

**Carson City
Agenda Report**

Date Submitted: 03/11/14

Agenda Date Requested: 03/20/14

Time Requested: 30 minutes

To: Mayor and Supervisors

From: Marena Works, Interim City Manager
Nick Providenti, Director of Finance

Subject Title: For Possible Action: Presentation and possible action to approve Supplemental Budget Requests and to set the priority of the Supplemental Budget Requests for possible inclusion into the FY 2015 General Fund budget. (Marena Works and Nick Providenti)

Staff Summary: Staff will present Supplemental Budget Requests prepared by various departments for additional funding for their respective budgets. The Board is being asked to review and determine which supplemental requests should be considered and to determine a priority by which the request would be added to the FY 2015 General Fund budget provided there is excess revenues available.

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify) non-action item

Does this action require a Business Impact Statement: () Yes (xx) No

Recommended Board Action: I move to approve the Supplemental Budget Requests as set forth by the Board and to set the priority as discussed.

Explanation for Recommended Board Action: The Board should review the supplemental requests to determine which requests should be approved for inclusion in the FY 2014 General Fund budget and then to set a priority ranking for funding the requests through excess General Fund revenues, if any.

Applicable Statute, Code, Policy, Rule or Regulation: none

Fiscal Impact: To be determined by this action.

Explanation of Impact: Until the Board approves supplemental requests, if any, there is no budget impact. All excess revenues, if any, would flow to the General Fund ending fund balance.

Funding Source: General Fund Revenues

Alternatives: Do not approve any supplemental requests.

Supporting Material: Supplemental General Fund Budget Requests

Prepared By: Nick Providenti

Reviewed By: Urbel Akhlt Date: 3/11/14
(Department Head)

maxina awors Date: 3/11/14
(City Manager)

[Signature] Date: 3/11/14
(District Attorney)

Urbel Akhlt Date: 3/11/14
(Finance Director)

Board Action Taken:

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

(Vote Recorded By)

FY 2014-15 Supplemental Requests

Department	Account	Description	Amount	Comments
Health	101-0764	Increase Mgmt. Asst. allocation to GF / Operating Supplies	14,776	
	101-6900	Add 2 Hourly employees	22,080	
	101-6852	Increase Clinic Division Managers allocation to GF	15,891	
		Department Totals	52,747	
Courts	101-0764	Judicial Clerk 2 to 3 - 1 FTE / Judicial Clerk 1 to 2 - 2 FTE's	9,958	
		Department Totals	9,958	
Court Clerk	101-0212	1 FTE - Recording Secretary / Reduce Hourly \$25,000	47,639	
		Department Totals	47,639	
Library	101-6200	Professional Services - 25 Hr/Week Position at BRIC	14,603	
	101-6200	1 FTE - MA 2	58,083	Option A
	101-6200	Increase Hourly Budget	19,398	Option B
	101-6200	1 FTE - Technology Trainer Position	74,813	
		Department Totals	166,897	
Sheriff	101-2012	2 Deputies - School Resource Officer Program	172,394	
		Department Totals	172,394	
Fire	501-2525 / 101-8000	2 Firefighter / Paramedics for "Day Car" Ambulance	264,199	
	101-2520	5 SCBA Air Packs for Training	35,000	
		Department Totals	299,199	
Public Guardian	101-0217	Add 1 FTE Case Manager Position	66,754	
		Department Totals	66,754	
IT	101-0710	1 FTE - Entry Level Technical Position	46,345	
	101-0710	1 FTE - General Clerical Position	38,163	
		Department Totals	84,508	
		Total General Fund	900,096	
Water	520-3502-435	1 FTE - Water Technician 2	57,284	
		Department Totals	57,284	
Sewer	510-3202-434	1 FTE - Sewer Technician 2	57,284	
	510-3201-434	1 FTE - Wastewater Plant Mechanic 2	64,785	
		Department Totals	122,069	
		Utility Fund Totals	179,353	

NOTE - THESE ARE NOT IN ANY PRIORITY ORDER

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2014-15

DEPARTMENT : Human Services

DEPARTMENT # : 101-0764-444

DESCRIPTION OF REQUESTED ITEM: Operating supplies and salaries.

JUSTIFICATION OF REQUEST: The Human Services' Management Assistant's job duties consist of mainly general fund duties and cannot continue to be supported with 74% grant funding. General fund duties include: burials, inmate medical care, hospital costs, victim's fund and rest home assistance funds. As a result of grant funding reductions, Human Services cannot continue to support these general fund duties with grant funding.

Operating expenses have gone up due to the copy machine contracts. Human Services has very limited operating funding within their grants.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	\$12,776.00	101-0764-444-06-25	\$2,000.00
Other Pay	.00		
Worker's Compensation	.00		
Group Insurance	.00		
Medicare	.00		
Pers	.00		
Total Personnel Costs (1)	\$12,776.00	Total Services and Supplies (2)	\$2,000.00
			GRAND TOTAL: \$14,776.00

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2014-15

DEPARTMENT : Animal Services

DEPARTMENT # : 101-6900-442

DESCRIPTION OF REQUESTED ITEM: Professional Services

JUSTIFICATION OF REQUEST: Animal Services Veterinarian contract will be negotiated at \$1,500 per month instead of \$1,200. A veterinarian who would be compatible with the Animal Control environment has been difficult to locate. In doing a search, hourly wages range from \$78 to \$100 which will equate to \$1,872 to \$2,400 monthly based on working approximately 6 hours/week and consultation calls. Also, included is the yearly educational supplement and liability insurance.

It is imperative that proper sanitation methods are followed daily to reduce the risk of disease and maintain a healthy environment. (1) Adequate staffing is needed to provide maintenance, disease control, cleaning, feeding and care of the animals in our care. This function of Animal Services is a 365 day year operation. This includes weekends and holidays. (2) The need for 2 additional Hourly Regulation Caretakers is to have adequate staffing to provide baseline standard operating procedures. (3) Currently we have 2 hourly caretakers that would exceed 1039 hours by May 2014. The ability to cover fulltime staff's vacations, and holidays has placed a burden on the 2 hourly employees to maintain below 1039 hours and still care for the animals. (4) CCAS baseline staffing needs would be fulfilled with 2 additional hourly staff.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	\$22,080.00	101-6900-442-03-09	\$4,000
Other Pay	.00		
Worker's Compensation	.00		
Group Insurance	.00		
Medicare	.00		
Pers	.00		
Total Personnel Costs (1)	\$22,080.00	Total Services and Supplies (2)	\$4,000.
	22,080.00		GRAND TOTAL: \$26,080.00

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2014-15

DEPARTMENT : Clinic Services

DEPARTMENT # : 101-6852-441

DESCRIPTION OF REQUESTED ITEM: Salaries

JUSTIFICATION OF REQUEST: Due to reduction in grant funding, we are requesting the percentage of the Clinic Division Manager's (RN, BSN) wage get increased from 46% general fund to 60% general fund. The Clinical Services Division currently has a total of 96% FTEs to perform all the services provided. ___ FTEs are funded with grant funds.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	\$15,891.00		
Other Pay	.00		
Worker's Compensation	.00		
Group Insurance	.00		
Medicare	.00		
Pers	.00		
Total Personnel Costs (1)	\$15,891.00	Total Services and Supplies (2)	
			GRAND TOTAL: \$15,891.00

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2014-15

DEPARTMENT : 4700

DEPARTMENT # : Courts

DESCRIPTION OF REQUESTED ITEM: Internal Promotions

Loyola, Mirna: Judicial Clerk 2 to Judicial Clerk 3 (Justice/Municipal Court) Hire Date: 10/22/2007

Alegria, Vanessa: Judicial Clerk 1 to Judicial Clerk 2 (District Court) Hire Date: 08/12/2011

Putz, Amber: Judicial Clerk 1 to Judicial Clerk 2 (Justice/Municipal Court) Hire Date: 09/30/2011

JUSTIFICATION OF REQUEST: Employees working in the Judicial Clerk Series are trained and after satisfactory performance can be promoted to the next step in the series by recommendation of their supervisor. Mirna Loyola has been trained at the front counter, on all office processes, and in the courtroom. She has mastered all areas of the Judicial Clerk Series and is performing well. Vanessa Alegria is performing at the front counter in the District Court and has learned all aspects of public service and is performing very well. Amber Putz has been completely trained at the front counter and is learning civil processing and is performing very well. All of these employees have demonstrated a level of performance that justifies a promotion to the next level of the Judicial Clerk Series.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	\$8,084.57		
Other Pay	.00		
Worker's Compensation	.00		
Group Insurance	.00		
Medicare	117.23		
Pers	1,756.33		
Total Personnel Costs (1)	\$9,958.13	Total Services and Supplies (2)	
		GRAND TOTAL:	\$9,958.13

Maxine Cortes 3/17/2014

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2014-15

DEPARTMENT : Clerk Recorder

DEPARTMENT # : 0212

DESCRIPTION OF REQUESTED ITEM: Add one FTE Recording Secretary position and reduce one hourly.

JUSTIFICATION OF REQUEST: Excess workload

(1) PERSONNEL SERVICES:

(2) SERVICES AND SUPPLIES:

	Amount	Acct# / Description	Amount
Salary	\$49,374.00	Reduction of hourly	-25,000.00
Other Pay	.00		
Worker's Compensation	767.00		
Group Insurance	9,068.00		
Medicare	716.00		
Pers	12,714.00		
Total Personnel Costs (1)	\$72,639.00	Total Services and Supplies (2)	
		GRAND TOTAL:	\$47,639.00

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2014-15

DEPARTMENT : Library

DEPARTMENT # : 6200

DESCRIPTION OF REQUESTED ITEM:

Increase to Professional Services line item [101-6200-455-03-09] to a total of \$63,368 (original FY14 budgeted amount of \$39,000 plus \$14,603). This is a 25hr per week position at the Business Resource Innovation Center, (the BRIC) at 12.63/hr totaling \$16,419. The position total shows a reduction of \$1,816 which will continue to be paid from the Library budget, professional services line item.

JUSTIFICATION OF REQUEST:

The Business Resource Innovation Center, (the BRIC), is a partnership of the Carson City Library, Office of Business Development, Building, Engineering, Planning, and Business Licensing. The business toolbox includes access to librarian services that guides patrons to everything from business-focused books and materials, to business research databases, counseling, mentoring, seminars, networking, and self-study programs. The BRIC also provides access to public computers, a copy and fax center, and meeting spaces. These services combined with the licensing, permitting, planning and regulation entities located above on the second floor create real-time, progress-driven outcomes that help businesses succeed. The American Library Association nationally recognizes the BRIC as "boon to small business".^a

In FY14 this position was funded by a USDA (or NNDA) agriculture grant (\$9,765) and a partnership with Carson City Planning and Redevelopment (\$3,990) with less than \$2,000 being paid from professional services within the library budget. After various additional funding searches, other city/grant resources are not currently available to further fund this position. Since the economic downturn, this service and position has become of vital importance within the community, providing assistance to entrepreneurs and businesses. "In smaller communities, libraries are a principal source of information to area micro, small, and mid-sized businesses."^b The BRIC professional services position provides this focused library assistance for the community's entrepreneurs and businesses.

This collaboration between the Library and other City Departments is essential to individuals' access to City Offices and information within a two block radius. If funding cannot be acquired to fund this staff position at the BRIC, library resources will need to be removed from the BRIC location. The current partnership of the Library and other city departments would not be as feasible/accessible from the 900 N. Roop street main library location.

^a Collins, B. (2012, August 13). *How public libraries are a boon to small business*. Retrieved from <http://www.americanlibrariesmagazine.org/article/how-public-libraries-are-boon-small-business>

^b Urban Libraries Council. (2007). *Making cities stronger : public library contributions to local economic development*. Chicago, IL.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	0.00	101-6200-455-03-09	\$14,603
Other Pay	.00		
Worker's Compensation	.00		
Group Insurance	.00		
Medicare	.00		
Pers	.00		
Total Personnel Costs (1)	\$0.00	Total Services and Supplies (2)	
		GRAND TOTAL:	\$14,603

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From: Lee Plemel
Sent: Friday, March 07, 2014 2:24 PM
To: Sena Loyd
Subject: Library Budget Augmentation for Hourly BRIC Receptionist

Follow up
Flagged

Sena,

This email is to support the Library budget augmentation to cover the cost of an hourly employee to cover the BRIC front desk for 25 hours per week, at a cost of up to \$16,419 (at \$10.10/hour for a total of \$12.63/hour through Marathon).

The cost of this employee was covered in FY 2013-14 in part with Redevelopment funds, and the position was originally grant funded as part of opening the BRIC. It is my understanding that it is the desire of the City to shift any funding for this position out of the Redevelopment budget. The position is necessary to continue to offer the business resource functions of the BRIC to the public, and particularly in order for the business resources to remain open to the public daily from 8 AM to 5 PM. Community Development staff will continue to provide the remaining 20 hours per week coverage at the front desk. This partnership between Library and Community Development staff has worked well over the last year and I hope it will continue.

I would be happy to provide any additional information necessary to support funding for the BRIC front desk hourly employee upon request.

Lee

Lee Plemel, AICP, Director
Community Development Department
108 E. Proctor Street
Carson City, NV 89701
775-283-7075

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2014-15

DEPARTMENT : Library

DEPARTMENT # : 6200

DESCRIPTION OF REQUESTED ITEM:

Increase to Contractual Services line item [101-6200-455-03-49] from \$69,371 to a total of \$77,506.

JUSTIFICATION OF REQUEST:

In FY13/14, the library has submitted line item transfer forms which increases contractual services from \$55,000 to \$61,371. Also, in FY13/14 when the final true up of budgets is completed by City Finance, an additional \$8,000 will be added which was approved by IFC as part of the FY13/14 budget process. This will bring the approved budget for Contractual Services to \$69,371. The below increase request reflects an increase above and beyond the final approved amount of \$69,371 for FY13/14.

Two integral library maintenance and services contracts are paid from the Contractual Services budget for the library along with other smaller contractual services appropriately charged to this line item.

CLAN (Cooperative Libraries Automated Network)

Cooperative Libraries Automated Network (CLAN) is a regional network of computer and telecommunication services formed under NRS 379.147-379.150 for the purpose of improved library services and sharing of resources. Carson City Library membership allows for the input of our own library holdings (materials and patrons) as well as access to shared resources. Membership allows users to locate materials from 42 main libraries with the ability to maintain their own accounts, place holds on shared materials, access e-books and shared databases, including digital collection databases specific to the CLAN libraries such as high school yearbooks, local newspapers, etc. This gives the community access to over 1,300,000 materials and allows Library patrons to request those materials be sent to the Carson City Library for use rather than purchasing additional materials. In addition CLAN technical staff is available for assistance for all members. The cost for these services in FY 14/15 will increase approximately 5%. FY-13/14 the cost was \$49,406.75, the cost for FY14/15 is budgeted to be \$54,920.52. These costs are determined by the CLAN Board and relate to the services and resources used by the members. Carson City Library is a member of this governing board and has been since the founding of CLAN in 1981. As a cooperative, CLAN provides services at a much lower cost than any one library could purchase individually. On February 27th, 2014 the Carson City Library Board of Trustees renewed the cooperative agreement between the Carson City Library and CLAN. This agreement will cover FY 14/15 through FY 18/19, at a cost not to exceed \$68,235.00 per fiscal year, and total agreement not to exceed \$341,175.00 over the five (5) year period. The request for FY14/15 reflects an increase of \$5,513.77 from \$49,406.75 to \$54,920.52. This is below the maximum listed in the agreement. Possible future increases will be addressed in the appropriate fiscal year.

Envisionware

The second integral maintenance contract is with Envisionware: Self Service and Library Efficiency Solutions. Envisionware applications are used on all public access machines for reservations, self-service printing, user login, as well as checking in and out of borrowed materials. Staff uses the applications for security of materials (RFID tagging), circulating and sorting of returned materials. The reports we are able to obtain with the system allow for accurate usage statistics and provide a basis for determining services. The time savings of this solution has allowed Carson City Library to provide additional open hours and better serve our clientele with their reference and research requests. Current maintenance for these services is \$17,247. The cost has increased to \$19,868. The increase is \$2,621 for maintenance on the expanded RFID sorter (automated materials check in machine). The second intake machine was purchased in FY 12/13 and came with one year maintenance which expired in FY13/14. Without the purchase of these maintenance services we would not be able to afford a major breakdown of equipment. We would not have the monies to replace broken parts or the expertise to fix them on our own. Loss of this equipment would require additional staffing in order to manually check in and out borrowed materials, manually keep statistics and manually reserve computers for the over 3,000 sessions requested each month.

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2014-15

DEPARTMENT : Library

DEPARTMENT # : 6200

DESCRIPTION OF REQUESTED ITEM: Management Assistant 2.

JUSTIFICATION OF REQUEST:

A number of years ago the internal accounting position for the Carson City Library was reclassified and the duties reassigned to meet the goals of the previous strategic plan. Since that time internal accounting duties are being completed by Librarians as part of their program tasks. Due to increased demand by the community it has become necessary to remove these duties from Librarians and return these tasks to Library Administration. In reviewing the duties required and the list of the City's job descriptions, it was determined that a Management Assistant 2 would be able to meet the libraries needs. Currently three librarians work a combined average of between 30-32 hours a week on financial/grant duties that need to be spent providing services to library patrons and focused on the goals of the 2014-2019 strategic plan. The director will continue to oversee the library budget. However, the day to day accounting, payroll, ordering of supplies, filing of federal reports etc. needs to be completed by a dedicated accounting person. The Library Board of Trustee's approved the hiring of this position for FY 14 in December 2013. Working both with City Finance and City HR, it was determined that the library would have salary savings from the vacant Director position (October 16-January 2) and vacant Youth Services Librarian (August 26-December 13). Again working with the City HR, the library recruited and hired a Management Assistant 2 on March 7, 2014 working as an hourly at 20 hours per week.

- A. We are requesting that this position become a permanent fulltime position paid for using City funds: This position is critical to being able to meet the internal financial duties of the library and to be able to reassign the duties of the librarians involved in financial back to meeting the needs of our patrons.
- B. If this position is approved to be continued as an hourly (20 hours per week) we request that our hourly salary budget be increased for the entire annual amount (\$19,399) and paid for with City funding. This would increase the annual hourly salary total to \$69,399. This position to date has been paid for with salary savings that will not be available in FY15.

Option A	(1)PERSONNEL SERVICES:	(2)SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	41,765.36		
Other Pay	.00		
Worker's Compensation	1,223.08		
Group Insurance	8,954.62		
Medicare	605.60		
Pers EEER	5,533.91		
Total Personnel Costs (1)	\$58,082.57	Total Services and Supplies (2)	
			GRAND TOTAL:
			\$58,082.57

Option B		(1)PERSONNEL SERVICES:	(2)SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount	
Salary	0.00	101-6200-455-01-02	\$19,398.13	
Other Pay	.00			
Worker's Compensation	.00			
Group Insurance	.00			
Medicare	.00			
Pers	.00			
Total Personnel Costs (1)	\$.00	Total Services and Supplies (2)		
			GRAND TOTAL:	\$19,398.13

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SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2014-15

DEPARTMENT : Library

DEPARTMENT # : 6200

DESCRIPTION OF REQUESTED ITEM: Full Time Technology Trainer position.

JUSTIFICATION OF REQUEST: In September 2012 the technology trainer position at the Carson City Library was created along with the @Two Digital Learning Center. This position was created first with the pilot federal Broadband Technology Opportunities Program (BTOP) grant and then with a one year restricted grant through the state Library Technology and Services Act (LSTA). After various funding searches, other grant resources are not currently available to further fund this position. Since the economic downturn, this position has become an integral part of providing services to the community as they move forward with job seeking, education and self-knowledge.

Justifications:

1. Anonymous community feedback.
2. Computers and training.
3. Digital literacy and the digital divide.
4. Knowledge summit.
5. City staff training.

1. Anonymous community feedback to the addition of classes and a Technology Trainer:

"I need more classes! ... It is preparing me for more school that I will have to pay for on my own, it is appreciated!"

"Thank you for the classes you offer, I will be more confident when applying for jobs because of your classes."

"Thank you all Libraries would benefit from this program, wonderful program"

"These courses are excellent for people who have not grown up with computers. The ability to ask questions and get answers is especially wonderful. Thank you for making these classes available."

"I'm so glad the library now has these classes available. They teach valuable skills for continuing professional education of our community members. Please continue bringing more of these services to the library!"

2. Before the BTOP grant there were under 20 total public workstations including youth and adult. After the BTOP implementation there are 85 public workstations, including 19 apple computers. Before the BTOP implementation, few computer classes were offered. The BTOP grant included the addition of a 9 seat training hub, and 6 seat premiere computer station with several more classes offered that were received by the community with enthusiasm. The Technology Trainer has offered more than 350 classes over the last 15 months with topics ranging from Mouse and Keyboard up to Intermediate InDesign CS6. Without this position the maintenance of over 100 workstations cannot be completed, and the offering of classes will be greatly diminished if not eliminated with our current staffing.

By the end of FY14 the Digitorium, a project in collaboration with the Carson City Library Foundation and in line with our strategic plan will add an additional 20 apple laptop stations and be directly aimed at high school teens within the community. This brings the total number of public workstations at the end of FY 14 to 105. This does not include the 20 tablet devices that the library also has to update and maintain for patron use.

3. Digital literacy is a very important aspect of today's society. 77% of Americans ages 16 and over say it is "very important" to provide free access to technology^b. The digital divide is an economic inequality between groups, broadly constructed, in terms of access to, use of, or knowledge of information and communication technologies.^a The targeted @Two Digital Learning Center programs lead by the Technology Trainer helps create a pathway to help the

^a U.S. Department of Commerce, National Telecommunications and Information Administration (NTIA). 1995. Falling through the net: A survey of the "have nots" in rural and urban America. Retrieved from <http://www.ntia.doc.gov/ntiahome/fallingthru.html>.

community connect online with family and friends; understand and use Google; master basic computer skills with how-to instruction in groups and one-on-one; protect digital information and identity; print; manage online transactions, files and personal finance; search the internet for credible information; use email; make websites and build job skills. Libraries focused on digital literacy are building job readiness skills for patrons preparing them to enter the workforce. Many job applications, etc. are online now which widens the digital divide unless libraries provide these services. According to the Pew Internet & American Life Project^b, when asked "How likely Americans say they would be to use the following resources at public libraries" 69% of Americans would participate in a program for patrons to try out new tech devices, 57% would participate in classes on how to download library e-books to handheld devices, 58% would use a digital media lab to create and upload new digital content, 51% would participate in classes on how to use e-readers and tablet computers, and 51% felt the library as an important resource in helping find and apply for a jobs.

4. During the Knowledge Summit the Carson City School Board and the Board of Supervisors adopted each other's strategic plan for education, with the city leveraging their educational entity – the Carson City Public Library. "What this shows is we are connecting with the community and with those who believe Carson City's future belongs to the power of education. These partnerships and commitments signal that we are taking the best from the past and moving that forward to build on what our youth need to be successful. Leadership in Carson City recognizes the value of public library services and understands that leveraging these resources makes practical sense. It's so obvious it seems innovative, but this has always been the role of libraries. Leaders in all of Nevada's 17 counties would do well to remember that," said Carson City School Board Trustee Ron Swirczek. With the Technology Trainer being the formal liaison with K-12, WNC and UNR in aligning systems and programs with computing and digital media curriculum in the formal school setting and increasing digital literacy, it is necessary to fulfill the City's promise to the Carson City School District by retaining and funding the Technology Trainer position.

5. Finally, it is with evidence that Carson City does not have a trainer for staff computer training. This position if retained and funded by the city would provide city staff the opportunity to obtain the digital literacy skills they need to function in their hired positions. For example, Alan Glover asked for Microsoft Office 2010 training for the Clerk Records office. The technology trainer was able to go into the staff space, ask questions of what was needed and build training to suit their needs. In this example some staff for the City moved from Word Perfect to Microsoft Office, a very large leap from where staff were in their knowledge to where they needed to be to get their job completed in a timely manner.

In summation, the community has been extremely positive and accepting of a position at the library to teach computer/digital literacy skills. Our addition of equipment makes it vital for a person to support and maintain this equipment and teach the community how to use the resources available to them. It is of utmost importance for Carson City to bridge the digital divide by teaching digital literacy skills to the community. The City's promises to the community and the Carson City School District cannot go unnoticed and must be given the chance to succeed. Carson City staff will greatly benefit from having a technology trainer available to teach and refresh skills needed to do their jobs daily. It is imperative that this position be funded for FY 14/15, for the sake of the city and the community. The individuals that take advantage of these services will be more productive, more employable and more confident moving forward in obtaining a better education.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	\$50,724.46		0.00
Other Pay	.00		
Worker's Compensation	1,223.08		
Group Insurance	9,068.42		
Medicare	735.39		
Pers	13,061.49		
Total Personnel Costs (1)	\$74,812.84	Total Services and Supplies (2)	
			GRAND TOTAL:
			\$74,812.84

^b These findings are from a survey of Americans 16. The surveys were administered on half of landline phones and half on cell phones and were conducted in English and Spanish. The margin of error for the full survey is plus or minus 2.3 percentage points. For more information, see the methodology section in the full report, available at: <http://libraries.pewinternet.org/2013/01/22/library-services/>

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2014-15

DEPARTMENT : Sheriff – Operations - Patrol

DEPARTMENT # : 101-2012

DESCRIPTION OF REQUESTED ITEM: School Resource Officer Program
Two Full Time Deputy Sheriff Positions
Increase FTE by 2

JUSTIFICATION OF REQUEST: Carson City has no formal existing school resource officer program. At the beginning of the current school year, one officer was being extracted from the patrol division staffing to provide coverage to the entire school district of well over 7,000 youth. Current community patrol division staffing allocates .80 officers to every 1,000 residents, attending to an average call volume of well over 1,200 calls per month (Jan-Feb 2014). During this same period, a grant submission was made to fund a program, but this community was not selected. During the fall of 2013, prior to the Sparks Middle School shooting, the Sheriff began exploring options to add a greater level of safety to the schools. In January 2014, the Sheriff implemented expanded patrol coverage to add safety/security measures to Carson Middle and Eagle Valley Middle Schools. In short, patrol Deputies were asked to volunteer engagement at the two middle schools, while continuing to provide the community coverage that was previously assigned to them, thus doubling their workload. This resulted in a dramatic task assignment increase, though specialized training necessary for the assignment had not been provided. While the efforts have been lauded by school officials and students alike, the community still has no funded School Resource Officer Program.

Well over half of the community schools across America protected by a Schools Resource Officer Program are funded by the local law enforcement agency. This method of assignment reduces the costs necessitated by creating an agency of its own. Unfortunately, unpredictable crime often includes the most extreme violence taking place on campus' at all grade levels. Therefore, we must look to the most economical means of safeguarding faculty and students alike. Studies published have suggested as much as a 50% reduction in juvenile arrests (crimes) are averted merely by active engagement of officers in the schools. Added to this, studies have also concluded that most active shooter scenarios are over within minutes, much faster than responding patrol units can arrive. Engagement of School Resource Officers enhances the safety of our own residents.

Funding of this initiative, even if graduated over two budget cycles, will provide the Carson City community with a standard well trained resource officer program. By providing funding directly to the Sheriff's Office, instead of split between the school district and Sheriff's Office, the community receives the advantages of additional officers addressing juvenile needs year round and at special youth events. If funded fully, the Sheriff's commitment to the high school will be continued with one FTE; each additional officer funded will receive functional responsibilities of east and west schools, with primary emphasis at the middle school within their region.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	\$103,432		
Other Pay - Uniform	3,200		
Worker's Comp	4,870		
Group Insurance	18,312		

Medicare	1,500			
Pers	41,080			
Total Personnel Costs (1)	\$172,394	Total Services and Supplies (2)		
			GRAND TOTAL:	\$172,394

Priority # 1

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2013-14

DEPARTMENT : Fire/EMS		DEPARTMENT # : 501-2525	
DESCRIPTION OF REQUESTED ITEM: Two Firefighter/Paramedics to staff a 40 hour per week "day car" ambulance.			
JUSTIFICATION OF REQUEST: Dependence upon mutual aid resources and increasing call volumes has led to a dangerously low unit availability status. These funds (when combined with the accompanying capital request) will allow the Fire Department to staff a 4 th ambulance to provide coverage during the busiest times of the day.			
(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	\$154,322	Materials (such as personal protective equipment) and supplies	\$25,000
Other Pay			
Fringe Benefits (including Worker's Compensation, Group Insurance, Medicare, and Pers) calculated at 55% of salary	\$84,877		
Total Personnel Costs (1)	\$239,199	Total Services and Supplies (2)	\$25,000
			GRAND TOTAL:
			\$264,199

Priority # 4

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2014-15

DEPARTMENT : Fire/Training

DEPARTMENT # : 2520

DESCRIPTION OF REQUESTED ITEM: Acquisition of five (5) Self-Contained Breathing Apparatus (SCBA) air packs for training.

JUSTIFICATION OF REQUEST: Currently we have no SCBA air packs dedicated for training. Purchasing five air packs for training purposes would reduce damage to air packs used for normal fire suppression operations.

(1)PERSONNEL SERVICES:

(2)SERVICES AND SUPPLIES:

	Amount	Acct# / Description	Amount
Salary		5 each SCBA air packs	\$35,000
Other Pay			
Worker's Compensation			
Group Insurance			
Medicare			
Pers			
Total Personnel Costs (1)		Total Services and Supplies (2)	\$35,000

GRAND TOTAL: \$35,000

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2014-15

DEPARTMENT : Public Guardian	DEPARTMENT # : 0217
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DESCRIPTION OF REQUESTED ITEM: Add one FTE for Guardian Case Manager

JUSTIFICATION OF REQUEST: Excess workload

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	\$45,000.00		
Other Pay	.00		
Worker's Compensation	559.00		
Group Insurance	8,954.62		
Medicare	652.50		
Pers	11,587.50		
Total Personnel Costs (1)	\$66,753.62	Total Services and Supplies (2)	
		GRAND TOTAL:	\$0.00

Caseload Growth Currently and Expectations for the Future

Active Cases in:

2009	34
2010	40
2011	50
2012	53
2013	55

Currently there are 60 active cases and 14 Deceased cases

The majority of cases are active for 3 years.

The numbers prior to 2014 do not include deceased clients. Deceased clients usually stay on the caseload for at least 6 months while their estate affairs are closed out.

I am seeing a trend in clients who not only have dementia but a concurrent mental illness which are hard to place and treat effectively.

Revenue from Guardianship Fees collected in the Past Three Fiscal Years

2011 Estimated \$ 45,000.00

Total Receipts \$ 66,335.10

Unrealized Revenue \$ 21,335.10-

2012 Estimated \$ 60,954.00

Total Receipts \$ 78,244.70

Unrealized Revenue \$ 17,290.70-

2013 Estimated \$ 75,000.00

Total Receipts \$118,259.12

Unrealized Revenue \$ 43,259.12-

Revenue from the Inter-local Agreement with Storey County

Fiscal Year 2014-2015 (New Contract) \$25,000.00

An increase of \$10,000.00 from the prior two fiscal years

Other Sources of Revenue

Use of the "P" Card from Bank of America: Since January of 2013 the charges average \$39,000.00 monthly (\$29,000.00-\$45,000.00) resulting in revenue from Bank of America.

CARSON CITY PUBLIC GUARDIAN
ESTIMATED HOURLY COSTS PER CASE

First year of guardianship:

\$180 per hour for 5 hours per month = \$10,800.

Includes, but is not limited to:

- placement of ward,
- cleaning the ward's residence,
- sale of the ward's assets,
- searching for and notification of the ward's relatives,
- application for Medicaid and other benefits for the ward,
- closing accounts and opening a guardianship account,
- care conferences,
- accompanying ward to medical appointments and hospital,
- shopping for personal necessities for ward, and
- payment of bills.

Succeeding years of guardianship:

\$180 per hour for 2 hours per month = \$4,320.

Includes, but is not limited to:

- care conferences,
- payment of bills,
- accompanying ward to medical appointments and hospital,
- shopping for personal necessities for ward, and
- communication with ward's family and caregivers.

The number of hours per case is subject to change depending upon:

- someone contesting the guardianship,
- elder abuse issue requiring restraining orders to protect the ward and interaction with the sheriff or district attorney,
- the ward's health issues necessitating hospitalization or more frequent medical appointments,
- the condition of the ward's residence, and
- complications with the Medicaid application.

What is taking up my time...

More and more doctors' offices need my presence at the ward's appointments and not just my signature for consent to treat a patient/Ward.

Paperwork, paperwork, paperwork....Medicaid, VA forms etc

Court hearings and having increasing challenged guardianships (mostly by exploiters)

Visiting, shopping, delivering, banking, care conferences with facilities

I currently work with 10 senior facilities (with wards in each), 6 banks and numerous agencies who deal with aging and disabled citizens, not to mention family members.

I have 2 UNR Social Work interns and 1 volunteer assisting me; all have been fingerprinted and had background checks. I have partnered with RSVP to help visit clients but their involvement has been sporadic; although volunteers can sometimes take clients to appointments.

I use paid labor if the Ward can afford it to help with heaving lifting when cleaning out homes and moving Ward's belongings. I get trucks for home clean outs from the city yard and help with trash removal in the form of dumpsters from the city. I am personally involved in all home clean outs to protect the Ward's assets and resources.

EXAMPLES OF DUTIES: PG Case Manager I

Conducts initial case management interviews with proposed wards, family members, attorneys, service providers and others to obtain information for formulating program/service eligibility and case status, often in emergency situations. Compiles, investigates and verifies personal, social, educational, financial, vocational, medical and/or criminal history of clients; prepares and presents reports to various courts, officials and agencies; develops and implements court-ordered recommendations for case disposition and the need for guardianship. Assesses living situations and the need for guardianship; assesses available community resources and other factors to develop an appropriate service plan. Utilizes departmental guidelines and state regulations to determine/confirm eligibility for programs and services; compiles the necessary documents for legal proceedings, attends hearings and provides required testimony. Investigates, locates and manages a variety of assets of those in the guardianship program, including real property purchase and sale and stock, bond and business asset purchase and sale; secures, preserves, manages and disposes of such assets and performs other fiduciary responsibilities as required in the best interests of the ward. Establishes and maintains an ongoing case plan; reviews behavioral and educational plans for wards; provides intervention and client and family counseling as required; makes necessary decisions for the formal processing of cases through the court system. Reviews medical information; authorizes medical procedures, including surgical and psychiatric care; confers with medical providers regarding the best course of treatment and obtains necessary court orders for medical treatment. Prepares complete and accurate case notes; maintains accurate records and files; writes correspondence, reports and other written materials; may prepare statistical reports and summaries. Explains departmental and program rules, regulations and procedures; assists clients in completing required forms and in gathering necessary documentation. Monitors client's expenses, living arrangements, medical activities and other day-to-day activities; authorizes payments and procedures as required; authorizes the liquidation or disposal of assets as required. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Uses standard office equipment, including a computer, in the course of the work; drives a personal or County motor vehicle to attend meetings and make site visits.

1 **GUARDIANSHIP PROCESS**

2

3 **1. Important papers of the Ward**

4 You should take possession of all important papers of the Ward as soon as feasible
5 following your appointment as Guardian. These papers include the Ward's most recent Will;
6 all paperwork pertaining to a Trust created by or on behalf of the Ward; titles and keys to
7 vehicles, boats, and mobile homes which the Ward owns or has an interest in; safe deposit box
8 keys; military discharge papers; birth and marriage certificates; stock certificates, bank
9 statements, certificates of deposit, and investment account statements; credit cards; deeds,
10 mortgage papers, and deeds of trust; and identification cards, including social security card,
11 Medicare card, drivers license, and insurance cards. If you have any difficulty in taking
12 possession of any of these papers, notify your attorney or the Court.

13

14 **2. Bank and investment accounts**

15 Establish a guardianship account. This should be a checking account. If the Ward has
16 a checking account, change the title of the account to a guardianship account. You should be
17 the only signer on the account. The account should be titled as follows:

18 Guardianship of ___ (Ward's name)
19 ___ (your name), Guardian

20 If any of the Ward's accounts are under \$5,000, close the account and transfer the
21 funds to the guardianship account. There should not be any beneficiaries listed on the
22 guardianship account. The Ward's income should be direct deposited to the guardianship
23 account.

24 On all of the Ward's remaining accounts, notify the bank or broker of the guardianship
25 and ensure that you are the only signer on the accounts. If you encounter any difficulties in
26 arranging to be sole signer on the accounts, notify your attorney or the Court. Any change of
27 designated beneficiaries or removal of designated beneficiaries on the accounts must be

1 approved by the Court.

2 All bills should be paid from the guardianship account. Keep all bank statements,
3 receipts, and checks (if returned by the bank). If you pay bills by cash, keep all receipts and
4 any ATM withdrawal slips. If you pay bills by certified check or money order, keep copies of
5 each certified check or money order.

6 If the Court has ordered set-aside of all or part of the Ward's accounts to the Ward's
7 spouse, notify the bank or broker of the guardianship and arrange for transfer of those accounts
8 into the spouse's name. You will not have any access or control over these accounts unless
9 you are the Ward's spouse.

10 If the Court has ordered a Qualified Income Trust be established to ensure the Ward's
11 eligibility for Medicaid, contact your attorney for the proper forms and instructions for
12 handling the Qualified Income Trust.

14 **3. Real property**

15 All sales of real property must be confirmed by the Court. Prior to listing the property
16 for sale, arrange for an appraisal of the property. If the Ward cannot afford to pay for an
17 appraisal, notify your attorney or the Court. A Court hearing will be required to confirm the
18 sale. The property must be sold at fair market value or for the highest and best offer.

19 A Notice of Sale must be published in a local newspaper for a period of two to three
20 weeks. If you are selling the property to a joint owner of the property, publication of a Notice
21 may be waived by the Court. You can file a motion with the Court to shorten the time period
22 for publication of the Notice if to do so would be in the best interests of the Ward. Notice of
23 the sale and hearing must be mailed to all persons entitled to notice.

24 The realtor and any buyer must be notified that the property is subject to a guardianship
25 and sale must be confirmed by the Court. Confirmation of the sale can be done prior to close
26 of escrow if all necessary legal steps have been taken.

1 **4. Personal property**

2 Personal property consists of family photos, furniture, clothing, tools, silverware,
3 china, artwork, paintings, garden equipment, sporting equipment, books, collections, and other
4 items kept in the Ward's home. A mobile home or manufactured home which is not on a
5 permanent foundation is generally considered personal property. A mobile home or
6 manufactured home which is being sold with a parcel of land or is on a permanent foundation
7 is considered real property. Vehicles are considered personal property for the purpose of a
8 guardianship.

9 You do not have to sell family photos or other household items which are family
10 heirlooms. Make an inventory of these items and gift them to any family members as
11 designated by the Ward in a will or other document, or as the family may choose. You will
12 need to include this record with the inventory or accounting filed with the Court.

13 If the Ward's personal property is in poor condition or unusable, you may abandon or
14 destroy the property without notice or Court confirmation. Keep a record of property you have
15 abandoned or destroyed. You will need to include this record with the inventory or accounting
16 filed with the Court.

17 You may sell personal property by any reasonable means. Keep receipts and a record
18 of all sales. Court confirmation of the sale is required unless you have obtained a Court order
19 allowing sale without confirmation. You may obtain a Court order waiving either inventory or
20 appraisals of personal property, other than vehicles, mobile home or manufactured home.

21
22 **5. Moving the Ward or placing the Ward**

23 You may place the Ward in a care facility or move the Ward from one care facility to
24 another without having to obtain a Court order. You must obtain prior Court approval to place
25 the Ward in a locked facility, unless the Court has already so ordered, or transfer is made
26 pursuant to a written recommendation by a licensed physician, a physician employed by the
27 Department of Veterans Affairs, a licensed social worker or an employee of a county's office

1 for protective services.

2 If you intend to move or place the Ward out-of-state, you must obtain Court approval
3 prior to moving the Ward. (NRS 159.079). You must prove to the Court that placement
4 outside of this State is in the best interest of the ward or that there is no appropriate residence
5 available for the ward in this State. No hearing will be required, however, notice of the move
6 must be sent to all persons entitled to notice.

7
8 **6. Accountings and taxes**

9 If the Ward's estate is greater than \$10,000, you must file an annual accounting with
10 the Court. A hearing is required to approve the accounting. Notice of the accounting and
11 hearing must be mailed to all persons entitled to notice.

12 If the Ward's estate is less than \$10,000, you may obtain a Court order for Summary
13 Administration (NRS 159.076), waiving annual accountings.

14 In the event the Ward's income warrants filing income tax returns, you must file said
15 tax returns in a timely manner. You may retain an accountant to assist you with filing tax
16 returns for the Ward.

17 Termination of the guardianship and a final accounting is required upon the death of
18 the Ward. An original death certificate for the Ward must be filed with the Court. A hearing
19 is required to approve the final accounting and to allow termination. Notice of the final
20 accounting and hearing must be mailed to all persons entitled to notice.

21
22 **7. Health care for the Ward and annual reports**

23 You have the right to make all health care decisions for the Ward, including, but not
24 limited to: consent, refusal of consent, or withdrawal of consent to any care, treatment,
25 service, or procedure to maintain, diagnose, or treat a physical or mental condition of the
26 Ward; to place the Ward in a long term care or psychiatric facility if necessary; to request,
27 review and receive any information, verbal or written, regarding the Ward's physical or mental

1 health, including, but not limited to, medical and hospital records; and to execute on the
2 Ward's behalf any releases or other documents that may be required to obtain medical care
3 and/or medical and hospital records.

4 Under the statutes (NRS 159.079), you are the authorized HIPAA representative for the
5 Ward. A HIPPA representative is entitled to all medical records and medical information
6 pertaining to the Ward. If you encounter any difficulties in reviewing or obtaining medical
7 records, or in ordering health care for the Ward, notify your attorney or the Court.

8 You may not consent to any of the following on behalf of the Ward: convulsive
9 treatment, psychosurgery, sterilization, or experimental therapies. If the Ward's doctors advise
10 such treatment or therapies, you will need to obtain Court approval prior to treatment. (NRS
11 159.0805).

12 You will need to file annual reports with the Court on the Ward's health, social
13 environment, and education. No hearing is required. If you are required to file an annual
14 accounting, file the annual report with the accounting.

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2014-15

DEPARTMENT : Information Technology

DEPARTMENT # : 0710

DESCRIPTION OF REQUESTED ITEM: Entry level technical position. This position would assist in basic computer hardware and software support.

JUSTIFICATION OF REQUEST: The complexity and number of computers and mobile devices has experienced a sharp increase in the past four years. This area of support has traditionally been understaffed.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	\$32,161.79		
Other Pay	.00		
Worker's Compensation	500.82		
Group Insurance	8954.62		
Medicare	466.34		
Pers	4261.44		
Total Personnel Costs (1)	\$46,345.01	Total Services and Supplies (2)	
			GRAND TOTAL:
			\$46,345.01

SUPPLEMENTAL REQUESTS
 (personnel, services and supplies only)

FY 2014-15

DEPARTMENT : Information Technology

DEPARTMENT # : 0710

DESCRIPTION OF REQUESTED ITEM: General clerical position. This position would be based in I.T., and would to assist I.T. and other departments in City Hall.

JUSTIFICATION OF REQUEST: I.T. has no clerical positions and can be much more efficient if clerical tasks can be performed by non-technical positions. The proposed position would be available for filling in at other City departments on a daily basis, reducing some of the work load and allowing flexibility when dealing with staffing issues.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	\$25,124.53		
Other Pay	.00		
Worker's Compensation	390.11		
Group Insurance	8954.62		
Medicare	364.31		
Pers	3329.00		
Total Personnel Costs (1)	\$38,162.57	Total Services and Supplies (2)	
			GRAND TOTAL:
			\$38,162.57

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

3/4/14

FY 2014-15

DEPARTMENT : Water	DEPARTMENT # : 520-3502-435
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DESCRIPTION OF REQUESTED ITEM:
 Water Technician 2
 Grade 22; estimated CER; 100% 520-3502-435
 Rate 17.7563

JUSTIFICATION OF REQUEST:

(1)PERSONNEL SERVICES:	Amount	(2)SERVICES AND SUPPLIES:	Amount
		Acct# / Description	
Salary	\$ 36,933.10		
Foul Weather	150.00		
Worker's Compensation - Municipal	1,198.06		
Group Insurance - CC Self	8,954.62		
Medicare	537.70		
PERS - ER PAID	9,510.27		
Total Personnel Costs (1)	\$ 57,283.75	Total Services and Supplies (2)	\$ -

GRAND TOTAL	\$ 57,283.75
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SUPPLEMENTAL REQUESTS

DP
3/4/14

(personnel, services and supplies only)

FY 2014-15

DEPARTMENT : Sewer Maintenance

DEPARTMENT # : 510-3202-434

DESCRIPTION OF REQUESTED ITEM:

Sewer Technician 2
 Grade 22; estimated CER; 100% ~~520-3502-435~~
 Rate 17.7563

JUSTIFICATION OF REQUEST:

(1) PERSONNEL SERVICES:

(2) SERVICES AND SUPPLIES:

	Amount	Acct# / Description		Amount
Salary	\$ 36,933.10			
Foul Weather	150.00			
Worker's Compensation - Municipal	1,198.06			
Group Insurance - CC Self	8,954.62			
Medicare	537.70			
PERS - ER PAID	9,510.27			
Total Personnel Costs (1)	\$ 57,283.75	Total Services and Supplies (2)		\$ -

GRAND TOTAL \$ 57,283.75

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

DS
3/1/14

FY 2014-15

DEPARTMENT : Sewer - WWTP	DEPARTMENT # : 510-3201-434
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DESCRIPTION OF REQUESTED ITEM:
 Wastewater Plant Mechanic 2
 Grade 28; estimated CER; 100% 510-3201-434
 Rate 20.5916

JUSTIFICATION OF REQUEST:

(1) PERSONNEL SERVICES:	Amount	(2) SERVICES AND SUPPLIES:	Amount
		Acct# / Description	
Salary	\$ 42,830.53		
Foul Weather	150.00		
Worker's Compensation - Municipal	1,198.06		
Group Insurance - CC Self	8,954.62		
Medicare	623.22		
PERS - ER PAID	11,028.86		
Total Personnel Costs (1)	\$ 64,785.29	Total Services and Supplies (2)	\$ -
GRAND TOTAL			\$ 64,785.29