

FY 2016-17 Supplemental Requests Recommended by IFC for Funding

Department	Account	Description	Amount Recommended	Page #
Alternative Sentencing	101-4705	1 FTE - Alternative Sentencing Officer (P12)	82,553	2
		Department Totals	82,553	
Community Development	101-1425	Increase Hourly Line Item	33,795	3-6
		Department Totals	33,795	
Court Clerk	101-0212	Codification	3,000	7
	101-0212	Mileage	300	8
	101-0212	Hourly Line Item	1,252	9
	101-0213	Hourly Line Item	1,246	10
		Department Totals	5,798	
Public Guardian	101-0217	Change hourly to 1 FTE - Accounting Clerk	35,021	11-23
		Department Totals	35,021	
Information Technology	101-0710	Software Maintenance	17,500	24
		Department Totals	17,500	
Library	101-6200	Books / Periodicals	20,390	25-26
		Department Totals	20,390	
Sheriff	101-2005	Maintenance of Active Strategy	8,925	27
	101-2012	Reclass Deputy to Sergeant	44,794	28
		FY 17 Budget includes acting pay for deputy performing sergeant duties	(44,794)	28
		Department Totals	8,925	
Fire	101-2505	Increase Hourly Line item	3,611	29
	101-2515	Hourly/Seasonal - Fire Prevention Dump Trailer Program	18,568	30
	101-2530	Transfer .10 FTE from Grant Fund to GF	13,302	31
		Department Totals	35,481	
		Total General Fund	239,463	

Late Material
Meeting Date: 5/5/16
Item #: 26C

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2016-17

DEPARTMENT : Alternative Sentencing

DEPARTMENT # : 4705

DESCRIPTION OF REQUESTED ITEM:

- The creation of two positions at the DAS Office: One DAS Officer and one DAS Technician.
- \$3,000 increase for uniforms
- \$8,000 increase for Drug Testing

JUSTIFICATION OF REQUEST:

Alternative Sentencing would like to create two positions to help better manage the case load of the department to provide a better service to the Courts in regards to supervision. One Alternative Sentencing Officer (P12), and one Alternative Sentencing Specialist (A3).

The Department needs to increase the uniform line item by \$3000 to be able to provide uniforms to its staff not coverage by a bargaining unit. The department has 8 part time officers who are uniformed and are required to be in a uniform when they report to work.

The Department would like to increase the line item for drug testing by \$8,000 to be able to cover the increasing cost of maintaining proper supervision.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$88,806	101-4705-412-02-65 / Uniforms	\$3,000
Other Pay	\$2,000	101-4705-412-05-51 / Drug Testing	\$8,000
Worker's Compensation	\$1,230		
Group Insurance	\$19,014		
Medicare	\$1,317		
Pers	\$25,754		
Total Personnel Costs (1)	\$138,121	Total Services and Supplies (2)	\$11,000
			GRAND TOTAL:
			\$149,121

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2016-17

DEPARTMENT : Community Development

DEPARTMENT # : 101-1425

DESCRIPTION OF REQUESTED ITEM: Supplement of the Hourly budget by \$32,760 (from \$13,500 to \$46,260) to pay for a part-time Special Projects Planner.

Account #: 101-1425-419-01-02 Hourly

JUSTIFICATION OF REQUEST: The purpose of the Special Project Planner position is to assist with special projects that have otherwise been put on-hold due to lack of available Planning Division staff, as well as assisting with ongoing planning and Community Development functions. Planning application volume has increased since the "bottom" in 2009 back to above 2002 numbers, when the Planning Division had more than twice the staff of today. The additional position would help pick up the workload during periods of higher application submittal volume.

Refer to the attached IFC Agenda Report from January 6, 2016, for more complete justification information.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$32,760.00		
Other Pay	.00		
Worker's Compensation	560.00		
Group Insurance	.00		
Medicare	475 .00		
Pers	.00		
Total Personnel Costs	\$32,760.00	Total Services and Supplies	
(1)		(2)	
33,795.00		GRAND TOTAL:	\$32,760.00

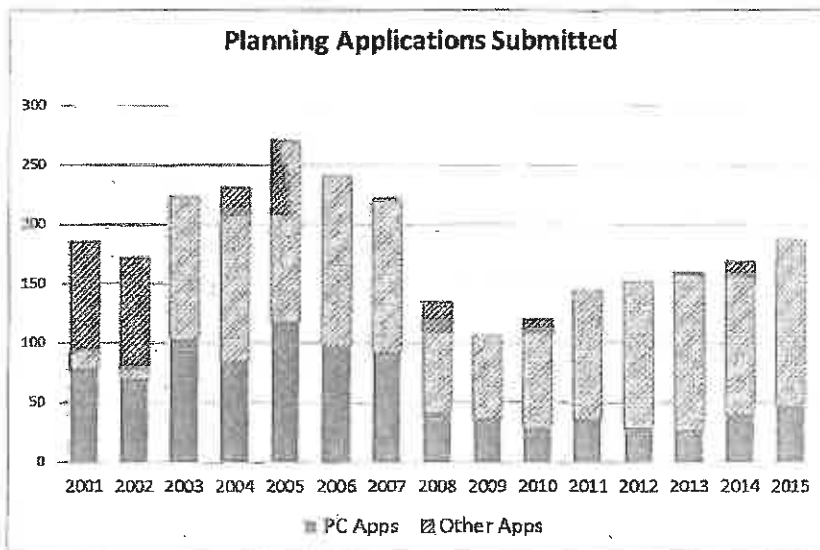
33,795.00

Internal Finance Committee – Agenda Request

IFC Meeting Date	January 6, 2016	Time Needed:	10 min.
Requested By:	Lee Plemel, Community Development Director		
Description:	Authorization to create an hourly Special Project Planner position.		
Fiscal Impact:	\$0 FY 2015-16 \$32,760 FY17	Fund:	101-1425 Augmentation? Yes

Justification/Explanation

The purpose of the Special Project Planner position is to assist with special projects that have otherwise been put on-hold due to lack of available Planning Division staff, as well as assisting with ongoing planning and Community Development functions. Planning application volume has increased since the "bottom" in 2009 back to above 2002 numbers, when the Planning Division had more than twice the staff of today. The additional position would help pick up the workload during periods of higher application submittal volume.



In addition to daily planning application reviews, there are a number of projects that have been identified by the Board or others that the Department has been unable to accomplish due to lack of available staff. Projects on the Department's "to-do" list that the position may work on include:

- Mixed-Use Zoning master plan implementation
- Downtown façade improvement program
- Long-term stay motel enforcement
- Noise ordinance
- Sign ordinance (message center sign regulations and other changes)



JOB DESCRIPTION

JOB TITLE:	Special Projects Planner	FLSA: Non-exempt
DEPARTMENT:	Community Development	GRADE: Hourly
REPORTS TO:	Planning Manager	DATE: January 4, 2016

SUMMARY OF JOB PURPOSE:

On an hourly basis and under general direction, performs advanced professional planning and community development work through the implementation of special projects at the direction of the Community Development Director, and provides advanced staff assistance in the areas of Planning, Business License, Code Enforcement, Redevelopment and Building functions.

ESSENTIAL FUNCTIONS:

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

- Provide professional support to the Community Development Director; assist with and complete special projects in the areas of Planning, Business License, Code Enforcement, Redevelopment and Building as assigned.
- Develop and recommend revisions regarding the Master Plan and all ordinances under Community Development's authority as assigned; write and present reports; advise the Board of Supervisors and other applicable commissions and committees on community development matters.
- As needed, develop staff reports related to use permits, subdivisions, re-zoning requests, variance and other land use entitlements; present reports to the Board of Supervisors, Planning Commission, and other applicable commissions and committees.
- Conduct analytical studies; develop and review reports of findings, alternatives and recommendations.
- Communicate regularly and directly with elected officials regarding community development data, analyses and reports; prepare and present responses.
- Prepare a variety of written correspondence, reports, presentations, procedures and other written materials.
- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle in order to attend off-site meetings and visit property sites.
- Organizes own work, sets priorities and meets critical deadlines.
- 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 team.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

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

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Skills in:

- Interpreting, applying and explaining applicable laws, codes and regulations.
- Conducting of complex planning studies and activities, such as the collection and analysis of data and the preparation of reports and recommendations.
- Preparing clear and concise reports, correspondence and other written materials.
- Exercising sound independent judgment within established policy guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Dealing successfully with advisory boards, agencies, elected officials, city staff at various levels, the public, in person and over the telephone.

SUPERVISION RECEIVED AND EXERCISED:

Under General Direction - Incumbents at this level have considerable latitude in the application of departmental policy, and they follow general guidelines or professional and administrative standards in accomplishing assignments. They are responsible for planning and organizing their own workload, but ordinarily cannot change methods of their assigned work unit, established operations, or departmental policy without supervisor approval. Supervision is minimal, indirect, and usually limited to technical oversight.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; agility to traverse rough terrain; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and weather conditions in execution of field duties.

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

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SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2016-17

DEPARTMENT : County Clerk

DEPARTMENT # :
101-0212-413.03-41

DESCRIPTION OF REQUESTED ITEM:

Codification

JUSTIFICATION OF REQUEST: Codification of municipal code is a statutory requirement and the current budgeted amount is not enough to cover the costs.

(1)PERSONNEL SERVICES:

(2)SERVICES AND SUPPLIES:

	Amount	Acct# / Description	Amount
Salary	\$.00	101-0212-413.03.41	\$3,000.
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: \$3,000.00

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2016-17

DEPARTMENT : County Clerk

DEPARTMENT # :
101-0212-413.05-82

DESCRIPTION OF REQUESTED ITEM:

Mileage

JUSTIFICATION OF REQUEST: When the Public Guardian and Clerk split budgets, all the mileage money was given to the PG's budget. The Clerks include the recording secretaries who should be receiving mileage for running around the city.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	\$.00	101-0212-413.05-82	\$300.00
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:
			\$300.00

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2016-17

DEPARTMENT :
County Clerk

DEPARTMENT # :
101-0212-413.01-02

DESCRIPTION OF REQUESTED ITEM:

Adjust for possible cost of living increases for 2 hourly positions in the Clerks office

JUSTIFICATION OF REQUEST: Permanent positions have the opportunity to receive a cost of living increase so should the part time employees. The hourly employees in the clerks office have been part of the office for many years. They have taken on many additional responsibilities and should be eligible to receive a pay increase.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	\$1,213.00	101-0212-413.01-02	
Other Pay	.00		
Worker's Compensation	18.00	101-0212-413.02-50	
Group Insurance	.00		
Medicare	21.00	101-0212-413.02-25	
Pers	.00		
Total Personnel Costs (1)	\$1,252.00	Total Services and Supplies (2)	
			GRAND TOTAL:
			\$1,252.00

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2016-17

DEPARTMENT :
County Recorder

DEPARTMENT # :
101-0213-413.01-02

DESCRIPTION OF REQUESTED ITEM:

Adjust for possible cost of living increases for 2 hourly positions in the Recorders office

JUSTIFICATION OF REQUEST: Permanent positions have the opportunity to receive a cost of living increase so should the part time employees. The hourly employees in the Recorders office have been part of the office for many years. They have taken on many additional responsibilities and should be eligible to receive a pay increase.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	\$1,207.00	101-0213-413.01-02	1,207.00
Other Pay	.00		
Worker's Compensation	18.00	101-0213-413.02-50	18.00
Group Insurance	.00		
Medicare	21.00	101-0213-413.02-25	21.00
Pers	.00		
Total Personnel Costs (1)	\$1,246.00	Total Services and Supplies (2)	
			GRAND TOTAL:
			\$1,246.00

SUPPLEMENTAL REQUESTS
 (personnel, services and supplies only)

FY 2016-17

DEPARTMENT : PUBLIC GUARDIAN

DEPARTMENT # : 0217

DESCRIPTION OF REQUESTED ITEM:

ADD A FULL TIME BENEFITED POSITION – ACCOUNTING Clerk (A2). PAY RANGE \$34,922.70 TO \$52,384.62. **WOULD GIVE UP THE HOURLY LINE ITEM OF \$15,004.00**

JUSTIFICATION OF REQUEST: See Attached

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$34,923.00		\$34,923.00
Other Pay	(15,004.00)	101-0217-413-0102	(15,004.00)
Worker's Compensation	340.00		340.00
Group Insurance	9,409.00		9,409.00
Medicare	289.00		289.00
Pers	5,064.00		5,064.00
Total Personnel Costs (1)	\$.00	Total Services and Supplies (2)	
			GRAND TOTAL:
			\$35,021.00

Caseload Growth at the Present Time and Expectations for the Future

The following is a list of past active cases from 2009-2016:

2009: 34

2010: 40

2011: 50

2012: 53

2013: 55

2014: 60

2015: 77

2016: 84

***Current case load:** There are 70 active cases as well as 14 recently deceased cases that are being worked on in The Public Guardian's Office. We tend to get approx. 2-3 guardianship referral's a week; recently from the Carson City Jail.

***The majority of cases are active for approx. 3 years.**

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

Our office is seeing a trend in clients who not only have dementia but a concurrent mental illness which takes more time placing and treating them effectively.

**Revenue from Guardianship Fees Collected in the Past Four Fiscal
Years**

<u>2011 Estimated</u>	\$45,000.00
Total Receipts:	\$66,335.10
Unrealized Revenue:	\$21,335.10-
<u>2012 Estimated</u>	\$60,954.00
Total Receipts:	\$78,244.70
Unrealized Revenue:	\$17,290.70-
<u>2013 Estimated</u>	\$75,000.00
Total Receipts:	\$118,259.12
Unrealized Revenue:	\$43,259.12-
<u>2014 Estimated</u>	\$100,000.00
Total Receipts:	\$101,500.00
Unrealized Revenue:	\$1,500.00-
<u>2015 Estimated:</u>	\$101,500.00
Total Receipts:	\$104,059.00
Unrealized Revenue:	\$2,559.00

2016 Estimated : **\$100,000.00**

Receipts to 2/29/2016: **\$ 90,927.96**

***The Public Guardian's office has reached out to Storey County for an increase of the inter-local agreement.**

Generated Revenue Income from "P" Card

*** Use of the "P" card (from Bank of America): Since January of 2014, the charges average from \$42,500.00 monthly (\$30,800.00-\$71,800.00) resulting in revenue from Bank of America; Totaling: \$509,975.00.**

Estimated Hourly Costs Per Case

First year of guardianship:

\$180.00 per hour for 5 hours a month= \$10,800.00

Includes, but not limited to:

- ✓ Research of appropriate placement of ward;
- ✓ Cleaning out the ward's residence and seeking/collecting important documents;
- ✓ Sale of the ward's assets;
- ✓ Searching for and speaking with the ward's relatives;
- ✓ Filing and submitting applications for Medicaid and other benefits for the ward;
- ✓ Closing accounts and maintaining guardianship bank accounts;
- ✓ Attending care conferences;
- ✓ Accompanying ward to medical appointments/hospital;
- ✓ Shopping for personal necessities/wants for the ward, and
- ✓ Paying and maintaining the ward's bills.

Succeeding years of guardianship:

\$180.00 per hour for 2 hours a month= \$4,320.00

Includes, but not limited to:

- ✓ Attending care conferences;

- ✓ Paying and maintaining the wards bills;
- ✓ Accompanying ward to medical appointments/hospital;
- ✓ Shopping for personal necessities/wants for the ward;
- ✓ Maintaining guardianship bank account, (deposits, etc.) and
- ✓ Communicating and consulting with the ward's family and caregivers.

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

- ✓ Someone contesting the guardianship;
- ✓ Elder abuse issues requiring restraining orders to protect the ward and interaction with the sheriff or district attorney;
- ✓ The ward's health issues necessitating hospitalization and/or more frequent medical appointments;
- ✓ The condition of the ward's residence, and
- ✓ Complications with the ward's Medicaid application, VA application and/or pensions.

What is taking up the time for the Guardian and Case Manager?

- ✓ More doctor's offices are requiring the public guardian or deputy guardian/case manager to be present at the ward's appointments for not only signatures for consent but to be present during the appointment;
- ✓ The need of paperwork, consents, and applications to be completed such as: VA benefits, social security forms, Medicaid, consents to treat, etc.
- ✓ Attending court hearings and having more challenging guardianships; (mostly by exploiters)
- ✓ Visiting and consulting with over approx. 15 different facilities from Carson City, Gardnerville, Sparks, Fallon, Henderson, and Arizona;
- ✓ Shopping and delivering 1-2 times weekly for ward's needs and wants;
- ✓ Attending and narrating care conferences for each ward;
- ✓ Working and maintaining guardianship accounts with 5 different banks around Carson City as well as a few out of state banks;
- ✓ Correlating and communicating with different aging service agencies;
- ✓ Paying and maintaining all wards' bills on a continued monthly basis and,
- ✓ Cleaning out the wards' residence and collecting/seeking important documents.

What other resources do we use?

- ✓ Our office welcomes 2 UNR social work interns yearly. They are both finger printed and have had background checks;
- ✓ The Carson City Public Works assists our office by providing large city dumpsters free of charge when cleaning out a wards' residence and also providing large city trucks that we use for cleaning/moving out a residence and,
- ✓ Our office uses paid labor if the ward can afford it to help with heavy lifting, cleaning out the residences, and selling high price items if need be.



CARSON CITY PUBLIC GUARDIAN

885 East Musser Street, Suite 1032
Carson City, Nevada 89701 - 4475

Telephone: (775) 887-2295

Fax: (775) 887-2146

TO: Mayor Robert Crowell, City Manager Nick Marano, the Internal Finance Committee, the Board of Supervisors, Judge James T. Russell, and Judge James E. Wilson

Since the beginning of June 2015 I have taken on 11 new wards bringing my active cases numbers to 76 and inactive (deceased but not closed) to 4 for a total of 80 cases. I receive new referrals weekly from facilities and hospitals in the area, not to mention the Carson City Sheriff's Office. In the past year I have taken four individuals directly from the Carson City jail and placed them in facilities and off the streets of Carson City; as alcohol abusers with dementia, these individuals were repeat offenders taking up resources better used for the whole community.

Last year I was able to turn a part time position into a case manager/Deputy Public Guardian position which has been a big help to our growing caseload. Today, I am asking to have my second part time position turned into another full time position. I believe the numbers justify this position and these are not just numbers they are people with needs that we take care of on a daily/weekly/monthly basis. My case manager and I are out for long periods during the day visiting, shopping for and taking care of our many wards. The new full time position would provide coverage of phones and handling of paperwork which is essential with this many clients.

I have met my projected target revenue every year I have been the public guardian. Attached is the Nevada Public Guardians Facts which illustrates each county, their budget, and how much that county collects in fees per year. As a small office of 2 and ½ people we do a very good job at organizing and looking after all of these people as well as finding monies for the general fund of Carson City. We utilize the Bank of America purchase card to the tune of \$500,000.00 a year, we collect from Storey County under our inter- local agreement of \$15,000.00 a year.

We need this position in order to better serve our wards. My case manager will be on maternity leave for 12 weeks starting in September through December 9, 2015. This leaves me with a part time person and my unpaid UNR interns who work 15 hours a week each and are limited in what tasks they can perform.

We are able to take guardianship fees from clients when they die (after the case is closed by the court) or when we receive a court order (as in annual accountings) allowing us to take fees; for the most part I have no control over when I can collect fees.

Sincerely,

A handwritten signature in cursive script that reads "Deborah Marzoline". The signature is written in black ink and is positioned above the printed name.

Deborah Marzoline, LSW, NCG
Carson City Public Guardian

Nevada Public Guardians Facts

August 2015

County	# PG Staff	# PG Staff	# Wards (active cases)	# Wards on Medicaid	Budget	Under another county office's budget	fees recieved in 2014
Churchill	Shannon Ernst	2	13	11	9,960.*	Human Services	4,200.
Clark	Kathleen Buchanan	21	399	282	2,400,000.	No	524,000.
Carson City - Storey	Deborah Marzoline	2.5	68	58	177,326.	No	104,000.
Douglas	Claudette Springmeyer	2	38	27	82,100.	No	8,560.
Elko	Kathleen Jones	1.5	25	24	0	Human Services	6,000.
Esmeralda	Danielle Johnson	1	1	1	0	District Attorney	0
Eureka	Pernecia Johnson	1	2	1	0	Clerk/Treasurer	0
Humboldt	Michael McDonald	1.5	7	7	0	District Attorney	0
Lander	Theodore Herrera	1	1	1	0	District Attorney	0
Lincoln	Daniel Hooge	2	2	2	5,000.*	District Attorney	0
Lyon	Sherry Stone	1	24	22	128,330.	No	6,158.
Mineral	Michael C. James	2	13	13	110,000.	No	0
Nye	Pamela Webster	2	12	9	1,000.	Human Services	430.
Pershing	Bryce Shields	1.5	20+	20+	0	District Attorney	0
Storey	Deborah Marzoline	2.5	3	3	20,000.	No	0
Washoe	Susan DeBoer	15	188	148	1,716,769.	No	182,731.49
White Pine	Michael Wheable	1.5	4	4	0	District Attorney	0

*Does not include staffing expenses

Nevada Public Guardians Facts

August 2015

County provided:	Office Space	Storage Space	Phone	Cell Phone	Copier	Fax	Computers	Vehicle
Churchill	Y	Y	Y	Y	Y	Y	Y	Y
Clark	Y	Y	Y	Y	Y	Y	Y	Y
Carson City	Y	N	Y	Y	Y	Y	Y	N
Douglas	Y	N	Y	N	Y	Y	Y	N
Elko	Y	N	Y	N	Y	Y	Y	Y
Esmeralda	Y	N	Y	N	Y	Y	Y	Y
Eureka	Y	N	Y	N	Y	Y	Y	Y
Humboldt	Y	Y	Y	N	Y	Y	Y	N
Lander	Y	Y	Y	N	Y	Y	Y	N
Lincoln	Y	Y	Y	N	Y	Y	Y	N
Lyon	Y	Y	Y	Y	Y	Y	Y	Y
Mineral	Y	Y	Y	N	Y	Y	Y	N
Nye	Y	Y	Y	N	Y	Y	Y	Y
Pershing	Y	Y	Y	Y	Y	Y	Y	Y
Storey	N	N	N	N	N	N	N	N
Washoe	Y	N	Y	Y	Y	Y	Y	Y
White Pine	Y	Y	Y	Y	Y	Y	Y	N

Monday, November 02, 2015

Wards Fighting Guardians' Heavy Caseloads

By JULIE ST. LOUIS

ANCHORAGE, Alaska (CN) - In the last five years, the caseloads of public guardians in Alaska have steadily increased to a current total of 83 wards for each guardian. This leaves guardians with the Office of Public Advocacy just one hour and 42 minutes per month to manage each ward's medical care, government benefits, housing, vocational services and any income the ward is eligible to receive.

"Public guardians are some of the hardest working people in this state. But, when you saddle them with twice as much work as humanly manageable, there is one obvious result - thousands of disabled Alaskans suffer. This lawsuit will end it," said Meg Zaletel, a partner with the Anchorage-based Northern Justice Project that represents M.M. in his class action filed Oct. 26 against the state of Alaska, the Office of Public Advocacy and its oversight agency the Department of Administration.

Alaska's guardian caseload is more than double the national standard of 40 set by the National Guardianship Association, a membership organization representing professional guardians from across the United States. Even the Office of Public Advocacy admitted in its 2016 budget request that the office is chronically underfunded and its hard-working guardians are unable to keep up with their increasing caseload.

Under to Alaska statute, a guardian must visit each of their protected persons at least once per quarter to monitor their welfare. There are four office locations: Anchorage, Fairbanks, Palmer and Juneau.

But Alaska is a large state where many wards live more than a short drive from their guardian's office. Some require travel by air or boat.

Plaintiff M.M. is on the autism spectrum. In 2014, a court ordered that all his affairs be managed by a public guardian. The Office of Public Advocacy charges wards a monthly fee for its services, plus an initial case set-up fee upon appointment as guardian.

According to the complaint, M.M.'s public advocate has not submitted the proper paperwork so that his supplemental security income continues and has not had adequate time to insure that critical Medicaid benefits remain in place. As a result, M.M. has been left without funds for groceries and other essentials for basic living including rent for his group home. He now stands on the verge of homelessness.

He has attempted unsuccessfully to contact his guardian by phone. He also tried going in person to his guardian's Anchorage office, where he was told that his guardian was not available to see him. He has also not received the mandated quarterly in-person visits.

It took a friend of M.M.'s, Erin Kirkland - listed on the complaint as his "next friend" - to seek legal help. Kirkland declined to comment and referred Courthouse News to Zaletel, whose firm is representing M.M. pro bono.

"We fully expect that [the Office of Public Advocacy] will want to address our requests," Zaletel said. She explained that the defendants have 40 days from the date the complaint was filed to respond.

M.M. seeks an order requiring caseworkers to visit their wards once per quarter and that they

will have no more than 40 wards per guardian as the National Guardianship Association recommends. He also wants a refund of the monthly fees for each quarter that guardians did not visit their wards.

Leslie Ridle, deputy commissioner for the state of Alaska Department of Administration defended the agency in an email to Courthouse News.

"The Office of Public Advocacy does an excellent job providing guardians to vulnerable Alaskans," Ridle said. "We are constantly working to create efficiencies in the division to make sure resources are used to help our clients. We are reviewing the case, and at this time we have no further comment."

In his complaint, M.M. says he recognizes that Alaska's public guardians are working extremely hard under an overwhelming set of circumstances. Zalatel said she hopes her client's lawsuit changes things for the guardians and their wards.

"The intent of this lawsuit is to help," she said. "Ultimately, [plaintiffs and defendants both] want to the best possible care for thousands of disabled Alaskans."

M.M.'s case was filed in the Third Judicial District in Anchorage. ❏



CARSON CITY PUBLIC GUARDIAN

885 East Musser Street, Suite 1032
Carson City, Nevada 89701 - 4475

Telephone: (775) 887-2295

Fax: (775) 887-2146

To: Carson Tahoe Hospital Social Services Department, Nevada Department of Aging and Disability, Empres/Evergreen Mountain View Health and Rehabilitation, Ormsby Post-Acute Care, Carson Nursing and Carson City Sheriff's office.

From: Deborah Marzoline, LSW, NCG, Carson City Public Guardian

A handwritten signature in black ink, appearing to be "DM", is written over the end of the "From:" line.

Due to a staffing shortage in my office that cannot be remedied until fiscal year 2016/2017, I will be accepting new referrals but not new clients. I will, instead, institute a formal waiting list. The referrals on the waiting list will move into active status as I close out existing cases. If the referral is for an emergency client, I will move them right in to active status with no waiting.

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2016-17

DEPARTMENT : Information Technology

DEPARTMENT # : 101-0710-419

DESCRIPTION OF REQUESTED ITEM:

Typical software maintenance contracts include a standard increase of 5% per year. I would like to request the software maintenance line item (04-33) needs to be increased by \$17500 to cover increases proposed by various vendors.

JUSTIFICATION OF REQUEST:

HTE is increasing by \$2673 (3%). Tiburon maintenance is increasing by \$3567 (5%) and \$2189 for new modules. ADS \$4170 for new Sheriff Garnishment Software. Additional various software maintenance increases estimated at \$4901.

(1)PERSONNEL SERVICES:

(2)SERVICES AND SUPPLIES:

	Increase Amount	Acct# / Description	Increase Amount
Salary	\$.00	101-0710-419-04.33	17500
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: \$17500.00

SUPPLEMENTAL REQUESTS

Priority 1

(personnel, services and supplies only)

FY 2016-17

DEPARTMENT : Library

DEPARTMENT # : 6200

DESCRIPTION OF REQUESTED ITEM:

Increase to Book / Periodical line item [101-6200-455-06-45] from \$153,000 to a total of \$173,390.

JUSTIFICATION OF REQUEST:

Increase reflects the additional costs of 3 research previously paid for through grant funding, and for the past 3 years, redevelopments funds. 1 learning database, 50% of which paid for from one time funding from Friends of the Carson City Library in FY16, remaining paid for from one time approval of Library Board of Trustee Gift Funds.

- Business Decisions - \$3,600/yr
- Reference USA – \$6,045/yr
- Small Business Reference Center - \$4,495/yrf
- Lynda.com - \$6,250/yr (50% of total cost, 50% to be covered in Library Book / Periodicals FY17)

These business databases provide Michael Salogga, City Business Resource Manager, the tools needed to counsel and assist local businesses. Western Nevada College, Carson High School and Library patrons use these databases for business and entrepreneurial classes and research, most recently with Carson High School is requiring use of these for market research within their classes. Carson City Employees and Carson City Library patrons have access to over 3,500 video tutorials and classes on Lynda.com – subjects vary from Microsoft Office to advanced manufacturing programs like SolidWorks.

* This line item is required to be expended at 10% of the total operating budget as outlined in Nevada Administrative Code requirements of Public Libraries. This is required each year to maintain grant funding eligibility. In FY16 we will have secured approx. \$100,000 in grant funding. For FY17 the libraries projected operating budget is 1,681,640, meaning we will need at least 168,164 in the Books/Periodical line item.

SUPPORTS STRATEGIC PLAN:

Carson City Strategic Plan:

Economic Development – Cultivate a vibrant, diverse, and dynamic economy that attracts and retains businesses and a skilled workforce.

- Cultivate Regional Partnerships
- Support Businesses – Support local businesses by addressing needs and opportunities for growth among new and existing businesses.

Efficient Government – Provide our community with efficient services in a transparent and financially responsible manner.

- Leverage Technology – Provide the necessary tools, within budget, to support job efficiency and productivity. Improve and expand the use of technology by employees.

Organizational Culture – Foster innovation, productivity, and professional growth through a cohesive, ethical, and positive work environment.

- Strengthen Employee Development – Create a professional skills development and training program.

Quality of Life – Promote educational, cultural, and recreational opportunities that contribute to the health and well-being of our community.

- Foster Community Collaboration – Integrate and strengthen connections between employees and professional organizations.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:		
	Amount	Acct# / Description	Amount	
Salary	\$.00	101-6200-455-06-45	20,390	
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:	\$20,390

SUPPLEMENTAL REQUESTS
 (personnel, services and supplies only)

FY 2016-17

DEPARTMENT : Sheriff

DEPARTMENT # : Administration

DESCRIPTION OF REQUESTED ITEM:

Increase to maintenance line item to pay for Active Strategy

JUSTIFICATION OF REQUEST:

Active Strategy plays an integral part in the overall operations of the Department. We have several hundred key performance indicators that are reviewed monthly. These indicators are used to make operational decisions. Each indicator is tied to the Department's key perspectives, which are ultimately tied to the goals set by the Board of Supervisors.

(1)PERSONNEL SERVICES:

Increase Amount

Salary	\$.00
Other Pay	.00
Worker's Compensation	.00
Group Insurance	.00
Medicare	.00
Pers	.00

Total Personnel Costs	\$.00
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(1)

(2)SERVICES AND SUPPLIES:

Acct# / Description

Increase Amount

101-2005-421.04-32 Maintenance	\$8,925
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Total Services and Supplies (2)	\$8,925
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GRAND TOTAL:

\$8,925

SUPPLEMENTAL REQUESTS
 (personnel, services and supplies only)
 FY 2016-17

DEPARTMENT : Sheriff

DEPARTMENT # : Operations

DESCRIPTION OF REQUESTED ITEM:

Reclassification of a deputy sheriff position to a sergeant position.

Note – there is already a deputy sheriff acting in a sergeant role, so all costs listed below are already included in the base FY17 budget.

JUSTIFICATION OF REQUEST:

FY 2016 resulted in a shortage of adequate supervisors. As a result, the department has functioned with one deputy FTE acting in the position of a supervisor. The reclassification of the deputy sheriff position to a sergeant position will acknowledge the shortage, and provide for functional responsibilities to oversee changing dynamics in the community, including specialized fields such as the emergence of marijuana store-fronts, underage drinking operations, youth programs and fleet maintenance coordination. The position will also be tasked with "backfill" for extended employee leaves when necessary, thus having a positive impact on overtime rates.

(1)PERSONNEL SERVICES:

Increase Amount

Salary	\$31,270
Other Pay	
Worker's Compensation	406
Group Insurance	
Medicare	454
Pers	12,664
Total Personnel Costs (1)	\$44,794

(2)SERVICES AND SUPPLIES:

Acct# / Description

Increase Amount

Total Services and Supplies (2)

GRAND TOTAL:

\$44,794

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2016-17

DEPARTMENT : Administrative Division

DEPARTMENT # : 101-2505-422

DESCRIPTION OF REQUESTED ITEM:

- 1) Personnel Increase
- 2) Membership & Publications.
- 3) Travel.

JUSTIFICATION OF REQUEST:

1) Personnel Services:

Increase of \$3,500 to Hourly/Seasonal 101-2505-422-01-02; \$12.50 to \$15.00 per hour.

2) Membership & Publications:

There has been an increase in membership fees to various organizations that the Fire Chief is a part of, these include: the Northern Nevada Fire Chiefs Association, the Nevada Firefighters Association and the International Association of Fire Chiefs. 101-2505-422-05-45.

3) Travel:

Increased Travel expenses for Chief and staff is anticipated. 101-2505-422-05-80.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	.00	101-2505-422-05-45	\$1,000.00
Other Pay	\$3,500.00	101-2505-422-05-80	\$2,000.00
Worker's Compensation	60 .00		
Group Insurance	.00		
Medicare	51 .00		
Pers	.00		
Total Personnel Costs (1)	\$3,500.00	Total Services and Supplies (2)	\$3,000.00
	3611		GRAND TOTAL: \$6,500.00

6611

SUPPLEMENTAL REQUESTS
 (personnel, services and supplies only)
 FY 2016-17

DEPARTMENT : Fire Prevention Division

DEPARTMENT # : 101-2515-422

DESCRIPTION OF REQUESTED ITEM:

Increase in hourly (101-2515-422-01.02)

Joe Sanford: Fire Inspector, increase of \$3,000 from 18,000 to 21,000; currently paid \$20 per hour vs budgeted @ \$17.32 per hour.

Ken Engles: add \$5,000 Dump Trailer Program.

Earl Duncan: add \$5,000 Dump Trailer Program.

Gary Baseal: add \$5,000 Dump Trailer Program.

JUSTIFICATION OF REQUEST:

Fiscal Year 2017 funding necessary to continue to pay the wages of Ken Engles, Earl Duncan and Gary Baseal to continue the Fire Prevention Dump Trailer program, due to NDF grant funding denial.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$.00		
Other Pay	18,000.00		
Worker's Compensation	307 .00		
Group Insurance	.00		
Medicare	201 .00		
PERS	.00		
Total Personnel Costs (1)	\$18,000.00	Total Services and Supplies (2)	
	18,508		GRAND TOTAL:
			\$18,000.00

18,508

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2016-17

DEPARTMENT : Emergency Management

DEPARTMENT # : 101-2530-422

DESCRIPTION OF REQUESTED ITEM:

10% funding for Deputy Manager that was previously funded by a grant in fiscal year 2016 will need to be funded in Emergency Management in fiscal year 2017, the funding for fiscal year 2016 was:

90% 101-2530-422-01-01

10% 275-6810-441-01-01

JUSTIFICATION OF REQUEST:

The grant that covered 10% of the Emergency Manager's payroll has expired for fiscal year 2017; Emergency Management will have to fund 100%.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$8,655.		
Other Pay –Phone Stipend	97.		
Worker's Compensation	61.		
Group Insurance	1,950.		
Medicare	116.		
PERS	2,423.		
Total Personnel Costs (1)	\$13,302.	Total Services and Supplies (2)	
			GRAND TOTAL:
			\$13,302.