears and distress typically suffered by victims, the potential for reprisal and escalation of violence, and the far-reaching negative consequences of these crimes on the community, this agency shall be mindful of and responsive to the security concerns of victims and their families.

The Carlin Police Department shall develop a standard system for collecting, analyzing, and reporting incidents of crime that are, in whole or in part, directed against individuals because of race, religion, ethnicity, gender, sexual orientation, gender identity, or disability.

412 Identity Theft Investigations

Identity crime is the fastest growing and most serious economic crime in the United States. Although identity crime presents unique challenges, law enforcement agencies have an ethical and professional obligation to assist identity crime victims and bring criminals to justice.

The Carlin Police Department shall take the following measures to respond to identity crime: record criminal complaints; provide victims with necessary information to help restore their pre-crime status; provide victims with copies of reports as required by federal law; work with other federal, state, and local law enforcement and reporting agencies as well as financial institutions to solve identity crime cases; seek opportunities to increase community awareness and prevention of identity crimes; and provide identity crime training to officers.

413 Domestic Violence Investigations

Research reveals that nearly one-third of all female homicide victims in the United States are killed by a husband or boyfriend. Another third of all emergency hospital visits by women are due to injuries sustained in domestic violence. Children are direct or indirect victims of abuse in more than half of such domestic violence cases. Without intervention, the pattern of abusive behavior typically escalates in both frequency and intensity.



Carlin Police Department Policies

Carlin Police Department officers shall thoroughly investigate allegations of domestic violence and stalking to ensure the safety and security of the parties involved. The Carlin Police Department's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior.

It is also the policy of the Carlin Police Department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible. One important means of intervention is issuing court protection orders that limit or prohibit contact between individuals in abusive domestic situations. Therefore, it is the policy of the Carlin Police Department to fully enforce these orders and, to that end, to maintain a system that will provide up-to-date information on these orders to officers responding to domestic disturbances.

414 Crime Scene Processing

Documentation, collection, and preservation of evidence are crucial steps in criminal investigation and often provide the basis for effective identification, documentation, prosecution, and conviction of perpetrators. Personnel handling crime scene investigations shall take all care reasonably possible to ensure the integrity of evidence collected at crime scenes by adherence to this policy and associated departmental training.

415 Evidence Handling

It is the policy of the Carlin Police Department to provide for the safekeeping of all property that comes into the possession of this agency and to ensure that evidence in its custody is properly secured and stored, readily retrievable, and that any changes in its custody have been properly and fully documented. With respect to evidentiary items, the Carlin Police Department shall maintain a proper chain of custody and secure such items in a manner that will ensure that the evidence is available to be admitted at trial.

416 Interview and Interrogation

Interviews and interrogations are an important activity for preventing and investigating criminal activity. Even when conducted with respect for involved citizens and in strict compliance with the law, the interview or interrogation can be perceived by some as police harassment or intimidation conducted in a discriminatory manner against groups or individuals. Officers shall follow this policy to ensure that the legal rights of subjects being interviewed or interrogated are not violated. The U.S. Supreme Court has recognized the emotional and developmental differences between adults and juveniles and the implications that this has on the conduct of juvenile interviews in general and interrogations in particular. These differences must be taken into account when an officer conducts an interview or interrogation of a juvenile. Officers shall follow this policy in order to observe the legal rights of juveniles and protect against charges of police coercion or intimidation during interviews and interrogations of juveniles.

417 Truth Verification Tests

The truth verification examination is a valuable investigative aid when used in conjunction with, but not as a substitute for, a thorough investigation. The truth verification examination may be employed, consistent with this policy, to verify, corroborate, or refute statements; obtain additional investigative leads; narrow or focus criminal investigations; screen candidates for positions with



Carlin Police Department Policies

this or other criminal justice agencies; and assist in the conduct of internal police investigations, among other authorized purposes.

418 Eyewitness Identifications

Eyewitness identification is a frequently used investigative tool. However, erroneous eyewitness identifications have been cited as the most frequent cause of wrongful convictions. As such, deputies shall strictly adhere to the procedures set forth herein, in order to maximize the reliability of identifications, minimize erroneous identifications, and gather evidence that conforms with contemporary eyewitness identification protocols.

419 Crime Victims

As first responders, law enforcement personnel are uniquely positioned to provide trauma-informed care and support to victims of crime as required by law. These efforts can have both an immediate and a long-term impact on the victim's emotional recovery by developing a sense of security and stability and potentially mitigating the traumatic effects of the crime.

It is the policy of this Carlin Police Department to recognize and address the needs and rights of crime victims during each contact; support, provide access to resources, and assist victims as they continue to interact with the criminal justice system; and act as a liaison to appropriate victim assistance and service agencies.

420 Investigative Use of Internet/Social Media

Carlin Police Department personnel shall use computers, computer applications, computer programs, Internet resources and network/Internet communications in a responsible, professional, ethical, and lawful manner. The Carlin Police Department has established guidelines for conducting surveillance, undercover, decoy, and specialized internet and social media investigative operations requiring an understanding of the new technology and its impact on the community. These investigations can be very effective in determining criminal activities of individuals or groups both online and in our community. At times, internet and social networking investigations may provide the only technique available to identify principals and co-conspirators involved in criminal activity. Internet and social networking investigations may be conducted against any type of crime including: organized crime, narcotics, burglars, vice suspects, stalking, child predators and other individuals or groups who commit criminal acts.

421 Response to Barricaded Subjects

When responding to reports of barricaded subjects, the Carlin Police Department shall closely examine the situation and weigh the benefits of forcing the suspect or subject from the location against the potential costs. This agency shall give special consideration to such things as the commitment of agency personnel and resources and the impact this might have on response capability to other critical incidents in the community, the impact on the community surrounding the police operation, the severity of the crime or situation involved, and the agency safety priorities and the recognition of the risks involved when tactics are used to resolve a barricade.

If a decision is made to continue with the resolution effort, minimally intrusive techniques shall be employed until the suspect or subject exits, the agency decides to discontinue the effort and leave the scene, or the agency decides that the minimally intrusive resolution techniques have failed and the need to take the suspect or subject into custody justifies the transition to tactics.



Carlin Police Department Policies

This agency shall generally not use tactics to resolve a barricade situation unless it has lawful justification to arrest the suspect or subject or take him or her into physical custody.

Positive progress in a barricade resolution effort shall be defined as developments that increase the probability that the suspect or subject will be safely taken into custody, as opposed to the mere passage of time.

422 Response to Hostage Situations

The Carlin Police Department shall generally respond to and take necessary steps to free innocent persons who are endangered and being held illegally against their will. During situations that involve conventional hostage takings, this agency shall deploy first responding officers to contain the situation and suspects involved when appropriate, pending the arrival of personnel specially trained in negotiations and tactical problem solving. This policy does not prohibit properly trained and equipped first responding officers from taking direct and immediate action—up to and including deadly force in cases where a hostage is facing deadly jeopardy and the officers' reasonable actions have a high probability of neutralizing the deadly threat or preventing the situation from escalating.

423 Response to Aircraft Accidents

It is the policy of the Carlin Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management. The Carlin Police Department shall work in conjunction with the Federal Aviation Administration (FAA) and the National Transportation Safety Board (NTSB) in conducting aircraft accident investigations.

424 Response to Alarm Calls

The Carlin Police Department shall promptly respond to and thoroughly investigate reported alarm calls.

425 Response to Explosives/Bomb Threats

While many bomb threats are later determined to be hoaxes, they all present particularly serious response requirements for law enforcement agencies. It is the policy of the Carlin Police Department that all responses to bomb threats or emergencies be conducted systematically, efficiently and in a manner that gives primary consideration to the protection of human life.

426 Response to Active Shooter Incidents

It is the policy of this department in situations where ongoing deadly force is reasonably likely to be employed by a suspect—and delay in taking police action could result in injury or death—that rapid intervention of officers at the scene is authorized when such actions are deemed reasonable to prevent further injuries or loss of life.

427 Response to Loud Parties

Loud or large parties on private property can constitute a threat to the peace, health, safety, or general welfare of the public. Officers may be required to make many return calls to loud or large parties in order to restore the public peace and safety. Such return calls drain the manpower and resources of the Carlin Police Department and can leave other areas of the city without adequate levels of police protection so as to create a significant hazard to the safety of citizens and officers.

428 Suspicious Activities

Suspicious people may often be identified by their behavior. The role of a concerned citizen and good neighbor is to report whatever they think is wrong or suspicious to this agency. Public



Carlin Police Department Policies

awareness campaigns such as the Department of Homeland Security's "If You See Something, Say Something" have heightened the public's awareness of suspicious activities. The role of the Carlin Police Department is to receive the initial information and follow-up with additional inquiries to gain an accurate and detailed account of the events. Members of the agency must recognize that the Carlin Police Department responds to behaviors and actions of individuals that appear suspicious, threatening, illegal, etc., and not to situations based solely on "personal criteria". Officers who during the course of their duties make their own observations of persons and activities shall be guided by this policy when contemplating investigatory stops and consensual stops of citizens.

429 Welfare Checks

Part of the Carlin Police Department mission is protecting the public. This responsibility includes checking on the well-being of persons who are thought to be in peril. A welfare check is simply an investigation where the purpose of the investigation is to ensure the welfare of the person being checked on. If an officer needs to enter a private premise under this policy, they should make every effort to exhaust all reasonable sources for additional information prior to entering.

430 Attempts to Locate

Attempts to Locate (ATL) an individual or vehicle may be issued by an officer when reasonable suspicion has been developed to contact that individual or vehicle to further an investigation of a criminal offense or when probable cause has been developed to detain that individual or vehicle for a criminal offense. Officers are to take reasonable investigative steps to locate the person(s) or vehicle(s) of interest before entering an ATL unless there is a reasonable need to enter the ATL before such steps are taken.

431 Opioid Overdoses

It is the policy of the Carlin Police Department to provide assistance to any persons(s) who may be suffering from an opioid overdose. Officers trained in accordance with this policy shall make every reasonable effort to use naloxone to revive victims of any apparent drug overdose. This policy is intended to address one of the responsibilities of all sworn officers, which is to protect the safety and welfare of all persons and the community. In this regard, officers need to recognize the symptoms that victims who are suffering from an opioid overdose display so as to ensure that fast and effective medical assistance is dispensed. Drug overdoses are a major cause of preventable death in the United States. Increasingly, this includes prescription opioids, along with illegal opiate drugs like heroin. (Opioids are synthetic substances that mimic the narcotic effect of opium, from which heroin is derived.)

432 Confidential Funds

It is the policy of this law enforcement agency to maintain stringent control over all confidential funds used by the agency, and to ensure that the funds are only used for authorized purposes.

433 Confidential Informants/Cooperating Individuals

Carlin Police Department employees may engage in the use of confidential informants/cooperating individuals as a strategy to solve crimes. A confidential informant/cooperating individual is a person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the Carlin Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Carlin Police Department for a benefit (e.g., a quid



Carlin Police Department Policies

pro quo in the form of a reduced criminal penalty, money). The Carlin Police Department recognizes the value of informants and their information to thwart crime and assist in law enforcement efforts and will strive to protect the integrity of the informant process.

434 Policing in Schools

Responding to calls for service or conducting investigations on school property requires understanding the limitations and requirements placed on law enforcement officers by law and the responsibility of school authorities for supervision of children under their care. It is the policy of the Carlin Police Department to conduct investigations and related police business on school property in conformance with accepted legal practices and in recognition of the authority and responsibility of school officials to manage the school environment.

435 Reporting of School Employees

Under certain circumstances, the arrest of a school employee must be reported to the school district that employs the arrestee. In the event that an arrest of a school employee is arrested under specific circumstances, the chief of police shall promptly notify the employing school district (NRS 391.053, NRS 391.055, NRS 391.056, NRS 391.057, and NRS 391.059).

436 Jenne Clery Campus Safety

It is the policy of the Carlin Police Department to comply with the Clery Act. Compliance with the Clery Act requires a joint effort between the Carlin Police Department and the Elko County School District Administration. Supervisors assigned areas of responsibility in the following policy sections are expected to be familiar with the subsections of 20 USC § 1092(f) that are relevant to their responsibilities.

437 Response to Canine Encounters

Officers shall take measures identified in this policy to prepare for encounters with canines, mitigate potentially confrontational situations, and minimize the need for and use of deadly force, whenever reasonably possible.

438 Fire Response

It is the policy of this agency that sworn personnel shall take reasonable measures to assist firefighters and protect life and property within the limitations of their training, experience, personal protection clothing, and fire suppressant equipment. No officer is expected to engage in unreasonable, irresponsible, or illogical attempts at fire rescue.

439 Civil Process Service

The Carlin Police Department will serve civil process or orders of a court or other judicial officer. Officers and/or Process Servers will serve civil process in accordance with Nevada Revised Statutes and the Nevada Rules of Civil Procedure. Documents received from other states for service should be served according to the instructions provided by the submitting party.

440 Animal Control and Welfare

Animals shall be handled in a humane manner at all times. They shall not be subjected to physical force other than as may be required in restraining the animal for safety of humans and/or animals.

Chapter 5 TRAFFIC

500 Traffic Function

The goal of traffic law enforcement is to reduce traffic collisions. Geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific



Carlin Police Department Policies

categories of unlawful driving behavior assist in that goal. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This office provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs. The issuance of traffic citations in response to violation of the rules of the road is an important function to encourage traffic safety.

501 Impaired Driving Investigations

The Carlin Police Department is committed to the safety of the roadways and the community and will pursue fair, but aggressive enforcement of Idaho's impaired driving laws. Carlin Police Department officers play a vital role in the detection and investigation of driving under the influence of alcohol and legal and illegal drugs and will use all approved and lawful tools at their disposal to interdict impaired drivers. Officers shall regularly train on the standards of impaired driving investigation and enforcement and shall work with the on-call prosecutor and judges to obtain samples for evidentiary testing when probable cause for the offense allows such a pursuit.

502 Traffic Accident Investigations

Carlin Police Department officers shall respond to, investigate and prepare reports on traffic collisions as needed, pursuant to Nevada Statute.

503 Traffic Stops

Traffic stops shall be performed professionally and courteously. The Carlin Police Department will maintain a view towards educating the public about proper driving procedures while recognizing and taking steps to minimize the dangers involved in this activity for the officer, the motorist, and other users of the highway.

504 Traffic Citations

Carlin Police Department officers may issue traffic violation citations as part of a continuous effort to enforce Nevada traffic statutes and to reduce driver related dangers.

505 Vehicle Impounds

Motor vehicles shall not be impounded for purposes other than those defined by statute or ordinance, (e.g., not as a form of punishment, or as a means of conducting vehicle searches when probable cause does not exist or consent to search cannot be obtained). When impoundments are ordered, the operator and any passengers should not be stranded. Officers shall take those measures necessary to ensure that the operator and any passengers of the vehicle are provided transportation. Vehicle operators may be permitted to remove unsecured valuables of a non-evidentiary nature from the vehicle prior to its removal for impoundment. The nature of these valuables shall be noted on the appropriate reporting document. Impounded vehicles shall be released to owners with proof of ownership and personal identification, and following proof of payment of any impoundment, storage, or related fees and taxes.

506 Vehicle Searches

Carlin Police Department officers shall conduct motor vehicle searches that are both legal and thorough. Such searches are to be conducted in strict observance of the constitutional rights of the owner and occupants of the motor vehicle being searched, and with due regard for the safety of all officers, other persons, and property involved.

507 Vehicle Inventories



Carlin Police Department Policies

A motor vehicle inventory is an administrative measure designed to protect motor vehicles and their contents while in police custody; to protect the agency against claims of lost, stolen or damaged property; and to protect departmental personnel and the public against injury or damaged property due to hazardous materials or substances that may be in the vehicle. It is the policy of this law enforcement agency to safeguard the above property and interests and to conduct motor vehicle inventories only in accordance with the following procedures.

508 Driver Privacy Protection

The Carlin Police Department recognizes the right of drivers and other individuals to have their personal information retained by the state department of motor vehicles to remain private, unless that privacy interest is superseded by a legitimate law enforcement necessity. The agency recognizes that this right to privacy applies both to the obtaining of personal information by law enforcement officers, as well as the public disclosure thereof. It is the policy of this agency to ensure that its employees obtain and/or disclose information derived from the state department of motor vehicles only when necessary to law enforcement functions.

SELLER/DEALER:

MOTOR VEHICLE CONTRACT OF SALE

08/03/2020

DATE OF SALE:

KEN GARFF FORD
597 E. 1000 S
AMERICAN FORK UT 84003
(801)763-6800

CARLIN POLICE DEPARTMENT

PURCHASER'S NAME

152 8TH ST

STREET ADDRESS

CARLIN NV 89822

CITY

COUNTY

STATE

ZIP CODE

CUSTOMER #: 1291800

DEAL #: 127736

RES. PHONE

BUS. PHONE

Purchaser and Co-Purchaser(s), if any, (hereafter referred to as "Purchaser") hereby agree to purchase the following vehicle from Seller/Dealer (hereafter referred to as "Seller"), subject to all terms, conditions, warranties and agreements contained herein, including those printed on the reverse side hereof.

NEW	USED	DEMO	YEAR	MAKE	SERIES	BODY TYPE	CYL	COLOR
X			2019	FORD TRUCK	F-150 SERIES	SUPERCREW		INGOT SILV MET
VIN			ODOMETER		STOCK NO.		DEL. DATE	
1FTEW1EB2KKC16668			2486		1FS9092		08/03/2020	
							SALESPERSON	
							JIM R ELLIOTT	

PURCHASE PRICE AND OTHER SUMS DUE

1. CASH PRICE OF VEHICLE	33645.00
2. ACCESSORIES/OPTIONS	N/A
3.	N/A
4.	N/A
5.	N/A
6. TOTAL CASH PRICE (add lines 1-5)	33645.00
7. MFR. REBATE \$	N/A
8. PORTION/REBATE APPLIED TO PURCHASE	(N/A)
9. SUBTOTAL (lines 6 minus 8)	33645.00

THIS SECTION FOR SELLER'S USE ONLY PERTAINING TO TRADE-IN

☐ Title (if not, explain):

REGISTRATION	POWER OF ATTORNEY	ODOMETER STATEMENT	TRADE-IN APPRAISAL	AUTHORIZATION FOR PAYOFF	MANUFACTURED OUT OF COUNTRY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTICE ONLY TO BUYERS OF USED VEHICLES

The information you see on the window form [Buyer's Guide] for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale.

I HAVE RECEIVED A COPY OF THE FTC BUYERS GUIDE.

X

FINANCING DISCLOSURE

INSTRUCTION: One of the two following disclosures, either "A" or "B", must be acknowledged, if Purchaser agrees to be responsible for financing, or if this is a cash-only or cash-plus-trade-in only transaction, the Purchaser must sign disclosure "A". If Seller agrees to arrange for financing, then both Seller and Purchaser must sign disclosure "B". BY SIGNING, PURCHASER AFFIRMS THAT HE/SHE HAS READ THE DISCLOSURE AND AGREES THERETO. IF SIGNING DISCLOSURE "B", DO NOT SIGN UNTIL ALL BLANKS HAVE BEEN FILLED IN. PURCHASER ACKNOWLEDGES THAT THE TERMS SET FORTH BELOW ("A") AND ("B") ARE MANDATED BY STATE LAW AND ARE NOT TO BE CONSTRUED AS CONTRACTUAL TERMS BETWEEN SELLER AND PURCHASER.

PURCHASER AGREES TO ARRANGE FINANCING

"(A)" THE PURCHASER OF THE MOTOR VEHICLE DESCRIBED IN THIS CONTRACT ACKNOWLEDGES THAT THE SELLER OF THE MOTOR VEHICLE HAS MADE NO PROMISES, WARRANTIES, OR REPRESENTATIONS REGARDING SELLER'S ABILITY TO OBTAIN FINANCING FOR THE PURCHASE OF THE MOTOR VEHICLE. FURTHERMORE, PURCHASER UNDERSTANDS THAT IF FINANCING IS NECESSARY IN ORDER FOR THE PURCHASER TO COMPLETE THE PAYMENT TERMS OF THIS CONTRACT ALL THE FINANCING ARRANGEMENTS ARE THE SOLE RESPONSIBILITY OF THE PURCHASER.

SIGNATURE OF PURCHASER

SELLER AGREES TO SEEK ARRANGEMENTS FOR FINANCING

"(B)" (1) THE PURCHASER OF THE MOTOR VEHICLE DESCRIBED IN THIS CONTRACT HAS EXECUTED THE CONTRACT IN RELIANCE UPON THE SELLER'S REPRESENTATION THAT SELLER CAN PROVIDE FINANCING ARRANGEMENTS FOR THE PURCHASE OF THE MOTOR VEHICLE. THE PRIMARY TERMS OF THE FINANCING ARE AS FOLLOWS:

INTEREST RATE BETWEEN N/A % AND N/A % PER ANNUM, TERM BETWEEN N/A MONTHS AND N/A MONTHS. MONTHLY PAYMENTS BETWEEN \$ N/A PER MONTH AND \$ N/A PER MONTH BASED ON A DOWN PAYMENT OF \$ N/A.

(2) (a) IF SELLER IS NOT ABLE TO ARRANGE FINANCING WITHIN THE TERMS DISCLOSED, THEN SELLER MUST, WITHIN SEVEN CALENDAR DAYS OF THE DATE OF SALE MAIL NOTICE TO THE PURCHASER THAT HE HAS NOT BEEN ABLE TO ARRANGE FINANCING.

(b) PURCHASER THEN HAS 14 DAYS FROM THE DATE OF SALE TO ELECT, IF PURCHASER CHOOSES, TO RESCIND THE CONTRACT OF SALE PURSUANT TO (UTAH CODE ANN) SECTION 41-3-401.

(c) IN ORDER TO RESCIND THE CONTRACT OF SALE, THE PURCHASER SHALL:

(i) RETURN TO SELLER THE MOTOR VEHICLE HE PURCHASED;

(ii) PAY THE SELLER AN AMOUNT EQUAL TO THE CURRENT STANDARD MILEAGE RATE FOR THE COST OF OPERATING A MOTOR VEHICLE ESTABLISHED BY THE FEDERAL INTERNAL REVENUE SERVICE FOR EACH MILE THE MOTOR VEHICLE HAS BEEN DRIVEN; AND

(iii) COMPENSATE SELLER FOR ANY PHYSICAL DAMAGE TO THE MOTOR VEHICLE.

(3) IN RETURN, SELLER SHALL GIVE BACK TO THE PURCHASER ALL PAYMENTS OR OTHER CONSIDERATION PAID BY THE PURCHASER, INCLUDING ANY DOWN PAYMENT AND ANY MOTOR VEHICLE TRADED IN.

(4) IF THE TRADE-IN HAS BEEN SOLD OR OTHERWISE DISPOSED OF BEFORE THE PURCHASER RESCINDS THE TRANSACTION, THEN THE SELLER SHALL RETURN TO THE PURCHASER A SUM EQUIVALENT TO THE ALLOWANCE TOWARD THE PURCHASE PRICE GIVEN BY THE SELLER FOR THE TRADE-IN AS NOTED IN THE DOCUMENT OF SALE.

(5) IF PURCHASER DOES NOT ELECT TO RESCIND THE CONTRACT OF SALE AS PROVIDED IN SUBSECTION (2)(b) OF THIS FORM:

(a) THE PURCHASER IS RESPONSIBLE FOR ADHERENCE TO THE TERMS AND CONDITIONS OF THE CONTRACT OR RISKS BEING FOUND IN DEFAULT OF THE TERMS AND CONDITIONS

(b) IF THE TERMS AND CONDITIONS OF THE DISCLOSURES SET FORTH IN SECTION (1) OF THIS FORM ARE NOT BINDING ON THE SELLER; AND

(c) IF FINANCING IS NECESSARY FOR THE PURCHASER TO COMPLETE THE PAYMENT TERMS OF THE CONTRACT OF SALE, THE PURCHASER IS SOLELY RESPONSIBLE FOR MAKING ALL THE FINANCING ARRANGEMENTS.

(6) SIGNING THIS DISCLOSURE DOES NOT PROHIBIT THE PURCHASER FROM SEEKING HIS OWN FINANCING.

SIGNATURE OF PURCHASER

SIGNATURE OF SELLER

OTHER TERMS AGREED TO:

NONE ☒AS FOLLOWS ☐

TRADE-IN AND/OR OTHER CREDITS

YEAR/MAKE	ODOMETER
SERIES	BODY TYPE
VIN.	
*BALANCE OWED ON TRADE-IN:	N/A
BALANCE OWED TO:	
ADDRESS:	
PAYOFF	GOOD
VERIFIED BY:	UNTIL:
DATE OF VERIFICATION	ACC.#:

*WARRANTY AS TO BALANCE OWED ON TRADED-IN VEHICLE: Purchaser warrants that he/she has given Seller a true pay-off amount on any vehicle traded in, and that if it is not correct and is greater than the amount shown above, Purchaser will pay the excess to Seller on demand.

10. TRADE-IN ALLOWANCE	N/A
11. BALANCE OWED ON TRADE-IN*	N/A
12. NET ALLOWANCE ON TRADE-IN (line 10 minus line 11)	N/A
13. DEPOSIT/CASH DOWN PAYMENT (omit amt. line 8)	N/A
14. TOTAL CREDITS (total lines 12 & 13)	N/A
15. SUBTOTAL FROM LINE 9	33645.00
16. SERVICE CONTRACT	N/A
17. DEALER DOCUMENTARY SERVICE FEE	299.00
18.	N/A
19. SUBTOTAL-TAXABLE ITEMS (total lines 15-18)	33944.00
20. TRADE ALLOWANCE ** (line 10)	N/A ** If lease, no tax credit
21. NET TAXABLE AMOUNT (line 19 minus line 20)	\$ 33944.00
22. UTAH SALES/USE TAX ON "TAXABLE AMOUNT"	N/A
23. UTAH LICENSE AND REGISTRATION FEES	N/A
24. UTAH AGE BASED/PROPERTY ASSESSMENT FEES	N/A
25. UTAH INSPECTION/EMISSIONS TEST FEE	N/A
26. UTAH WASTE TIRE RECYCLING FEE	N/A
27. N/A	N/A
28. N/A	N/A
29. TOTAL OF ALL ITEMS ABOVE (lines 19, 22-28)	33944.00
30. TOTAL CREDITS (line 14)	(N/A)
31. BALANCE DUE (total line 29 minus 30)	33944.00
DAY 03 MONTH AUG YEAR 2020	

Purchaser has arranged insurance on vehicle through

insurance company. Policy #

SELLER MAKES NO WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE, OR OTHERWISE CONCERNING THE VEHICLE, PARTS OR ACCESSORIES DESCRIBED HEREIN, UNLESS OTHERWISE INDICATED BY SELLER IN WRITING, ANY WARRANTY IS LIMITED TO THE MANUFACTURER'S WARRANTY, IF ANY, AS EXPLAINED AND CONDITIONED BY PARAGRAPH 4 ON THE REVERSE SIDE HEREOF.

This Contract includes all of the terms, conditions, restrictions, limitations and other provisions on both the face and the reverse side hereof. This contract cancels and supersedes any prior contract and as of the date hereof comprises the complete and exclusive statement of the terms of the Contract relating to the subject matters covered hereby. PURCHASER BY HIS EXECUTION OF THIS CONTRACT ACKNOWLEDGES THAT HE HAS READ ITS TERMS, CONDITIONS AND WARRANTIES BOTH ON THE FACE AND THE REVERSE SIDE HEREOF AND HAS RECEIVED A TRUE COPY OF THIS CONTRACT, AND FURTHER AGREES TO PAY THE "BALANCE DUE" AS SET FORTH ABOVE ON OR BEFORE THE DATE SPECIFIED. IF NO DATE IS SPECIFIED, THEN THE BALANCE IS DUE AS OF THE DATE OF THIS CONTRACT. THIS CONTRACT IS NOT A RECEIPT OF PAYMENT. NO RETURNS, REFUNDS OR EXCHANGES ARE PERMISSIBLE EXCEPT AS NOTED ABOVE.

SIGNATURE OF PURCHASER

DATE 08/03/20

VEHICLE TO BE TITLED IN NAME OF CARLIN POLICE DEPARTMENT

SIGNATURE

SIGNATURE

08/03/20



Quotation

Date	Quotation #
8/4/20	14134

Customer

Carlin Police Department
101 S. 8th St.
Carlin, NV. 89822
Attn: Kevin McKinny

Terms		Rep	FOB	Vehicle Type	
Visa		ZBW	Origin	'20 F-150	
Item	Description	Qty	Unit Price	Total	
	***** 2020 F-150 Slicktop Pkg. *****				
SFIONR	Whelen SpitFire Ion RED Mounted in Front Window	1	108.56	108.56T	
SFIONB	Whelen SpitFire Ion BLUE Mounted in Front Window	1	108.56	108.56T	
VLS45	Universal 4 X 5 mounting bracket	2	9.95	19.90T	
AVC23RBC	Avenger II Trio Dual Light in Red/Blue/White Mounted in Rear Window	1	276.71	276.71T	
VLSGBTLI	Mounting Bracket	1	12.95	12.95T	
TLI2D	ION T Series Super LED Red/White **TINTED** Mounted in the Grill	1	92.63	92.63T	
TLI2E	ION T Series Super LED Blue/White **TINTED** Mounted in the Grill	1	92.63	92.63T	
VLSGBTLI	Universal Mounting Bracket	2	12.95	25.90T	
TLI2J	ION T Series Super LED Red/Blue **TINTED** Mounted Under Tailgate	2	92.63	185.26T	
I2J	ION DUO Series Linear LED Blue/Red, Mounted in Rear Side Windows for Side Lighting	2	96.17	192.34T	
UHF2150-A	Headlight Flasher	1	41.89	41.89T	
ETFBSSN-P	Solid State Taillight Flasher	1	56.59	56.59T	
HHS4207	Whelen Siren and Light Control with PA	1	500.91	500.91T	
SA315P	SA315 Series Siren Speaker	1	180.07	180.07T	
SAK1	Heavy-Duty Universal "L" Mounting Bracket	1	22.51	22.51T	
C-3010-H	30' Enclosed console, 10' High	1	339.83	339.83T	
C-TMW-F150-03	Mounting base, Trak mount, 8' Wide, 28' Extrusion, With vehicle mount, Ford F-150,	1	85.16	85.16T	
Misc Sales	Havis 2.5" Radio Facelpate Bracket *****Need Radio Model From Customer *****	2	0.00	0.00T	
EB40-CCS-1P	4' Equipment Bracket (1 Piece)	1	0.00	0.00T	
VLSLP3	2' Three Way Accessory Power Plate	1	7.90	7.90T	
ACC12V	12V Power Outlet	2	5.50	11.00T	
11013	USB Power Outlet	1	15.75	15.75T	
			Total		

668 West 9320 South Suite B Sandy, UT 84070
~ Phone (801) 676-4983 Fax (801) 676-4993 ~ Toll Free (800) 748-4484



Quotation

Date	Quotation #
8/4/20	14134

Customer
Carlin Police Department 101 S. 8th St. Carlin, NV. 89822 Attn: Kevin McKinny

Terms		Rep	FOB	Vehicle Type
Visa		ZBW	Origin	'20 F-150
Item	Description	Qty	Unit Price	Total
C-CUP2-1001	4" Self Adjusting Dual Cupholder	1	39.37	39.37T
C-AP-1395	13'x9' Storage Carpeted Storage Box	1	52.30	52.30T
FP-2	2' Filler Plate	1	0.00	0.00T
1K0574FDT15F1...	6VS SPT Coated Poly Partition 15-17 Ford Truck F-150.	1	873.99	873.99T
SC-6#H	Universal Electric Gunlock with Handcuff Key Override. Gen 2	1	129.71	129.71T
SC-1900	Steel Adjustable Butt Plate	1	22.76	22.76T
SC-9903	L Butt Plate Support	1	22.07	22.07T
VLS502	18' Long Flat Bar	1	24.00	24.00T
ELS Timer	10 Second Delay Gun Lock Timer	1	32.95	32.95T
VLSTRAY	F150 Power Distribution Plate	1	45.00	45.00T
EFBAD-3MP	Discrete Interior On Glass Antenna	1	49.75	49.75T
TMB8U	Black stainless steel low profile trunk lid mount with 17' RG58A/U stranded center cable, no connector. No holes installation. For use with NMO style antennas.	1	33.95	33.95T
PCTCN1520	1/4 wave chrome dome VHF antenna. 152-162 MHz, 150 watt, unity gain. Charcoal	1	12.95	12.95T
Misc Sales	Customer Supplied 700/800 MHz Radio	1	0.00	0.00T
Misc Sales	Customer Supplied VHF Radio	1	0.00	0.00T
VLSMCB	Mic Clip Bracket	2	8.49	16.98T
VLSMMC	Magnetic Mic Kit	2	34.95	69.90T
CB-150	150A Circuit Breaker	1	24.95	24.95T
J Case Power Rela...	J Case Power Relay Module.	1	37.73	37.73T
VLSMCB	Mic Clip Bracket	1	8.49	8.49T
BUSFP8	Buss 8 Gang Fuse Panel w/o Ground	2	17.91	35.82T
Installation Supplies	Installation Hardware	1	95.00	95.00T
Shop Labor-C	Installation Labor ludes the install of equipment listed above			1,690.00T
	Utah State and Local Sales Tax		7.25%	412.87
Prices good for 30 days.			Total	\$6,107.59

668 West 9320 South Suite B Sandy, UT 84070
~ Phone (801) 676-4983 Fax (801) 676-4993 ~ Toll Free (800) 748-4484

5. Resolution 2020-06 (For Possible Action):

- A) Review, discussion, and possible approval of Resolution 2020-06, A Resolution Providing For The Adoption Of An Amended Inter-Local Cooperative Agreement And Authorizing Membership Thereby To The Northeastern Nevada Regional Development Authority, and all related matters.

RESOLUTION NO. 2020-06

A RESOLUTION PROVIDING FOR THE ADOPTION OF AN AMMENDED INTER-LOCAL COOPERATIVE AGREEMENT AND AUTHORIZING MEMBERSHIP THEREBY TO THE NORTHEASTERN NEVADA REGIONAL DEVELOPMENT AUTHORITY.

CITY OF CARLIN

WHEREAS, The Northeastern Nevada Regional Development Authority exists for the purpose of promoting industrial development and positive social-economic growth in Elko, Eureka, Lander, and White Pine Counties and the Cities of Carlin, Elko, Ely, Wells and West Wendover.

WHEREAS, it is the desire of this City to maintain a cooperative working relationship for mutual economic and community development with Elko, Eureka, Humboldt, Lander, Pershing, and White Pine Counties, and the Cities of Carlin, Elko, Ely, Lovelock, Wells, West Wendover and Winnemucca, as well as the State of Nevada and the Federal government, and

WHEREAS, given the general condition of the economy or the rural areas of Nevada, there is an urgent need for economic development and the general improvement of rural communities, and

NOW, THEREFORE, BE IT RESOLVED that the City does hereby set forth the Councils' intention to adopt changes as represented in the amended 2020 Inter-Local Cooperative Agreement including the addition of Humboldt and Pershing Counties, along with the Cities of Lovelock and Winnemucca as members of the Northeastern Nevada Regional Development Authority.

AND, BE IT FURTHER RESOLVED, that this resolution shall be considered a counterpart of the Inter-Local Cooperative Agreement and shall be deemed to be an original part thereof.

PASSED AND ADOPTED THIS 12th day of August 2020, by the following vote:

AYES _____

NO'S _____

ABSENT _____

Mayor Dana Holbrook
City of Carlin

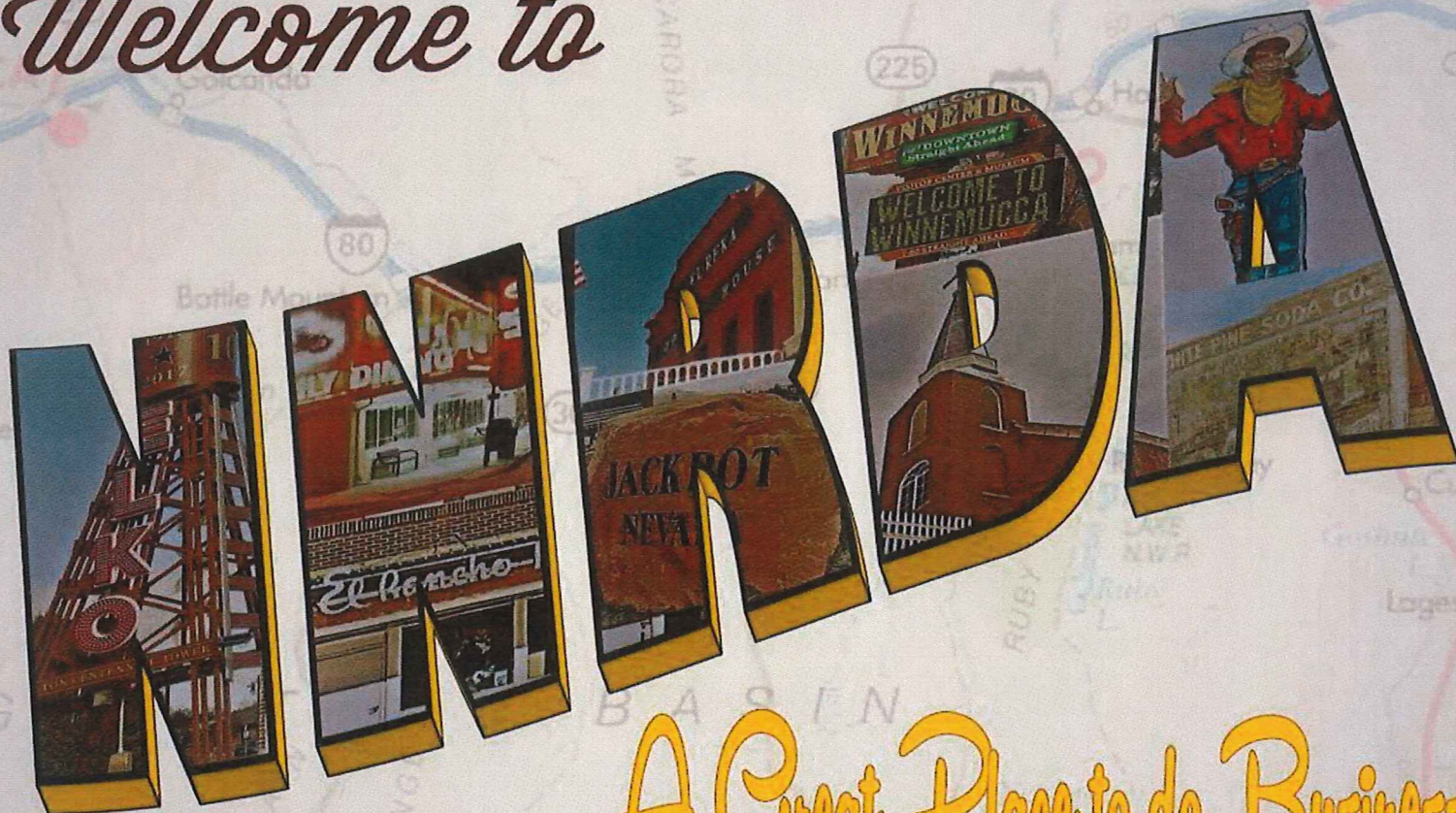
ATTEST:

CITY CLERK LADAWN LAWSON

DATE: _____

APPROVED AS TO FORM AND LEGALITY
THIS 12TH DAY OF AUGUST, 2020

Welcome to



A Great Place to do Business!



July 1, 2020



INTER-LOCAL COOPERATIVE AGREEMENT

INTER-LOCAL COOPERATIVE AGREEMENT

NORTHEASTERN NEVADA REGIONAL DEVELOPMENT AUTHORITY

*THIS COOPERATIVE AGREEMENT, made and entered into this _____ day of _____, 2020
by and between the following CITIES, municipal corporations of the State of Nevada, and COUNTIES,
political subdivisions of the State of Nevada:*

CITIES: **CITY OF CARLIN**
 CITY OF ELKO
 CITY OF ELY
 CITY OF LOVELOCK
 CITY OF WELLS
 CITY OF WEST WENDOVER
 CITY OF WINNEMUCCA

COUNTIES: **COUNTY OF ELKO**
 COUNTY OF EUREKA
 COUNTY OF HUMBOLDT
 COUNTY OF LANDER
 COUNTY OF PERSHING
 COUNTY OF WHITE PINE

***c/o Northeastern Nevada Regional Development Authority
Attn: Executive Director
1500 College Parkway
McMullen Hall, Room 103
Elko, Nevada 89801***

RECITALS

- A. The CITIES and COUNTIES identified herein recognize there is a need for private and public entities and individuals to discuss and study at regular intervals regional economic development challenges and improvements of interest and concern to the residents of the aforementioned CITIES and COUNTIES and to make recommendations concerning economic development and improvement to the governing bodies of the CITIES and COUNTIES.
- B. The CITIES and COUNTIES identified herein desire to enter into an agreement with each other to establish a separate, regional in nature, legal and administrative entity, consisting of representatives of the governing bodies of the CITIES and COUNTIES (herein the "Members") to serve as a vehicle for closer coordination and collective action by the Members to implement cooperative and collective solutions and actions on areas of mutual economic development and improvement, and mutual problems and concerns, with the responsibility for conducting, promoting and providing joint and cooperative efforts for development of civic, industrial and agricultural activities and to generally improve social, economic and business conditions within the geographic areas of the Members (such responsibilities are collectively referred to herein as "economic development and improvement").
- C. Nevada Revised Statutes ("NRS") 277.080 to 277.180, inclusive, known as the Interlocal Cooperation Act (the "Act"), provides that any power, privilege, or authority exercised or capable of exercise by a public agency of the State of Nevada may be exercised jointly with any other public agency of the State.
- D. The Members are each public agencies of the State of Nevada as defined by the Act and each has the power pursuant to NRS 268.440 and NRS 244.380, respectively, to exercise the authority established by this Agreement pursuant to the provisions of the Act.

WITNESSETH: For and in consideration of the recitals, representations, warranties and covenants herein it is mutually agreed as follows:

1. AUTHORITY CREATION-MEMBERS. The Northeastern Nevada Regional Development Authority (the "Authority") is hereby created and established as a separate legal and administrative entity with such powers, privileges, duties, functions, and responsibilities as are hereinafter set forth.
 - a. Each Member identified herein, and any other City, County, or public entity meeting the definition of a "public agency" under NRS 277.100 hereafter joining the Authority, shall be a "Member" of the Authority. Any Nevada City or any Nevada County may join as a new Member to this Agreement upon executing an addendum to this Agreement acknowledging agreement to abide by the terms and conditions of this Agreement; and receiving consent from a majority of the current members.
2. AUTHORITY PURPOSES. The Authority is created for the following purposes:
 - a. To promote efforts to attract appropriate business interests and to support existing business interests which will contribute directly to economic growth of the areas served by the Members.
 - b. To promote the general and overall improvement of the Members, including industrial parks, downtown revitalization and construction of related public facilities, including water, sewer, streets, power, and broadband connectivity.
 - c. To leverage public and private funds for greater economic impact, including encouraging Members' participation in self-help development programs.
 - d. To conduct local and regional economic development planning, studies and projects.
 - e. To encourage citizen participation in the overall activities of the Authority for the benefit of both the residents and business enterprises located within the areas served by the Members.
 - f. To seek and solicit available grants and financial assistance and to provide information to the Members regarding grants and financial assistance which may

be available from the federal and state governments for economic and community development.

- g. To recommend appropriate federal and state legislation for the promotion of economic development and improvement in the areas served by the Members.
- h. To receive and disburse such federal tax revenues or grants and awards, or any other funding, which may be allocated or made available to area-wide development organizations or political subdivisions of the State of Nevada.

3. AUTHORITY AND GOVERNANCE. The governing body of the Authority shall be called the "Board of Directors."

- a. Appointment and Composition of the Board of Directors. The Board of Directors (Board) shall be composed of Directors of the Members and two (2) Directors from the Advisory Committee. Each Member may appoint one (1) Director to serve on the Board. In addition, the selected Directors of the Members shall appoint two Directors from the Advisory Committee to serve as Chair and Vice Chair of the Board.
- b. Chair and Vice Chair. The Board shall select by majority vote the Chair and Vice Chair from the Advisory Committee. The Chair and Vice Chair shall each serve for one (1) year. The Board shall select the Chair and Vice Chair at the first meeting of every fiscal year.
- c. Other Officers of the Board. The Board may appoint other officers as provided by the bylaws.
- d. Duration of Appointment. Each Member Director serves at the discretion of their respective appointing Member, and may be recalled and replaced at any time. Each Director appointed from the Advisory Committee shall serve for one year, but may be reappointed to subsequent terms. In the event of the death, resignation or removal of a Director, the Member which appointed such Director shall appoint a successor, unless the Director is appointed from the Advisory Committee, in which event the Board will appoint from the Advisory Committee a new Director.
- e. Authority. The Board is authorized and empowered to adopt, amend or repeal the Bylaws, subject to the ratification and approval by the Members and the limitations set forth in this Agreement and the Bylaws.

- f. Board Staff. The Board shall hire an Executive Director and other staff, as needed, who shall administer the day-to-day activities and business of the Authority under the direction of the Board and in accordance with the Bylaws. The appointed Executive Director or an authorized representative thereof, shall report the activities and business of the Authority, including current projects, current economic development efforts, current and long range objectives and goals, financial reports and grant solicitation and administration activities, to the Members not less frequently than quarterly at a regularly scheduled meeting of the Board.
- g. Financial Compilation. The Board shall provide to the Members not later than December 31st of every year, a financial compilation of the Authority budget for the preceding year prepared by a Certified Public Accountant or Firm.
- h. Meetings. The Board shall meet at least once every three months, and may meet more often as determined by the Board. All meetings of the Authority shall be conducted in accordance with the requirements of the Nevada Open Meeting Law, NRS Chapter 241.
- i. Compensation. The Board members shall serve without compensation.
- j. Restrictions on Liability. No Director or Officer shall have personal liability to the Authority or the Members for damages, except for:
 - i. Acts or omissions not conducted in good faith.
 - ii. Acts or omissions that breach the fiduciary duty of the Director or Officer.
 - iii. Acts or omissions involving intentional misconduct, fraud or a knowing violation of law.
 - iv. Acts or omissions from which the Director or Officer derived an improper personal benefit.
 - v. Payments or distributions in violation of the law.
- 4. ADVISORY COMMITTEE. The Advisory Committee shall be comprised of individuals representing private businesses that are conducting business within the regional geographic area represented by the Members of the Authority.
 - a. Application and Admittance. A private business may apply for admittance onto the Advisory Board according to the rules and stipulations outlined in the Authority Bylaws. Applications will be reviewed, processed, and approved by the Board Staff.

Should the Board Staff identify a cause for concern, the application will be reviewed by the Board of Directors who may reject an application for good cause.

- b. Representation. Private businesses accepted onto the Advisory Board will select one (1) primary representative and one (1) alternate who will represent the company on the Advisory Board.
 - c. Duties. The Duties of the Advisory Board shall be to provide information, suggestions, and feedback regarding economic, business, and public policy opportunities to the Board of Directors.
5. POWERS-PRIVILEGES. The Authority shall have the following powers, privileges and authority:
- a. To conduct studies, surveys and investigations in support of economic development and improvement.
 - b. To seek and receive donations, gifts, grants, contributions of money, services, materials or other property or property rights by from the United States or the State of Nevada or their agencies or political subdivisions and from any other source, and to expend such donations, gifts, or contributions to carry out the purpose and objectives of the Authority as set forth in this Agreement.
 - c. To acquire such supplies, equipment or other property as may be necessary to enable the Authority to perform its duties under this Agreement.
 - d. To cooperate with the United States and the State of Nevada and their agencies and political subdivisions and all private individuals, corporations and other public and private organizations in carrying out the intent, purposes and objectives of the Authority as set forth in this Agreement.
 - e. To appoint committees, study groups and citizen committees, and form other organizations or subdivisions pursuant to the laws of the State of Nevada for the purposes stated in this agreement.
 - f. To engage in economic development planning, investigations, studies, projects and training programs.
 - g. To arrange for the services of personnel from the federal, state or local government or any subdivision or agency thereof.
 - h. To enter into and perform such contracts, leases, cooperative agreements or other transactions with the concurrence of the Members as may be necessary in carrying

out Authority functions and on such terms as may be appropriate with any state, or any political subdivision, agency or instrumentality thereof, or with any person, firm, association or corporation.

- i. To initiate surveys and studies and provide data required for the preparation of specific plans and programs for the development of communities within Members.
 - j. To promote increased public and private investments or grants on behalf of Members.
 - k. To prepare legislation related to community and economic development and initiate recommendations with respect to both short-range and long-range programs and projects for federal, state, and local agencies.
 - l. To pay reasonable administrative costs for carrying out any of the eligible activities herein.
 - m. To provide technical and informational assistance to the Members and other entities in seeking funds from federal, state, or private sources for the purposes of economic development and improvement.
 - n. To enter into contracts or agreements, with the concurrence of a majority vote of the Members, for providing consulting services including, but not limited to, administrative, fiscal, architectural, engineering and design functions necessary to accomplish the purposes of this Agreement, and to authorize the Executive Director or other designated official or agent to sign such contracts or agreements.
 - o. To provide a forum for discussion and consideration of local area concerns and opportunities arising from development and to utilize as appropriate private citizens, special advisory councils, public conferences and project teams.
6. FINANCIAL CONTRIBUTIONS. The activities of the Authority shall be financed through Member financial contributions, contributions by other entities, grants, administration fees, private donations and gifts.
- a. Annual Dues. The Members individual financial participation in the Authority shall be determined by the most current population statistics estimates for that entity and the board approved "per person" fee.
 - i. Population Estimates. Population estimates are determined by the Nevada State Demographer and reported via the Nevada Department of Taxation's most recent "Certified Population of Nevada Counties, Cities and Towns" document.

- ii. Per Person Fee. The "per person" fee is approved by the Board. Changes to the fee are updated and documented in the Authority Bylaws.
 - iii. Formula. The formula to determine total cost for annual dues of the Members is as follows: Most Current Population x Per Person Fee = Total Annual Dues.
 - (1) Counties with NNRDA member communities located therein may deduct those community populations from their total population number to ensure there are no double charges.
 - iv. Exceptions. All Members agree that as the founding Member of the Authority, Elko County agrees to pay a set amount of \$40,000 annually and provide in-kind services in the form of administration of the Authority's payroll, human resources, legal, IT support, and other administrative functions.
 - (1) Other exceptions may be approved by the Board and outlined in the Authority bylaws; provided, in no event shall the Authority require any Member, other than Elko County, to contribute more than the other Members without that Member's consent.
- b. Annual Budget. The financial contributions of the Members shall then be administered by the Authority based upon an annual budget for the ensuing fiscal year from July 1 to June 30. The annual budget of the Authority for the ensuing fiscal year must be ratified and approved by the Board of Directors. In the event that any Member shall fail before the fifteenth (15) day of May prior to the ensuing fiscal year to ratify and approve the tentative budget or fail to commit to the payment of an agreed upon contribution to the Authority, this Agreement shall terminate as to that Member at the end of the then current fiscal year.
7. PERSONNEL STATUS. All Authority personnel shall be contractors or employees of the Authority and shall not be considered contractors or employees of the Members.
8. RECORDS. Records of the Authority shall be subject to the retention and disposal requirements applicable to local governmental entities as set forth in NRS 239.121 - .125 and NAC 239.011 et seq. Records shall be subject to inspection in the manner provided in NRS 239.010, et seq., subject to limits on the inspection of confidential records as set forth therein.
9. PROPRIETARY INFORMATION. Unless otherwise provided by law or this Agreement, any reports, histories, studies, tests, manuals, instructions, photographs, negatives,

blueprints, plans, maps, data, system designs, computer codes or any other documents, reports, drawings or summary's prepared or in the course of preparation by the Authority in performance of its obligations under this Agreement shall be the property of the Authority.

10. WINDING UP. Upon termination of this Agreement, the Board of Directors shall wind up all affairs, collect the outstanding debts, sell and convey property and divide and distribute the assets and property of the Authority pursuant to this Agreement.
11. PROPERTY DISTRIBUTION. Upon termination of this Agreement, all assets which the Authority owns, holds or possesses at the time of such termination shall be sold, unless they must be disposed of by applicable contracts (such as lease agreements), rules or regulations pertinent to such property. If property cannot be sold, the Board shall inquire if any Member may desire to purchase the property. If a Member purchases the property. If a Member purchases the property, the Member may choose to have the value of the property deducted from the Member final distribution, or may purchase the property not using funds from the final distribution. If no member desires to purchase the property and the property cannot be sold, the property shall be donated to a non-profit organization. Once the property is sold, the Board of Directors shall distribute the funds equally among all Members, except where Members elected to purchase the property and have the property deducted from their final distribution.
12. INDEPENDENT ENTITIES. The Members are associated with each other only for the purposes and to the extent set forth in this Agreement. The Public Members are and shall be public agencies separate and distinct from each other and, subject only to the terms of this Agreement, shall have the sole right to supervise, manage, operate, control and direct performance of the details incident to their respective duties under this Agreement. Nothing contained in this Agreement 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 liabilities for one Member whatsoever with respect to the indebtedness, liabilities and obligations of another Member or any other party.
 - a. Liability Limitation. The Members agree to indemnify and hold harmless each other as provided in this Agreement to the extent provided by law from and against any liability arising out of the performance of this Agreement proximately caused by

any act or error or omission of the officers, employees and agents of the other party.

13. TERM. The term of this Agreement shall be for five (5) years.

- a. Termination. This Agreement may be terminated by a resolution adopted by a majority of the Members. Any Member may terminate that Member's participation in this Agreement by the adoption of a resolution to that effect by its governing body or other governing authority at any time.

GENERAL PROVISIONS. The general provisions attached hereto as Exhibit "A" are made a part of this Agreement and are incorporated herein by reference.

IN WITNESS WHERE OF: Each undersigned certifies that they have read, understand and accept the terms and conditions of this Agreement:

CITIES:

CITY OF CARLIN

ATTEST:

Mayor

City Clerk

CITY OF ELKO

ATTEST:

Mayor

City Clerk

CITY OF ELY

ATTEST:

Mayor

City Clerk

CITY OF LOVELOCK

ATTEST:

Mayor

City Clerk

CITY OF WELLS

ATTEST:

Mayor

CITY OF WEST WENDOVER

City Clerk

ATTEST:

Mayor

City Clerk

CITY OF WINNEMUCCA

ATTEST:

Mayor

City Clerk

COUNTIES:

COUNTY OF ELKO

ATTEST:

Commission Chairman

County Clerk

COUNTY OF EUREKA

ATTEST:

Commission Chairman

County Clerk

COUNTY OF HUMBOLDT

ATTEST:

Commission Chairman

County Clerk

COUNTY OF LANDER

ATTEST:

Commission Chairman

County Clerk

COUNTY OF PERSHING

ATTEST:

Commission Chairman

County Clerk

COUNTY OF WHITE PINE

ATTEST:

Commission Chairman

County Clerk

APPROVAL BY ATTORNEY GENERAL

The foregoing Cooperative Agreement-Northern Nevada Regional Development Authority, consisting of thirteen (14) pages including this page, and a two (2) page exhibit, is hereby approved as to form and law only.

DATED this _____ day of _____, 2020

Aaron Ford
Attorney General of Nevada

By: _____

Deputy Attorney General

**EXHIBIT "A" TO COOPERATIVE AGREEMENT NORHTEASTERN NEVADA REGIONAL
DEVELOPMENT AUTHORITY GENERAL PROVISIONS**

- A. AMENDMENT.** This Agreement may be modified or amended only in writing by an instrument executed with the same formality as this Agreement.
- B. APPLICABLE LAW.** This Agreement and all rights and obligations hereunder shall be governed by and construed in accordance with the laws of the State of Nevada in effect from time to time.
- C. ASSIGNMENT.** This Agreement and/or the rights, obligations or duties of a Member under this Agreement shall not be transferred or assigned by any Member without the prior written consent and agreement of every other Member. Any unauthorized transfer of this Agreement shall be void.
- D. BINDING EFFECT.** This Agreement will inure to the benefit of and bind the respective successors and permitted assigns of the parties hereto, and all new Members joining the Authority.
- E. CAPTIONS.** The captions or titles used in this Agreement shall have no effect on its interpretation and are for convenience and reference only and in no way define limits or describe the scope of this Agreement or the scope or content of any Agreement provision.
- F. COMPLIANCE.** In the performance of activities pursuant to this Agreement, there shall be compliance by the Authority and by the individual Members with all applicable laws, regulations and rules.
- G. CONSTRUCTION.** Whenever the construction of this Agreement requires, singular terms shall be deemed plural, and plural the singular; and, masculine shall be deemed to be feminine or neuter, and feminine the masculine or neuter. The language of all parts of this Agreement shall in all circumstances be construed as a whole, according to its fair meaning, and not strictly for or against any party. The doctrine or rule of construction against the drafting party shall not apply, nor shall any such presumption apply, to the interpretation and/or enforcement of this Agreement or any documents attached to this Agreement.
- H. COUNTERPARTS.** This Agreement may be executed in counterparts, each of which when executed and delivered shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.
- I. DENINITIONS / TERMS.** The capitalized terms used in this Agreement with reference to any federal or state law or regulation shall have the meaning ascribed to such term in the law or regulation. The term "Member" as used in this Agreement shall include, when the context requires inclusion, the respective City or County and their elected officials, appointed officials, officers, directors, administrators, managers, employees, agents and successors and assigns, individually and collectively, and in their official capacity.

- J. EXHIBITS.** All exhibits attached and referred to in this Agreement are fully incorporated herein by reference.
- K. FEES AND COSTS.** In the event any party institutes a suit against any other party, either directly by complaint or by way of cross complaint, including a cross complaint for indemnity, for alleged negligence, error, omission or other failure to perform, or for declaratory relief, or to enforce or interpret the provisions of this Agreement, and if the instituting party fails to obtain a judgment in its favor, the lawsuit is dismissed, or if judgment is rendered for the other party, the instituting party agrees to pay the other party all costs including the other party's fees incurred for notices of default, negotiation, settlement, trial, appeal after trial, reasonable attorney's fees, expert witness fees, court costs and any and all other expenses of defense. Such payment shall be made immediately following dismissal of the case or upon entry of judgment. If the instituting party is the prevailing party, then the prevailing party shall be entitled to reasonable attorney's fees, which fees shall be set by the court in the action in addition to any other costs assessed by the Court.
- L. ENTIRE AGREEMENT.** This Agreement contains the entire understanding between the parties and there are no terms, promises, conditions, inducements, representations or warranties, express or implied, other than as herein set forth. This Agreement and the other instruments attached hereto or herein referred to supersede any prior discussions, contracts or agreements of the parties pertaining to the subject of this Agreement.
- M. NOTICES.** Any notice, request or demand or other communication pursuant to this Agreement shall be in writing and shall be considered given (i) upon personal service to the party to be served, or (ii) upon acknowledgment or proof of receipt of a facsimile or other electronic transmission or communication, or (iii) upon the sooner of first attempted delivery or receipt for Federal Express or other similar delivery service keeping records of deliveries and attempted deliveries, or (iv) forty-eight (48) hours after deposit in the United States mail, certified and postage prepaid, return receipt requested, in a regularly maintained receptacle for the deposit of United States mail to the party to be served at their address given herein, or at such other address or attention as from time to time may be specified by either party by notice to the other party in the manner herein provided.
- N. PROPER AUTHORITY.** The parties represent and warrant that the individual or officer executing this Agreement on behalf of each party has full power and authority to enter into this Agreement and that the parties are authorized by law to perform the services contemplated by this Agreement.
- O. RECITALS.** The recital and introductory paragraphs of this Agreement are considered an integral part of this Agreement and form a basis for entering into this Agreement and shall be considered prima facie evidence of the facts, events, documents and information referred to therein.
- P. REVIEW OF AGREEMENT.** The parties have read this Agreement, the terms and provisions of this Agreement have been explained to them and they are fully aware of the contents and binding legal effect of this Agreement, each party has had the opportunity to seek independent legal advice concerning the terms and conditions of this Agreement prior to execution, and they are entering into this Agreement freely and voluntarily.

- Q. SEVERABILITY.** The enforceability, voidability, invalidity, or illegality of any provisions of this Agreement shall not render any other provisions unenforceable, void, invalid or illegal.
- R. TIME.** Time is of the essence of this Agreement and each of its provisions.
- S. WAIVERS.** All waivers under this Agreement must be in writing and signed by the party against whom the waiver is sought to be enforced. One or more waivers of any term, condition or covenant by either party shall not be construed as a waiver of any other term, condition or covenant.

6. APPROVAL of Minutes (For Possible Action):

- A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for May 27, 2020, and all other matters related thereto. Draft minutes are available for public inspection by emailing City Manager Madison Mahon.

**CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
REGULAR MEETING
CARLIN MUNICIPAL COURT ROOM
101 SOUTH EIGHTH STREET
CARLIN, NEVADA
May 27, 2020
7:00 PM**

Call to Order and Roll Call

Mayor Dana Holbrook called the meeting of the Carlin City Council to order at 7:00 p.m.

Council Members Present: Mayor Dana Holbrook
Vice Mayor Lincoln Litchfield
Councilperson Margaret Johnston
Councilperson Cameron Kinney

Council Members Absent: Councilperson Pam Griswold.

Staff: Madison Mahon, Carlin City Manager
LaDawn Lawson, Carlin City Clerk
Ella Trujillo, Senior Center Director
Judge Teri Feasel, Carlin Municipal Court
Linda Bingaman, Carlin Volunteer Fire and Ambulance, Chief
Karen Carr-Brian, Carlin Police Department, Administrative Assistant

Public: Tom Bingaman, Carlin Volunteer Fire and Ambulance

Pledge of Allegiance

- 1. Comment by the General Public (Non-Action Item):** Pursuant to NRS 241.020(2)(D)(3) (I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item.

❖ Karen Carr-Brian, Carlin Police Department, Administrative Assistant, informed the Council that she was there tonight to tell them of a grant that the Police Department was submitting. The grant is for radios, handheld radios, and the accessories. So, we've got to submit it tomorrow and fingers crossed we will get awarded. If we are awarded the grant we will come back before you. This is more informational than anything. It is a reimbursable grant in the amount of \$32,213.00 to upgrade outdated equipment.

❖ Madison Mahon, City Manager, stated she had followed up on a question from last meeting regarding COVID-19 liability on the City should the City host any

event. So, she contacted Marshall Smith with POOL and PACT and the summary of his email to me in our discussion of liability was regarding allowing city facilities to sanction events and its venues, ensuring it and that each of its vendors and operators are able to comply with State directives at the time of the event. This would potentially lessen the potential coverage issues. Failing to do so could expose the City to litigation by a member of the public under various theory liabilities.

- ❖ So, the basic premise was as long as you're operating under the correct directives at the time of the event. There is limited liability.
- ❖ The Council thanked Madison Mahon for the information.
- ❖ Councilperson Cameron Kinney stated he wanted to thank Madison for all the live stuff she has been setting up. He stated she has been working hard on it and he sees different equipment in here every time we have a council meeting. He knows she is really trial and erroring it and he thanked her for all her hard work.
- ❖ Madison Mahon, City Manager, stated she actually wanted to thank Teri Feasel. She really appreciates this camera, this camera is on back order, ever page she looked on the camera was on back order. She included this information in her weekly report, and it is one of 25 cameras that Logic Tech makes. The reason we need it is because it is a business webcam and it has a very wide view, so it is able to capture each of you being so close and it has a greater resolution. We have our microphones setup but it was amazing that you (Teri) would have the exact webcam that I needed. We have a better stream quality because of it. So, hopefully this will be our permanent setup and I have an order on back order so one day when I get it, I will be able to return this one to you.
- ❖ Chief Linda Bingaman, Carlin Volunteer Fire and Ambulance, stated she wanted to bring up the County is hosting the COVID19 random testing. Margaret Johnston, has the flyer and I sent a copy over to Madison, and she put it out. We had our first date today. It went fairly well. It wasn't too hard to check in. If you look at the poster and you scan it, you just go in and fill out a few questions. There's not very many. You come in and drive through; they are going really fast. We have the National Guard there that's managing all of that portion, and most people are not there very long before they get in and out. So, encourage anybody that wants to be tested to come and be tested. There's no charge for any of it. So anyway, it's a good way to do that, if you're interested in being tested.
- ❖ Mayor Dana Holbrook inquired is it true, this just shows if you I have it right at this moment, or does this actually show if you have had it?
- ❖ Chief Linda Bingaman stated this is not an antibody test. It doesn't show if you had it in the past. It would be current but they are testing symptomatic and asymptomatic patients. They're doing both. So, the bad part about this virus as I

am sure you guys have read is there are a lot of people that have no symptoms whatsoever that are about and there. This is one of the ways they could catch some of that.

- ❖ Mayor Dana Holbrook stated a positive is if they have it and are not sick. That is good for them.
- ❖ Chief Linda Bingaman stated yeah, that's true. You know, it's good for them that they don't have any symptoms, but the bad part is they are spreading the virus to other people without knowing that they have it.
- ❖ Vice Mayor Lincoln Litchfield reported they (the American Legion) held the Memorial Day celebration at the cemetery this past Monday. They had 11 volunteers show up and put the flags out, it was a beautiful day, got sunburnt, so that was good. Had about 60 people show for the actual ceremony, which was a little different this year. We didn't go through the whole formality of everything that we usually do on Memorial Day. I was able to honor a graduate from Carlin High School, Samantha Wilcox. A wonderful young lady, and the indication from her, is if her class is anything like her, the future looks very bright for us. I was a little optimistic at first, but after talking to her and listening to her outlook on life and stuff like that, wow, what a wonderful young lady. Then we had a number of people show up, somewhere around twentyish to take the flags down. We plan on doing it again for Veterans Day so we can do a big, big ceremony that day.
- ❖ Vice Mayor Lincoln Litchfield stated that he is also opening the (American Legion) post on June 14th at 6:00 p.m. for Flag Day. He is going to be going over the thirteen folds of the flag, which a lot of people do not know what each one means, and proper flag etiquette and why we raise and lower flag after different times and then just do a question and answer Flag Day. Anyone's welcome for that. It is 6:00 pm at the American Legion Post on June 14th which is Sunday, and I will go to whenever it goes.
- ❖ Chief Linda Bingaman asked the Council what their thoughts are on fireworks? We need to make a decision on because if I'm going to order them, I need to get them ordered. It is something for us to talk about.
- ❖ Mayor Dana Holbrook stated he believed Madison Mahon, City Manager, had put something on the next agenda for that.
- ❖ Chief Linda Bingaman stated okay sounds good.
- ❖ Mayor Dana Holbrook asked for public comment see none he moves to Agenda Item Number 2.

2. Final Budget Fiscal Year 2020-2021 (For Possible Approval):

A) **PUBLIC HEARING NOTICE** is hereby given that the Carlin City Council, Carlin, Nevada, will hold a public hearing at the Regular Meeting held on May 27, 2020, at 7:00 p.m., in the Carlin Municipal Court Meeting Room, 101 South Eighth Street, Carlin, Nevada. The purpose of this hearing is to review, discuss, and possibly approve the Tentative Budget as the Final Budget for Fiscal Year 2020-2021. All comments regarding this matter will be considered at the Public Hearing. At the conclusion of the Public Hearing the Council may move to close the hearing.

- ❖ Mayor Dana Holbrook opened the hearing at 7:11 p.m.
- ❖ City Manager Madison Mahon stated on your desks you have a letter from the Department of Taxation from our Budget Analyst. Our Budget Analyst e-mailed this over to me last week after it was mailed out. One through 4 outlined some simple Excel calculation errors. So, in the budget sheets you have in front of you is the budget packet of 41 pages. In computer form it looks like an Excel spreadsheet, so each field is tied to various formulas and is attached page by page as it goes on through out the document. The only things the Budget Analyst outlined for us to change was incorrect formulas. So, Bernardo (Sandoval) went in and corrected all the formulas and everything is now reflected in the final budget that is in front of you and that was e-mailed out this morning. So, we corrected all the things that needed to be corrected and I am happy to answer any questions. In terms of revenue, Bernardo (Sandoval) and I reviewed the most recent statistics and what the analyst said from the state on the budget revenue projections. We both agreed the cuts we did the first round to the tentative budget were sufficient to keep us going through this round of the final budget. We also agreed we did not need to cut any further. We did cut pretty significantly the first round and compared to what the state is telling us we are on track with what they are asking us to do.
- ❖ Mayor Dana Holbrook stated we did have our budget meetings and of course this year with revenue and everything we have a budget that is still pretty normal for what we spend. But we leave it upon our City Manager and Department Heads to ensure they are actually under budget at the end of the year. We are going to have to put off projects as long as we can to ensure we are meeting the revenue. But this budget gives us the flexibility to do the things that we need to do. He stated he was happy with what we came up with and we had meetings with the understanding that we were going to lose revenue this year.
- ❖ Vice Mayor Lincoln Litchfield stated God forbid if we go into a Phase II of this whatever it is out there and something happens that the Governor decides to shut

us down again. Will Department of Taxation let us come back and amend our budget to reflect those losses?

- ❖ City Manager Madison Mahon stated it would be unprecedented but it is possible.
- ❖ Vice Mayor Lincoln Litchfield stated if this were to happen, we may need to amend the budget and he just wanted on record.
- ❖ Councilperson Cameron Kinney questioned would we amend the budget or just change our spending amounts by this much?
- ❖ Mayor Dana Holbrook stated he would think we would change our spending habits.
- ❖ Vice Mayor Lincoln Litchfield stated sometimes our spending is over our income and we would have to amend it.
- ❖ Councilperson Cameron Kinney stated inevitable spending for things we have to spend for right now.
- ❖ Vice Mayor Lincoln Litchfield stated right things that we have to spend for.

Motion:

Vice Mayor Lincoln Litchfield made a motion to close the Public Hearing for the Tentative Budget as the Final Budget for Fiscal Year 2020-2021. Councilperson Cameron Kinney seconded the motion. Motion Carried.

Mayor Dana Holbrook closed the Public Hearing at 7:15 p.m.

- B) Review, discussion, and possible approval of the Tentative Budget as the Final Budget for the Fiscal Year 2020-2021, and all related matters. A copy of the proposed budget is on file and available for public inspection by contacting City Manager Madison Mahon.**

Motion:

Vice Mayor Lincoln Litchfield made a motion to approve the Tentative Budget to be moved into the phase as the Final Budget for fiscal year 2020 2021. Councilperson Margaret Johnston seconded the motion. Motion Carried.

3. Carlin Historical Society:

A) Presentation from the Carlin Historical Society of their Annual Report and Strategic Plan for 2020-2025 (Non-Action Item);

- ❖ Ella Trujillo, Treasurer for the Carlin Historical Society, stated that she and Sabra Esparza, President for the Carlin Historical Society will present. She stated as we have discussed, when we signed the agreement last April, we would come before the Council annually and give you an update on the building and what we're up to, and what our plans are in the future. She added, with their packets a five (5) year strategic plan, which we worked on this past fall and winter. Then we approved in February 2020. It outlines what we hope to accomplish in the next five years. It's kind of dense, but it's going to hopefully be our road plan for everything. Our last major event was July 4, 2019, and we also started to having regular open hours February 1, 2020, but it did not last too long. We did have a meeting last week and discussed reopening once Phase II begins. We don't have as many visitors as we would like, so she is not concerned about going over the 50 people limit. It will be nice to have people back in the building and get it aired out a little bit.
- ❖ Ella Trujillo stated that the profit/loss statement is there and shows you where we are at financially and what we spent our money on last year. She went over what they are working on right now. The Carlin Historical Society's next exhibit will be about Main Street in Carlin. So, if anyone has anything stashed away let us know. They were planning to do a school history exhibit that we spent most of the winter working on, but the all Class Reunion that was supposed to be at the end of July got postponed until next year. So, they went back to the drawing board and the new exhibit won't be ready until August 1, 2020. This won't be ready for the 4th of July but they hope to have something else ready. Their open hours are Thursdays and Saturdays 10:00 am to 2:00 pm if anyone would like to stop by and see what they have done. They have gutted the kitchen area and are in the process of patching large holes, they plan for the Main Street exhibit to be placed in this area.
- ❖ They are waiting to hear back on three pending grants. They applied for a couple of the (Nevada Commission on) Tourism Grants but with the crisis the funding was discontinued. The other three (3) grants we are waiting on, the largest grant is the CCCHP Grant, that one will help us to do the exterior painting and some concrete work outside. The hearing date for this grant is June 3, 2020. The second grant is through AARP to make up for the signage funding we did not get through the (Nevada Commission on) Tourism Grant. The third Grant is through Union Pacific and that will be for display cases and also an additional kiosk which you can touch map and go around to the places. Our plan is to take our wall time line and put it in a digital form and put it on the kiosk. This will free up the main museum space for new exhibits. The kiosk will become a permanent fixture in

the building where anyone that come in that wants to learn the overview of the history of Carlin from beginning to today it will be there and they can slide through it.

- ❖ Ella Trujillo stated as far as their operating expenses go there are very few grants that will let you apply for operating expenses. So, primarily we are going to have to rely on fundraisers and private donations with these operating expenses. They plan to keep looking for grants that will cover operating expenses.
- ❖ Ella Trujillo stated that they also decided at their meeting last week to put the building on the national registry, she wanted to bring this up because the one grant that they can apply for, which is a federal grant called Save America's Treasures, but you can't apply for the grant unless you are on the National Register (of Historic Places). The Historic Preservation Fund Grant which is through SHIPO, you also have to be on the National Register (of Historic Places). She stated she had come before the Council some time ago and told them that they cannot apply for those this cycle because we also had to be a Certified Local Government to apply for those. It looks like this is going to be a permanent requirement. So, to be able to apply for any of the Historic Preservation Fund (grants) through SHIPO, we will have to be on the registry, and you will have to decide if you want to become a Certified Local Government to get any of that funding. If any of you are interested in learning more about how you become a Certified Local Government. We would be happy to discuss that with you.
- ❖ Ella Trujillo stated that we're going to move ahead with the National Registry, and she hadn't had a chance to talk Madison Mahon, Carlin City Manager, about it because this just clicked in her head this morning when she was creating her notes. But legally, the building still belongs to the City and the Historical Society is leasing from the City. So, she will be talking to Madison Mahon but maybe the Council should start thinking about this, because they may need to formally ask the Council for permission to put it on the National Registry.
- ❖ Ella Trujillo stated the next thing was the amount the City paid in utilities this year. These are just estimating but the electricity was \$60.00 a month, and the gas bill was averaging about a \$100 a month. So, it is about \$160 a month. The original Agreement had the City paying for the utilities the first two (2) years. They did pay their \$1.00 rent.
- ❖ Vice Mayor Lincoln Litchfield stated he appreciated the report and he can see where their goals are and the progress they have made. He did question goal #5, A need to develop an outreach plan for the community, and when he looked further down it was directed to networking with other museums. He thought it was outreach to the community of Carlin but the explanation helped him to see it was outreach with other museums to bring people to Carlin.
- ❖ Ella Trujillo stated that outreach to the community at large is very important but as a museum goer I know that as you travel you go into a museum you check it

out, it is great, you start chatting with the lady at the counter in the gift shop, you bought something cool, and they say you should go check out the Carlin Museum. It is amazing how much support we have gotten from the Northeastern Nevada, but the California Trail Museum has been actually asking us what we need help with and we are just like we are not at that point yet but when we get there we will absolutely let them know what they can do. They did donate a really cool covered wagon model that you can actually take in a parade.

- ❖ Vice Mayor Lincoln Litchfield stated he liked the numbers, her format, and they have very aggressive goals. Which is great and if you hit your goals you have done a lot of work.
- ❖ Ella Trujillo stated they are very aggressive goals but they have found the community likes to see progress and they like to see it happening frequently. In fact, this is the longest period of time that we have gone without having some sort of community event or some visual reminder that we are working on it and that is why we have our messages for you. We have had people in the community ask when we are going to do a railroad exhibit. So that is what we are hoping to do with the main exhibit room. She hates to sacrifice the timeline of Carlin because it just gives everyone such a good idea of Carlin as a whole. You need that in order to build the place for the rest. But the Union Pacific grant, which I turned in, was primarily based upon getting funding for a railroad exhibit. We are also trying to work on a boxcar or a caboose for the outside area that we could use primarily for railroad.
- ❖ Councilperson Margaret Johnston stated there is a box car that has been here for seven (7) or eight (8) years and they have it for sale.
- ❖ Ella Trujillo stated she has a letter drafted and needs to get the pictures she took of the box car and it is going to every address she can find in the Union Pacific Railroad.
- ❖ Councilperson Margaret Johnston stated the Union Pacific is talking about tearing down the change room and she thinks that would be a phenomenal warehouse for you guys to keep your stuff in, your exhibits and stuff that you want to rotate in and out. It's a big building and it is in good shape. I've been in it. It has been vandalized, but it is a doable thing. She also commended the board for pulling together and working so hard and so fast. You got your 501-3 C, you have done a phenomenal job all the way around. You guys are really pulling it to together and it is awesome.
- ❖ Ella Trujillo stated we still have a long way to go, but I appreciate your comments.
- ❖ Councilperson Margaret Johnston state she wished Ella would put that out on Facebook, your goals and everything so people could see what you have done.

She further stated would like Ella to put what they do at the senior center and the activities and stuff they have done.

- ❖ Vice Mayor Lincoln Litchfield stated also, with that letter just don't stop with the UP send it to your representative and senators.
- ❖ Ella Trujillo thanked the Council for their time, support, and suggestions.

Non-Action Item – No action taken.

B) Review, discussion, and possible approval of a request to move the Mining Interpretive Signs from the Public Works Department to the Carlin Museum, and all related matters (For Possible Action).

- ❖ Sabra Esparza stated we would like the signs that are at the Public Works Department, there are still eleven (11) signs, two (2) are at Chinese Gardens, and we would like to use eight (8) of the eleven (11). Three (3) are site specific but we may be able to have them altered but we won't know until we get them out and look at them.
- ❖ Councilperson Margaret Johnston inquired what signs?
- ❖ Sabra Esparza stated the signs that were originally to be placed at the Mining Interpretative Center and it was going to be here in Carlin. They had the High School build the foundation for them.
- ❖ Vice Mayor Lincoln Litchfield stated they are very nice signs but a lot of them are site specific.
- ❖ Sabra Esparza stated the Board that used to own them has disbanded and there is a pot of money that is set aside for this project. Ella Trujillo has been tracking information down regarding this Board. The bylaws of this board stated the signs would become the City's property and the funding is sitting in an account to be used for placing them in the ground. We would like them and we are ready for them. We need them out to see where they should go. We would like the Council to get them out and up to the museum for us, then we will get them in the ground.
- ❖ Mayor Dana Holbrook stated he had talked with members of the old Mining Interpretative Board they would like to see the signs out and being used.
- ❖ Sabra Esparza stated they hope to have them in the ground by the 4th of July.
- ❖ Ella Trujillo stated that if the Mining Interpretative Center were to get off the ground, and wanted to move the signs, the museum would be happy to let them move them.

- ❖ Councilperson Margaret Johnston stated she thought this was a great idea since they are in storage and no one is seeing them. It would be good to get them out so the citizens can see them.
- ❖ Sabra Esparza stated and it would free up space at Public Works.
- ❖ Vice Mayor Lincoln Litchfield stated there were some rocks or boulders that had drill holes in them does anyone know where they are at?
- ❖ LaDawn Lawson, City Clerk, stated she thought they were still up at the Mining Interpretative Center.
- ❖ Ella Trujillo stated she thought they had been moved to the Equestrian Park.
- ❖ LaDawn Lawson, City Clerk, stated a few of them were moved to the Library.
- ❖ Mayor Dana Holbrook stated he thought some were moved over along the road by the Equestrian Park.
- ❖ LaDawn Lawson, City Clerk, stated she thought the huge boulders were still at the Mining Interpretative site.
- ❖ Ella Trujillo stated she would look into it.

Motion:

Vice Mayor Lincoln Litchfield made a motion to approve the request to move the Mining Interpretative signs from Public Works Department to the Carlin Museum that are useable by the museum. Councilperson Cameron Kinney seconded the motion.

Councilperson Margaret Johnston commented she would like see it added in to the motion that if we get a Mining Interpretative Center up and running that they agree to move the signs back out there.

Vice Mayor Lincoln Litchfield amended his motion to include if we get a Mining Interpretative Center or site that the signs be available to be move to that location. Councilperson Cameron Kinney seconded the amended motion. Motion Carried.

4. Carlin Open Door Senior Center Annual Report (Non-Action Item):

A) Presentation from the Carlin Open Door Senior Center on the FY 2019 Department Review and Plans for FY 2020.

- ❖ Ella Trujillo, Senior Center Director, stated she included their activities and fundraiser activities and a couple of other things. She had given them a list that she prepares for the grant supervisor in the event she shows up to do an audit.

She also included her numbers of attendance in the Council packet to the end of February. She stated a lot has changed in the last month or two so for the congregate in February we served 450 meals for March we served 235. We closed the dining room about March 17th so our April count was zero. The Division for Aging told us the meal were delivering to congregate clients were to be counted as homebound meals. Homebound meals in February was 409, March was 751, and in April there were 1,019. So, all the congregate numbers were put into the homebound number. As a result of COVID-19 she had registered about 19 new clients. This is usually the number we would register in an eight-month period instead of a month. This shows more people are using our services.

- ❖ Ella Trujillo stated that due to COVID-19 I have limited the transportation, she does have a couple of seniors who have to physically go and pay their rent or mortgage once a month. We were limiting the transportation to just those types of trips. We have currently lifted the restrictions and are doing a few more needed trips. We are limiting the number of people who go on the bus to three (3) so they can sit six (6) feet apart. We have discussed as the van increases; we may do an extra trip once or twice a month so we could spread out the people going. So, February 125 rides, March 52, and April 23. The Aging and Disability Agency has not indicated to me how this will affect our funding, because obviously our congregate numbers are going to be skewed, our homebound numbers are going to be skewed, and our transportation number are going to be skewed. I do not know how they will take that into account in their awarding of the grant funds next year. Well, not even next year, because the transportation grant has already been turned in, and we've gotten word back how much we're going to get, which is a little bit more than last year. It is not an extreme amount, they literally had twice as many applications for funding as they had funding. So that's how fierce it's getting out there for transportation funding. The nutrition grants for fiscal year 2021 have not been released. She didn't know what our nutrition grant funding is going to look like for fiscal year 2021 which for that grant doesn't start until October 1st. The nutrition grants do not run on a July to June they run on a federal fiscal year, October to September. The transportation grant is the same as the City's fiscal year July 1st to June 30th. Does anyone have any questions about the numbers?
- ❖ The other thing in your packet was an annual survey. Nothing really new in it, this year we received 60 of the surveys back, last year was 50 and the year before was 30. Basically, everything is staying the same. Most of the seniors who took the survey rated us very high for our food quality, 23 rated us as a 5, 15 rated us a four four, and it went down from there. The only other thing was that when I asked about more social activities a majority said they don't really care if there's more social activities.
- ❖ Councilperson Margaret Johnston asked Ella to read what activities they had done up there last year so people will know what all you do up there.

- ❖ Ella Trujillo, Senior Center Director, stated they have the Parkinson's support Group, which is an informational meeting, the community light tour of Carlin, and judging, we had the open house with the school Christmas Choir concert, we had an AARP driver safety class, we had an open house for our volunteer appreciation luncheon, we had a legal aid visit, we had the Nevada Attorney General's office come and give a presentation about scams, we took a field trip to the Nevada Old Time Fiddlers contest in Eureka, we also took a field trip to the Elko Museum for a documentation on the Transcontinental Railroad, we had a square dancing class, we had an emergency preparedness class, and we did outreach with the cakewalk in the Carlin Old Fashion Fourth of July in the park. We held our third annual murder mystery party for the seniors, and then the Carlin Fire Department came and did a fire safety and fire extinguisher training for us. We have done a lot of stuff last year and we are continuing to have regular visitors on a monthly basis. We are still doing the food snap and food stamps. We had our third annual murder mystery party for the seniors, and then the fire Department came and did a fire safety and fire extinguisher training for us. We also have the food snap and food stamp still going and the Division of Aging resource center comes every month to help the seniors. There are a lot of things that I would like to do next year but we will have to see how things go. Do you have any questions about the survey?
- ❖ Councilperson Margaret Johnston reported the Ella had forgotten one thing she had arranged for a vacation to go to a tour back east.
- ❖ Ella Trujillo stated it didn't fall in the fiscal year 2019, it will be on the 2020 report, but 23 of us, and I forget how many of those were Carlin seniors. But we had Elko seniors and seniors from Salt Lake, and seniors from Las Vegas, and seniors from Washington State, came and went to England with us last fall, to see the fall foliage. We all had a really good time except the last night there it began to rain in Boston and we all came home sick.
- ❖ Ella Trujillo stated the Senior Center is installing a new convection oven on Monday and it was bought with funding by the Next Dollar Foundation. She will be picking up the new Ford bus from Carson City on Tuesday, and just a few days ago she deposited the check for the new Meals on Wheels truck which was purchase by a private donor and will be done in four (4) to (6) weeks. She has submitted an AARP Grant for a new generator. We also received news we have been put on the Southwest Gas Fuel for Life employee contribution program. We will be on it for two (2) years along with 19 other non-profit organizations in Nevada so hopefully we will get some funding from them. Most of you may have the most recent letter from the Nevada Gold Mines. They told us they're still working the Legacy Fund, so we still don't know and we can't call it the Legacy Fund anymore because they are looking for a new name.
- ❖ Mayor Dana Holbrook stated yes this has been a blow to our community but hopefully the gap will be filled.

- ❖ Ella Trujillo, Carlin Senior Center Director, stated she would like to update the Council on the reopening of the dining room at the Senior Center. I'm sure you all have read the Phase II openings guidelines or plans that were issued by the federal government and also by our state government. None of them specifically address senior centers. We have a food establishment permit, but we also serve a very vulnerable population. As a result of that, no decisions have been made yet. I will be meeting with the Participants Board next Thursday to propose a plan. There were some guidelines for senior centers and nursing homes that worked that was issued by a private organization, but they did work in conjunction with federal government on those guidelines. Their recommendations for Phase II reopening, was limiting the number of diners to 50 or less, and then requiring a reservation system so, in other words, seniors would have to make a reservation to come to lunch that day. I'm not comfortable with having the full dining room. So tentatively, what we're looking at right now is limiting diners, the seniors to 10 people or less each day. They would get to come on a certain day in the week so a certain group would come on Monday, a certain group would come on Tuesday, a certain group would come on Wednesday, and a certain group would come on Thursday. They would still make a reservation so we would know in advance if they were coming so we could prepare the proper amount of lunches. Then on a Friday, it would be like a lottery system. So, we would kind of mix it up a little bit. Those of you that have come and eaten at the senior center know that they kind of have their tables.
- ❖ Vice Mayor Lincoln Litchfield stated and their end of seats. Do not sit in their seats.
- ❖ Ella Trujillo, Carlin Senior Center Director, stated they plan to have Table 1 come on Monday, then the next week they would rotate to Tuesday, the next week they would rotate to Wednesday, then the next week they would rotate to Thursday, and then it would roll over again. We also, I don't know yet about Friday because we typically do soup and salad bar on Friday, and that's not going to be going on for so, we may just not be open on Fridays and that will allow us to do a deep clean. We will be doing a deep clean every single day before and after lunch, but just to give us get some time to breathe, so to speak. This all a tentative plan and there is a lot to consider and think about. We will provide masks and ask everyone to wear them before and after lunch for any period of time they are in the building. We will be taking their temperatures when they arrived at the building to make sure nobody has a fever. But there's a lot to take into consideration, all while balancing the fact that they are all very lonely and they are all very bored. I know that's not a good enough reason to risk their lives, but if we could do it in a practical and in a safe manner to let them get some social interaction, I think it would be good for them because we don't know if it's going to get better or if it is going to get worse. I am not looking for an immediate opening with these clients because obviously, you don't know what the numbers are going to do now that everybody is going back to church and mixing and mingling and doing things that they weren't doing a week ago. Obviously, I've

been talking closely with Madison Mahon, Carlin City Manager, about all of this and if any of you have concerns, please do not hesitate to call me and we can talk about this because it's not an easy decision. If any of you have any things that you'd like to talk over or things that you have thought of, or any ideas? I'm more than happy to listen.

- ❖ Councilperson Margaret Johnston stated she would like Ella to thank her staff, for all their hard work through this, it's been a heck of a road for you guys. You guys keep positive, bring meals to my uncle over there, I see him get out, come out, you guys talk to him for a few minutes. Talking to the seniors is a big deal to them and it is great for them. You guys have done a great job.
- ❖ Ella Trujillo, Carlin Senior Center Director, stated her staff has exceeded and gone beyond her expectations.
- ❖ Councilperson Margaret Johnston stated you have brought them puzzles.
- ❖ Ella Trujillo, Carlin Senior Center Director stated it was a quick and rough ride at the beginning and they worked their butts off to figure out a new way to do everything and I'm afraid at this point it may be pretty hard to go back to the old way. But hopefully it will be a gradual shift versus okay everyone let's go in reverse now. Ella would also like to thank Madison Mahon, Carlin City Manager, because in the middle of all this, she helped me fill my bus driver position which has been wonderful. She also, wanted to thank Carlos Esparza, Public Works Director, and Abraham Tillman of Public Works for coming and helping deliver meals when we were still trying to get that bus driver position filled and it was a huge help. We're so lucky to have our Wells Rural Electric summer student from last year Cierra Walter, step up and help us out for the last month. I'm currently working with Wells Rural Electric because you all know their summer student program. They usually draw from the senior class to fill those positions. They're not going to be putting any summer students in their offices or their shops this year, but they did tell me that they would be happy to get us a summer student if we wanted one. But given the fact that they don't have the school system, that they can work through, to get those kids and interview them, and we have a very small senior class this year, I have asked them to make an exception about hiring Cierra Walter back again for the summer even though she has finished her first year of college, which is a feat as we all know for any kid from Carlin. I'm so proud of her and she needs a job for the summer. So, hopefully WREC will come through and say, absolutely, because she is great with seniors, and she never complains she always has a smile on her face and gets the job done.
- ❖ Vice Mayor Lincoln Litchfield stated he feels she is on the right path getting a plan together. I would just like to see it and put it in writing.
- ❖ Ella Trujillo stated as soon as she has it done; she will put it in her next Department Head Report.

- ❖ Vice Mayor Lincoln Litchfield stated he has one suggestion because he knows they are going to start instituting it at Petco it is a temperature scan and ours is 100.4. It maybe something you want to look into regarding the temperature screening.
- ❖ Ella Trujillo, Carlin Senior Center Director, reported that since Phase I started that she and the staff have been taking their temperatures every morning when we came in because they all have been out doing things. She went camping with her family and her brother came even though he was very careful, but he came from Reno, when we were not all social, and social isolating, we were not having a lot of contacts. Now that we're all out and about and you know it is a crap shoot. We realize that a fever is not always an indicator of COVID-19 and there may not always be a fever to indicate, but it's the only step we can take to maybe catch something.
- ❖ Vice Mayor Lincoln Litchfield stated a fever is an indicator of an infection or influenzas or COVID, or whatever.
- ❖ Ella Trujillo, Carlin Senior Center Director, stated that running a food establishment if you have a person with flu like symptoms or a fever is not something you want in your kitchen.
- ❖ Mayor Dana Holbrook stated he wanted to thank Ella and her staff for their actions and to serve more people that they originally started with shows that they care about the seniors. He has talked to the seniors and they have told him how much they like her and the staff. There is really good thing in this community and you and your staff are part of them.
- ❖ Ella Trujillo, Carlin Senior Center Director, stated she would let her staff know that the Council was applauding them.
- ❖ Councilperson Cameron Kinney stated thank you to Ella and her staff they do a great job and you do your research.
- ❖ Ella Trujillo, Carlin Senior Center Director, thanked the Council for their support of the things she has wanted to try. She stated the Council has always been very supportive of everything I tried up there.
- ❖ Councilperson Margaret Johnston stated she would like to thank all the Departments through this pandemic. They have done an awesome job. The judicial system had to revamp everything and learn everything new, EMS is out there on the front line, LaDawn and her staff has done a phenomenal job, and the cops, everyone has stepped up and done a great job.
- ❖ Ella Trujillo, Carlin Senior Center Director, stated she would like to thank the Carlin Volunteer Fire and Ambulance as well because we were running out of hand sanitizer or we were that close to being out and it is very important for us

sanitize your hands before and after each delivery, so we're not passing germs from one to another, and the Fire Department brought me a bottle, and I really appreciate it. We would have been in big trouble if we had run out. We have received a couple of bottles that were on back order so if anyone needs one let me know.

Non-Action Item. No action taken.

5. Special Use Permit Methodist Church (For Possible Action):

- A) Review, discussion, and possible action to renew, condition, restrict, or discontinue the Special Use Permit for a metal storage container for the Carlin United Methodist Church located at 12th and Chestnut Street, Carlin, Nevada APN# 002-030-012, and all related matters.
- ❖ Mayor Dana Holbrook disclosed he was a member of this church and so he would be abstaining from voting on this item. He stated Vice Mayor Lincoln Litchfield would be chairing the item.
 - ❖ Vice Mayor Lincoln Litchfield inquired if anything had changed regarding the use of the storage container.
 - ❖ Teri Feasel, Representative for the Carlin United Methodist Church, state no, not that she was aware of.
 - ❖ Councilperson Cameron Kinney inquired why this was a special use.
 - ❖ Vice Mayor Lincoln Litchfield stated it was because of the regulation in Title 3 of the City Code book. He stated he would not have any objections to going to a five (5) review on this special use. The church has painted it and kept the lot clean and free of weeds.

Motion:

Councilperson Cameron Kinney moved to approve the renewal of the Special Use Permit for a metal storage container for the Carlin United Methodist Church located at 12th and Chestnut Street, Carlin, Nevada, APN#002-030-012, for the duration of five (5) year. Councilperson Margaret Johnston seconded the motion. Motion Passed with one abstention.

- ❖ Vice Mayor Lincoln Litchfield returned the chair to Mayor Dana Holbrook.

6. Firefighter/EMT Job Description (For Possible Action):

- A) Review, discussion, and possible action on suggested edits for the Firefighter/EMT job description, and all related matters.
- ❖ Madison Mahon, City Manager, stated you have a current job description in your packet and a short, edited version for posting. We normally cut it down for

posting online. You also have a copy of the edits to the job description in front of you for you to review.

- ❖ Vice Mayor Lincoln Litchfield asked for clarification as to which one showed the edits and which one did not.
- ❖ Councilperson Cameron Kinney stated so on page 2, the first one should be for the billing of ambulance or arrangement for payments and collections if necessary and this is because we are now going with a third-party biller. The second edit is because the Membership Program has gone away.
- ❖ Chief Linda Bingaman stated yes, it is no longer there. So, other than that, she felt the job description was appropriate.
- ❖ Mayor Dana Holbrook stated he would like to see this position report to the Fire Chief and City Manager. The day to day things he would like to see reported to the City Manager. This might allow time for the Chief to actually be able to do some other things they would to get done.
- ❖ Councilperson Margaret Johnston inquired about the routine proper operations of all fire and ambulance vehicles and performing all routine maintenance and scheduling them for routine maintenance.
- ❖ Chief Linda Bingaman stated that they schedule all repairs or maintenance with the Public Work Department.

Motion:

Vice Mayor Lincoln Litchfield made a motion to approve the job description for Firefighter/EMT for the Carlin Volunteer Fire Department with the changes noted for billing and for the management of the membership program being excluded and including the reporting to Fire Chief and City Manager. Councilperson Cameron Kinney seconded the motion. Motion Passed.

7. APPROVAL of Minutes (For Possible Action):

- A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for May 13, 2020, and Carlin City Council Special Meeting Minutes for April 1, 2020, and all other matters related thereto. Draft minutes can be requested by emailing City Manager Madison Mahon, or by calling Carlin City Hall.

Motion:

Councilperson Cameron Kinney moved to approve the Carlin City Council Regular Meeting Minutes for May 13, 2020, and the Carlin City Council Special Meeting Minutes for April 1, 2020. Vice Mayor Lincoln Litchfield seconded the motion. Motion Carried.

8. APPROVAL of Expenditures (For Possible Action):

A) Review, discussion, and possible approval of City expenditures for the period of 5/09/2020-05/22/2020, and all related matters. The expenditure list can be requested by emailing City Manager Madison Mahon, or by calling Carlin City Hall.

Motion:

Councilperson Cameron Kinney moved to approve the City expenditures for the period of 05/09/2020 - 05/22/2020, and all related matters. Vice Mayor Lincoln Litchfield seconded the motion. Motion Carried.

9. PUBLIC COMMENTS: (Non-Action Item)

A) Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item.

- ❖ Councilperson Cameron Kinney stated once again please get on line and fill out the census for 2020. We are at 12%. I am going to keep saying it at every meeting to remind everyone. It is very, very important
- ❖ Councilperson Margaret Johnston stated yes, if you want your streets fixed remember that counts. Get out there do the census. Please.

10. Adjournment (For Possible Action)

Motion:

Councilperson Cameron Kinney moved to adjourn the Carlin City Council meeting. Councilperson Margaret Johnston seconded the motion. Mayor Dana Holbrook adjourned the meeting at 8:16 p.m.

Approved:

Attest:

Mayor Dana Holbrook

LaDawn Lawson, Carlin City Clerk

7. APPROVAL of Expenditures (For Possible Action):

- A) Review, discussion, and possible approval of City expenditures for the period of 07/18/2020-08/07/2020, and all related matters. The expenditure list can be requested by emailing City Manager Madison Mahon.

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-22710								
3183	Internal Revenue Services	070620-07192	fical/ss	10-22710 FICA PAYABLE	07/23/2020	1,775.76	.00	
Total 10-22710:						1,775.76	.00	
10-22720								
3183	Internal Revenue Services	070620-07192	withholdings	10-22720 FEDERAL WITHHOLDING PA	07/23/2020	5,657.31	.00	
Total 10-22720:						5,657.31	.00	
10-22750								
3007	WELLS FARGO BANK BY MAIL	PR0719201	Retirement Police Pay Period: 7/	10-22750 RETIREMENT PAYABLE	07/27/2020	3,408.65	3,408.65	07/27/2020
3007	WELLS FARGO BANK BY MAIL	PR0719201	Retire Reg - Employee Pd Pay P	10-22750 RETIREMENT PAYABLE	07/27/2020	955.44	955.44	07/27/2020
3007	WELLS FARGO BANK BY MAIL	PR0719201	Retire Reg - Employee Pd Pay P	10-22750 RETIREMENT PAYABLE	07/27/2020	955.44	955.44	07/27/2020
3007	WELLS FARGO BANK BY MAIL	PR0719201	Retire Reg Employer Paid Pay P	10-22750 RETIREMENT PAYABLE	07/27/2020	7,623.79	7,623.79	07/27/2020
3007	WELLS FARGO BANK BY MAIL	PR0719201	Retirement Legislative Pay Perio	10-22750 RETIREMENT PAYABLE	07/27/2020	317.38	317.38	07/27/2020
3007	WELLS FARGO BANK BY MAIL	PR0802201	Retirement Police Pay Period: 8/	10-22750 RETIREMENT PAYABLE	08/05/2020	3,472.40	3,472.40	08/05/2020
3007	WELLS FARGO BANK BY MAIL	PR0802201	Retire Reg - Employee Pd Pay P	10-22750 RETIREMENT PAYABLE	08/05/2020	931.95	931.95	08/05/2020
3007	WELLS FARGO BANK BY MAIL	PR0802201	Retire Reg - Employee Pd Pay P	10-22750 RETIREMENT PAYABLE	08/05/2020	931.95	931.95	08/05/2020
3007	WELLS FARGO BANK BY MAIL	PR0802201	Retire Reg Employer Paid Pay P	10-22750 RETIREMENT PAYABLE	08/05/2020	7,035.59	7,035.59	08/05/2020
Total 10-22750:						25,632.59	25,632.59	
10-22755								
1793	GREAT AMERICAN FINANCIAL	PR0719201	457 Pay Period: 7/19/2020	10-22755 457 PAYABLE	07/27/2020	1,400.00	1,400.00	07/27/2020
1793	GREAT AMERICAN FINANCIAL	PR0802201	457 Pay Period: 8/2/2020	10-22755 457 PAYABLE	08/05/2020	100.00	.00	
Total 10-22755:						1,500.00	1,400.00	
10-22760								
2193	METLIFE SMALL BUSINESS CE	PR0719201	DENTAL AND LIFE INSURANCE	10-22760 HEALTH INSURANCE PAYAB	07/27/2020	1,242.69	1,242.69	07/27/2020
2193	METLIFE SMALL BUSINESS CE	PR0719201	DENTAL AND LIFE INSURANCE	10-22760 HEALTH INSURANCE PAYAB	07/27/2020	1,039.01-	1,039.01-	07/27/2020
2193	METLIFE SMALL BUSINESS CE	PR0719201	DENTAL AND LIFE INSURANCE	10-22760 HEALTH INSURANCE PAYAB	07/27/2020	1.23	1.23	07/27/2020
2193	METLIFE SMALL BUSINESS CE	PR0719201	DENTAL AND LIFE INSURANCE	10-22760 HEALTH INSURANCE PAYAB	07/27/2020	85.80	85.80	07/27/2020
2193	METLIFE SMALL BUSINESS CE	PR0719201	DENTAL AND LIFE INSURANCE	10-22760 HEALTH INSURANCE PAYAB	07/27/2020	130.36	130.36	07/27/2020
2193	METLIFE SMALL BUSINESS CE	PR0802201	DENTAL AND LIFE INSURANCE	10-22760 HEALTH INSURANCE PAYAB	08/05/2020	115.34	.00	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2193	METLIFE SMALL BUSINESS CE	PR0802201	DENTAL AND LIFE INSURANCE	10-22760 HEALTH INSURANCE PAYAB	08/05/2020	1.23	.00	
3544	SIERRA HEALTH AND LIFE	PR0719201	ADJUSTMENT	10-22760 HEALTH INSURANCE PAYAB	07/27/2020	4,261.56-	4,261.56-	07/27/2020
3544	SIERRA HEALTH AND LIFE	PR0719201	Health Ins. Pay Period: 7/19/2020	10-22760 HEALTH INSURANCE PAYAB	07/27/2020	15,694.26	15,694.26	07/27/2020
3544	SIERRA HEALTH AND LIFE	PR0719201	Health Ins. Pay Period: 7/19/2020	10-22760 HEALTH INSURANCE PAYAB	07/27/2020	694.80	694.80	07/27/2020
3544	SIERRA HEALTH AND LIFE	PR0802201	Health Ins. Pay Period: 8/2/2020	10-22760 HEALTH INSURANCE PAYAB	08/05/2020	487.33	.00	
2969	VISION SERVICE PLAN, NV	PR0719201	ADJUSTMENT	10-22760 HEALTH INSURANCE PAYAB	07/27/2020	16.32-	16.32-	07/27/2020
2969	VISION SERVICE PLAN, NV	PR0719201	Vision Ins Pay Period: 7/19/2020	10-22760 HEALTH INSURANCE PAYAB	07/27/2020	228.62	228.62	07/27/2020
2969	VISION SERVICE PLAN, NV	PR0719201	Vision Ins Pay Period: 7/19/2020	10-22760 HEALTH INSURANCE PAYAB	07/27/2020	25.39	25.39	07/27/2020
2969	VISION SERVICE PLAN, NV	PR0802201	Vision Ins Pay Period: 8/2/2020	10-22760 HEALTH INSURANCE PAYAB	08/05/2020	22.03	.00	
Total 10-22760:						13,412.19	12,786.26	
10-22770								
1053	AMERICAN FAMILY LIFE ASSUR	PR0719201	AFLAC Pre-tax Pay Period: 7/19/202	10-22770 INSURANCE PAYABLE	07/27/2020	164.13	164.13	07/27/2020
1053	AMERICAN FAMILY LIFE ASSUR	PR0719201	AFLAC/Tax Pay Period: 7/19/202	10-22770 INSURANCE PAYABLE	07/27/2020	85.14	85.14	07/27/2020
1053	AMERICAN FAMILY LIFE ASSUR	PR0719201	ADJUSTMENT	10-22770 INSURANCE PAYABLE	07/27/2020	.01-	.01-	07/27/2020
1053	AMERICAN FAMILY LIFE ASSUR	PR0802201	AFLAC Pre-tax Pay Period: 8/2/2	10-22770 INSURANCE PAYABLE	08/05/2020	81.14	.00	
1053	AMERICAN FAMILY LIFE ASSUR	PR0802201	AFLAC/Tax Pay Period: 8/2/2020	10-22770 INSURANCE PAYABLE	08/05/2020	55.11	.00	
3557	CONNECTYOURCARE	JULY20	HSA Annual Deposit	10-22770 INSURANCE PAYABLE	07/20/2020	24,000.00	.00	
3557	CONNECTYOURCARE	JULY20-1	HSA Annual Deposit	10-22770 INSURANCE PAYABLE	07/21/2020	2,000.00	.00	
3557	CONNECTYOURCARE	PR0719201	ConnectYourCare HSA Pay Perio	10-22770 INSURANCE PAYABLE	07/27/2020	350.00	350.00	07/27/2020
3557	CONNECTYOURCARE	PR0802201	ConnectYourCare HSA Pay Perio	10-22770 INSURANCE PAYABLE	08/05/2020	150.00	150.00	08/05/2020
Total 10-22770:						26,885.51	749.26	
10-22790								
2283	NEVADA STATE TREASURER	PR0719201	CHILD SUPPORT FEE Misc-Chil	10-22790 MISC DEDUCTIONS PAYABL	07/27/2020	2.00	.00	
2283	NEVADA STATE TREASURER	PR0802201	CHILD SUPPORT FEE Misc-Chil	10-22790 MISC DEDUCTIONS PAYABL	08/05/2020	2.00	.00	
2395	Operating Engineers L U #3	PR0719201	Union Dues Union Dues Pay Per	10-22790 MISC DEDUCTIONS PAYABL	07/27/2020	70.50	70.50	08/05/2020
2395	Operating Engineers L U #3	PR0802201	Union Dues Union Dues Pay Per	10-22790 MISC DEDUCTIONS PAYABL	08/05/2020	70.50	70.50	08/05/2020
3644	OREGON CHILD SUPPORT PRO	PR0719201	TILLMAN - 410000000275793 C	10-22790 MISC DEDUCTIONS PAYABL	07/27/2020	323.07	323.07	07/27/2020
3644	OREGON CHILD SUPPORT PRO	PR0802201	TILLMAN - 410000000275793 C	10-22790 MISC DEDUCTIONS PAYABL	08/05/2020	323.07	323.07	08/05/2020
2755	State Coll & Disb Unit-SCADU	PR0719201	GRANILLO, JOSE 098149200A	10-22790 MISC DEDUCTIONS PAYABL	07/27/2020	102.25	102.25	07/27/2020
2755	State Coll & Disb Unit-SCADU	PR0802201	GRANILLO, JOSE 098149200A	10-22790 MISC DEDUCTIONS PAYABL	08/05/2020	102.25	102.25	08/05/2020
Total 10-22790:						995.64	991.64	
10-42-110								
1595	ELKO COUNTY COMPTROLLER	2019-2020	Reimbursable billing for court wag	10-42-110 SALARIES AND WAGES	07/17/2020	10,174.11	.00	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-42-110:								
						10,174.11	.00	
10-42-200								
1595	ELKO COUNTY COMPTROLLER	2019-2020	Reimbursable billing for court wag	10-42-200 EMPLOYEE BENEFITS	07/17/2020	6,022.52	.00	
Total 10-42-200:								
						6,022.52	.00	
10-45-600								
1369	CITY OF CARLIN	1674-49	admin 2 car wash	10-45-600 OFFICE EXPENSE	08/03/2020	12.00	.00	
Total 10-45-600:								
						12.00	.00	
10-45-610								
1369	CITY OF CARLIN	1674-48	office supplies	10-45-610 MATERIALS & SUPPLIES	07/24/2020	17.00	.00	
2565	RUBY MOUNTAIN NATURAL SP	848486	water admin	10-45-610 MATERIALS & SUPPLIES	07/29/2020	14.00	.00	
Total 10-45-610:								
						31.00	.00	
10-54-435								
2091	LARRY H MILLER FORD	1776354W	handle unit #225	10-54-435 OTHER AUTO EXPENSE	07/10/2020	27.80	.00	
Total 10-54-435:								
						27.80	.00	
10-54-515								
2313	NORTHEASTERN NEVADA REGI	06B913	BLOOD DRAW	10-54-515 BLOOD DRAWS	06/05/2020	150.00	.00	
2313	NORTHEASTERN NEVADA REGI	10B099	BLOOD DRAW	10-54-515 BLOOD DRAWS	06/09/2020	150.00	.00	
Total 10-54-515:								
						300.00	.00	
10-54-600								
1875	HOME DEPOT	024507/252242	BUILDING supplies for pd	10-54-600 OFFICE SUPPLIES	07/24/2020	101.42	.00	
2565	RUBY MOUNTAIN NATURAL SP	847521	WATER-PD	10-54-600 OFFICE SUPPLIES	07/22/2020	21.00	.00	
Total 10-54-600:								
						122.42	.00	
10-54-605								
1273	CARLIN ACE HARDWARE	7527-20	computer cable	10-54-605 COMPUTER SUPPLIES	07/23/2020	18.99	.00	
Total 10-54-605:								
						18.99	.00	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-54-610								
1273	CARLIN ACE HARDWARE	7528-20	door supplies	10-54-610 MATERIALS & SUPPLIES	07/29/2020	23.98	.00	
Total 10-54-610:								
						23.98	.00	
10-55-530								
1773	GLOBALSTAR LLC	2594957	SAT PHONE BILL	10-55-530 COMMUNICATIONS	07/18/2020	86.90	.00	
Total 10-55-530:								
						86.90	.00	
10-60-430								
3550	CAMPBELL TRACTOR & IMPL	Y16378	drive shaft	10-60-430 EQUIPMENT REPAIRS	07/29/2020	439.12	.00	
1385	CNH CAPITAL PRODUCTIVITY P	IV06418	Burks tractor latch	10-60-430 EQUIPMENT REPAIRS	07/30/2020	40.50	.00	
1660	FAIRMONT SUPPLY COMPANY	5296633-00	starter water truck	10-60-430 EQUIPMENT REPAIRS	06/17/2020	399.79	.00	
1937	INTERSTATE BATTERY SYSTEM	33154788	battery credit	10-60-430 EQUIPMENT REPAIRS	06/29/2020	31.00-	.00	
1937	INTERSTATE BATTERY SYSTEM	33154970	battery	10-60-430 EQUIPMENT REPAIRS	07/13/2020	60.95	.00	
1937	INTERSTATE BATTERY SYSTEM	33155140	BATTERIES UNIT 10	10-60-430 EQUIPMENT REPAIRS	07/27/2020	373.80	.00	
3580	LAWSON PRODUCTS INC.	9307756775	wood drill reamer	10-60-430 EQUIPMENT REPAIRS	07/29/2020	229.47	.00	
3542	METROQUIP	4422	slidegate door#81	10-60-430 EQUIPMENT REPAIRS	06/12/2020	52.00	.00	
3542	METROQUIP	4437	aggregate pipe	10-60-430 EQUIPMENT REPAIRS	06/15/2020	478.20	.00	
3542	METROQUIP	4576	hoses unit #81	10-60-430 EQUIPMENT REPAIRS	06/23/2020	793.40	.00	
3542	METROQUIP	4606	clean out lid durapatcher	10-60-430 EQUIPMENT REPAIRS	06/24/2020	57.40	.00	
2305	NORCO, INC	29629008	monthly rental	10-60-430 EQUIPMENT REPAIRS	06/30/2020	108.60	.00	
2527	PURCELL TIRE COMPANY	28418621	REPAIR TO skid steer	10-60-430 EQUIPMENT REPAIRS	07/13/2020	190.00	.00	
Total 10-60-430:								
						3,192.23	.00	
10-60-432								
2203	MID-AMERICAN RESEARCH CH	701365	orange crush	10-60-432 STREET REPAIRS	06/11/2020	209.00	.00	
2203	MID-AMERICAN RESEARCH CH	701365	freight	10-60-432 STREET REPAIRS	06/11/2020	308.55	.00	
2203	MID-AMERICAN RESEARCH CH	701365	judgement day	10-60-432 STREET REPAIRS	06/11/2020	3,630.00	.00	
2747	STAKER & PARSON COMPANIE	281160	asphalt	10-60-432 STREET REPAIRS	07/14/2020	666.54	.00	
Total 10-60-432:								
						4,814.09	.00	
10-60-435								
1660	FAIRMONT SUPPLY COMPANY	5296436-00	engine oil dipstick	10-60-435 AUTO EXPENSE	06/15/2020	17.00	.00	
2091	LARRY H MILLER FORD	1781141W	steering parts for #78	10-60-435 AUTO EXPENSE	07/31/2020	1,016.22	.00	
2117	LES SCHWAB TIRE	95600770046	TIRES unit #78	10-60-435 AUTO EXPENSE	07/21/2020	1,149.88	.00	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-60-435:								
						2,183.10	.00	
10-60-580								
3663	PRITCHARD, ROSS	139940044	reimbursement dmv cdl renewal	10-60-580 TRAVEL & TRAINING	07/17/2020	58.25	.00	
Total 10-60-580:								
						58.25	.00	
10-60-610								
1621	ELKO SAND & GRAVEL	5580	type 11 road base	10-60-610 MATERIALS & SUPPLIES	07/30/2020	1,855.57	.00	
2305	NORCO, INC	29867447	RENTAL	10-60-610 MATERIALS & SUPPLIES	07/31/2020	112.22	.00	
3154	SILVER STATE BARRICADE & SI	114623	5 gal traffic paint	10-60-610 MATERIALS & SUPPLIES	07/14/2020	168.00	.00	
Total 10-60-610:								
						2,135.79	.00	
10-64-430								
1273	CARLIN ACE HARDWARE	6347-20	valves	10-64-430 EQUIPMENT REPAIRS	05/12/2020	24.55	.00	
1273	CARLIN ACE HARDWARE	6348-20	barb 3/4	10-64-430 EQUIPMENT REPAIRS	05/14/2020	1.38	.00	
3015	WESTERN NEVADA SUPPLY CO	28392419	sprinklers	10-64-430 EQUIPMENT REPAIRS	07/10/2020	275.58	.00	
Total 10-64-430:								
						301.51	.00	
10-64-610								
1273	CARLIN ACE HARDWARE	6340-1	plumbing and grass seed	10-64-610 MATERIALS & SUPPLIES	05/01/2020	42.63	.00	
1273	CARLIN ACE HARDWARE	6342-20	cement	10-64-610 MATERIALS & SUPPLIES	05/05/2020	5.69	.00	
1273	CARLIN ACE HARDWARE	6350-20	2 cycle	10-64-610 MATERIALS & SUPPLIES	05/15/2020	28.72	.00	
1273	CARLIN ACE HARDWARE	7507-20	trash bags	10-64-610 MATERIALS & SUPPLIES	06/02/2020	51.98	.00	
Total 10-64-610:								
						129.02	.00	
10-65-610								
1273	CARLIN ACE HARDWARE	6341-20	concrete	10-65-610 MATERIALS & SUPPLIES	05/05/2020	22.76	.00	
1273	CARLIN ACE HARDWARE	7506-20	Paint brushes	10-65-610 MATERIALS & SUPPLIES	06/01/2020	9.99	.00	
1273	CARLIN ACE HARDWARE	7508-20	fixtures	10-65-610 MATERIALS & SUPPLIES	06/03/2020	54.58	.00	
1273	CARLIN ACE HARDWARE	7510-20	sprinklers	10-65-610 MATERIALS & SUPPLIES	06/04/2020	21.95	.00	
1273	CARLIN ACE HARDWARE	7514-20	sprinklers	10-65-610 MATERIALS & SUPPLIES	06/23/2020	26.44	.00	
1273	CARLIN ACE HARDWARE	7516-20	pull cord	10-65-610 MATERIALS & SUPPLIES	06/30/2020	6.59	.00	
1925	INTERMOUNTAIN FARMERS AS	1013914660	Gopher bombs	10-65-610 MATERIALS & SUPPLIES	07/23/2020	455.00	.00	
2203	MID-AMERICAN RESEARCH CH	701365	wasp spray	10-65-610 MATERIALS & SUPPLIES	06/11/2020	266.00	.00	
2203	MID-AMERICAN RESEARCH CH	701365	bug off	10-65-610 MATERIALS & SUPPLIES	06/11/2020	282.00	.00	
2825	TERRY'S PUMPIN & POTTIES IN	53118	RENTAL	10-65-610 MATERIALS & SUPPLIES	07/28/2020	87.50	.00	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-65-610:								
						1,232.81	.00	
10-79-200								
2519	PUBLIC EMPLOYEES BENEFITS	AUG20	RETIREE BENEFITS	10-79-200 RETIREE BENEFITS	08/04/2020	1,509.99	.00	
Total 10-79-200:								
						1,509.99	.00	
10-79-310								
1781	GOICOECHEA, DI GRAZIA, COY	40766	LEGAL FEES	10-79-310 LEGAL FEES	07/16/2020	497.52	.00	
Total 10-79-310:								
						497.52	.00	
10-79-340								
1317	CASELLE, INC.	103716	SUPPORT CHARGES	10-79-340 CONTRACT FEES	08/01/2020	930.00	.00	
1911	RICOH USA, INC	103821849	june 2020 additional images	10-79-340 CONTRACT FEES	06/23/2020	158.44	.00	
1911	RICOH USA, INC	103821849	june monthly rental	10-79-340 CONTRACT FEES	06/23/2020	188.38	.00	
Total 10-79-340:								
						1,276.82	.00	
10-79-350								
1931	INTERNATIONAL CODE COUNCIL	1001207977	Solar energy codes	10-79-350 BUILDING INSPECTION	06/25/2020	69.75	.00	
2475	PITNEY BOWES GLOBAL FINANCIAL	JUN20	Pw postage machine	10-79-350 BUILDING INSPECTION	06/22/2020	222.14	.00	
Total 10-79-350:								
						291.89	.00	
10-79-445								
1273	CARLIN ACE HARDWARE	7501-20	Potting soil	10-79-445 BUILDING MAINTENANCE	05/19/2020	50.97	.00	
1273	CARLIN ACE HARDWARE	7502-20	Plumbing	10-79-445 BUILDING MAINTENANCE	05/21/2020	36.99	.00	
1273	CARLIN ACE HARDWARE	7503-20	keys	10-79-445 BUILDING MAINTENANCE	05/26/2020	3.98	.00	
1273	CARLIN ACE HARDWARE	7504-20	cooler pad	10-79-445 BUILDING MAINTENANCE	05/27/2020	139.96	.00	
1273	CARLIN ACE HARDWARE	7505-20	Heating & cooling supplies	10-79-445 BUILDING MAINTENANCE	05/27/2020	49.02	.00	
1273	CARLIN ACE HARDWARE	7509-20	Plumbing	10-79-445 BUILDING MAINTENANCE	06/03/2020	21.33	.00	
1273	CARLIN ACE HARDWARE	7512-20	lawn and garden	10-79-445 BUILDING MAINTENANCE	06/16/2020	11.58	.00	
2285	JOHNSON STEAM LLC	1172	cart mounted disinfecting mister	10-79-445 BUILDING MAINTENANCE	06/29/2020	1,941.65	.00	
3580	LAWSON PRODUCTS INC.	9307708478	sanitizer wipes	10-79-445 BUILDING MAINTENANCE	07/09/2020	206.85	.00	
2203	MID-AMERICAN RESEARCH CH	700498	hand sanitizer	10-79-445 BUILDING MAINTENANCE	06/04/2020	432.00	.00	
2203	MID-AMERICAN RESEARCH CH	704203	hand sanitizer	10-79-445 BUILDING MAINTENANCE	07/08/2020	432.00	.00	
Total 10-79-445:								
						3,326.33	.00	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-79-621								
2731	SOUTHWEST GAS CORPORATI	AUG20	151 s 8th	10-79-621 NATURAL GAS	07/31/2020	33.45	.00	
2731	SOUTHWEST GAS CORPORATI	AUG20	718 cedar st	10-79-621 NATURAL GAS	07/31/2020	42.48	.00	
2731	SOUTHWEST GAS CORPORATI	AUG20	121 HAMILTON ST	10-79-621 NATURAL GAS	07/31/2020	31.01	.00	
2731	SOUTHWEST GAS CORPORATI	AUG20	101 S 8TH ST	10-79-621 NATURAL GAS	07/31/2020	37.54	.00	
2731	SOUTHWEST GAS CORPORATI	AUG20	811 MAIN	10-79-621 NATURAL GAS	07/31/2020	32.64	.00	
2731	SOUTHWEST GAS CORPORATI	AUG20	330 MEMORY LANE	10-79-621 NATURAL GAS	07/31/2020	29.38	.00	
2731	SOUTHWEST GAS CORPORATI	AUG20	320 CHESTNUT ST	10-79-621 NATURAL GAS	07/31/2020	104.78	.00	
2731	SOUTHWEST GAS CORPORATI	AUG20	152 S 8TH ST	10-79-621 NATURAL GAS	07/31/2020	33.45	.00	
Total 10-79-621:							344.73	.00
10-79-915								
1561	NORTHEASTERN NEVADA RDA	2021-1	INTER-LOCAL SERVICE AGREE	10-79-915 ECEDA CONTRIBUTION	07/30/2020	2,929.30	.00	
Total 10-79-915:							2,929.30	.00
10-79-961								
1603	ELKO COUNTY TREASURER	2-2020	002093006	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002010064	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002030031	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002024010	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002184003	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002068005	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002024013	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002134002	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002030018	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002015020	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002183002	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002010063	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002024012	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002027001	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002020008	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002030030	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002024011	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002093005	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	2-2020	002024014	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	3-2020	002230007	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	3-2020	002220045	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	3-2020	002230006	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	3-2020	002230009	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1603	ELKO COUNTY TREASURER	3-2020	002120002	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	3-2020	002230010	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	3-2020	002191008	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	3-2020	002193004	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	3-2020	002220047	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	3-2020	002024009	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	3-2020	002230008	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	3-2020	002-134-001	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	3-2020	002220014	10-79-961 MISCELLANEOUS	07/31/2020	43.73	.00	
1603	ELKO COUNTY TREASURER	3-2020	002230013	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002210041	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002192008	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002200005	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002210009	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002195007	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002190002	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002210056	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002200010	10-79-961 MISCELLANEOUS	07/31/2020	23.28	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002190005	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002-190-010	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002200011	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002190008	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002192002	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002240003	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002200008	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002195006	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002220044	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002210004	10-79-961 MISCELLANEOUS	07/31/2020	685.35	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002-190-006	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
1603	ELKO COUNTY TREASURER	MARY'S CREE	002192001	10-79-961 MISCELLANEOUS	07/31/2020	2.16	.00	
Total 10-79-961:						860.36	.00	
14-40-100								
2561	REDI SERVICES LLC	154574	EQP Porta Potties	14-40-100 CARLIN EQUESTRIAN CEN	07/15/2020	100.00	.00	
Total 14-40-100:						100.00	.00	
20-40-650								
1599	ELKO COUNTY RECREATION B	JUNE20	lodging tax	20-40-650 STATE/COUNTY PORTION-	07/22/2020	108.72	.00	
2367	NV TAX COMMISSION	JUNE2020	STATE LODGING TAX	20-40-650 STATE/COUNTY PORTION-	07/22/2020	65.24	.00	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 20-40-650:								
						173.96	.00	
50-71-430								
1273	CARLIN ACE HARDWARE	6339-20	plumbing PARTS	50-71-430 EQUIPMENT REPAIRS	05/01/2020	5.99	.00	
1273	CARLIN ACE HARDWARE	6345-20	hardware	50-71-430 EQUIPMENT REPAIRS	05/07/2020	8.97	.00	
1273	CARLIN ACE HARDWARE	6346	paint	50-71-430 EQUIPMENT REPAIRS	05/08/2020	49.72	.00	
3443	I&E ELECTRIC, INC	6153	radio repair pumphouse	50-71-430 EQUIPMENT REPAIRS	04/24/2020	130.50	.00	
3443	I&E ELECTRIC, INC	6344	scada repair	50-71-430 EQUIPMENT REPAIRS	05/26/2020	292.86	.00	
3443	I&E ELECTRIC, INC	6500	scada repair	50-71-430 EQUIPMENT REPAIRS	06/26/2020	300.00	.00	
3015	WESTERN NEVADA SUPPLY CO	28376362	water valves and boxes	50-71-430 EQUIPMENT REPAIRS	06/25/2020	1,022.63	.00	
Total 50-71-430:								
						1,810.67	.00	
50-71-600								
2901	UNDERGROUND SERVICE ALE	2020112528	USA DIG membership fee	50-71-600 OFFICE EXPENSE	07/22/2020	150.00	.00	
Total 50-71-600:								
						150.00	.00	
50-71-610								
1273	CARLIN ACE HARDWARE	7511-20	tarp	50-71-610 MATERIALS & SUPPLIES	06/11/2020	28.99	.00	
3377	THATCHER COMPANY OF NEVA	1496703	chlorine	50-71-610 MATERIALS & SUPPLIES	06/09/2020	2,512.80	.00	
3377	THATCHER COMPANY OF NEVA	1496704	drum deposits	50-71-610 MATERIALS & SUPPLIES	06/09/2020	320.00	.00	
3377	THATCHER COMPANY OF NEVA	1499491	chlorine	50-71-610 MATERIALS & SUPPLIES	07/14/2020	2,512.80	.00	
3377	THATCHER COMPANY OF NEVA	1499494	drum return credit	50-71-610 MATERIALS & SUPPLIES	07/14/2020	760.00	.00	
3015	WESTERN NEVADA SUPPLY CO	28376362-1	water stock supplies	50-71-610 MATERIALS & SUPPLIES	07/07/2020	403.57	.00	
Total 50-71-610:								
						4,378.16	.00	
50-71-660								
2735	SPB UTILITY SERVICES, INC.	20-303	water testing	50-71-660 TESTING - WATER	07/01/2020	686.57	.00	
2735	SPB UTILITY SERVICES, INC.	20353	july 2020	50-71-660 TESTING - WATER	08/01/2020	963.90	.00	
Total 50-71-660:								
						1,650.47	.00	
50-72-650								
1371	CITY OF ELKO	2020-0000079	landfill	50-72-650 LANDFILL EXPENSE	06/30/2020	4,809.85	.00	
1371	CITY OF ELKO	2020-0000079	Late fee	50-72-650 LANDFILL EXPENSE	06/30/2020	72.15	.00	
1371	CITY OF ELKO	2021-0000000	LANDFILL	50-72-650 LANDFILL EXPENSE	07/31/2020	5,211.98	.00	
1623	ELKO SANITATION	24823206	30 YD ROLLOFF	50-72-650 LANDFILL EXPENSE	07/01/2020	4,412.62	.00	
1623	ELKO SANITATION	24836798	30 YD ROLLOFF	50-72-650 LANDFILL EXPENSE	08/01/2020	4,879.94	.00	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 50-72-650:								
						19,386.54	.00	
50-73-535								
3155	AT&T Mobility	JUNE20	pw cell phone	50-73-535 TELEPHONE	06/24/2020	201.87	.00	
Total 50-73-535:								
						201.87	.00	
50-73-585								
2971	VOGUE LAUNDRY & CLEANERS	3013544	pw uniforms	50-73-585 UNIFORMS	06/18/2020	90.12	.00	
2971	VOGUE LAUNDRY & CLEANERS	3014627	pw uniforms	50-73-585 UNIFORMS	06/25/2020	84.72	.00	
2971	VOGUE LAUNDRY & CLEANERS	3015816	pw uniforms	50-73-585 UNIFORMS	07/02/2020	123.87	.00	
2971	VOGUE LAUNDRY & CLEANERS	3016923	pw uniforms	50-73-585 UNIFORMS	07/09/2020	104.70	.00	
2971	VOGUE LAUNDRY & CLEANERS	3018083	pw uniforms	50-73-585 UNIFORMS	07/16/2020	69.60	.00	
2971	VOGUE LAUNDRY & CLEANERS	3019230	pw uniforms	50-73-585 UNIFORMS	07/23/2020	69.60	.00	
2971	VOGUE LAUNDRY & CLEANERS	3020366	pw uniforms	50-73-585 UNIFORMS	07/30/2020	84.18	.00	
Total 50-73-585:								
						626.79	.00	
50-73-610								
1273	CARLIN ACE HARDWARE	7515-20	Hose	50-73-610 MATERIALS & SUPPLIES	06/24/2020	41.99	.00	
2013	K & L SUPPLY, INC.	43650	SEWER solvent	50-73-610 MATERIALS & SUPPLIES	06/24/2020	2,498.85	.00	
2203	MID-AMERICAN RESEARCH CH	701365	fireball	50-73-610 MATERIALS & SUPPLIES	06/11/2020	1,674.00	.00	
Total 50-73-610:								
						4,214.84	.00	
50-73-660								
2735	SPB UTILITY SERVICES, INC.	20-303	sewer testing	50-73-660 TESTING - SEWER	07/01/2020	686.58	.00	
2735	SPB UTILITY SERVICES, INC.	20353	july2020	50-73-660 TESTING - SEWER	08/01/2020	963.90	.00	
Total 50-73-660:								
						1,650.48	.00	
50-79-310								
1781	GOICOECHEA, DI GRAZIA, COY	40766	LEGAL FEES	50-79-310 LEGAL FEES	07/16/2020	497.53	.00	
Total 50-79-310:								
						497.53	.00	
50-79-330								
3458	FARR WEST ENGINEERING	120769	305 school st Curb and Gutter En	50-79-330 ENGINEERING FEES	05/05/2020	2,687.54	.00	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 50-79-330:								
2,687.54 .00								
50-79-370								
3649	CLOVER SUPPORT	AUG20	credit card machine charges	50-79-370 POSTAGE	08/01/2020	64.43	.00	
3670	FIRST DATA GLOBAL LEASING	07062020	credit card lease	50-79-370 POSTAGE	07/06/2020	97.30	.00	
3670	FIRST DATA GLOBAL LEASING	AUG20	credit card lease	50-79-370 POSTAGE	08/05/2020	97.30	.00	
3655	FIRST DATA NEVADA STATE BA	JULY20	card processing	50-79-370 POSTAGE	08/01/2020	499.70	.00	
1715	FREEDOM MAILING SERVICE	38677	bill processing	50-79-370 POSTAGE	07/30/2020	292.17	.00	
3176	Secure Instant Payments, LLC	01366	online bill pay	50-79-370 POSTAGE	07/31/2020	205.15	.00	
Total 50-79-370:								
1,256.05 .00								
50-79-621								
2731	SOUTHWEST GAS CORPORATI	AUG20	820 OAK STREET	50-79-621 NATURAL GAS	07/31/2020	44.89	.00	
Total 50-79-621:								
44.89 .00								
60-40-650								
2765	STATE OF NEVADA	JULY20	STATE Admin Fees	60-40-650 STATE ADMIN FEE	08/05/2020	442.00	.00	
2765	STATE OF NEVADA	JUNE20-01	STATE Admin Fees	60-40-650 STATE ADMIN FEE	07/06/2020	269.00	.00	
Total 60-40-650:								
711.00 .00								
60-40-652								
1603	ELKO COUNTY TREASURER	JULY2020	juv admin assessments	60-40-652 ADMIN FEES COUNTY JUV	08/05/2020	24.00	.00	
Total 60-40-652:								
24.00 .00								
60-40-654								
2765	STATE OF NEVADA	JULY20	STATE GENERAL FUND	60-40-654 ADMIN FEE STATE GENER	08/05/2020	60.00	.00	
Total 60-40-654:								
60.00 .00								
60-40-655								
2765	STATE OF NEVADA	JULY20	STATE COURT PROGRAM FEES	60-40-655 ADMIN FEE STATE COURT	08/05/2020	84.00	.00	
Total 60-40-655:								
84.00 .00								
73-81-610								
1755	GEM STATE PAPER & SUPPLY	2011654-01	latex gloves	73-81-610 MATERIALS & SUPPLIES	07/09/2020	91.32	.00	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 73-81-610:								
						91.32	.00	
73-81-630								
2757	STATE FIRE DC SPECIALTIES	N7184441E	SENIOR CENTER FACILITY	73-81-630 EQUIPMENT REPAIR/PURC	06/30/2020	249.60	.00	
Total 73-81-630:								
						249.60	.00	
73-81-650								
2299	NICHOLAS & COMPANY, INC.	7282308	RAW FOOD	73-81-650 RAW FOOD	07/14/2020	408.91	.00	
2565	RUBY MOUNTAIN NATURAL SP	846533	WATER-SC	73-81-650 RAW FOOD	07/15/2020	16.50	.00	
Total 73-81-650:								
						425.41	.00	
73-82-650								
1127	BAIR DISTRIBUTING, INC.	243734	milk for homebound	73-82-650 RAW FOOD	07/16/2020	40.60	.00	
1127	BAIR DISTRIBUTING, INC.	243920	milk for homebound	73-82-650 RAW FOOD	07/23/2020	40.60	.00	
3612	KHOURY'S FRESH MARKET CA	02429320	raw food	73-82-650 RAW FOOD	07/15/2020	51.30	.00	
3612	KHOURY'S FRESH MARKET CA	02-433547	raw food	73-82-650 RAW FOOD	07/22/2020	119.88	.00	
2281	NEVADA STATE BANK	018028	walmart raw food	73-82-650 RAW FOOD	06/18/2020	76.56	76.56	07/22/2020
Total 73-82-650:								
						328.94	76.56	
73-83-440								
3155	AT&T Mobility	JUNE20	sc cell phone	73-83-440 FACILITY	06/24/2020	20.96	.00	
Total 73-83-440:								
						20.96	.00	
73-83-630								
1660	FAIRMONT SUPPLY COMPANY	5296318-00	hose fuel filter senior Truck #4	73-83-630 EQUIPMENT REPAIR/PURC	06/12/2020	82.10	.00	
1660	FAIRMONT SUPPLY COMPANY	5296862-00	filters bus 3	73-83-630 EQUIPMENT REPAIR/PURC	06/19/2020	22.02	.00	
1660	FAIRMONT SUPPLY COMPANY	5297467-00	fuel filter pipe assemble Exp #1	73-83-630 EQUIPMENT REPAIR/PURC	06/26/2020	298.89	.00	
2999	WEAVER, PATRICK G.	2012	new van decals	73-83-630 EQUIPMENT REPAIR/PURC	07/20/2020	275.00	.00	
Total 73-83-630:								
						678.01	.00	
Grand Totals:								
						159,265.49	41,636.31	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

PUBLIC COMMENTS: (Non-Action Item)

- A) Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item.

Adjournment (For Possible Action)