

FY 2019-20 Supplemental Requests					
Department	Account	Description	Amount	Page #	
Clerk	101-0213	Phone Stipened for A. Rowlatt	960	4	
	101-0216	1 FTE - Same Day Registration - Office Specialist	70,529	5	
		Election Costs	10,950	5	
		Software Maintenance	6,800	5	
		Printing & Advertising	56,000	5	
		Postage & Shipping	6,000	5	
		Maintenance Service Contracts	155	5	
		Department Totals	151,394		
Public Guardian	101-0217	Travel	2,000	6	
		Department Totals	2,000		
District Attorney	101-0500	1 New FTE - Deputy District Attorney	150,214	7-8	
		Professional Dues	515	7-8	
		Operating Supplies	3,300	7-8	
			Department Totals	154,029	
Information Technology	101-0710	Software Maintenance	196,381	9-26	
		Reclassify IT Project Manager to Deputy CIO	21,834	27-32	
		Archive Social Software Application	7,200	33-36	
		Informacast - Alerting System	9,862	37-38	
		HP 2000 Storage Array Maintenance	3,400	39-41	
		Move Resources to External Data Center	8,568	42-43	
			Department Totals	247,245	
Building Permits	525-3014	Part Time Fire Inspector Position	50,000	44	
			Department Totals	50,000	
Fire	101-2515	Training	3,000	44	
		Physicals	500	44	
		Membership/Publication	2,000	44	
		Supplies	400	44	
		Operating Supplies	2,000	44	
		Fuel/Oil	4,000	44	
	501-2525	2 FTE - 2 BLS Drivers	124,260	45	
		Physicals	2,000	45	
		Office Supplies	500	45	
		Operating Supplies	4,000	45	
		Vehicle Fuel	4,000	45	
			Department Totals	146,660	
Courts	101-4300	Attorney's Fees	7,000	46	
		Interpreter/Expert Witness Fees	7,000	46	
	101-4700	Hourly Position - Courts	15,120	47	
			Department Totals	29,120	
Juvenile Prob / Det	101-4505	1 New FTE - Mental Health Professional	96,157	48-50	
		Phone Allowance	4,620	51	
		Equity Adjustment Sr. Probation Officer	15,813	52	
			Department Totals	116,590	

FY 2019-20 Supplemental Requests

Department	Account	Description	Amount	Page #
Alternative Sentencing	101-4705	2 Hourly DAS positions	30,000	53
		Equity Adj. for Assitance Chief of AS	7,474	54
	Department Totals		37,474	
Parks & Recreation	101-5005	Professional Services	6,900	55
		25% of Full Time Trails Coordinator	17,185	56-64
	101-5012	Vehicle Repairs & Maintenance	14,000	65
		Overtime and Standby increase	15,928	66
		Rangemaster T1	79,516	67
		Vehicle Fuel	2,500	67
		Vehicle Tools & Equipment	2,000	67
		Certifications & Training	1,000	67
		Uniform	500	67
		101-5054	Hourly/Seasonal Positions - 3 more hours Sunday	2,067
	Merits for Part Time Staff		2,170	69
	101-5055	Merits for Part Time Staff	9,093	69
		101-5057	Printing & Advertising	6,900
	Youth program data plans		3,000	71
	Merits for Part Time Staff		13,175	69
	Operating Supplies		2,600	72
	101-5060	Merits for Part Time Staff	6,200	69
		254-5012	Supplied Uniforms	500
	254-5047		75% of Full Time Trails Coordinator	51,555
		Department Totals		236,789
Library	101-6200	Books & Periodicals	4,500	75
		Reclassify Creative Learning Manager from P13-M13	-	76-84
	232-6200	1 FTE - Senior Office Specialist	66,672	85-87
		Department Totals		71,172
Welfare	101-0766	Operating Supplies	900	88
		Department Totals		900
Health	101-6853	1 FTE - Environmental Health FT Position	78,301	89-90
		Part time position elimination	(22,620)	89-90
		Estimated reimbursement from Douglas County	(20,733)	89-90
		25% of Pub Health Disease Investigator (Only .05)	4,117	91
	Department Totals		39,065	
Public Works	101-0715	1 New FTE - GIS Specialist	86,358	92-93
		Asset Management Reserve Study (one time cost)	225,000	92-93
		Training	500	92-93
	101-3012	10% Equity Adjustment - S. Pottey	11,546	94
		101-5034	3 FT Custodial EE (Skilled Trades) (1 Recommended)	64,247
	Hourly Salaries		(13,332)	95
		Equity Adjustment K. Benson	3,530	95

FY 2019-20 Supplemental Requests				
Department	Account	Description	Amount	Page #
	101-6804	15% Environmental Control Officer	16,561	96
		10% Environmental Control Foreman	13,016	96
		Household Hazard Disposal	10,000	96
	225-3026	Increase in FTA Match (X-fer from General Fund)	66,300	97
	250-3035	1 FTE - Transportation/Traffic Engineer P4	128,414	98-102
	256-3038	Promote E. Engles to Senior Street Tech	7,460	103
		Overtime Increase	28,000	103
		Standby Pay Increase	5,000	103
		Sign Making Machine	30,000	103
		Backhoe	150,000	103
		Building Repairs & Maintenance	90,000	103
		Tree Care & Right of Way Maintenance	19,000	103
	510-3201	1 FTE - 60% Environmental Control Officer	66,244	104
		Equity Adjustment Shawn Wiese (50% Wastewater)	537	104
	520-3502	25% Environmental Control Officer	27,601	105
		K. Reyna promotion to Senior Water Technician	6,897	106
		Equity Adjustment Shawn Wiese (50% Wastewater)	537	105
		Department Totals	1,043,416	
		TOTAL SUPPLEMENTAL REQUESTS	\$ 2,325,854	

NOTE - THESE ARE NOT IN ANY PRIORITY ORDER

Total General Fund	1,423,100
Other Funds	902,754

SUPPLEMENTAL REQUESTS
 (personnel, services and supplies only)
 FY 2019-20

DEPARTMENT : Recorder

DEPARTMENT # : 02

DESCRIPTION OF REQUESTED ITEM:

Increase "Other Pay" in Salary to add monthly phone stipend for Aubrey Rowlett of \$80/month.
 Increase line budget item 101-0213-413.06-01 (office supplies) to \$3,920 from \$2,400

JUSTIFICATION OF REQUEST:

To cover cell phone use when away from the office. This is not reflected in the Proj 2020 Detail.

The telephones currently used within the office are dropping calls or losing calls that are placed on hold. We have been informed by IT that these issues cannot be fixed and the phones need to be upgraded. There are 8 phones within the Recorders office.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$.00	101-0213-413.06-01	1,520.00
Other Pay	960.00		
Worker's Compensation	.00		
Group Insurance	.00		
Medicare	.00		
Pers	.00		
Total Personnel Costs (1)	\$80.00 960.00	Total Services and Supplies (2)	\$1,520.00
	960.00		GRAND TOTAL: 2,480.00 \$1,600.00

* Only \$960 Approved @ IFC for recommendation to BOS

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Elections

DEPARTMENT # : 02

DESCRIPTION OF REQUESTED ITEM:

Increase line item budget 101-0216-413.01-01 (Salaries) to \$175,536 from \$111,275
 Increase line item budget 101-0216-413.04-32 (Maintenance Svc Contracts) to \$800 from \$645
 Increase line item budget 101-0216-413.03-05 (Election Costs) to \$85,950 from \$25,000
 Increase line item budget 101-0216-413.04-33 (Software Maintenance Costs) to \$31,858.00 from \$25,058
 Increase line item budget 101-0216-413.05-42 (Printing/Advertising) to \$88,000 from \$32,000
 Increase line item budget 101-0216-413.06-02 (Postage/Shipping) to \$21,000 from \$15,000

JUSTIFICATION OF REQUEST:

Pursuant to the passage of Automatic Voter Registration (AVR) in the 2018 General Election, it is anticipated that an additional 14,000 voters may become registered to vote in Carson City.

Additionally, the Governor has announced his support of same day registration (SDR) or election day registration (EDR) and the legislature has several bills currently being heard deciding how to best implement these measures throughout Nevada. It is hard to estimate how many additional voters will appear at the polling locations; however, we have to be prepared to handle an influx based on this possible mandate.

With the AVR mandate and the SDR or EDR possible mandates, the election department budget requires a significant increase to meet their requirements. Carson City has the obligation to be prepared to process each individual who is registered, or who may register at a polling location. The current budget and resources available will not support the additional costs associated with the above mandates.

The telephones currently used within the office are dropping calls or losing calls that are placed on hold. We have been informed by IT that these issues cannot be fixed and the phones need to be upgraded. There are 5 phones within the Election office.

Please note, many of the costs that must be accounted for would be a one-time purchase.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$44,766.58	101-0216-413.04-32	155.00
Other Pay	.00	101-0216-413.03-05	* \$10,950 60,950.00
Worker's Compensation	744.00	101-0216-413.04-33	6,800.00
Group Insurance	11,274.95	101-0216-413.05-42	56,000.00
Medicare	649.07	101-0216-413.06-02	6,000.00
Pers	13,094 6,826.97		
Total Personnel Costs (1)	\$64,261.57 \$70,528.53	Total Services and Supplies (2)	129,905.00
		GRAND TOTAL:	194,166.57 200,434

** only \$10,950 in election costs approved @ IFC for recommendation to BOS*

\$150, \$34

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : 0217

DEPARTMENT # : Public Guardian

DESCRIPTION OF REQUESTED ITEM: 1 FTE Case Manager; 2 PTE Clerical/Assist

JUSTIFICATION OF REQUEST: Caseload Management, Projected growth, clerical work and projected growth 2019/2020. Travel to NGA conference and clients, office supplies including ipads for field work and client narrations phone costs for case managers.

(1) PERSONNEL SERVICES:

(2) SERVICES AND SUPPLIES:

	Increase Amount	Acct# / Description	Increase Amount
Salary	\$88,034.- \$84000.00	101-0217-413.05-80	4000.00
Other Pay	.00	101-0217-413.06-01	1500.00
Worker's Compensation	1218.00 1744.-	101-0217-413.06-25	1500.00
Group Insurance	11,275.- 00	101-0217-413.07-10	1920.00
Medicare	1276.- 00		
Pers	8607,42180.00		
Total Personnel Costs (1)	110,957.-00	Total Services and Supplies (2)	

GRAND *★* ~~\$19,877~~
TOTAL: \$104818.0
0

*★ only \$2,000 increase in travel approved @ IFC
for recommendation to BOS.*

SUPPLEMENTAL REQUESTS
 (personnel, services and supplies only)

FY 2019-20

DEPARTMENT : District Attorney

DEPARTMENT # : 101-0500

DESCRIPTION OF REQUESTED ITEM: Deputy District Attorney – one FTE

JUSTIFICATION OF REQUEST:

See attached

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$105,000.00	101-0500-413-0545*	\$515.00
Other Pay (phone stipend)	960.00	101-0500-413-0601**	\$3,300.00
Worker's Compensation	744 861.00	*Professional dues	
		**Computer and office furniture	
Group Insurance	11,275 15,500.00		
Medicare	1,522 2,100.00		
PERS	30,713 29,400.00		
Total Personnel Costs (1)	\$153,821.00 \$150,214.-	Total Services and Supplies (2)	\$3,815.00
		GRAND TOTAL:	\$157,636.00 \$154,029

New Deputy District Attorney Position Justification

The Carson City District Attorney's Office requests the addition of a full time attorney position. The new position is intended to allow this office to provide necessary legal support for the Carson City Public Guardian, which has previously been provided by outside counsel, separate from the Carson City District Attorney's Office.

The Public Guardian in Carson City provides guardianship services to individuals in Carson City who are substantially unable to care for themselves or to manage their financial affairs. While the Carson City District Attorney currently provides general legal representation for the office of the Public Guardian, a private attorney, Lora Myles, provides legal representation in regard to guardianship petitions and other judicial proceedings associated with the guardianship process required under Nevada law.

Ms. Myles has provided notice that she is retiring and will no longer be providing legal services to the Carson City Public Guardian effective July 1, 2019. The Carson City Manager expects to request that the Carson City District Attorney's Office expand its representation of the Public Guardian to include representation in regard to guardianship petitions and other judicial proceedings associated with the guardianship process required under Nevada law. It is estimated that this work will require a minimum of between 15 and 20 hours per week on average.

In order to cover this additional workload with existing resources, it would be necessary to significantly reduce the scope of the comprehensive revision to the Carson City Municipal Code ("Code Project") that is currently underway, especially as current staffing is only just at a level to adequately meet the legal needs of each of the City's departments and its various boards, commissions and committees. Without the addition of a new full time attorney, work on the Code Project would have to be significantly reduced, if not eliminated, to the point of having no meaningful progress for the foreseeable future. With the addition of a new full time attorney, work on the Code Project will be able to proceed and greater resources would be available for legal representation to the City.

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Information Technology

DEPARTMENT # : 0710

DESCRIPTION OF REQUESTED ITEM:

Annual Software Maintenance for approved applications

JUSTIFICATION OF REQUEST:

The following applications were approved in FY19 and the cost for annual software maintenance needs to be budgeting it the IT Software Maintenance line item.

Umbrella	\$14,655
Sheriff SoftCode CivilSoft Annual Maintenance	\$9,477
Pulse Point Annual Maintenance	\$8,000
CritiCall	\$6,795
CritiCall budget augmmentation from Sheriff	\$700
PassWord Management	\$1,490
Tyler ERP Annual Maintenance	\$193,770 184,312
Mimecast	\$28,250
Sharefile	-\$842 1,598
Netmotion	\$1,800
Rapid Recovery	\$14,465
FAX Software	\$3,000
ADS Removal Offset	-\$40,000
HTE Removal Offset	-\$40,000 <38,161>
Total FY20 annual software maintenance increase	\$203,244 #196,381

(1) PERSONNEL SERVICES:

(2) SERVICES AND SUPPLIES:

	Increase Amount	Acct# / Description	Increase Amount
Salary	\$.00	101-0710-419-0433	\$203,244
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:	\$203,244 #196,381

Solution Summary

Carson City - Umbrella 1Yr

Customer: City of Carson City Ship To Address: 201 N Carson St Ste 7 Carson City, NV 89701 Bill To Address: 201 N Carson St Ste 7 Carson City, NV 89701 Customer ID: MSNCITCAR0001 Customer PO:	Primary Contact: Eric Von Schimmelmann Email: EVonSchimmelmann@carson.org Phone: (775) 283-7007 National Account Manager: Ryan Nelson NAM Email: RNelson@convergeone.com NAM Phone: +18017436271
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Solution Summary	Current Due	Next Invoice	Due	Remaining	Total Project
Software	\$14,655.12		One-Time		\$14,655.12
Maintenance					
CISCO Maintenance	\$0.00		Prepaid		\$0.00
Project Subtotal	\$14,655.12				\$14,655.12
Estimated Tax	NOT INCLUDED				
Estimated Freight	NOT INCLUDED				
Project Total	\$14,655.12				\$14,655.12

This Solution Summary summarizes the Document(s) that are attached hereto and such Document(s) are incorporated into this Solution Summary by this reference. Customer's signature on this Solution Summary (or Customer's issuance of a purchase order in connection with this Solution Summary) shall represent Customer's agreement with each attached Document and acknowledgement that the attached Document(s) are represented accurately by this Solution Summary. Each Document is governed by that certain agreement as stated within that individual Document, or if no agreement is referenced, each Document shall be governed by the Online General Terms and Conditions found on the internet at <http://www.convergeone.com/online-general-terms-and-conditions>. Professional Services not specifically itemized are not provided.

The pricing on this Summary page is valid for thirty (30) days. All prices are subject to change without notice.

This order is a configured order and/or contains software.

Special Comment to Solution Summary:

Nevada NASPO: All pricing is governed by the NASPO Master Agreement Contract No. AR233, Participating Addendum #8229

ACCEPTED BY:

BUYER: _____ DATE: _____ SELLER: _____ DATE: _____
 TITLE: _____ TITLE: _____

Solution Quote

#	Item Number	Description	Term	Qty	Unit Price	Extended Price
1	UMBRELLA-SUB	Umbrella Cloud Security Subscription		1	\$0.00	\$0.00
2	UMB-INSIGHTS-K9	Umbrella Insights	12	538	\$2.27	\$14,655.12
3	UMB-SUPT-B	Umbrella Support - Basic	12	1	\$0.00	\$0.00



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: September 20, 2018

Staff Contact: Eric Von Schimmelmann

Agenda Title: For Possible Action: To approve Contract No. 1819-101, for a License and Service Agreement with Tyler Technologies, Inc. for Softcode CivilSoft software for a not to exceed amount of \$89,204.00 to be funded from the Capital Outlay/Software Replacement account in the Capital Projects Fund. (Nancy Paulson, NPaulson@carson.org and Eric Von Schimmelmann EVonSchimmelmann@carson.org)

Staff Summary: The Sheriff Department is seeking to upgrade their Civil software application. This is necessary as their current vendor ADS has announced they are closing their business on December 31, 2019 and will no longer provide support for the existing system. Implementation of this project will take approximately six months.

Agenda Action: Formal Action/Motion

Time Requested: Consent

Proposed Motion

I move to approve Contract No. 1819-101, for a License and Service Agreement with Tyler Technologies, Inc. for Softcode CivilSoft software for a not to exceed amount of \$89,204.00 to be funded from the Capital Outlay/Software Replacement account in the Capital Projects Fund.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

Carson City was notified in late 2016 that our current vendor ADS was going out of business as of December 31, 2019. ADS has many systems throughout the city and the Sheriff Civil application is just one of many that we are working on replacing. ADS support for the city over the past 35 years has been gratefully appreciated and will be sorely missed. After careful evaluation we are recommending that we purchase the Tyler Technologies SoftCode CivilSoft application. With our current implementation of Tyler Technologies Munis product for ERP, the integration with the CivilSoft application will be significantly enhanced. CivilSoft enables civil departments to track a document from the court, to service attempts and final execution payments. The core product offers the speed, security and performance to handle high volume data entry with fast, accurate retrieval, while reducing the time spent on labor-intensive processes by creating correspondence, reconciling financials and printing checks. CivilServe is a highly configurable system capable of handling the needs of the Carson City Sheriff's Office.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 332.115

*Scops 2 for
Maint. costs*

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: Capital Projects Fund Capital Outlay/Software Replacement # 210-0000-415.65-08

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: This is an approved project and was included in the FY19 CIP budget. The IT Software Maintenance account 101-0710-419-0433 will need to be increased by \$9,477 in FY20 budget for the annual maintenance and support fees.

Alternatives

Do not approve contract and provide alternative direction to staff.

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

Contact Name Sean Slamon
Email sslamon@carson.org

Quote Number PPF-00010118
Created Date 7/18/2018
Expiration Date 10/31/2018
Prepared By Kraig Erickson
Phone (218) 384-1123
Email kraig.erickson@pulsepoint.org

Bill To Name Carson City Fire Department
Bill To 777 S Stewart St
Carson City, NV 89701

Ship To Name Carson City Fire Department
Ship To 777 S Stewart St
Carson City, NV 89701

Product	Sales Price	Quantity	Total Price
PulsePoint Respond Implementation Project- Includes PulsePoint Connect Read-only CAD connection installation, configuration, testing, validation, AED registry organization, technical admin training, digital materials, and proj mgmnt of launch.	USD 10,000.00	1.00	USD 10,000.00
PulsePoint Respond - Tier 1: Annual Subscription for covered population size <300,000. Includes PulsePoint Respond License, Maintenance & Support of PulsePoint Connect CAD service, PulsePoint Admin, and end-users.	USD 8,000.00	1.00	USD 8,000.00

Total Price USD 18,000.00

Order will be processed upon PulsePoint Foundation's acceptance of signed quote, signed Statement of Work, and Customer Purchase Order or payment. Upon acceptance, Customer will be invoiced for Implementation Fee.

Please return signed Quote, Statement of Work, and Payment to the PulsePoint representative listed above or mail to:

PulsePoint Foundation
PO Box 12594
Pleasanton, CA 94588-2594

Authorized Customer Representative

Signature

Name

Title

Date

CRITICALL \$6,795
700
\$7,495

Internal Finance Committee – Agenda Request

IFC Meeting Date 10-10-18

Time Needed: 10 minutes

Requested By: Melanie Bruketta, HR Director, Ken Furlong, Sheriff & Eric Von Schimmelmann, CIO

Description: Discussion and possible action to approve a budget augmentation, if needed, to the Carson City Sheriff's Office/IT budget for the purchase of unlimited CritiCall testing licenses and the integration with NeoGov, the City's recruitment software program and for the Assess test.

Fiscal Impact:	\$7495.00 minus the \$700 yr. the SO currently pays for Criticall and Assess \$22.75/applicant for each Assess test (\$400/yr).	Fund:		Augmentation?	Possibly at the end of the fiscal year if salary savings cannot cover the amount stated above.
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Do you wish to hire above the entrance rate?

Yes No

Are you changing the account distribution for this position?

Yes No

If so, please explain below:

Explanation of Fiscal Impact: The Sheriff's Office requested that HR take a more active

role in the recruitment of P.S. Communications Operators, aka Dispatchers. There is a demand nationwide for Dispatchers. Currently, HR posts the recruitment for Dispatchers and screens for minimum qualifications. The Sheriff's Office has asked HR to post the recruitment, screen for minimum qualifications, administer the Criticall test and the Assess test. At this time, the Sheriff's Office has one license at a stationary computer where the CritiCall test is administered. The test is only given to individuals who they have essentially selected as a final candidate for the position. The SO is currently paying \$700 a year for the license. The \$7,495.00 is the cost for unlimited licenses plus a stationary license and the integration with NeoGov. (\$1,200 for the integration plus \$6,295.00 for the unlimited licenses and one stationary license that will be use to validate the test taker's test.)

The CritiCall test is a pre-employment test that measures the skills and abilities a person needs to possess prior to any training they may receive for a Dispatch position, such as multi-tasking, computerized data entry, oral comprehension, reading comprehension, sentence clarity, cross referencing, map reading, etc.

HR recommends that everyone who passes the minimum qualifications for the position receive the CritiCall test. Best practices in recruitment are to give the test, which measures basic skills, at the beginning of the recruitment rather than at the end. By purchasing the unlimited licenses and the integration with NeoGov, the test can be sent online to any applicant who possesses the minimum qualifications outlined in the job description- e.g. a high school diploma/GED and one year of customer service experience and the test scores automatically upload into NeoGov and become a recruitment step.

If the applicant passes the CritiCall test, the applicant will be sent the Assess test, which is a web-based talent assessment test that incorporates personality and intellectual ability assessments, behavioral feedback and performance measurement. Twenty-five (25) different competencies are tested. Currently, the SO administers this test before the CritiCall test and determines if an applicant should be invited to take the CritiCall test. HR is proposing to administer this test after the CritiCall test. Since this test will be administered to all potential applicants, rather than a select few, the cost for administering the test may increase. If so, a budget augmentation will be needed for this test as well. The SO is currently paying \$20.00 per test, however the cost might increase to \$22.75 depending on the number of applicants the City has for Dispatch positions. If an applicant is invited to take the Assess test (the applicant has met the mq's for the position and passed the CritiCall test) HR will screen applicants based on this test. As long as an applicant does not score in the "avoid" category of the Assess test on any of the 25 competencies that cannot be explained in a phone screen, the applicant will continue to move through the recruitment process. Once an applicant has passed the minimum qualifications screening, the CritiCall test and is deemed to be "okay" or better on the Assess test, the applicant will be sent to the Dispatch Manager for the final stages of the recruitment process.

The CritiCall license amount listed above includes a validity test license. If the applicant receives an invitation to interview, the applicant will be required to complete a CritiCall validity test in Human Resources prior to the interview.

Board of Supervisors Approval Required?

Explanation:

Biddle Integration

Customer: Carson City Sherriff's Office (NV)		Bill To:	
Mail Software To:		<u>Attention To:</u>	
		<u>Address:</u>	
		<u>Phone:</u>	
		<u>Email:</u>	
Quote Date:	9/28/2018		
Valid To:	10/31/2018		
Requested Service Date:	TBD	Initial Term:	12 Months with annual renewal option

Order Summary:

<u>Line</u>	<u>Description</u>	<u>Annual Recurring Cost</u>
1.0	Biddle Integration –Criticall Only (Includes use of AutoGOJA & TVAP Online)	\$7,495.00
Order Total:		\$7,495.00

NEOGOV offers standard integrations with Biddle Consulting Group for CritiCall testing. Once the integration is enabled, your CritiCall tests will be set-up automatically in Insight. Applicants are downloaded automatically to your Biddle software so they are ready for testing. As soon as the applicant completes their CritiCall test, their overall score for the test will be updated automatically in NEOGOV. Licensed Biddle products are installed on your organization’s PCs or servers with unlimited seat licenses. Each product comes with a standard end user license agreement and is available as an annual subscription. This integration is provided as a real-time web service.

Customer	<u>NEOGOV, Inc.</u>
Signature: _____	Signature: _____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Eric Von Schimmelmann

From: Click Studios <sales@clickstudios.com.au>
Sent: Friday, February 1, 2019 3:46 PM
To: James Underwood
Subject: Passwordstate Quotation

[Click here to view this quote online - View Quote Online](#)

Q U O T E

Click Studios
Level 3, 97 Pirie St,
Adelaide, SA 5000, Australia
<http://www.clickstudios.com.au>
ABN: 68 552 128 552



City of Carson City, NV

Quote #	0004112
Date	February 2, 2019
Total Price	\$6258.00

Item	Description	Unit Cost	Quantity	Price
AS	Passwordstate Enterprise License (Once Off Cost)	\$5700.00	1	\$5700.00
	High Availability Module (Once Off Cost)	\$1750.00		\$1750.00
	<u>Annual Support and Upgrade Protection (Annual Cost)</u>	\$1490.00		<u>\$1490.00</u>
DSC	30% Discount for Non-Profit and Education.	-\$2682.00	1	-\$2682.00
<p>Note 1: Please contact Click Studios for your custom Buy Now URL with discount applied. Discount is also only applicable to License purchases, not the Password Reset Portal or Remote Site Location subscription modules.</p> <p>Note 2: Prices listed here are when you purchase through us directly. Purchasing through a Reseller may be more expensive</p> <p>We thank you for your interest in Passwordstate, and welcome any suggestions for making improvements to our software.</p>				
				Subtotal \$6258.00
				Sales Tax (0.0%) \$0.00

Total Price (USD) \$6258.00

All prices are shown in USD, and the purchaser is responsible for any applicable sales and value-added taxes in their jurisdiction.

Quote is valid for 30 days.

O R D E R I N G I N S T R U C T I O N S

If you would like to proceed with an order for this quotation, you have the following three options available to you:

1. **Secure Online Order** at [Click to Order Online](#)

OR

2. **Purchase Order** at [Click for Purchase Orders Instructions](#)

OR

3. **Direct Bank Deposit** with the following details (**please email us the details after**):

Click Studios (SA) Pty Ltd

Bank: Bendigo Bank

Address: Shop 1/3 Elizabeth Way, Elizabeth, South Australia 5112, Australia

Account Code : 149422396

Sort Code : 633000 (known in Australia as BSB code)

IBAN : 633000149422396

Swift / BIC Code : BENDAU3B

OR

4. **Checks to be addressed to:**

Click Studios (SA) Pty Ltd

Level 3, 97 Pirie St,

Adelaide, SA 5000, Australia

T E R M S

Quote and payment terms are strictly NET 30 Days.



Remittance:
 Tyler Technologies, Inc.
 (FEIN 75-2303920)
 P.O. Box 203556
 Dallas, TX 75320-3556

Invoice

<i>Invoice No</i>	<i>Date</i>	<i>Page</i>
045-250042	02/01/2019	1 of 2

Empowering people who serve the public®

Questions:
 Tyler Technologies - ERP & Schools
 Phone: 1-800-772-2260 Press 2, then 1
 Email: ar@tylertech.com



Bill To: CITY OF CARSON CITY
 ATTN: ERIC VON SCHIMMELMANN
 201 N CARSON STREET, STE 2
 CARSON CITY, NV 89701-4289

Ship To: CITY OF CARSON CITY
 ATTN: ERIC VON SCHIMMELMANN
 201 N CARSON STREET, STE 2
 CARSON CITY, NV 89701-4289

<i>Customer No.</i>	<i>Ord No</i>	<i>PO Number</i>	<i>Currency</i>	<i>Terms</i>	<i>Due Date</i>
52076	117979		USD	NET45	03/18/2019

Date	Description	Units	Rate	Extended Price
Contract No.: CARSON CITY, NV				
	MUNIS SUPPORT & UPDATE LICENSING - MUNIS ANALYTICS & REPORTING	1	19,504.08	19,504.08
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - CONTRACT MANAGEMENT	1	2,781.00	2,781.00
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - ACCTG/GL/BUDGET/AP	1	21,413.70	21,413.70
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - CENTRAL PROPERTY FILE	1	1,081.50	1,081.50
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - INVENTORY	1	6,424.11	6,424.11
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - PROJECT & GRANT ACCOUNTING	1	4,709.16	4,709.16
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - CASH MANAGEMENT	1	4,495.95	4,495.95
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - WORK ORDERS	1	8,027.82	8,027.82
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - PURCHASING	1	10,920.06	10,920.06
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - HUMAN RESOURCES MANAGEMENT	1	5,724.74	5,724.74
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - PAYROLL W/ESS	1	9,645.95	9,645.95
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - ACCOUNTS RECEIVABLE	1	5,562.00	5,562.00
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - CAPITAL ASSETS	1	6,424.11	6,424.11
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - GENERAL BILLING	1	2,595.60	2,595.60
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - TYLER CASHIERING	1	8,528.40	8,528.40
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - UTILITY BILLING INTERFACE	1	1,529.55	1,529.55
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - UTILITY BILLING CIS	1	4,264.20	4,264.20
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			
	MUNIS SUPPORT & UPDATE LICENSING - TYLER INCIDENT MANAGEMENT	1	4,532.00	4,532.00
	Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020			



Remittance:
 Tyler Technologies, Inc.
 (FEIN 75-2303920)
 P.O. Box 203556
 Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
045-250042	02/01/2019	2 of 2

Empowering people who serve the public®

Questions:
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 Phone: 1-800-772-2260 Press 2, then 1
 Email: ar@tylertech.com

Bill To: CITY OF CARSON CITY
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Ship To: CITY OF CARSON CITY
 ATTN: ERIC VON SCHIMMELMANN
 201 N CARSON STREET, STE 2
 CARSON CITY, NV 89701-4289

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
52076	117979		USD	NET45	03/18/2019

Date	Description	Units	Rate	Extended Price
	MUNIS SUPPORT & UPDATE LICENSING - TYLER FORMS PROCESSING Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020	1	4,017.00	4,017.00
	MUNIS SUPPORT & UPDATE LICENSING - CITIZEN SELF SERVICE Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020	1	5,562.00	5,562.00
	MUNIS SUPPORT & UPDATE LICENSING - TYLER CONTENT MANAGER SE Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020	1	8,343.00	8,343.00
	Munis-EnerGov Support - IG Workforce Apps Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020	1	1,030.00	1,030.00
	Munis-EnerGov Support - Licensing & Regulatory Suite Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020	1	9,270.00	9,270.00
	Munis-EnerGov Support - Citizen Self Service - LRM Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020	1	3,296.00	3,296.00
	EnerGov Support - Report Toolkit Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020	1	1,030.00	1,030.00
	Munis-EnerGov Support- GIS Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020	1	2,575.00	2,575.00
	Munis-EnerGov Support- e-Reviews Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020	1	6,180.00	6,180.00
	Munis-EnerGov Support - Citizen Self Service - PLM Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020	1	3,296.00	3,296.00
	Munis-EnerGov Support - Permitting & Land Management Maintenance: Start: 05/Mar/2019, End: 04/Mar/2020	1	6,180.00	6,180.00

****ATTENTION****
 Order your checks and forms from
 Tyler Business Forms at 877-749-2090 or
 tylerbusinessforms.com to guarantee
 100% compliance with your software.

Subtotal	178,942.93
Sales Tax	0.00
Invoice Total	178,942.93

FP2020 - 3% Increase \$184,312



Louis Bisbiglia
 Sales Manager
 Louis@fsi.tech
 Office: 916-670-1072 Fax: 408-519-6552
 7411 Carmoustie Court, Gilroy CA 95020

PRICE QUOTATION

CONTACT INFORMATION:

Company: Carson City
 Primary Contact: James Underwood
 Phone: (775) 283-7006
 E-mail: JUnderwood@carson.org

SHIP TO:

Name: Same as ship to
 Company: City Hall/201 N. Carson Street, #7
 Address: Carson City, NV 89701

SUBMITTED BY		Office	Quote Date	Exp Date	PAYMENT TERMS
Louis Bisbiglia		Carmichael, CA	01/30/19	02/28/19	Net-30
ITEM	DESCRIPTION	#	UNITS	EXTENDED PRICE	
1	Mimecast M2A	600			
2	LCS Gold Support	1			
3	Secure Messaging	600			
4	HealthCare Pack	600			
5	Recovery for Exchange and Office 365	600			
Start date Aug 10th 2019					
SUBTOTAL				\$28,250.00	
Tax				TBD	
SHIPPING				\$0.00	
TOTAL				\$28,250.00	

NOTES:

Thanks,

Louis Bisbiglia
 FORTNET Security
 Office 916-670-1072
 Fax 408-519-6552



Invoice No. C8A03

ade72060-61df-4630-a426-a3ca3bd12089

Merchant Ref. # 825618096921149805,ad6b0617-2395-4690-a

RECEIVED

OCT 04 2018

**Carson City
District Attorney**

Billed To

Carson City
City of Carson City 885 E. Musser St., Ste.
2030
CARSON CITY, NV 89701

Shipped To

Carson City
City of Carson City 885 E. Musser St., Ste.
2030
CARSON CITY, NV 89701

Items

(10/01/2018 - 09/30/2019)

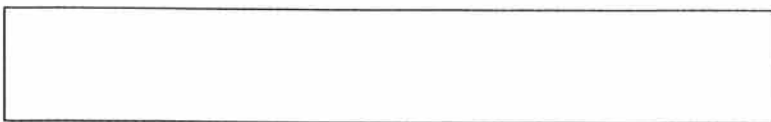
Description	Unit Price	Quantity	Tax Rate	Amount
Business Plan on annual billing cycle (10/1/2018 - 9/30/2019) with discount: government discount	\$133.20	12	0.000%	\$1598.40

Card Information

Emily Nunez
*****2249
Expires 07/2020

Subtotal \$1598.40
Tax \$0.00

Total \$1598.40



SOLD-TO PARTY 10270075

CARSON CITY
 SUITE 7
 201 N CARSON ST SUITE 7
 CARSON CITY NV 89701-4594

SHIP-TO PARTY

CARSON CITY
 SUITE 7
 201 N CARSON ST SUITE 7
 CARSON CITY NV 89701-4594

Order Confirmation	
Order Number	: 323214911
Document Date	: 08-AUG-2018
PO Number	: RT43525
PO Release	:
Sales Rep	: Christopher Letsinger
Email	: CHRISTOPHER.LETSINGER@INSIGHT.C
Telephone	: 4801115820

We deliver according to the following terms:

Payment Terms : Special P-card/App R
 Ship Via : Electronic Delivery
 Terms of Delivery : FOB DESTINATION
 Currency : USD

Material	Material Description	Quantity	Unit Price	Extended Price
<u>11NMUPNA</u>	NETMOTION MOBILITY - UNIVERSAL DEVICE LICENSE OPEN MARKET	5	290.39	1,451.95
<u>11NMXP25</u>	NM MOBILITY PREMIUM MAINTENANCE Coverage Dates: 06-AUG-2018 - 06-AUG-2019 OPEN MARKET	1	346.41	346.41
			Product Subtotal	1,798.36
			TAX	0.00
			Total	1,798.36

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Christopher Letsinger
 4801115820
 CHRISTOPHER.LETSINGER@INSIGHT.COM
 Fax 4807608104

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by both your company and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at: http://www.insight.com/en_US/help/terms-of-sale-products-ips.html

Licensee CITY OF CARSON NV Attn: Scott Royal Phone # +1(775) 283-7005 Fax # +1(999) 887-2028 sroyal@carson.org	Date 7/25/2018
	Quote # 1-4QR7JP3 Rev # 1
	Valid From 1/13/2018 Through 7/31/2018
	Sales Rep Shawne Reid Phone # +1(614) 726-4649 Fax #

Bill To CITY OF CARSON NV Accounts Payable 201 N Carson St Ste 7 CARSON CITY, NV 89701 United States	Ship To CITY OF CARSON NV Scott Royal 201 N Carson St Ste 7 CARSON CITY, NV 89701 United States	End User CITY OF CARSON NV Scott Royal 201 N Carson St Ste 7 CARSON CITY, NV 89701 United States sroyal@carson.org
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Line	Part #	Product	Qty	Net Price	Support From	To	H/W & # of CPU's	Extended Price
1		RAPID RECOVERY BACKUP AND REPLICATION W/DL4000 SERIES ADM-APP-PS-247 APPLIANCE PER ADDTL 40TB BACK END DATA CAPACITY 24X7 MAINTENANCE RENEWAL	1	\$12,125.00	6/15/2018	6/15/2019		\$12,125.00
2	AAV-APP-CS-247-NBD	MD1400 12X4TB EXPANSION SHELF FOR DL4300 W/NBD 24X7 HARDWARE WARRANTY	1	\$1,170.00	6/15/2018	6/15/2019	GKSNKH2	\$1,170.00
3	AAV-APP-CS-247-NBD	MD1400 12X4TB EXPANSION SHELF FOR DL4300 W/NBD 24X7 HARDWARE WARRANTY	1	\$1,170.00	6/15/2018	6/15/2019	GKTGKH2	\$1,170.00

Payment Terms: Net 30	Subtotal	\$14,465.00
	Estimated Tax	\$0.00
	Total	\$14,465.00

Solution Summary

Carson City - Imagicle StoneFax 8 Channel w/Load Bal Module Lic.

Customer: City of Carson City	Primary Contact: Tyler Saylor
Ship To Address: 201 N Carson St Ste 7 Carson City, NV 89701	Email: TSaylor@carson.org
Bill To Address: 201 N Carson St Ste 7 Carson City, NV 89701	Phone: (775) 283-7007
Customer ID: MSNCITCAR0001	National Account Manager: Ryan Nelson
Customer PO:	NAM Email: RNelson@convergeone.com
	NAM Phone: +18017436271

Solution Summary	Current Due	Next Invoice	Due	Remaining	Total Project
Software	\$10,458.00		One-Time		\$10,458.00
Hardware	\$2,470.00		One-Time		\$2,470.00
Project Subtotal	\$12,928.00				\$12,928.00
Estimated Tax	NOT INCLUDED				
Estimated Freight	NOT INCLUDED				
Project Total	\$12,928.00				\$12,928.00

This Solution Summary summarizes the document(s) that are attached hereto and such document(s) are incorporated into this Solution Summary by this reference. Customer's signature on this Solution Summary (or Customer's issuance of a purchase order in connection with this Solution Summary) shall represent Customer's agreement with each attached document and acknowledgement that the attached document(s) are represented accurately by this Solution Summary. Each document is governed by that certain agreement as stated within that individual document, or if no agreement is referenced, each document shall be governed by the Online General Terms and Conditions found on the internet at <http://www.convergeone.com/online-general-terms-and-conditions>. Professional Services not specifically itemized are not provided.

The pricing on this Summary page is valid for thirty (30) days. All prices are subject to change without notice.

This order is a configured order and/or contains software.

ACCEPTED BY:

BUYER: _____ DATE: _____ SELLER: _____ DATE: _____

TITLE: _____ TITLE: _____

Solution Quote

#	Item Number	Description	Term	Qty	Unit Price	Extended Price
1	L-IM120-8L=	Imagicle StoneFax - 8 chan. w/ Base License		1	\$8,883.00	\$8,883.00
2	MISC	IMPRO-R-1S Imagicle Professional Services remote - 1 day		2	\$1,235.00	\$2,470.00
3	L-IM120-1CM=	IMAGICLE STONEFAX - CLUSTERING AND LOAD BALANCING MODULE		1	\$1,575.00	\$1,575.00
					Total:	\$12,928.00

Estimated Annual Maintenance \$3000.

Date	Description	Augmentation	Credit	Debt
9/14/2017	ADS			\$2,724.00
10/11/2017	ADS			\$2,724.00
11/8/2017	ADS			\$2,724.00
12/13/2017	ADS			\$2,724.00
6/27/2018	ADS			\$2,724.00
7/20/2017	ADS - Annual Maint			\$700.00
1/17/2018	ADS - Assessor Marshall & Swift			\$8,326.88
8/10/2017	ADS - Monthly Bill			\$1,118.00
1/11/2018	ADS Monthly			\$2,724.00
2/7/2018	ADS Monthly			\$2,724.00
3/7/2018	ADS Monthly			\$2,724.00
4/13/2018	ADS Monthly			\$2,724.00
5/3/2018	ADS Monthly			\$2,724.00
6/5/2018	ADS Monthly			\$2,724.00
8/15/2017	ADS Monthly TR			\$297.00
				\$40,405.88
10/10/2017	Superior			\$38,160.96
	TOTAL REMOVED FROM FY18			\$78,566.84

← Rounded to \$40,000

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Information Technology

DEPARTMENT # : 0710

DESCRIPTION OF REQUESTED ITEM:

Reclassify IT Project Manager to Deputy CIO

JUSTIFICATION OF REQUEST: With recent changes in the Information Technology Department staffing and reassignment of duties I would like to request the reclassification of the IT Project Manager to Deputy Chief Information Officer and revise the job description to match the current positions duties. This will be at a pay rate of \$50.4848 hourly or \$105,000 annually which is under the 1/3 of the D1 range. This will be in line with what other City departments have established and will clearly show a definitive second in command of the department. This will also establish a true succession plan for the Information Technology Department. With the recent changes in the Information Technology Department staffing this will streamline the management staff and provide better direction for all staff. The additional funding will come from the recent demotion of an IT Project Manager and the upcoming retirement of a tenured Business Systems Analyst.

(1)PERSONNEL SERVICES:

(2)SERVICES AND SUPPLIES:

	Increase Amount	Acct# / Description		Increase Amount
Salary	\$ 16,705.56			
Other Pay				
Worker's Compensation				
Group Insurance				
Medicare	<i>242.-</i>			
Pers	\$ 4,886.38			
Total Personnel Costs (1)	\$ 21,591.94 <i>\$21,834.-</i>	Total Services and Supplies (2)		
			GRAND TOTAL:	<i>\$ 21,834</i> <u>\$ 21,591.94</u>

JOB DESCRIPTION

JOB TITLE: Deputy Chief Information Officer
DEPARTMENT: Information Technology
REPORTS TO: Chief Information Officer

FLSA: Exempt
GRADE: D1
DATE: July 1, 2019

SUMMARY OF JOB PURPOSE:

Under administrative direction, manages and supervises staff; coordinates and directs the development and implementation of City-wide technical support and communication relating to all areas of information technology including: systems programming, personal computer support, local and wide area network management, database management, and computer operations.

ESSENTIAL FUNCTIONS:

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

- Assists in developing and implementing goals, objectives, policies, procedures and work standards for the department; coordinates the preparation and administration of the annual budget in assigned areas of responsibility.
- Plans, organizes, assigns, supervises, reviews and evaluates the work of professional, technical support and operational staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures and work standards.
- Oversees systems programming to maintain optimal and current operating systems.
- Ensures systems provide a high quality of production services and availability.
- Oversees personal computer support to address customer distributed computing automation needs.
- Oversees the management of the local area networks and wide area networks that connect City departments and public and private agencies; promotes the sharing of information technology resources.
- Oversees the management of databases to ensure the standardization of City data; ensures the integrity of data capture, security, backup, retention, and recovery.
- Plans, designs, directs and coordinates the implementation of an integrated technical and communications infrastructure for the City.
- Forecasts and develops long-range strategic plans for maintaining a modern information technology environment to support the future needs of the City.
- Maintains current knowledge of technology trends; evaluates emerging technologies and recommends strategies for improving efficiency and effectiveness of operation.
- Provides technical support for voice, data, video, and radio technologies; develops configuration specifications, cost estimates, and project plans; monitors project progress against schedules, objectives and costs; provides project status reporting to management and customers.
- Administers and negotiates contracts for the acquisition, installation, application and maintenance of vendor products and services.

JOB DESCRIPTION Deputy Chief Information Officer

ESSENTIAL FUNCTIONS:

- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Maintains accurate records and files; prepares customer instructions, documentation, correspondence and a variety of written materials.
- Uses standard office equipment, including a computer, in the course of the work; drives a personal or City motor vehicle to attend meetings and visit off-site City locations.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, clients, visitors, and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.

QUALIFICATIONS:

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

Education and Experience:

Bachelor's Degree in Computer Science, Information Technology, or related field; AND Five (5) years of professional experience in operating systems, computer operations, network management, and database management services, two (2) years of which were in a supervisory/managerial role; OR an equivalent combination of education, training and experience as determined by Human Resources.

Required Knowledge and Skills

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Operational capabilities and limitations of various computer environments, from large-scale settings to personal computer and local area networks.
- Hardware and software options and availability for various business, administrative, communications and technical applications.
- System software and hardware installation, computer operations, network management, database management, and distributed computing.
- Systems analysis and design procedures and techniques.
- Job planning, prioritizing and scheduling techniques.
- Techniques for dealing with staff at various levels, in person and over the telephone.

JOB DESCRIPTION Deputy Chief Information Officer

QUALIFICATIONS:

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Training others in policies and procedures related to the work.
- Analyzing, complex requirements and procedures to determine the hardware and software requirements of various information technology users.
- Developing standards and procedures to be used by others to efficiently utilize information technology capabilities.
- Preparing clear and concise program documentation, user procedures, reports of work performed, and other written materials.
- Maintaining accurate records and files.
- Exercising sound independent judgment within established policy guidelines.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

SUPERVISION RECEIVED AND EXERCISED:

Under Administrative Direction – Incumbents at this level are responsible for unusual, technical, complex, highly sensitive, political and far reaching work related issues and for policy recommendations to political oversight groups. They plan, organize, and determine work methods, implementation mechanisms, and operating procedures used to achieve goals and objectives set forth by general plans, broad policies, budgetary limitations, and legal and professional standards. The incumbents have responsibility for planning and organizing work, as well as considerable latitude interpreting and applying broad policies, rules, and regulations. Work performed is usually measured by total results and a governing body usually provides supervision.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

JOB DESCRIPTION Deputy Chief Information Officer

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
3. Employees may be required to complete Incident Command System training as a condition of continuing employment.
4. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$53.50 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.
5. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.
6. Carson City is an equal opportunity employer.

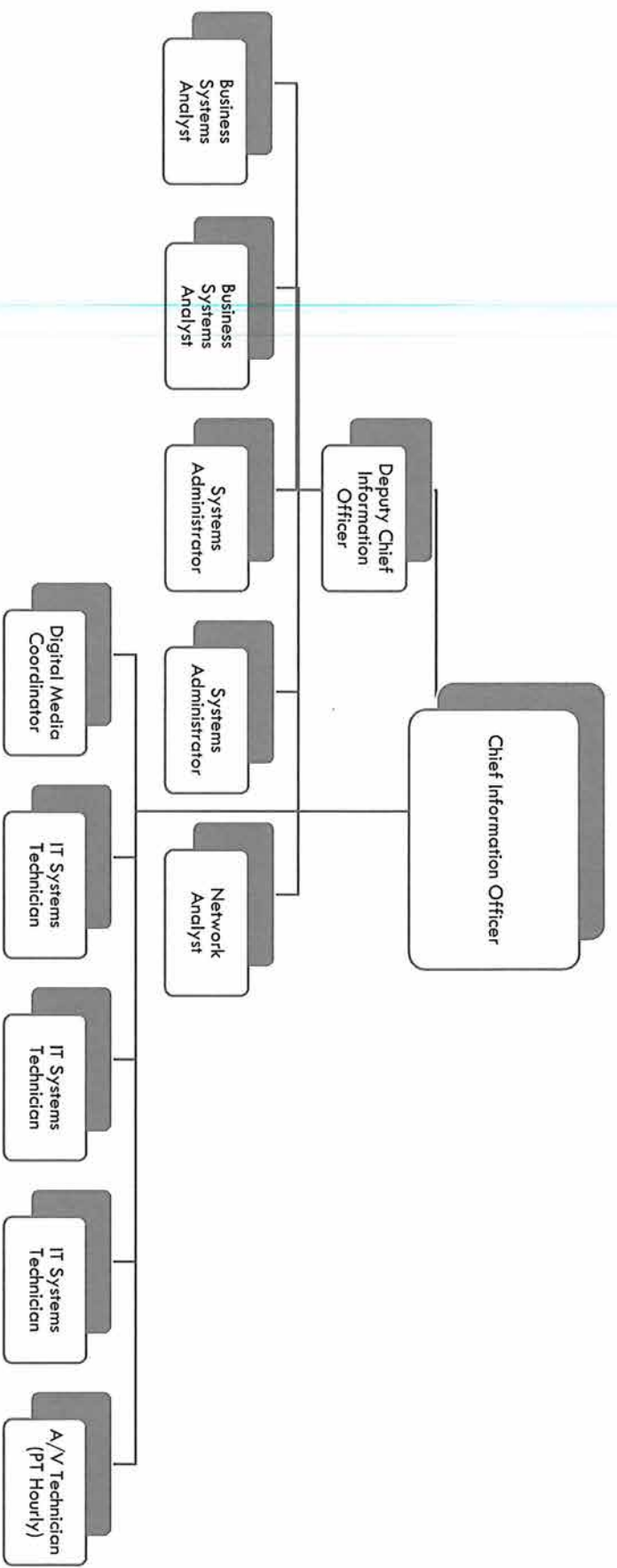
I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

CARSON CITY INFORMATION TECHNOLOGY

JULY 2019 (PROPOSED)



SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Information Technology

DEPARTMENT # : 0710

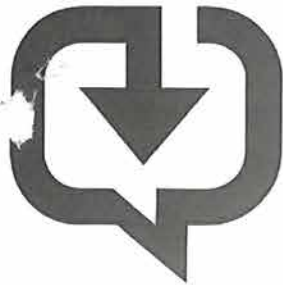
DESCRIPTION OF REQUESTED ITEM:

Archive Social software application

JUSTIFICATION OF REQUEST:

With the increase social media usage, it has become more prevalent that Social Media account are included in FOYA requests. This software will enable us to quickly and accurately respond to these requests. We have support from our DA to implement this solution.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$.00	101-0710-419-0433	7,200
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:	\$7200



ArchiveSocial
PO Box 3330
Durham, NC 27702 US
(888) 558-6032
invoicing@archivesocial.com
http://archivesocial.com

QUOTE

ADDRESS

City of Carson City, NV

QUOTE # 4174

DATE 09/12/2018

ACTIVITY	QTY	RATE	AMOUNT
Archive - Premium - 599 One month of ArchiveSocial Premium package. Archiving of up to 5000 new social media records/month (unlimited social media accounts).	12	599.00	7,188.00

Formal Quote for 1 year of ArchiveSocial Service.
Service Dates: 10/1/18 - 9/30/19
(Premium)
*All quotes and invoices are issued in USD

TOTAL

\$7,188.00

Accepted By

Accepted Date

Eric Von Schimmelmann

From: Jason Woodbury
Sent: Friday, August 31, 2018 8:57 AM
To: Eric Von Schimmelmann
Cc: James Underwood; Rachael Schneider; J. Daniel Yu; Iris Yowell
Subject: RE: Preserving Facebook commentary with screenshots

I would support that 100%. Clearly the way to go.

Jason Woodbury
Carson City District Attorney
jwoodbury@carson.org
(775) 887-2070
885 East Musser Street
Suite 2030
Carson City, NV 89701



This message, together with any attachment, is intended only for the addressee(s) and may contain information that is privileged and confidential. If the reader of the message is not the intended recipient or an authorized representative of the intended recipient, I did not intend to waive and do not waive any privilege or the confidentiality of the message and any attachment, and you are hereby notified that any dissemination of this communication is strictly prohibited. If you receive this communication in error, please notify me immediately by email and delete the message and any attachment from your computer and network. Thank you.

From: Eric Von Schimmelmann
Sent: Friday, August 31, 2018 8:56 AM
To: Jason Woodbury <JWoodbury@carson.org>
Cc: James Underwood <JUnderwood@carson.org>; Rachael Schneider <RSchneider@carson.org>; J. Daniel Yu <JDYu@carson.org>; Iris Yowell <IYowell@carson.org>
Subject: Re: Preserving Facebook commentary with screenshots

Hi Jason,

With this would you support IT going to IFC to get approval for a software application that would automatically archive all transaction for all City social media pages? The last time I looked I believe it was about \$8k. And we would add this to our annual software budget.

Thanks,

Eric

Sent from my iPhone

On Aug 31, 2018, at 8:51 AM, Jason Woodbury <JWoodbury@carson.org> wrote:

Unfortunately, the law is not entirely clear in regard to Carson City's legal obligations relating to the preservation of Facebook commentary on a local agency's page. I believe we could defend a discontinuation of the current practice (taking and saving screenshots of comments, as I understand it). However, I cannot say with 100% certainty that such a discontinuation would be compliant with our public records retention obligations. As such, I would advise you to continue with the current practice at this time.

Thanks,

Jason Woodbury
Carson City District Attorney
jwoodbury@carson.org
(775) 887-2070
885 East Musser Street
Suite 2030
Carson City, NV 89701

<image001.jpg>

This message, together with any attachment, is intended only for the addressee(s) and may contain information that is privileged and confidential. If the reader of the message is not the intended recipient or an authorized representative of the intended recipient, I did not intend to waive and do not waive any privilege or the confidentiality of the message and any attachment, and you are hereby notified that any dissemination of this communication is strictly prohibited. If you receive this communication in error, please notify me immediately by email and delete the message and any attachment from your computer and network. Thank you.

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Information Technology

DEPARTMENT # : 0710

DESCRIPTION OF REQUESTED ITEM:

Informacast Alerting System

JUSTIFICATION OF REQUEST:

The current messaging system we use on the Cisco phone system is no longer supported and needs to be replaced. The recommended solution is Informacast which will not only do messaging on the phone system, it will also allow us to send text messages to groups, work with our overhead paging system and may other types of messaging systems. These added functionalities have been requested various time over the past few years. Current system is budgeted at \$1000 per year which will be used to partially fund this new system.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$.00	101-0710-419-0433	\$9,862 \$8,861
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: \$9,862 \$8,861

Solution Summary

Carson City - Informacast 1 Year

Customer: City of Carson City Ship To Address: 201 N Carson St Ste 7 Carson City, NV 89701 Bill To Address: 201 N Carson St Ste 7 Carson City, NV 89701 Customer ID: MSNCITCAR0001 Customer PO:	Primary Contact: Tyler Saylor Email: TSaylor@carson.org Phone: (775) 283-7007 National Account Manager: Ryan Nelson NAM Email: RNelson@convergeone.com NAM Phone: +18017436271
--	---

Solution Summary	Current Due	Next Invoice	Due	Remaining	Total Project
Software	\$8,450.00		One-Time		\$8,450.00
Professional Services	\$1,411.76		One-Time		\$1,411.76
Project Subtotal	\$9,861.76				\$9,861.76
Estimated Tax	NOT INCLUDED				
Estimated Freight	NOT INCLUDED				
Project Total	\$9,861.76				\$9,861.76

This Solution Summary summarizes the document(s) that are attached hereto and such document(s) are incorporated into this Solution Summary by this reference. Customer's signature on this Solution Summary (or Customer's issuance of a purchase order in connection with this Solution Summary) shall represent Customer's agreement with each attached document and acknowledgement that the attached document(s) are represented accurately by this Solution Summary. Each document is governed by that certain agreement as stated within that individual document, or if no agreement is referenced, each document shall be governed by the Online General Terms and Conditions found on the internet at <http://www.convergeone.com/online-general-terms-and-conditions>. Professional Services not specifically itemized are not provided.

The pricing on this Summary page is valid for thirty (30) days. All prices are subject to change without notice.

This order is a configured order and/or contains software.

Special Comment to Solution Summary:

NASPO: All pricing is governed by the NASPO Master Agreement Contract No. AR233

ACCEPTED BY:

BUYER: _____ DATE: _____ SELLER: _____ DATE: _____

TITLE: _____ TITLE: _____

Solution Quote

#	Item Number	Description	Term	Qty	Unit Price	Extended Price
1	SS-CPF-3	ONE-TIME CLOUD PROVISIONING FEE - TIER 3		1	\$1,411.76	\$1,411.76
2	SSF-1YR-USR-TIER 3	INFORMACAST FUSION-USER 1Y SUB-TIER 3 (QTY 1,000 - 2,450)		1000	\$8.45	\$8,450.00
					Total:	\$9,861.76

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Information Technology

DEPARTMENT # : 0710

DESCRIPTION OF REQUESTED ITEM:

HP 2000 Storage Array Maintenance

JUSTIFICATION OF REQUEST:

Our current HP 2000 Storage Arrays were initially purchased with maintenance included. I requested in FY20 CIP to replace these, however this was not approved. We need to purchase annual maintenance on these until we can get the funding to replace them.

(1)PERSONNEL SERVICES:

(2)SERVICES AND SUPPLIES:

	Increase Amount	Acct# / Description	Increase Amount
Salary	\$.00	101-0710-419-0432	3,400
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:	\$3,400



Quotation #: 121176789-1
 Request #: 9376006-6106254
 Quote Date: 9/20/2018
 Expiration Date: 9/30/2018

VAR
 INSIGHT DIRECT USA, INC.
 6820 S HARL AVE
 TEMPE, AZ 85283-4318
 Group ID: AINS CARSONCIT
 Coverage Start Date: 10/1/2018
 Contract Type: Renewal

End User:
 Carson City
 201 N Carson St Ste 7
 Carson City, NV 89701-4289
 Billing Frequency: Prepaid
 Coverage End Date: 9/30/2019

This quote has been prepared by:
 Chris Rotherbert

Currency: USD
 Support Account Reference: NASMPD501256345C234
 Service Agreement ID: 1049 0739 7722
 HP Quote Number: 48483066

Line No.	Serial Number	Service Part Num	HW/SW Part	Nur Description	Qty	ed Service Price	Support Start Date	Support End Date	arranty End Date	arranty Life End Date
1		H7J35AC		HPE Foundation Care 24x7 w/DMR SVC	1	\$0.00	10/1/2018	9/30/2019		
2		HA151AC		HPE Hardware Maintenance Onsite Support	1	\$1,243.38	10/1/2018	9/30/2019		12/31/2021
3	256345C234	HA151AC		HP P2000G3 iSCSI 24x900GB SAS SFF Bndl	1	\$0.00	10/1/2018	9/30/2019		
4		HA158AC		HPE Software Technical Unlimited Support	1	\$70.76	10/1/2018	9/30/2019		12/31/2021
5	256345C234	HA158AC		HP P2000 G3 iSCSI 24x900GB SAS SFF Bndl	1	\$0.00	10/1/2018	9/30/2019		
6		HA156AC		HPE Software Updates SVC	1	\$40.43	10/1/2018	9/30/2019		12/31/2021
7	256345C234	HA156AC		HP P2000 G3 iSCSI 24x900GB SAS SFF Bndl	1	\$157.53	10/1/2018	10/31/2018		
8		UC255AC		HPE Storage Return to HW Supp	1	\$10.11	10/1/2018	10/31/2018		
9		UC255AC		SW Updates - Return to Support	1	\$1,522.20				
10				Subtotal:		\$1,522.20				
				Solution Total:		\$1,522.20				



Quotation #: 121182233-1
 Request #: 3976006-6114330
 Quote Date: 9/24/2018
 Expiration Date: 9/30/2018

VAR
 INSIGHT DIRECT USA, INC.
 6820 S HARLA VE
 TEMPE, AZ 85283-4318
 Group ID: AINS CARSONCIT
 Coverage Start Date: 10/1/2018
 Contract Type: Renewal

End User:
 Carson City
 201 N Carson St Ste 7
 Carson City, NV 89701-4289
 Billing Frequency: Prepaid
 Coverage End Date: 9/30/2019

This quote has been prepared by:
 Chris Rothert

Currency: USD

Support Account Reference: NASMPPD501256405C170
 Service Agreement ID: 1049 0830 1888
 HP Quote Number: 48486021

Carson City Assessor
 201 N Carson St Ste 7
 Carson City, Nevada 89701-4289

Line No.	Serial Number	Service Part Num HW/SW Part Nur	Description	Qty	ed Service Price	Support Start Date	Support End Date	Warranty End Date	Life End Date
1		H7J35AC	HPE Foundation Care 24x7 WDMR SVC	0					
2		HA151AC	HPE Hardware Maintenance Onsite Support	1	\$0.00	10/1/2018	9/30/2019		
3	Z56405C170	HA151AC	HP MSA P2000 G3 iSCSI DC SFF Array/S-Buy	1	\$1,286.37	10/1/2018	9/30/2019		12/31/2021
4									
5		U1559AC	HPE Storage Return to HW Supp	1	\$600.13	10/1/2018	10/31/2018		
Subtotal:					\$1,886.49				
Solution Total:					\$1,886.49				

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Information Technology

DEPARTMENT # : 0710

DESCRIPTION OF REQUESTED ITEM:

Move resources to a external data center located a Switch

JUSTIFICATION OF REQUEST:

To improve security and reliability we would like co-locate some of our resources to a external data center located in the Switch Citadel Campus. This resource will provide for better reliability and overall physical security of our resources.

(1)PERSONNEL SERVICES:

(2)SERVICES AND SUPPLIES:

	Increase Amount	Acct# / Description	Increase Amount
Salary	\$.00	101-0710-419-0432??	8,568
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:	\$8,568



SERVICE ORDER

NO. _____

This Service Order is issued pursuant to the existing Colocation Facilities Agreement by and between Switch and the Customer indicated below. This Service Order is effective as of the date of Switch's signature hereto.

Customer Name: Carson City Billing Contact: _____
 Contact Name: Eric Von Schimmelmann Billing Email: _____
 Contact Phone: _____ Billing Phone: _____
 Billing Address: _____ Technical Contact: _____
 _____ Technical Email: _____

NOTE: Only the Technical Contact noted above will be contacted in the event of an emergency

Description of Services	Quantity	Unit Cost	Subtotal of MRC	Subtotal of NRC
Half-Cabinet in a thermal-scif Configuration	1	\$ 399.50	\$ 399.50	\$ 797.23
120v 20Amp AC Power 'Primary'	1	\$ 244.00	\$ 244.00	\$ 453.67
120v 20Amp AC Power 'Failover'	1	\$ 130.00	\$ 130.00	\$ 453.67
Nevada Government Partner 40% Discount (Cabinet and Power)			\$ (309.40)	
100Mbps Floor, burstable @ \$2.50 up to 1Gbps	1	\$ 250.00	\$ 250.00	\$ 765.12

Service Commitment Period: 36 Months	<u>Summary of Charges:</u>	
Target Service Commencement: *To be confirmed via email	Non-Recurring Charges (NRC)	\$ 2,469.69
	<u>Minimum Monthly Recurring Charges (MRC)</u>	\$ 714.10 (1)
	Security Deposit	\$ 714.10
	Total due on signing	\$ 3,183.79

Important Notes:

Installation process will commence a minimum of twenty-five (25) business days after Switch approves all applicable cabinet layout design documents. Switch will schedule and commence installation and initiation of Service only after Switch receives and accepts: (1) a copy of this Service Order signed by Customer and (2) payment of the NRC. Capitalized terms not defined herein shall have the definition provided in the CFA. All prices are subject to applicable taxes and fees (and applicable currency exchange rate fluctuation, for international Carrier Services only).

The term "Premises" means the colocation facilities located at 1 Superloop Circle, Suite 3 McCarran, Nevada 89434 (RNO.01).

WHEREFORE, intending to be bound, the parties have executed this Service Order as of the dates set forth below

SWITCH

CARSON CITY

By: _____
 Name: _____
 Title: _____
 Date: _____

By: _____
 Name: _____
 Title: _____
 Date: _____

(1) \$714.10 x 12 = \$8569.20

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Carson City Fire - Prevention

DEPARTMENT # : 101-2515-422

DESCRIPTION OF REQUESTED ITEM:

Fulltime Fire Inspector 1 Position.

JUSTIFICATION OF REQUEST:

Demands for plan reviews and construction inspections continue to increase. We have maximized our ability to leverage technology to increase efficiency. The year to year increase from 2017 to 2018 showed a 19% increase in plan reviews, a 26% increase in construction inspections and a 13% increase in business license inspections. These increases have been consistent for the last five years. The increase in new construction creates additional annual fire inspections. Given current staffing levels, we are unable to complete all annual fire inspections, and struggle to perform critically important public education programs.

The recent resignation of our only part time Fire Inspector creates an opportunity to replace the part time position with a full time Fire Inspector 1 position. This position will provide the needed staffing to inspect hazardous occupancies and businesses that are currently being deferred. If this position is approved the Hourly Inspector will not be needed.

(1) PERSONNEL SERVICES:

(2) SERVICES AND SUPPLIES:

	Increase Amount	Acct# / Description	Increase Amount
Salary	<i>68,262</i> 63,390	101-2515-422.03-30	3,000
Less Hourly Inspector	-15,870	TRAINING - FIRE	
Other Pay	3,160	101-2515-422.03-56	500
		PHYSICALS (EMPLOYEE)	
Worker's Compensation: Includes Heart & Lung	3,657	101-2515-422.05-45	2,000
		MEMBERSHIP / PUBLICATIONS	
Group Insurance	11,724	101-2515-422.06-01 OFFICE SUPPLIES	400
Medicare	<i>1,035</i> 4,141	101-2515-422.06-25	2,000
		OPERATING SUPPLIES	
PERS	<i>20,891</i> 19,166 -22,390	101-2515-422.06-60 VEHICLE FUEL/OIL	4,000
Total Personnel Costs (1)	\$80,592 <i>\$108,729</i>	Total Services and Supplies (2)	<i>IFC Approved - 11,900</i> ✓
	<i>151,870</i>	GRAND TOTAL:	<i>\$104,759</i>
	<i>92,859</i>		\$101,492

2 FT - Current Inspectors:

Drews Paid out of 525

Williamson Paid out of 101-2515

IFC Approved 1 PT Inspector paid from 525 \$50,000

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Carson City Fire - Prevention

DEPARTMENT # : 501-2537-422

DESCRIPTION OF REQUESTED ITEM:

2 Fulltime Basic Life Support Patient Care Technicians.

JUSTIFICATION OF REQUEST:

In 2018, the Basic Life Support (BLS) Unit was created and implemented for the primary purpose of meeting the increasing demand for emergency medical services, which has seen an increase in use of 21% over the last five years. The BLS Unit frees up the Advance Life Support (ALS) Paramedics to respond to life threatening emergency medical calls. Currently the BLS Unit has two employees which operates Monday through Friday, 1000-1900.

*Extended hours – service.

*BLS Service performed at a reduced cost of Paramedic ALS service.

Adding two additional full time BLS employees will allow Carson Fire to extend BLS services from the current 1000 – 1900 (8 hour shift), Monday through Friday to a seven day operation with extended hours Monday Through Friday and Weekends. Operation of the BLS Ambulance is proposed at 0800-2100 Monday through Friday (12 hour shift) and 1000-2100 on Saturday and Sunday (10 hour shift). Operationally, the addition of BLS employees will allow coverage for employees utilizing annual leave or sick call leave. Currently, the shifts are not always covered with an employee and this grounds the BLS Ambulance while finding other duties as assigned to the employee not taking leave. The continued growth of EMS services to meet the needs of the community is imperative to meeting our mission to serve with pride, commitment, and compassion. Community service remains our number one priority.

(1) PERSONNEL SERVICES:

	Increase Amount
Totals for 2 BLS Drivers	
Salary:	70,470.00
Other Pay	3,400
Worker's Compensation:	1,230
Group Insurance	23,448
Medicare	1,272
Pers	24,440
Total Personnel Costs	\$124,260
(1)	

(2) SERVICES AND SUPPLIES:

Acct# / Description	Increase Amount
101-2515-422.03-56	2,000
PHYSICALS (EMPLOYEE)	
101-2515-422.06-01 OFFICE SUPPLIES	500
101-2515-422.06-25 OPERATING SUPPLIES	4,000
101-2515-422.06-60 VEHICLE FUEL/OIL	4,000
Total Services and Supplies	10,500
(2)	

GRAND TOTAL: \$134,760

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Juvenile Court

DEPARTMENT # : 4300

DESCRIPTION OF REQUESTED ITEM: An increase to certain budget line items for mandated services the Courts must provide at public expense pursuant to Nevada Revised Statutes (NRS). NRS 7.125, Appointed Attorney NRS 50.0545, Interpreters; NRS 50.225, Fees and Expenses of Witnesses; NRS 178.435, Expenses of Examination.

JUSTIFICATION OF REQUEST: For the last several years, Juvenile Court has been requested budget augmentations to pay for the above listed mandated services. Adjusting the current budget line items will provide a more realistic budget to actual expenses.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	\$.00	08-03 / Attorney Fees	\$7,000
Other Pay	.00	08-12 / Interpreter/Expert Witness Fees	\$7,000
Worker's Compensation	.00		
Group Insurance	.00		
Medicare	.00		
Pers	.00		
Total Personnel Costs (1)	\$.00	Total Services and Supplies (2)	
		GRAND TOTAL:	\$14,000

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Courts

DEPARTMENT # : 4700

DESCRIPTION OF REQUESTED ITEM: Hourly Position - Courts

JUSTIFICATION OF REQUEST:

There is a mandatory 5 day period for copy and search requests pursuant to NRS 239.0107. Funding for one hourly was approved by FY 2018, however, search requests have increased 25% each year since FY 2016. Record search/copy fee revenue is up from \$117,310 to \$232,820 (98.47%) in three years. The request is that the funding for one hourly position be permanent and added into the Court's budget. The hourly is a significant savings in lieu of using fulltime employees.

The Courts previously had funding for two hourly positions prior to the fiscal crisis in 2010. At that time, the funding for the positions was removed from the Court's budget.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Hourly	\$14,546		
Work Comp & Medicare	574		
Total Personnel Costs (1)	\$15,120	Total Services and Supplies (2)	
			GRAND TOTAL:
			\$15,120

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Juvenile Services

DEPARTMENT # : 4505

DESCRIPTION OF REQUESTED ITEM:

To add one additional full time staff: Mental Health Professional (LCSW or MFT)

JUSTIFICATION OF REQUEST:

The need for Mental Health services is at a critical point in Carson City and nationwide. The cost to contract all needed mental health services would cost more than a fulltime Mental Health Professional on staff. According to the National Alliance on Mental Illness 70% of youth arrested have a mental health condition. 74% of juveniles receiving services from Carson City Juvenile Services have been screened and have a Mental Health Condition. In the past, Mental Health Services were funded through other sources in the community. Those funding sources have diminished. Assembly Bill 395 earmarked \$98,280 to Carson City Juvenile Services under the First Judicial District Court of Nevada for Mental Health Services. The funds will no longer be available after September 20, 2019. Currently the funds from assembly Bill 395 are being used to contract Mental Health Services. Additional funds to support the Mental Health contract or a Mental Health position will be needed for FY 2019-2020 and forward. These services are essential and required by several statutes. Juvenile Services is requesting a full time Mental Health Professional in lieu of contracting the position.

- NRS 62C.035 mandates that once a juvenile is brought into custody they must be screened to determine whether the child is in need of mental health services or is an abuser of alcohol or drugs.
- NRS 62C.060 mandates that each child involved in an offense involving a firearm, must be evaluated by a qualified professional.
- NRS 62E.280 mandates that the court may order medical, psychiatric, psychological and other care or treatment as it deems to be in the best interest of the child. When the court does order such evaluation, the payment will be the expense of the county/city when parents are unable to pay.
- NRS 62E.620 mandates that when a child commits an act involving alcohol or controlled substances, the juvenile courts shall order a delinquent child to undergo an evaluation to determine whether the child is an abuser of alcohol or other drugs.
- Assembly Bill 180 and 472 passed last legislative session. These two bills mandate certain services detention facilities must provide in the State of Nevada. One of the services required is mental health screening for youth in detention facilities. Per Assembly Bill 180, it is the detention centers responsibility to provide necessary medical and behavioral health care services, including mental health services, psychological screening, and assessment and testing. Per assembly Bill 472 the expense for these evaluations will shift from the state to each department of juvenile services. We have provided these services over the years with the assistance from the School District and Rural Clinics. As of last year, the School District and Rural Clinics are no longer able to assist. For FY-2018-2019, these services are funded using money earmarked for mental health services in Assembly Bill 395. After September 20, 2019, we will no longer have a funding source to provide the mandated mental health services required.
- We started using Serenity Mental Health to provide mental health services in May of 2018. Having a Mental Health Professional available to assess and counsel the youth in custody has reduced physical restraints 40%. We believe this is contributed to having a Mental Health Professional available to address the needs of the youth in custody consistently and after hours when a youth is actively suicidal, agitated or having an emotional breakdown. Further, in the calendar year of 2017 we had 153 intakes that were identified with suicidal ideations. In 2018 we had 571 intakes identified with suicidal ideations.
- Full time Mental Health Professional vs. Contracted Services. Juvenile Services requests the contracted agency to provide one Mental Health Professional in order to provide consistency to the youth. This is not always an option. In addition, by contracting mental health services the risk of burn out is high as the Mental Health Professional has a full schedule with the agency they are employed with. The needs of the contracted agency will always come first. Over the last nine months we faced challenges with turnover, finding the right clinician for our department, and burnout. We were able to work it out however; to avoid future obstacles a Full Time Mental Health Professional would be preferred.
- The cost to employ a full time Mental Health Professional would be \$96,156.97. The job description for a full time Mental Health Professional is attached.
- The addition of a full time Mental Health Professional under the Department of Juvenile Services, will allow control over the type of service provided, the quality of services provided, response time to a crisis and it will provide consistency and continuity by having one provider. Further, any additional services needed would be included under the job description of a fulltime staff rather than incur additional fees with a contracted position.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Amount	Acct# / Description	Amount
Salary	\$65,802.76		
Other Pay	.00		
Worker's Compensation	\$676.38		
Group Insurance	\$10,298.92		
Medicare	\$954.14		
Pers	\$18,424.77		
Total Personnel Costs (1)	\$96,156.97	Total Services and Supplies (2)	
			GRAND TOTAL: \$96,156.97

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Juvenile Services

DEPARTMENT # : 4505

DESCRIPTION OF REQUESTED ITEM: Increase phone allowance line item from \$5,010 to \$9630. We are asking for a \$4,620.00 increase.

JUSTIFICATION OF REQUEST: Currently Juvenile Services has six Probation Officers and one Office Manager receiving a \$25 phone allowance. Starting July 1, 2019 we would like to increase the phone allowance to \$80.00. Our Office Manager uses her smart phone to answer e-mails and phone calls. She uses her personal phone every day to conduct business. Our Probation Officers use their phones to answer emails and phone calls every day to conduct business. Juvenile Services is a unique department, as emergencies occur at all times of the day and over the weekend. It is vital to the services we provide that the Probation Officers and Office Manager be able to handle urgent matters via their smart phones when necessary. They need to have smart phones to answer e-mails from placements, detention and other colleagues. Increasing their phone allowance is reasonable and necessary.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$.00	101-4505-423-02-71	\$4620.00
Other Pay	4,620.00		
Worker's Compensation	.00		
Group Insurance	.00		
Medicare	.00		
Pers	.00		
Total Personnel Costs (1)	\$.00	Total Services and Supplies (2)	\$4620.00
			GRAND TOTAL: \$4620.00

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Juvenile Services

DEPARTMENT # : 4505

DESCRIPTION OF REQUESTED ITEM: To adjust current Senior Juvenile Probation Officer's pay rate to \$41.53, 10% above direct reports.

JUSTIFICATION OF REQUEST: The current Senior Juvenile Probation Officer's pay rate is \$33.87. With the upcoming merit increase in March of 2019 the pay rate will likely change to \$35.56. In order to bring the current Senior Juvenile Probation Officer 10% above his direct reports his pay rate would need to be \$41.53. Two direct reports have a pay rate of \$37.76. Starting July 1, 2019, we would like to increase the current Senior Juvenile probation officer's pay rate to \$41.53. The increase will require a \$5.97 increase.

The current Senior Juvenile Probation Officer has assumed several additional duties. The additional duties include the following: P.O.S.T. Training Supervisor and Range Master.

(1) PERSONNEL SERVICES:

(2) SERVICES AND SUPPLIES:

	Increase Amount	Acct# / Description	Increase Amount
Salary	10,985.- \$5.97.00		
Other Pay	.00		
Worker's Compensation	.00		
Group Insurance	.00		
Medicare	159.-00		
Pers	4,609.-00		
Total Personnel Costs (1)	15,813.- \$0.00	Total Services and Supplies (2)	⊖ \$12,417.60
		GRAND TOTAL:	\$15,813.- \$12,417.60

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Alternative Sentencing

DEPARTMENT # : 4705

DESCRIPTION OF REQUESTED ITEM: HOURLY LINE ITEM INCREASE-
DAS Officer's / Court Security & Marshal/Bailiff Relief – HOURLY STAFF

JUSTIFICATION OF REQUEST: Alternative Sentencing needs to increase the Hourly line item to meet the needs of the Courts and the City. We need to add two PTE's to cover Court Security needs and Courtroom coverage. Over the past several years DAS has continued to provide extra needed coverage to the Courts, which is required through the MOU between the Courts and Carson City. DAS covers vacations for the Marshals and Bailiffs, Small Claims Court, Drug Court, TPO Court and Juvenile Court and front door screening for the Courthouse. We want to assign one PTE to the Juvenile Family Court and the second PTE to the Carson City Courthouse.

This is a required need to continue to meet the requirements to maintain safety and security of our Judges, facilities and citizens.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$40,000		
Other Pay	.00		
Worker's Compensation	\$0		
Group Insurance	\$0		
Medicare	\$580		
Pers	\$0		
Total Personnel Costs (1)	\$40,580	Total Services and Supplies (2)	
		GRAND TOTAL:	\$40,580

IFC Approved \$30,000 for recommendation to BOS.

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Alternative Sentencing

DEPARTMENT # : 4705

DESCRIPTION OF REQUESTED ITEM:

DAS Assistant Chief one-time equity adjustment

In review of the Carson City Pay Scale, it is my recommendation for the DAS Assistant Chief to obtain a one-time equity adjustment of 10%. I believe this is a necessity to help retain good people, as the Assistant Chief Position does the same job as the Deputy Chief Position at Juvenile Probation. When comparing supervisory positions between the Carson City Sheriff Office, the Department of Alternative Sentencing and Juvenile Probation; the Assistant Chief is being paid less than the first line supervisors at the Sheriff's Office and Deputy Chief Position at JPO. The DAS Assistant Chief position tops out near the same area the other two positions start at. When you review the pay ranges below, you will see the discrepancy in pay.

<u>Assistant Chief of Alternative Sentencing</u>	\$60,390 to \$90,586
<u>CCSO Sergeant</u>	\$87,354 to \$105,825
<u>Deputy Chief of Juvenile Probation</u>	\$84,875 to \$127,313

The Asst. Chief acts in my place when I am unavailable. He supervises the day to day DAS functions and assists in supervising the entire department. The Asst. Chief has over 25 years of Law Enforcement experience and he demonstrates it through his professionalism and abilities. He is a true asset to the department. We have 25 employees mixed between PTE and FTE's, including Court Staff through our MOU.

The Asst. Chief is currently at ~~\$79,876.16~~ annually, which would make the one time raise equal to \$7,987.61. This would bring his salary to \$87,863.77, which would beat the lower end of the CCSO Sergeant pay scale and the Deputy Chief of Juvenile Probation pay scale.

\$82,671.94 for 2020 Budget *\$5,191.83*

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	<i>5,191.83</i> 7,987.61		
Other Pay			
Worker's Compensation			
Group Insurance			
Medicare	<i>75.28</i>		
Pers	<i>2,206.53</i>		
Total Personnel Costs (1)	<i>7,473.64</i>	Total Services and Supplies (2)	
			GRAND TOTAL:
			<i>\$7,473.64</i> \$7,987.61

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Parks and Recreation

DEPARTMENT # :101-5005-452-0309

DESCRIPTION OF REQUESTED ITEM: AmeriCorps VISTA/Internship program

JUSTIFICATION OF REQUEST:

In 2017 the Parks and Recreation Department entered into a cooperative agreement with the Truckee Meadows Parks Foundation (TMPF), a private non-profit organization to offer an AmeriCorps VISTA program opportunity in Carson City. For \$23,100, the Department was able to hire three AmeriCorps VISTA volunteers. TMPF is a federal grant recipient for AmeriCorps and serves as the City's fiscal agent and provides Human Resource Assistance with the hiring, training and retention of the participants in the AmeriCorps VISTA program. Known as the domestic Peace Corps., the AmeriCorps VISTA program is a great opportunity that provides experience to young professionals and provides the City with fully benefited, full-time employees for one year of service without the same financial impacts as a regular full-time employee. The three positions offered through the AmeriCorps program are Marketing and Outreach Coordinator, Volunteer Coordinator, and Community Education Coordinator.

This program has significantly benefited the Parks and Recreation Department with increased efforts in marketing and public relations, interpretive and educational nature programs in our parks and open space properties, and increased clean-up and other volunteer initiatives, all for significantly less than a regular full-time employee.

AmeriCorps is a federally subsidized grant program through TMPF, but costs have increased. The Department will no longer be able to fully fund three AmeriCorps volunteers with the current budget of \$23,100. This request if approved would increase the Professional Services line item to \$30,000 in order to maintain the AmeriCorps program with three volunteers per year. Recognizing that at times, the Department has had difficulty finding the right match for a specific AmeriCorps position, this increased budget would allow the Department the flexibility to offer an internship as an alternative based on departmental needs.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary		101-5005-452-0309	\$6900
Other Pay	.00	Professional Services	
Worker's Compensation			
Group Insurance	.00		
Medicare			
Pers	.00		
Total Personnel Costs (1)	\$.00	Total Services and Supplies (2)	
			GRAND TOTAL: \$6900

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT: Parks, Recreation & Open Space

DEPARTMENT #: 254-5047-452 and TBD

DESCRIPTION OF REQUESTED ITEM: One Full Time Equivalent (FTE) Trails Coordinator

JUSTIFICATION OF REQUEST: This request is to upgrade one current part-time position to one full-time equivalent (FTE) position. Currently, the part-time position is funded 100% from the Quality of Life Open Space budget. If approved, it is envisioned that the purview of the Trails Coordinator will be expanded well beyond the Open Space Division and serve as the "City's" Trails Coordinator. This concept would enable the Trails Coordinator to be the City's lead representative for:

- *Local and regional trail planning efforts including coordination with Community Development and developers to ensure trail connectivity is implemented as development occurs and in compliance with the Unified Pathways Master Plan (UPMP).*
- *Manage volunteer and contracted trail construction projects including trail layout and design. Serve as the primary oversight with the City's contract with Muscle Powered.*
- *Coordinate with the Culture and Tourism Authority, State Commission on Tourism to bring trail events to Carson City that will not only highlight the City as an outdoor trail destination, but have a positive economic impact for the community.*
- *Develop and manage a comprehensive trail maintenance plan to include asset inventory, paved/concrete, natural surface preventative and long term maintenance needs including budget estimating.*
- *Coordinate the development of trail informational materials (trails guide, trails signage, info. for websites etc.) to educate locals and visitors about the trail system and its benefits. Trail demand and use has increased exponentially and this will help keep up with that demand.*

Since approval of the part-time position in April 2017, the Trails Coordinator has successfully completed many projects, constructed more than four miles of new single-track trails, established positive working relationships with many agencies and organizations, and so much more. Attached, please find additional information regarding past achievements and future expectations/needs.

The Open Space Advisory Board approved this as part of the proposed FY20 Open Space budget and is recommending approval to the Board of Supervisors. The concept proposed would provide 75% of the funding from the Quality of Life Open Space budget, with the remaining 25% requested from the general fund in order to adequately meet city-wide trail needs and not just those within open space. No vehicles are being requested, as there is sufficient vehicle fleet in open space to support the needs of the position.

75% from Open Space: \$51,554.98

25% from general fund: \$17,184.99

(1) PERSONNEL SERVICES:

(2) SERVICES AND SUPPLIES:

	Increase Amount	Acct# / Description	Increase Amount
Salary	\$47,465.60		
Phone Allowance	\$960.00		
Foul Weather Gear	\$150.00		
Worker's Comp.	\$744		
Group Insurance	\$11,274.95		
Medicare	\$688.25		
Pers (EE/ER)	\$7,357.17		
Total Personnel Costs	\$68,739.97	Total Services and Supplies	\$0
(1)		(2)	

GRAND TOTAL: \$68,739.97



Trails Coordinator

Class Code:
00896

Bargaining Unit: PART TIME / HOURLY

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Established Date: Dec 23, 2016
Revision Date: Mar 12, 2018

SALARY RANGE

\$20.00 - \$24.00 Hourly
\$20,780.00 - \$24,936.00 Annually

DESCRIPTION:

Under general supervision, the Trails Coordinator leads efforts to plan, develop and maintain a local and regional trail system with the goal of connecting people to nature, stimulating economic growth, bolstering existing land and water conservation efforts, and improving the quality of life for residents and visitors.

EXAMPLE OF DUTIES:

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.

- Lead Carson City's efforts to improve recreational opportunities on motorized and non-motorized trails throughout the area.
- Lead and/or participation with other departments or agencies on the step-by-step process of developing trails including use agreements, planning, coordinating, and implementation.
- Implement Carson City's Unified Pathways Master Plan to improve land and river recreation by building on existing land conservation efforts. Generate excitement and public interest for community connections/linkages.
- Work closely with various organizations to prioritize projects that will enhance recreational opportunities, improve community livability, and protect the natural values of the Carson City area.
- Build support for the construction and maintenance of trails through meetings and field workdays with various organizations, agencies, businesses, recreation groups, private landowners, and others.
- Work closely with other staff to identify and minimize environmental impacts of trails. Assist with developing solutions and implementing projects for trail and resource protection and rehabilitation.

- Able to be a goal-oriented team player that is able to work effectively and tactfully with a wide range of people and personalities to establish collaborative partnerships.
- Plan, host and/or attend workdays for the construction and maintenance of trails.
- Inspect conditions of motorized and non-motorized trails including natural-surface single-track trails in remote locations by foot, bicycle or vehicle. Provide recommendations, schedule and/or conduct maintenance/repair as necessary.
- Seek, submit and administer grants, sponsorships and donations; identify opportunities to leverage funding from a variety of sources including public and private funding .
- Represent Carson City at local trails and pathways planning meetings, conferences, and other public events.
- Record and maintain work progress, survey results, map information. Write and submit various reports and documentation.
- Develop and disseminate educational information including trailhead, trail and/or interpretive signage. Advise recreationists of trail etiquette, regulations, and ordinances related to parks and open space usage. Promote visitor safety.

QUALIFICATIONS:

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

Education and Experience:

A Bachelor's degree in park management, outdoor recreation, natural resources management, planning, Geographic Information Systems, or a closely related field is preferred and one year of full-time experience in the operation and maintenance of parks, trails, open space or natural areas; OR an equivalent combination of education, training, and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License.
- First aid and basic CPR (new certification will be required within the first six months of employment)

Required Knowledge and Skills

Knowledge of:

- Land management, conservation or a related topic
- Project planning and management
- Trail construction and maintenance
- Use of GPS; reading and developing maps. GIS and ArcGIS experience is helpful.
- Business letter writing and the standard format for typed materials.
- Communication techniques to correspond with a variety of individuals in person and over the telephone.
- Correct business English, including spelling, grammar and punctuation.
- Principles and procedures of record keeping, basic report preparation.
- Use of basic computer software and equipment.
- Writing and administering grant or fundraising proposals and reports

Skill in:

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Conducting effective representation to individuals and groups.
- Effective advocate with strong public speaking and written communications skills.
- Respect for diverse viewpoints and active listening skills.
- Strategic thinking; highly organized and able to meet deadlines.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
- Interpreting maps, site and building plans and specifications.
- Demonstrated ability to work collaboratively with diverse stakeholders including governmental agencies, non-profit organizations, and volunteers.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.
- Managing volunteers, seasonal staff, community service workers, and other temporary staff.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision – An employee in this class is given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions. Duties are performed under guidelines set forth by departmental policies, rules and regulations, and appropriate City ordinances. Supervision is received from the Open Space Administrator. This position may also train, supervise and evaluate the performance of assigned seasonal personnel and oversee volunteer projects.

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. Duties require sufficient mobility to work in a typical office setting and use standard office equipment including a computer, vision to read printed materials, and hearing and speech to communicate in person or over the telephone. Duties also require agility to traverse rough terrain, strength to lift and carry up to 20 pounds, work in a variety of weather conditions, and the ability and willingness to work evenings and weekends. Must be able to walk, run and be able to ride a bicycle for an extended period of time. NO accommodation can be made for these physical demands.

SUPPLEMENTAL INFORMATION:

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

3. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
4. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.25 and a drug/alcohol screen which costs \$36.50. Employment is contingent upon passing the background and the drug/alcohol screen.*
5. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.*
6. *Carson City is an Equal Opportunity Employer.*

Trails Coordinator

If approved as a full-time position, the purview of the Trails Coordinator will be expanded beyond the Open Space Division and include all trails managed by the Department including paved pathways and other trail linkages throughout the City.

With the introduction of the Carson Off-Road Event to Carson City and publicity by the Cultural and Tourism Authority of Carson City as an outdoor and trail destination, trail demand and use has increased exponentially. Likewise, the Department has received increased requests for trail events.

In 2018, the Trails Coordinator attended at 17 evening meetings (mostly with trail stakeholders) and worked 11 weekend days on trail construction and maintenance projects with volunteer groups.

Successes and accomplishments, April 2017 – January 2019:

- **Unified Pathways Master Plan (UPMP)** – The Trails Coordinator was the lead to update the UPMP to include non-motorized, single-track trails based on the recommendations of the Eagle Valley Trails Committee. Completed March 2018.
- **Signage Master Plan** – The Trails Coordinator was the lead to develop a Signage Master Plan for the Carson City Parks, Recreation & Open Space Department. Completed March 2018.
- **City Development Plans** – The Trails Coordinator participated in city review of development plans located near or adjacent to public lands and provided comments related to trails and the Unified Pathways Master Plan, notably the Centennial Drive and Drako Way proposals.
- **Grants** – Involved in the application process of four successful grants totaling \$483,000:
 - **Land and Water Conservation Fund grant, \$250,000** – Helped to write this grant for purchase of the 206 acre Hamm property for Open Space.
 - **Nevada Off-Highway Vehicle (OHV) grant, \$33,000** – Helped to write this grant and answered questions from the Nevada OHV Commission. This grant resulted in the creation of a Prison Hill Recreation Area OHV Management Plan in 2018.
 - **Nevada Off-Highway Vehicle grant, \$100,000** – Reviewed grant before submittal and answered questions from the Nevada OHV Commission. This grant will help fund layout and design and boundary designation/fencing for the Prison Hill OHV Area.
 - **Recreational Trails Program (RTP) grant, \$100,000** – Reviewed grant prior to submittal and presented to the RTP Commission in Las Vegas. This grant will help fund layout and design of the Prison Hill OHV area.
- **Completed trail construction projects:**
 - **Foothill Trail / V&T Trail extension (1.1 miles)**. Worked with several partners on this project, including Carson Tahoe Health, Eagle Valley Children’s Home, Nevada Department of Transportation, the Greenhouse Project, and Muscle Powered. Celebrated National Trails Day with completion of the Foothill Trail with more than 40 participants including Mayor Crowell, Supervisor Abowd, Carson Tahoe Hospital COO Michelle Joy, members of Eagle Valley Trails Committee, Muscle Powered, Great Basin Institute, Carson Valley Trails Association, and Tahoe Rim Trail Association.

- **Wild Horse Trail (1.3 miles).** Worked with the Bureau of Land Management to amend our Recreation and Public Purpose Lease at Centennial Park to include non-motorized trails, which permitted us to construct this trail.
 - **Secret Trail (1.7 miles).** Worked with Muscle Powered on this project which was used at part of the Carson City Off-Road (Epic Rides) in 2018.
- **Aquatic Trail Map** – Coordinated an update and revision of the map which is scheduled for publication prior to the 2019 boating season.
- **Ash-to-Kings Trail connection to Clear Creek** – Worked with Muscle Powered to establish alternative routes.
- **Eagle Scout and Navy Junior ROTC (NJROTC) Projects**
 - Eagle Scout project constructed two bridges on Foothill and V&T Trails.
 - Eagle Scout project constructed two trail segments and placed two benches on north end of Prison Hill Recreation Area.
 - NJROTC project constructed a bridge on the Foothill Trail.
- **East Silver Saddle Ranch** – Project lead on development of a design for site improvements.
- **Media promotion of trails** – Several local newspaper articles; guest editorial in the Nevada Appeal and Carson Now celebrating trails; monthly “Trail Tales” article in PROS newsletter; Facebook video about Carson City trails in winter.
- **Nevada Division of State Lands (NDSL)** – Obtained right-of-entry from NDSL to perform trail and trailhead work on relevant properties associated with Carson City trails.
- **Established positive working relationships** with many groups and organizations, including the U.S. Forest Service, Bureau of Land Management, Nevada State Parks, Muscle Powered, Carson Valley Trails Association, Pine Nut Mountains Trails Association, Nevada 4-Wheel Drive Association, Douglas County, Carson Tahoe Health, Carson City Culture and Tourism Authority, and a variety of local vendors.
- **Collaboration with our AmeriCorps VISTA Volunteers on several projects including:**
 - Adopt-A-Trail
 - Interpretive programs
 - Signage
- **Co-Chair of the Eastern Sierra Trails Coalition** – Helped to organize, coordinate, and facilitate the annual Trail Summit.
- **International Trails Symposium** – Member of the committee that is working to bring this large, national conference to our region in 2021. We will potentially be able to showcase the outstanding opportunities for outdoor recreation that our area offers.

The Next 3-5 Years:

- **Ambrose Carson River Natural Area** – Working on a trail plan which will include a new interpretive trail, a new River Trail, and a connection to the residential area on Deer Run Road.
- **Prison Hill Non-Motorized area** – The non-motorized portion of the Prison Hill Recreation Area offers significant opportunities for passive recreation. Many of the trails are either ‘user built’, or they are abandoned two-track roads, and they require realignment, maintenance or decommissioning. In addition, many new trails can be built, all with a goal of creating a network of fun, interesting and sustainable loops and connections. Some of the many in-progress and proposed projects include:
 - The 5th Street Trailhead and Trails Improvement Project. The Trails Coordinator is part of the team that is working this existing grant-funded project. Construction oversight will be essential to ensure a quality result.
 - A multi-use, family-friendly loop trail around the base of Prison Hill Recreation Area
 - A new, sustainable connection from the 5th Street trails to the North Loop
 - A proposed loop high on the hill that winds through unique rock formations and seeks ever-changing views. This trail is so exciting that we have proposed naming it “Odyssey”, which is defined as a ‘spiritual quest’.
- **Prison Hill OHV area** – The Trails Coordinator is the lead on this on-going grant-funded project that involves working with partners, consultants, residents and non-profit organizations. The goal is to create safe and fun recreational opportunities for all recreationists on the south end of Prison Hill, while simultaneously protecting the natural resources and respecting adjacent private property. In the last 18 months we have conducted several public meetings, met with non-profit organizations and residents, and acquired \$233,000 in grants to fund the planning. Additional grant funding will be necessary for the construction phase. This multi-year project will require a significant number of dedicated staff hours.
- **Capital to Tahoe Trail / Lincoln Bypass** – The Trails Coordinator is working closely with Muscle Powered, the U.S. Forest Service, Nevada Division of State Parks, the Carson City Culture and Tourism Authority, and several consultants to complete the planning, environmental and cultural clearances. In addition to providing some outstanding recreational opportunities for Carson City residents, these trails will also support our City’s outdoor recreation economy. Many staff hours have already been invested in this project, and many more staff hours will be required to support this project until completion.
- **Carson River Trail System Project** – The Trails Coordinator is part of the team working on this large, \$1.8 million grant funded project which will construct several miles of multi-use pathways in the Silver Saddle Ranch and Carson River area.
- **Centennial Park / Virginia Range projects** – This is an outstanding area for mountain biking and equestrian use because the volcanic soils are stable and generally not subject to significant erosion. Currently, the Trails Coordinator is working on a comprehensive trail plan for this area that may include:
 - National Interscholastic Cycling Association approved course for Carson High to host mountain bike competitions

- A connection to Washoe Lake State Park (we have already partnered with Washoe Lake State Park on this project)
 - Connection to Virginia City
 - Repair and realignment of existing ‘user-built’ trails
- **Data Collection** – Planning for future needs and trailhead improvements will require monitoring of usage using methods like bike/ped counters and user surveys.

- **International Trails Symposium** – If our region is selected, there will be planning required in the two years leading up to the conference.
- **Kings Canyon Trailhead** – The Trails Coordinator is the Department liaison to the Public Works Department regarding the Federal Lands Access Program grant for Kings Canyon Road which will include improvements to the Kings Canyon trailhead parking.
- **Maintenance Planning** – Carson City is fortunate to have many miles of trails, including paved multi-use pathways, natural surface single-track, and OHV trails. Many more miles are planned. A maintenance plan, and routine maintenance, will help to minimize maintenance costs over the long-term. The Trails Coordinator can be responsible for this planning and process.
- **Mapping** – Coordinate with other departments, agencies, and counties to enhance access to trail information and opportunities for recreationists.
- **Mexican Dam Ditch Intake Improvements** – An engineering design has been completed and a funding request was submitted to Carson Water Subconservancy District. When completed, this project will establish non-motorized access around the dam for recreationists including boaters, equestrians, hikers and bicyclists, and will support future trail connections and loops.
- **Nevada Division of State Lands** – The Trails Coordinator is working to obtain a “license” from the Nevada Division of State Lands for trails on several parcels. These trails will enable critical connections on the west-side of town near Western Nevada College and near the recent Open Space acquisition (Hamm property), on C-Hill, and on the north end of the Prison Hill Recreation Area.
- **Pine Nut Mountains** – Review and plan for enhancement of recreational opportunities for both motorized and non-motorized users into adjacent public lands administered by the Bureau of Land Management.
- **Signage** – On-going work with Department staff to implement the Signage Master Plan. This includes planning for locations, working on content and layout, and coordinating with fabricators and sign shops for best pricing and quality.
- **V&T Trail** – Carson City plays a central role in this project because this is where the V&T Railroad was based. Much needs to be done in order to complete segments through Carson City, including planning, site surveying, acquisition of easements, application for grants and environmental and cultural clearances. Currently working on obtaining easements for the section north of Coombs Canyon Road.

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2019-20

DEPARTMENT :
Parks, Recreation and Open Space

DEPARTMENT # :
101.5012.452 General Fund

DESCRIPTION OF REQUESTED ITEM:
Vehicle Repair and Maintenance increase due to aging fleet.

JUSTIFICATION OF REQUEST: This request is to increase the account #101.5012.452.0435 an additional \$14,000 from its current funding level of \$4,500 to a total of \$18,500 this fiscal year. This account is the Parks Vehicle Repair and Maintenance account. For the last three budget cycles this account has been augmented by the end of the year because of the ongoing maintenance of the Department's fleet. The majority of Department vehicles have been in service for 15+ years with some of those vehicles reaching the 30 year mark. Occasionally, older vehicles are retired and replaced by a retired Public Works vehicle, which is usually in better condition than the majority of the parks fleet. These replacements, while appreciated, add to the on-going costs because of their age. The Parks fleet is the oldest in the City. Vehicles are essential to the operation and used for transportation to jobsites, towing equipment (trailers with mowers, vacuums and small utility equipment) and snow removal in the winter months. Whenever an older truck is taken in for service, those additional costs to make sure that it is operating safely, such as seats not torn or worn out, tool boxes are closing and latching properly and doors are locking and operational. These are costs that are above and beyond general maintenance required. The Department has 26 pickup trucks in its fleet that are used for daily maintenance and use. During the busiest time of year, while fully staffed with seasonal employees, there are an average between 30-35 Park Maintenance Fulltime and Seasonal Employees. The Department relies on its fleet every day during a busy season and throughout the year. Part of scheduling is determining how many trucks are working and available for employees to drive daily. Often times there are 1 or more of older trucks out for service, so that comes into consideration as well when planning for task or duties. An alternative option to adding ongoing maintenance costs to the operating budget would be to invest in capital replacement of the older vehicles at an accelerated rate. By doing this, it would lower the fleet vehicle and repair maintenance fund overtime. Typically a work truck has a work life span of 10 years.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary		101.5012.452.0435	\$14,000.00
Phone Stipend			
Foul Weather Allowance			
Worker's Compensation			
Group Insurance			
Medicare			
Pers			
Total Personnel Costs (1)		Total Services and Supplies (2)	\$14,000.00
			GRAND TOTAL:
			\$14,000.00

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT :
Parks, Recreation and Open Space

DEPARTMENT # :
101.5012.452

DESCRIPTION OF REQUESTED ITEM:

Parks Coordinators overtime/standby pay for 30 weekends throughout the year for after hour issues, emergencies and reservation rental support at Parks, Recreation and Open Space facilities.

JUSTIFICATION OF REQUEST: This request is to increase the Parks Department Overtime and Standby, budget in the Park Maintenance General Fund 101.5012.452, to cover costs associated with placing one of our four Parks Coordinators in an On Call position for a period to cover 30 weeks (April through October). This On Call Parks Coordinator will handle calls during non-working hours, and cover the scheduled weekend rentals and event reservations. The On Call personnel would handle issues such as minor plumbing and electrical issues, irrigation leaks and special event/rental support. No additional equipment will be needed for this request and the Department currently has available a phone and a truck as part of the Department's vehicle fleet that will be outfitted and available to handle most requests or emergencies that are called in. Currently, most after hour issues are funneled to Public Works (Facilities Maintenance, Water, or Utilities on call Staff), or a Park Ranger during their normal work shift. By having one of the Parks Coordinators on standby during non-working hours, a direct call can be made to an after-hours phone and increase the service response from the Department to help solve issues related to park facilities.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Overtime	\$11,500.00		
Standby Pay	\$4,200.00		
Worker's Compensation	.00		
Group Insurance	.00		
Medicare	227.65		
Pers	.00		
Total Personnel Costs (1)	\$15,927.65	Total Services and Supplies (2)	
			GRAND TOTAL:
			\$15,927.65

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Parks, Recreation & Open Space | DEPARTMENT # : 101-5012-452

DESCRIPTION OF REQUESTED ITEM: 1 FTE ~~Park Ranger Manager~~ *Rangemaster/Park Ranger*

JUSTIFICATION OF REQUEST:

This request is for 1 FTE, consisting of a new position intended to be a working manager, supervising full time and seasonal/part time ranger staff, programs, and associated volunteer services. In addition to the administrative components, this position will actively conduct field work duties, while serving as the leader of the Park Ranger team. This will provide for improved communication and support for the Park Rangers, while promoting succession planning within the Park Ranger series.

Currently the Department has 2 FTE Park Rangers and 1 seasonal/part time Park Ranger Aide that collectively have the responsibility of patrolling and monitoring over 9,000 acres of parks, trails and open space. Park Rangers are essential to the City, as they enforce city codes; monitor recreational activities on our ever growing trail network, as well as 83 Parks, Recreation and Open Space sites which include sport complexes, public buildings, rifle range, cemeteries, parks, trail heads, rights of ways, landscapes, and the surrounding open space areas. The Park Rangers provide a variety of services to law enforcement, preserve peace, protect visitors, resolve conflicts among user groups, community special events, lead trail hikes, provide interpretive/education programs, natural resource management, coordinate with other agencies, construct park projects, and conduct maintenance activities. The Park Rangers are often involved in other activities including trail maintenance, cleaning up illegal dump sites, removing homeless camps, supervising volunteer and community based projects (scout troops, Eagle Scouts, church groups, businesses and non-profit organizations), implementing projects (boundary fence repairs, sign replacement, drainage etc.), and mitigating graffiti and vandalism mitigation. The Park Rangers also supervise 2 of the 3 Americorps VISTA volunteers including the Volunteer Coordinator and Outreach and Education Coordinator. The Park Rangers have training in wilderness first aid, National Rifle Association Range Safety Officer certification and other related skills.

If approved, this new position would Manage the 2 FTE Park Rangers, the seasonal/part time Park Ranger Aide and the Americorps the FTE Park Ranger positions. This would be a City employee and would start at the bottom of the range, consistent with other Managers within the Parks, Recreation and Open Space Department. (see Org. chart)

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary (Grade MES ^{T2})	\$60,164.21 <i>\$50,742</i>	Vehicle <i>CIP</i>	\$40,000.00
Other Pay (Phone & Foul Weather Gear)	\$1,110.00	Vehicle Fuel & Oil	\$2,500.00
		Vehicle Tools & Equipment	\$2,000
Worker's Compensation	<i>744.-</i> .00	Certifications & Training	\$1,000.00
Group Insurance	<i>11,342.-</i> .00	Uniform	\$500.00
Medicare	<i>736.-</i> .00	Telephone	
Pers	<i>14,842.-</i> .00	Computer	
Total Personnel Costs (1)	<i>79,516.-</i> \$0.00	Total Services and Supplies (2)	<i>6,000.-</i>
		GRAND TOTAL:	<i>85,516.00</i>

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT :
Parks and Recreation and Open Space

DEPARTMENT # :
5054 Carson City MAC

DESCRIPTION OF REQUESTED ITEM:
Increase MAC operations by three hours on Sundays.

JUSTIFICATION OF REQUEST:

This item if approved would afford the Parks and Recreation Department the opportunity to extend the hours of the Multi-Purpose Athletic Center by 3 hours per week (Sundays). There has been an increased demand in user space at the MAC and this would make it more accessible for the community (especially during the winter months when the facility is its busiest). If approved, it is anticipated that there would not only be an offset in revenue due to the anticipated increase in participation, but would also benefit the Department and community through streamlining weekend hours, and allow for consistent scheduling of additional events, tournaments, leagues, drop-in use, and City staff who operate the facility. The new hours on Sundays would be 9:00am-5:00pm rather than the current hours 10:30am-3:30pm.

If approved a \$2,000.00 increase to the seasonal/hourly line (101-5054-451-0102) is requested.

(1)PERSONNEL SERVICES:

(2)SERVICES AND SUPPLIES:

	Increase Amount	Acct# / Description	Increase Amount
Salary	\$2000.00		
Other Pay	.00		
Worker's Compensation	\$37.58		
Group Insurance	.00		
Medicare	\$29.00		
Pers	.00		
Total Personnel Costs (1)	\$2,066.58	Total Services and Supplies (2)	
			GRAND TOTAL:
			\$2,066.58

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Parks and Recreation

DEPARTMENT # : 101-5057-451, 101-5060-451,
101-5054-451, 101-5055-451

DESCRIPTION OF REQUESTED ITEM: Merit increase for seasonal/part time recreation staff.

JUSTIFICATION OF REQUEST: This request is phase 2 of a three phased approach to not only be more competitive in the market place, but provide equity and value for seasonal/part time recreation staff within the Parks and Recreation Department for its more than 200 person seasonal workforce. Last year, phase 1 was implemented as part of the budget process, which established an increase to the base rate/pay for all seasonal/part time recreation positions, along with creating a pay scale, which prior to last year did not exist. Employees paid under the new base rate/pay received an increase in their hourly rate. Pay scales were created as follows:

Pool Cashier (\$8.75-\$10.00/hour)

Lifeguard/Recreation Aide (\$9.00-\$10.25/hour) Lifeguard Lead/Recreation Aide Lead (\$10.50-\$12.25/hour)

Lifeguard Supervisor/Recreation Aide Supervisor (\$12.50-\$15.00/hour)

As of this past year, all seasonal/part time employees are receiving the base rate/pay for their respective positions. This request if approved would provide an opportunity to provide merit increases of either \$.25/hour or \$.50/hour for employees who have been in their position for at least a year, have worked a minimum of 250 hours, and score "Meets Expectations" (\$.25 increase) or "Exceeds Expectations" (\$.50/hour increase) on their annual performance evaluation.

With the phase 1 equity adjustments last year, and this phase 2 request to be able to offer merit increases are intended to increase employee retention, reduce turnover, and reduce training costs over time. The Department should be one of the more desirable places to work for individuals seeking hourly/seasonal positions in the community. Offering merit increases to employees who have gained experience and proven their worth to the community allows the Department to be more competitive, attracting quality staff in comparison to other organizations that also employ seasonal/hourly employees. There are four different budget accounts within the Recreation Division that have an Hourly/Seasonal line item. The increase to each account would be as follows: *w/ Benefits*

MAC (5054):	\$2,100	<i>\$2,120</i>	
Sports (5060):	\$6,000	<i>\$6,200</i>	
Aquatics (5055):	\$8,800	<i>\$9,000</i>	
Youth (5057)	\$25,500	<i>\$13,175</i>	
Total:	\$42,400	<i>30,638</i>	

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$42,400		
Other Pay	.00		
Worker's Compensation	\$796.69		
Group Insurance	.00		
Medicare	\$614.80		
Pers	.00		
Total Personnel Costs (1)	\$0.00	Total Services and Supplies (2)	
			GRAND TOTAL:
			<i>\$30,638</i> \$43,811.49

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Parks and Recreation

DEPARTMENT # :101-5057-451-0542

DESCRIPTION OF REQUESTED ITEM: Parks and Recreation Activity Guide publication.

JUSTIFICATION OF REQUEST:

This request if approved would fully fund two hard copy prints (5,000 count each) of the Parks and Recreation Activity Guide, in addition to three electronic (online) versions of the Guide annually.

In 2017, the Parks Department started producing a seasonal Activity Guide three times a year to advertise to the public the variety of recreational opportunities available during that season. Prior to 2017, the Activity Guide was not produced since 2008-2010 due to recessionary cuts. The Department's budget for printing the guides is \$6,000 and typically prints 5,000 copies each season. Recent quotes from vendors throughout the region average \$6,000 just to print 5,000 copies for one season run only. It would take the Department's entire annual printing budget to produce one seasonal guide with this increased cost for printing services.

Through collaborative partnerships and assistance from other departments (library) or organizations (Culture and Tourism Authority/NV Appeal) offering printing or advertising services, the Department managed to stretch the existing \$6,000 budget for three productions annually for the past two years. Unfortunately, these options are no longer available.

The Activity Guide has been a valuable resource to the Department and the community. It has been widely used as a source to promote community happenings including special events, park facility information, recreation programming, trails, volunteer opportunities, and other pertinent information from the Department. Staff has received tremendous positive feedback from community partners, schools, and members of the public in regards to the value of the guide. Staff has also seen an increase in participation since the inception of the Guide.

With the increase in printing expense, it would cost approximately \$18,000 a year to continue producing 5,000 guides three times a year. Based on peak use and considering budgetary constraints, the Department is recommending reducing the Guide to two seasons annually, with a Spring/Summer Guide and Fall/Winter Guide in order to keep the costs manageable. During the seasons in between, the Department proposes producing an online only version in order to provide customers with timely information. The subscription to the online service is \$300 per publication. Therefore, in addition to the \$6,000 needed to print hard copies of the Guide, \$900 would be needed to post the Guide online three times a year.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary		101-5057-451-0542	\$6900
Other Pay	.00	Printing and Advertising	
Worker's Comp.			
Group Insurance	.00		
Medicare			
Pers	.00		
Total Personnel Costs (1)	\$.00	Total Services and Supplies (2)	
		GRAND TOTAL:	\$6900

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Parks and Recreation

DEPARTMENT # : 101-5057-451

DESCRIPTION OF REQUESTED ITEM: Phone line increase for Youth Program Data Plans

JUSTIFICATION OF REQUEST: In FY19 the Youth Programs acquired IPADs to implement using the ActiveNet Connect App. The app has been a huge benefit to the youth recreation programs, as there is now real time information related to participant information (check in/out, allergies, authorized adults to pick up children, protection orders, special need accommodations etc.). The app increased the overall security of the youth program, and improved its safety and efficiency. Originally, the proposal was to utilize the Carson City School District's (CCSD) WIFI, which was approved by the CCSD on their Facility Use Agreement. The use of the WIFI was anticipated to allow the elimination of the data plans used for six school sites. However, the CCSD guest network has had issues allowing the City's third party use has not been able to use the CCSD WIFI as requested. To date the Department has had to maintain the data plans on all the IPADs, which has resulted in a cost that was not anticipated. This request if approved is to increase the phone line item in order to provide data plans recreation IPADs used at the Department's programs and at the six school sites, sites to ensure the safety protocol is adequately implemented as designed.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$.00	101-5057-451-0740	\$3000.00
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: \$3,000.00

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Parks and Recreation

DEPARTMENT # : 101-5057-451

DESCRIPTION OF REQUESTED ITEM: Youth program operating supplies

JUSTIFICATION OF REQUEST: The youth program is continuing its efforts to implement new recreation opportunities for the Before and After School, camp and break programs. This request if approved will allow the Parks and Recreation Department to purchase recreation and educational materials intended to increase the STEAM (Science, Technology, Engineering, Art & Design and Math) and CATCH (Coordinated Approach To Children's Health) programs currently being offered and add a new program element known as Color Wars. By providing the supplies and materials for these programs it will enable staff the necessary tools to improve the Department's curriculum and implement into a future adaptive programs.

STEAM is an educational approach to learning that guides student inquiry, dialogue, and critical thinking. The goals of this implementation are to encourage students to engage in experiential learning, persist in problem-solving, embrace collaboration, and work through the creative process. These are the innovators, educators, leaders, and learners of our community and it is the Department's goal to help develop these future leaders. CATCH unites multiple players in a child's life to create a community of health. Two of the most important ways that CATCH creates behavior change are by enabling children to identify healthy foods, and by increasing the amount of moderate to vigorous physical activity children engage in each day.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$.00	101-5057-451-0625	\$2600.00
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:	\$2600.00

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2019-20

DEPARTMENT :
Parks, Recreation and Open Space

DEPARTMENT # :
101.5012.452 General Fund
254.5012.452 Q18 Maintenance
254.5047.452 Q18 Open Space

DESCRIPTION OF REQUESTED ITEM:

One Full Time Equivalent (FTE) Park Ranger position added to the Parks, Recreation and Open Space Department

JUSTIFICATION OF REQUEST: This request is for one additional FTE Park Ranger position. Currently the Department has 2 FTE Park Rangers and 1 seasonal/part time Park Ranger Aide that collectively have the responsibility of patrolling and monitoring over 8,000 acres of parks, trails and open space. Park Rangers are essential to the City, as they enforce city codes; monitor recreational activities on our ever growing trail network, as well as 83 Parks, Recreation and Open Space sites which include sport complexes, public buildings, cemeteries, parks, trail heads, rights of ways, landscapes, and the surrounding open space areas. The Park Rangers provide a variety of services to law enforcement, preserve peace, protect visitors, resolve conflicts among user groups, community special events, lead trail hikes, provide interpretative/education programs, natural resource management, coordinate with other agencies, construct park projects, and conduct maintenance activities. The Park Rangers are often involved in other activities including trail maintenance, cleaning up illegal dump sites, removing homeless camps, supervising volunteer and community based projects (scout troops, Eagle Scouts, church groups, businesses and non-profit organizations), implementing projects (boundary fence repairs, sign replacement, drainage etc.), and mitigating graffiti and vandalism mitigation.

If approved, the FTE Park Ranger position would be a City employee and would start at the bottom of the range. A vehicle is not needed, as it is anticipated that this individual's schedule will complement the other two Ranger staff and they will share vehicles. In an effort to minimize the general fund impacts of this request, the funding strategy proposed for this new position would come from 3 different sources and the Department would contribute a portion of its existing seasonal/temporary salaries currently used for the Seasonal Park Ranger toward the new FTE. Currently there is \$13,000 budgeted for the seasonal Park Ranger in 254.5012.452. The 35% Open Space contribution was approved as part of the recommended budget to the Board of Supervisors from the Open Space Advisory Committee. Please consider the proposed funding strategy:

- Quality of Life Maintenance contribution: 254.5012.452 - \$13,000 (% of total)
- Quality of Life Open Space contribution: 254.5047.452- \$ (35%)
- General fund request: 101.5012.452- \$ (remaining% of total)

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$38,060.67	Fleet Purchase	
Phone Stipend	\$960.00	VEU New Vehicle	
Foul Weather Allowance	\$150.00	101.5012.452.0672 Supplied Uniforms	Approved to move forward IFC → \$500.00
Worker's Compensation (muni)	744 \$715.09		
Group Insurance (cc self)	11,275 .00		

Medicare	\$551.88		
Pers <i>EE/ER 15.25%</i>	<i>5,804.25</i> , .00		
Total Personnel Costs (1)	<i>57,545.80</i> , \$.00	Total Services and Supplies (2)	\$500
		GRAND TOTAL:	<i>58,045.80</i> \$.00

500.—

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : LIBRARY

DEPARTMENT # : 6200

DESCRIPTION OF REQUESTED ITEM:

Increase to Book / Periodical line item [101-6200-455-06-45] from \$178,840 to a total of \$ 183,340.

JUSTIFICATION OF REQUEST:

Public libraries in Nevada must meet state minimum standards in order to maintain eligibility for federal and state granting opportunities. The Carson City Library has been able to maintain this eligibility in order to qualify for available grant funds and has demonstrated the ability to annually secure grant monies for library programs and resources. This request is for a small increase to the library's book and periodical line item in order to meet the 10% requirement of the library's total approved authority. This will allow CCL to continue to maximize grant funding available.

The request for FY19/20 reflects an increase of \$4,500 from \$ 178,840 to \$ 183,340.

(1)PERSONNEL SERVICES:

(2)SERVICES AND SUPPLIES:

	Increase Amount	Acct# / Description	Increase Amount
Salary	\$.00	101-6200-455-06-45	4,500.00
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: \$4,500.00

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : LIBRARY

DEPARTMENT # : 6200

DESCRIPTION OF REQUESTED ITEM:

Reclassification of the Creative Learning Manager from a P1 unclassified to M1 unclassified.

JUSTIFICATION OF REQUEST:

\$65,875.68

This position is currently budgeted for \$58,578 for FY20. There would be no fiscal impact for at least 5 years of continuous employment at the M1 grade (budgeted at 3.5% merit) – FY 2024 expected. At the P1 grade, this position would top out at the 7th year, with the M1 grade the position would top out at the 12th year. *See attached spreadsheet.

The Creative Learning Manager performs high level library tasks similar to the current M1 grade library managers. This is the only program management position the Library has that does not require an advanced degree by Nevada Administrative Code, though it is recommended and preferred. As stated in the Carson City Strategic Plan under Organizational Culture, “recruit and hire individuals who meet or exceed position qualifications.”

This position is required to maintain and be the technology expert for the Digitarium, @Two Digital Learning Center, Capital Makers Makerspace, Mobile Makerspace and other creative learning spaces.

During the efficiency study the library reclassified two manager positions to CCEA Librarian (P1) positions. One of these Librarian positions will report to the Creative Learning Manager (currently also a P1). After consultation, Human Resources sees this as an issue and has asked that the Librarian report to another P1 level manager. This would greatly reduce the Library’s ability to do STEAM (science, technology, engineering, arts and mathematics) outreach and further development of the Library’s spotlight programs and areas (including providing services in the Digitarium).

*unclass M13
\$60,164-90,246*

*class M2
P13 \$52,172,477
\$78,258,19*

SUPPORTS STRATEGIC PLAN:

Carson City Library Strategic Plan – Level Up (!) A Strategic Plan for Learning:

Inspire Learning, Facilitate Connection and Create Opportunity

Carson City Strategic Plan:

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.

- Recruit and hire individuals who meet or exceed position qualifications.

(1)PERSONNEL SERVICES:

(2)SERVICES AND SUPPLIES:

	Increase Amount	Acct# / Description	Increase Amount
Salary	\$0.00		
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:	\$.00



7 March 2019
Melanie Bruketta, Director
Carson City Human Resources
201 N. Carson Street
Carson City, NV 89701

Dear Melanie,

This request is for a reclassification of the Creative Learning Manager (CLM) from an unclassified P-1 level to an unclassified M-1 level. The Library Board of Trustees has reviewed this request for reclassification and approved it in Board meetings on November 29, 2018 and February 28, 2019. The reclassification will ensure equity for the management structure within the library and will match the responsibilities required for the position with the appropriate management classification level.

Brief Background:

Managers Before Employee Efficiency Study:

Youth Services, Adult Services, Access Services, Department Business Manager, Director, Circulation, Outreach. *Circulation and Facilities and Programming and Outreach managers were reclassified to CCEA Librarian positions as a result of the study, by Library Board of Trustee recommendation to the Board of Supervisors.*

"The Library has too many Managers, resulting in work being performed at a higher pay grade than necessary..."

Recommendation: Modify the Library's organizational structure by reducing manager positions and increasing staff positions." (pg. 37 Carson City Employee Efficiency Study Final Report 112514)

Managers After Employee Efficiency Study: Youth Services, Adult Services, Access Services, Department Business Manager, Director. *Creative Learning Manager position remained at the lower level manager, even though it supervised a CCEA Librarian position of the same pay grade.*

The Library transitioned the organizational structure to reduce the internal conflicts regarding the budget of youth and adult services.

Managers After Structure Change (see structure in the organizational chart):

Creative Learning (P1)
Access Services (M1)
Collection Development (M1)
Department Business Manager (M1)
Director (D1)

Fiscal Impact:

Increase in the top end of the salary range will be affected over time. The pay rate for the current Creative Learning Manager (Unclassified P1) is \$52,173.26 - \$ 78,259.17. The salary range of the Creative Learning Manager as an Unclassified M1 is \$60,164.21 - \$ 90,246.42. For FY 20, the Creative Learning Manager is budgeted at \$ 65,875.68. At the current pay rate with a projected merit increase of 3.5% in each successive year, there would not be a fiscal impact to budgeted salary for the position until FY 2025. (see attached spreadsheet).

Summary of Current Differences:

The Creative Learning Manager (CLM) oversees and evaluates as CCEA Librarian position paid in the same pay range. The CLM currently requires a BA degree, while the CCEA Librarian they supervise requires a MLIS degree. The CCEA Librarian is an entry level position and requires no management experience, whereas the CLM requires management experience. To ensure that adequate and qualified staff are recruited a MLIS or MA in Education and managerial experience in a public library should be required for the CLM. Though we have had staff qualified at the current level, we foresee difficulty recruiting qualified staff with appropriate management experience into this position. The position is responsible for 3 full time staff, part time staff, Digitarium interns from the High School, and volunteers. The position is fully responsible for multiple spaces within the library including the Capital Makers makerspace and the mobile makerspace.

This position has existed since FY 2016 with the same level of management, program, staff and oversight responsibilities exceeding 6 months. The request is to start July 1, 2020. If you require any additional information, don't hesitate to contact me.

Sincerely,



Diane Baker
Interim Library Director

	0	1	2	3	4	5	6	7	8	9	10	11	12
Creative Learning Manager		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
P1	63,648	65,875.68	68,181.33	70,567.68	73,037.54	75,593.86	78,239.64	80,978.03	83,812.26	86,745.69	89,781.79	92,924.15	
M1	63,648	65,875.68	68,181.33	70,567.68	73,037.54	75,593.86	78,239.64	80,978.03	83,812.26	86,745.69	89,781.79	92,924.15	

Hire At \$63,648

Top of bottom 1/3 pay scale

78,259 Top P1

90,246 Top M1

2/18/2019



POLICY AND PROCEDURE

Reclassification Review Request Form

This form should be completed in cases where it has been determined that the nature and level of the primary responsibilities and duties of a position have changed to the extent that they no longer match to the published classification description and the latest version of the Position Description Questionnaire (PDQ) on file for the position.

Positions, *not people*, are reclassified. A classification request cannot be based upon:

- 1) Length of service (longevity)
- 2) Position in the salary range
- 3) Training, credentials or experience not required for the job
- 4) Volume/quantity of work
- 5) Quality/performance of work
- 6) Number of employees supervised
- 7) Amount of budget position is responsible for managing

You must state clearly that the reason for the review is that:

- The classification description does not accurately reflect the primary responsibilities and duties of the position.

Note: The classification descriptions are designed to describe, in general terms, the work performed and do not convey everything that an employee may possibly do on the job. Review requests must be based upon information related to significant changes in responsibilities/duties that have been added to the position since it was last classified.

- The new duties/responsibilities have been permanently assigned to the position and have been performed by the incumbent for a minimum of six (6) months.

Note: Temporary assignments should be handled by means of other available actions. Please contact Human Resources for assistance.

If your request cannot clearly meet the two (2) criteria outlined above, then there are no grounds for a classification review.

Date: _____

Please forward this request to the Department Director for signature.

Department Director's Comments

The Creative Learning Manager (CLM) oversees and evaluates a CCEA Librarian position paid in the same pay range. The CCEA Librarian is an entry level position and requires no management experience, where the CLM requires a minimum of 2 years of management experience. To ensure adequate and qualified staff are recruited a MLIS or MA in Education should be required for the CLM. The staff member in the position does possess a MLIS. This position is responsible for 3 full time staff, part time staff, interns from the High School and volunteers. The CLM also oversees multiple library spaces.

Has the employee been performing the new/revised duties and responsibilities for a minimum of six (6) months? X* Yes No

(*will have completed over 6 months for Reclassification on July 1 , 2019)

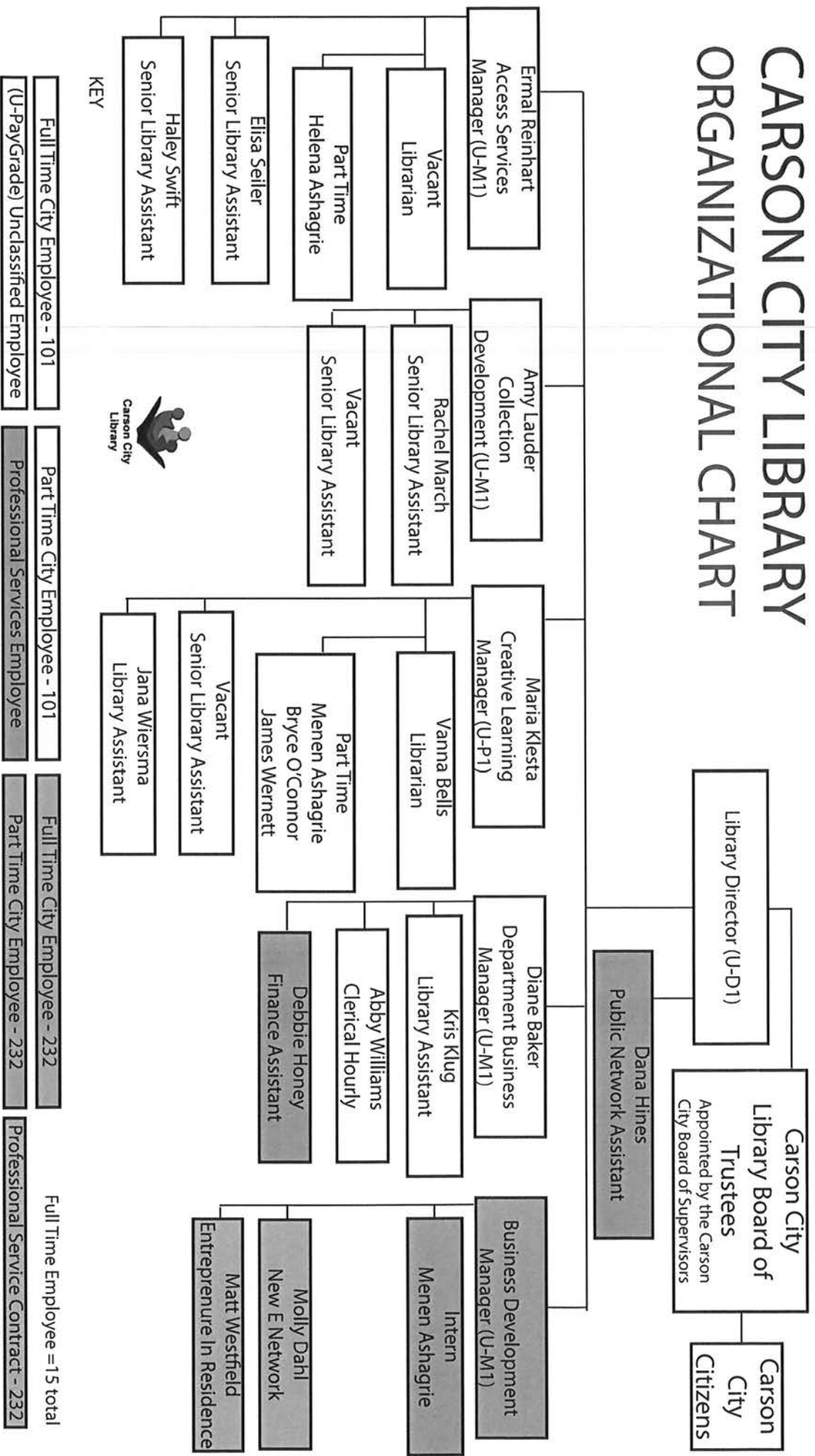
Department Director Signature: *Deane Balu*

Date: 3/7/2019

Please forward this request to the Human Resources Department.

END OF DOCUMENT

CARSON CITY LIBRARY ORGANIZATIONAL CHART



Full Time City Employee - 101
(U-PayGrade) Unclassified Employee

Part Time City Employee - 101
Professional Services Employee

Full Time City Employee - 232
Part Time City Employee - 232

Full Time Employee = 15 total
Professional Service Contract - 232

3/3/2019

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : LIBRARY – Adams Hub

DEPARTMENT # : 6200

DESCRIPTION OF REQUESTED ITEM: Senior Office Specialist

JUSTIFICATION OF REQUEST:

The Hop and Mae Adams Foundation, the agreement and donation for the Adams Hub for Innovation, provides an annual donation to the Library of \$200,000 per year for three years which began May 2018. The total donation is for \$600,000 to further the program for Economic Development. The \$200,000 per year may also be used to gain matching funds or grants for the improvement or enhancement of the Economic Development efforts. This grant money originally funded the Business Development Manager (unclassified, at will position, M1 classification) overseen by the Carson City Library Director. A review of the operation of the Adams Hub for Innovation, in consultation with the executive director of the Hope and Mae Adams Foundation, has indicated the mission of the agreement, to address Economic Development, will be improved with a full time office position. The Senior Office Specialist will conduct specific business and economic development projects, manage client databases and billing, organize business/economic development programming with established partners, arrange meetings, handle Hub room reservations and paperwork, handle detailed business projects and initial community contact as assigned/directed, prepares required city forms and documents for review and acts the receptionist for the Hub.

This position would be budgeted for \$58,300 (including benefits) for FY20.

SUPPORTS STRATEGIC PLAN:

Carson City Library Strategic Plan – Level Up (!) A Strategic Plan for Learning:

Inspire Learning, Facilitate Connection and Create Opportunity

Handwritten notes:
 \$16,9356 - 25,4034
 2020-17,2320 - 25,8482
 1/3rd \$20,1041
 \$41,816

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	<i>41,816</i> \$36,400.00		
Other Pay	.00		
Worker's Compensation	<i>1744</i> - 544.00		
Group Insurance	<i>11,275</i> - 10,300.00		
Medicare	<i>606</i> 544.00		
Pers	<i>12,231</i> 10,512.00		
Total Personnel Costs (1)	\$58,300.00 <i>\$46,672</i> -	Total Services and Supplies (2)	
		GRAND TOTAL:	\$58,300.00 <i>46,672</i>

Job Descriptions



Class Title: Senior Office Specialist
Bargaining Unit: CARSON CITY EMPLOYEES ASSOCIATION
Class Code: 00863
Salary: \$16.94 - \$25.40 Hourly
 \$2,935.50 - \$4,403.29 Monthly
 \$35,226.05 - \$52,839.49 Annually

[Print Job Information](#)

[Email me when jobs like this become available](#)

Description	Benefits
<p>Under general supervision, provides difficult, complex, technical, programmatic or specialized office support to various City or local government offices; may perform lead duties over other administrative or operational staff.</p>	
<p>Example of Duties:</p>	
<p><i>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.</i></p> <ul style="list-style-type: none"> • Performs complex technical, programmatic, and/or specialized office support work, which requires the exercise of independent judgment, the application of technical skills and a knowledge of detailed or specialized activities related to the department to which assigned. • Provides lead direction, training and work review to other administrative and/or operational staff; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work. • Uses a computer to develop and manage databases and/or spreadsheet files and to develop special report formats. • Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes arithmetic or statistical calculations. • Conducts specific projects related to the department or office to which assigned; may obtain and/or provide information from other organizations, summarize such information and prepare recommendations. • Provides information to the public or to City staff that requires the use of judgment and the interpretation of policies, rules or procedures. • Arranges meetings by notifying attendees, reserving rooms and making lodging and/or meal arrangements. • Organizes, maintains and purges various departmental files. • Prepares and types correspondence, reports, forms, contracts and specialized documents from drafts, notes, dictated tapes, or brief instructions; may provide secretarial support on a relief basis. • Proofreads and checks typed and other materials for accuracy, completeness, and compliance with departmental policies and regulations. • Enters and retrieves data and prepares reports using a computer; reviews such reports for accuracy and makes corrections as required • Operates standard office equipment 	

- Operates standard office equipment.
- Trains others in work procedures or direct the work of others on a project or relief basis.
- 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.
- Acts as receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call; provides information which requires the use of judgment and interpretation of policies, rules and procedures.
- May perform technical support work related to the department to which assigned.
- Maintains accurate records and files; assists in the maintenance of official City records; compiles information and prepares special and periodic reports related to the work performed.
- Uses standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

Qualifications:

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

Education and Experience:

Equivalent to a High School Diploma or GED AND three (3) years of clerical experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None

Required Knowledge and Skills

Knowledge of:

- Policies and procedures of the department to which assigned.
- Basic supervisory principles and practices.

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Health and Human Services

DEPARTMENT # : 0764-444

WELFARE

DESCRIPTION OF REQUESTED ITEM:

Add \$900 into the SART Budget for the annual fee -- SDFI Camera storage portal.

JUSTIFICATION OF REQUEST:

Starting 2018, SDFIs annual fee for the camera/cloud based storage system for sexual assault exams has been charged to Carson City. Invoice for last payment is attached. The next payment will be due in December 2019.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$.00	101-0766-441-06-25 Operating	900.00
Other Pay	.00		
Worker's Compensation	.00		
Group Insurance	.00		
Medicare	.00		
Pers	.00		
Total Personnel Costs (1)	\$.00	Total Services and Supplies (2)	900.00
		GRAND TOTAL:	\$.00

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Health and Human Services

DEPARTMENT # : 6800-441

Division – 101-6853-441

1. DESCRIPTION OF REQUESTED ITEM:

The request is to convert a part time Environmental Health position to full time. The requested amount is \$39,580.21. Currently, the Carson City Environmental Health budget has \$22,620.00 general fund paying for a part time Administrative Assistant position. Other funding will come from Douglas County since this position will work on the program for both counties – estimated \$20,733.41. (See calculation below)

JUSTIFICATION OF REQUEST:

This full time position will assist in an ongoing Environmental Health (EH) Quality Improvement (QI) project to monitor the new placard system and scoring sheet. After the QI project is completed, it will become a Quality Assurance (QA) program. The new QA program for EH will allow the program to ensure consistent and fair documentation of violations observed by Health Inspectors during inspections. This will assist Carson City in the event a permitted establishment (food establishments, public bathing places, public accommodations, etc.) wants to take legal action against the City as a result of actions taken by Health Department staff, such as closing the business or issuing a bad rating. In addition, by establishing this QA program it will allow for CCHHS to be closely aligned with the FDA Voluntary Food Program Standards. This project is very time consuming and will be ongoing as standards are updated.

The first phase of the QA program will encompass the food establishments and then will expand to the other permitted establishments (public bathing places, public accommodations, etc.).

This position will also assist the department/division with Accreditation/Re-accreditation activities. Environmental Health is one of the main divisions of Accreditation since it is a core public health function. The department will be submitting for re-accreditation in 2021 and is in the process of preparing the documentation for submission. Public health accreditation focuses on quality improvement, scientific-based programs and interventions, and program evaluation.

The starting wage for this position will be \$18.88/hour (FY2020 wage) (ER paid)/ \$21.82 (ER/EE paid) (The 2019 1.75% increase has been used in calculating the hourly wage).

Wage	39,259.58 (ER Paid Rate)
Ins	26,244.72 (This amount is employee + family, non-HSA)
Medicare	5,692.64 569
PERS	10,992.68 11,484
Work Co	744.00
	<u>82,933.62</u> 78,301.00
	<u>22,620.00</u> – Current General Fund for the PT position
	<u>60,313.62</u> 55,681.00
	(8,293.36) – Estimated at this time - Personnel - Douglas County, contract personnel budget (.10)
	<u>(12,440.05)</u> - Admin. Fee charged to Douglas County which can be used for this position
	<u>\$39,580.21</u> - Amount Requesting to make this position a full time position

34,948.00

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$39,259.58		
Other Pay	.00		
Worker's Compensation	744.00		
Group Insurance	26,244.72		
Medicare	509.00 5,692.64		
Pers	11,484.00 10,992.68		
Total Personnel Costs (1)	-\$82,933.62 \$78,301.00	Total Services and Supplies (2)	
Less - Other Funding	<u>(\$43,353.41)</u>		GRAND TOTAL:
	\$39,580.21		\$39,580.21 \$34,948

~~\$34,947.89~~

SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Health and Human Services

DEPARTMENT # : 6800-441

Division - 101-6853-441

1. DESCRIPTION OF REQUESTED ITEM:

Add General Fund money to the Public Health Disease Investigator position.

JUSTIFICATION OF REQUEST:

This position investigates diseases that are reported to the Health Department as required by NRS441A. Our jurisdiction includes Carson City, Douglas and Lyon Counties. Disease investigations are a core public health function. New regulations were adopted on 3/8/19, which include more communicable diseases to be investigated. Approximately 75% of this position conducts disease investigations as required by statute. This person also is the Health Department's HIPAA Compliance Officer and assists some other city departments with HIPAA regulation compliance. It is estimated that 5% of her time is spent on HIPAA related activities. Currently, this position is 100% grant funded by ELC (43.625%), STD (16.5%), TB (14%), HIV Prevention (20%), and HIV Surveillance (5.875%). Only the ELC, STD, and TB have disease investigation deliverables.

75% - Disease investigations *Grant*
 20% - HIV prevention activities (HIV Prevention *grant*)
 5% - HIPAA activities - *City Activities*
 100%

In 2018, a monthly average of 275 disease investigations was conducted by this disease investigator and a part time investigator. The breakdown of investigations by county is: Carson City - 46%; Douglas County - 27% and Lyon County - 27%. As a local health authority, the City is responsible for the cost of conducting Carson City's investigations. CCHHS receives grants for Douglas and Lyon County investigations since the State of Nevada is the local health authority for this public health service in the rural counties.

(1) PERSONNEL SERVICES:

(2) SERVICES AND SUPPLIES:

	Increase Amount	Acct# / Description	Increase Amount
Salary	\$2,960.-		\$14,797.62
Other Pay	55.-		275.00
Worker's Compensation	37.-		186.00
Group Insurance	564.-		2,818.74
Medicare	44.-		218.55
Pers	457.-		2,287.12
Total Personnel Costs (1)	\$4,117.-	Total Services and Supplies (2)	

GRAND TOTAL: \$4,117.- \$20,583.03

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : GIS **DEPARTMENT # :** 101-0715

DESCRIPTION OF REQUESTED ITEMS:

GIS Specialist - T1; mobile device allowance; PERS ER Paid; Workers Comp Municipal; Group Insurance Family

One time increase to 101-0715-419.03-09 Professional Services for Reserve Study

Permanent increase to 101-0715-419.03-09 Professional Services

Permanent increase to 101-0715-419.03-30 Training

JUSTIFICATION OF REQUEST:

See Attached.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$ 55,883.36	101-0715-419.03-09	\$ 225,000.00
Retirement	16,345.88	PROFESSIONAL SERVICES	
Group Insurance	23,858.94 11,274.95	101-0715-419.03-30 TRAINING	500.00
Workers' Compensation	744.00		
Medicare	810.31		
Mobile Device Stipend	1,000.00		
Mobile Device Allowance	300.00		
Total Personnel Costs (1)	\$ 98,942.49 86,358	Total Services and Supplies (2)	\$ 225,500.00
		GRAND TOTAL:	\$ 324,442.49

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : 101-0715 GIS

GIS Specialist Position

The City continues to rebuild its GIS capacity after the elimination of three FTE GIS positions and the transfer of GIS services to Douglas County. Although external consultants have helped to fill the gaps in GIS services for the City, there is still a need for capable City staff to meet internal requests for GIS support in a timely manner, as well as maintain the City's technical capacity to support GIS activities. Many City Departments are incorporating GIS into their daily workflows to collect and manage data and make quicker, smarter decisions. There is also still a frequent need to provide paper maps for City staff. Requests for such services are increasing as well as requests to have information available to the public through MapGeo, the GIS Open Data site, and the City's online Map Gallery.

The City's Asset Manager is currently also functioning as the GIS Manager; however, this detracts from the primary responsibilities assigned to that position, namely the development and implementation of an enterprise asset management solution for Carson City. As reported recently at the Board Retreat, combined City staff time toward Asset Management is equivalent to a ¼ FTE. Therefore, the addition of a lower level GIS Specialist is needed to relieve the Asset Manager from the routine GIS tasks that take up much of his day. The GIS Specialist will support the Asset Manager on daily GIS tasks and provide support to the other City Departments for their GIS needs. With the addition of the GIS specialist position, the City will ensure continuous improvement for business processes and departmental workflows due to efficiencies introduced with GIS applications.

The proposed GIS Specialist position will be funded out of the general fund, but allocated to the various departments depending on time spent for service.

Reserve Study

One of the initial goals of the Asset Management Program was to complete a Reserve Study for all facilities and parks in order to estimate future financial needs for managing these assets over a 20 to 30 year period. The Reserve Study will help us to determine the sustainable funding level for the assets by combining the capital needs with the operation and maintenance costs. However, in order to get to this annual reserve number, the study will include a comprehensive condition assessment performed by professional engineers. While the City has performed an initial condition assessment for all facilities and most of the parks, the reserve study will take it to a much more detailed level. The reserve study will identify components that are exhibiting deferred maintenance issues and will provide costs estimates for both immediate costs and replacement reserves. Depending on the future enterprise asset management solution capabilities, it is desired that this data will be integrated into a dynamic solution that will allow us to automatically update the capital forecast with real-time maintenance costs from completed work orders.

Increase in Professional Services (101-0715-419.03-09)

While the City's GIS services and support have increased since taking these services back from Douglas County, the GIS budget has not increased in over 7 years. Additionally, three years ago the Asset Management Program was initiated and is now also funded out of the GIS Budget. To date so far this year, 44% of the professional services budget has been spent on data maintenance of asset inventory and condition assessments for assets currently in the system. However, with so much of the professional services budget going toward maintenance of the data, it limits the City's progress on performing inventory and conditions assessments on other City assets and also limits application development for the collection of this data. This year the stormwater inventory and right-of-way mapping was postponed due to limited funding. Additionally, the Asset Management Program has received 9 requests from various City Departments for application development including Water Meter Inventory, Defensible Space Inspection, Conduit Inventory, Hydrant Inspection, Water Valve Status and Exercise and Parking Management.

The proposed increase of \$75,000 in professional services will be primarily used this year for a consultant to assist with evaluation and implementation of an enterprise asset management solution for the City. However, we would like this \$75,000 to be a permanent increase to the GIS/Asset Management budget for subsequent needs to support enterprise asset management and develop capital forecasting methods with the Tyler system. Without additional funding for Professional Services, we will not be able to meet all the future needs for both GIS and Asset Management Requests.

Training (101-0715-419.03-30)

We are requesting an increase in the Training budget from \$2,000 per year to \$2,500 per year. This will bring the budget more in line with actual costs incurred in previous years (FY 18 - \$3,995 and FY 19 - \$2,413).

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

19-20
FY 2018-19

DEPARTMENT : Engineering	DEPARTMENT # : 101-3012-430
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DESCRIPTION OF REQUESTED ITEMS :
Possible 10% equity adjustment Pottey, Stephen M (Sr Project Manager)
\$10,000 increase to 101-3012-430.03-09
\$2,000 increase to 101-3012-430.04-33

JUSTIFICATION OF REQUEST:

- Possible 10% equity adjustment Pottey, Stephen M (Sr Project Manager)- See attached PDF
- \$10,000 increase to 101-3012-430.03-09 PROFESSIONAL SERVICES: The request to increase the professional services account is due to the additional demand for professional services to support our real property and general engineering tasks. The additional amount is primarily needed for surveying, appraisals, and title reports needed to perform due diligence for the lease and disposal of surplus City property, as well as for the acquisition of easements and rights-of-way.
- \$2,000 increase to 101-3012-430.04-33 SOFTWARE MAINTENANCE CONT: The construction management group plans to purchase a construction management service to allow real-time collaboration with the contractor to effectively manage daily reports, materials, change orders, punch lists, submittals, track contract time, and track quantities for accurate and timely payments. This system will also have document search and reporting capabilities to increase transparency and facilitate auditing. This tool will replace paperwork with a streamlined, more efficient solution to help the team more effectively perform construction administration and inspection for infrastructure projects. Additionally, this will bring the group more in-line with the industry standard tools that other agencies in the region are using to manage their construction projects. This service will be used to manage the approximately 75-plus capital projects that the construction management team manages throughout a year across multiple City departments. This cost increase request in software maintenance will help cover the cost of this service.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$ 8,834.04	101-3012-430.03-09	\$ 10,000.00
Retirement	2,583.96	101-3012-430.04-33 SOFTWARE	2,000.00
Group Insurance	-1,347.19	MAINTENANCE CONT	
Workers' Compensation			
Medicare	128.09		
Mobile Device Allowance			
Total Personnel Costs (1)	\$ 10,187.23	Total Services and Supplies (2)	\$ 12,000.00

<i>IFC Approved</i> 11,546.09	GRAND TOTAL: \$ 22,181.23
	<i>23,546.09</i>
	<i>11,546.09</i>

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)
FY 2018-19 ¹⁹⁻²⁰

17,6868-26,5305
17,9963-26,9948
1/3rd 20,9758

DEPARTMENT : Building Maintenance DEPARTMENT # : 101-5034-419

DESCRIPTION OF REQUESTED ITEM:
Convert 6 part-time hourly positions to 3 full time employees - Building Maintenance Workers - A2; PERS ER Paid; Workers Comp Janitorial; Group Insurance Family
Possible 5% equity adjustment for Benson, Kirt A (Skilled Trades Technician)
Increase in contractual services
Increase in custodial supplies

JUSTIFICATION OF REQUEST:
Building Maintenance Worker - Convert 6 Part-Time positions to 3 Full-time Positions
Prior to FY07-08 there were 10 custodial employees. This was cut to 6 full-time employees due to the economic downturn. Over the years since then, marathon employees filled the gap and several new buildings have been added which adds to the workload. However, over the last year and half, there has been difficulty retaining the marathon employees and selection has been limited. These positions were recently changed to part-time City employees and that has helped some. We are competing with a good economy that has many other more desirable jobs available for higher wages. In order retain employees; we need to offer a more competitive package. While there will not be an increase in the hourly pay, a benefitted full-time position will attract and retain quality employees.
There have only been 33 days this year that our custodial crew has been fully staffed. Employees have been working extra hours to cover shifts and get required work completed. Concern that existing employees are going to burn out and look for other employment as this has been an issue for the last year. Also we do not want to jeopardize the level of service we are providing.

Kirt Benson, Skilled Trades Technician 5% Equity Adjustment
Kirt Benson has been a Skilled Trades Technician for the City for approximately 4.5 years and newer hired employees' hourly rates exceeded Kirt's. Kirt is a leader in the Facilities Maintenance Division and is an outstanding employee. Over the last couple of years, Kirt has taken on more complex tasks and assignments. Kirt is well rounded in the trades. Kirt takes initiative to schedule fire alarm and fire sprinkler testing to ensure the City remains in compliance and performs back flow testing. Kirt recently has been trained is the backup for all of the lock system repairs. He is also currently training other staff on the alarm systems. Because of his dependability and ability to work well with others, Kirt has become the back up to the Facilities Maintenance Manager

Increase in Contractual Services (101-5034-419.03-49)
We are requesting an increase in Contractual Services from \$150,000 to \$165,000 in order to compensate for the increase in costs for these services which include fire and security system monitoring and maintenance, pest control, window and door repairs/replacements, elevator inspections and maintenance, emergency generator maintenance and minor roof repairs.

Increase in Custodial Supplies
We are requesting an increase in Custodial Supplies from \$45,000 to \$50,000 in order to compensate for the increase in product supplies costs, such as paper towels, toilet paper, bowl cleaner, hand soap, disinfectant and floor cleaner.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	133,714. - 68,223.62	101-5034-419.03-49	\$ 15,000.00
Retirement	20,442. - 41,836.74	CONTRACTUAL SERVICES	
Group Insurance	33,825. - 71,576.82	101-5034-419.06-30 CUSTODIAL	5,000.00
Workers' Compensation	6,350. - 5,920.35	SUPPLIES	
Medicare	1,939. - 950.67		
Total Personnel Costs (1)	\$ 188,508.20	Total Services and Supplies (2)	\$ 20,000.00
only 1	64,247	GRAND TOTAL:	\$ 208,508.20
	<133,352>		176,270
	196,270		54,445

Recommended by IFC BOS 50,915
K. Benson Equity #3530. - Recommended by IFC

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

2019-20
FY 2018-19

DEPARTMENT :	Landfill	DEPARTMENT # :	101-6804
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DESCRIPTION OF REQUESTED ITEM:
 Increase Household Hazardous Disposal by \$10,000
 Possible addition of Environmental Control Officer position - 15%
 Change in distribution for Environmental Control Foreman - 10% to be moved to Landfill

JUSTIFICATION OF REQUEST:
 Currently the Landfill accepts Household Hazardous Waste materials that is then properly disposed of to various facilities throughout the fiscal year. At the current budget level, materials get stockpiled toward the end of the fiscal year until new funds become available. The current facility does not have the capacity to continue to stockpile additional material. This practice is a potential environmental hazard and puts the City's waste handling permits in jeopardy.

The City continues to maintain an essential Environmental Control Program despite a reduction in staffing since 2006 and increased duties. The program started in 1978 with 1 full time and 2 part time people; in 2006 4 full time employees (FTE's) were assigned to the program. In 2006, 2.1 FTE's were assigned solely to the Pretreatment Program under Environmental Control; today only 0.87 FTE's (of a staff of 3 full time employees) are assigned to Pretreatment. An EPA mandated program, Pretreatment Control monitors and routinely inspects approximately 450 general industries and 19 EPA regulated industries within Carson City to ensure hazardous discharges to our Water Resource Recovery Facility (WRRF) do not occur.

Although the number of industries in Carson City have remained largely stable, additional tasks have been added to Environmental control since 2006. Recent changes to Arsenic and Uranium sampling requirements have added monthly sampling at 25 system sites. More stringent MCLs for disinfection by products have resulted in increased research sampling to assure compliance with standards. The Household Hazardous Waste Collection Program, very popular with Carson City citizens, has increased from 4605 pounds of waste handled by Environmental Control in 2006 to 10,613 pounds of waste handled in 2018. The City's solid waste manifest program has increased from 70 issued in 2006 to over 100 issued in 2018. Each requires checking the waste and or paperwork to be sure the disposal is in compliance with landfill regulations.

In October of 2016 the EPA performed a Pretreatment Compliance Inspection of the City's program. The results of this audit found that Carson City's Pretreatment Program, at 0.87 FTE's, is staffed under the recommended 2-3 FTE's to ensure compliance in maintaining federal requirements.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	<i>18,228.-</i> \$ 17,697.07	101-6804-441.05-85 HOUSHOLD HAZ DISPOSAL	\$ 10,000.00
Retirement	<i>6,198</i> 2,697.08		
Foul Weather Allowance	<i>37.50</i> 15.00		
Group Insurance	<i>4,636.-</i> 5,433.18		
Workers' Compensation	186.00		
Medicare	<i>291</i> 250.09		
Mobile Device Allow.	<i>0</i> 22.50		
Total Personnel Costs (1)	\$ 26,300.92	Total Services and Supplies (2)	\$ 10,000.00
	<i>29,576.50</i>	GRAND TOTAL:	\$ 36,300.92

\$39,576.50

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : Transit	DEPARTMENT # : 225
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DESCRIPTION OF REQUESTED ITEM:
 Requesting additional \$66,300 of CC FTA Match - Operating Transfer from General fund; to used for increased cost of Operating Contract

JUSTIFICATION OF REQUEST:
 The Regional Transportation Commission approved a \$2/hr. driver wage increase in December 2017, negotiated to be paid \$1/hr. by Carson City and matched \$1/hr. by the Contract Operator (MV Transit) through the end of the FY 19 contract year. This resulted in a \$58,300 increase to the existing contract with MV Transit for FY 2019, with an expected additional \$58,300 to be required if the FY 2020 option year is exercised (the City will pay the full \$2/hr. starting FY 2020). The RTC action was in response to ongoing driver shortages due to JAC's not being competitive with other agencies in the region. Although JAC is eligible to receive FTA funding (full amount shown in table below), not all revenue is able to be accrued due to a shortage of local funding to cover the local match requirement. Staff estimates that with the driver wage (\$116,600) increases plus a 2% increase per year as part of the existing contract with MV (\$16,000), subtracting 50% FTA match rate where FTA funds are available/eligible, will require an increase of \$66,300 of General Fund Transfer to continue current operational levels.

OPERATING TRANSFER	Increase Amount
225-0000-381.01-03 CC FTA 5307 OPS MATCH	\$ 66,300

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary			
Retirement			
Group Insurance			
Workers' Compensation			
Medicare			
Mobile Device Allowance			
Total Personnel Costs (1)	\$	Total Services and Supplies (2)	\$ -
		GRAND TOTAL:	\$ -

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : RTC | **DEPARTMENT # :** 250

DESCRIPTION OF REQUESTED ITEM:
Traffic/Transportation Engineer - P4; device and phone allowance; ER Paid; Worker's Comp Municipal; Group Ins Family

JUSTIFICATION OF REQUEST:
As Carson City and the surrounding urban area continue to develop, and as roadway capital improvement projects increasingly rely on competitive discretionary grants awarded by the federal government, there is an increasing need for a professional transportation/traffic engineer to support the complexities of these projects. Further, there are a number of transportation-related engineering activities (many federally required) that are not currently supported by existing staffing levels/expertise. These include traffic control warrant analyses, speed limit assessments/reviews, traffic control sign retroreflectivity assessments, volume to capacity analyses, traffic signal coordination and timing determinations, and others.

At the same time, staff report spending 20+ hours per week reviewing and supporting development of traffic control plans submitted by developers and for special events, and reviewing traffic impact studies submitted by developers.

There is adequate RTC Fund budget to support hiring of a transportation/traffic engineer (P4). The cost and value efficiencies to be gained by the knowledge/expertise this employee would provide is expected to at least partially offset the salary/benefits cost to the City. Further, if approved by the Board of Supervisors, staff intend to revise the City Development Code and Fees such that in the future the City (transportation/traffic engineer) will prepare the traffic impact studies for upcoming development projects. The City will benefit in that all traffic impact studies will be consistent and use the same data. It will increase predictability for the developers and the developer will pay the fees during the permitting process. Developers will no longer be required to find a traffic engineer to provide the report to staff. If number of rate of development projects is higher than staff's ability to complete (too much workload), the fees can be used to contract the traffic studies out, with them being supervised by staff. If development or economy slows, the transportation/traffic engineer can support RTC roadway capital projects or participate in regional transportation planning activities which are reimbursed with Carson Area Metropolitan Planning Organization (CAMPO) federal funding at a rate of 95%.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$ 88,320.46		
Retirement	25,833.73		
Group Insurance	11,275.- 23,858.94		
Workers' Compensation	744.- 676.38		
Medicare	1,280.65		
Phone Allowance	960.- 1,260.00		
Total Personnel Costs (1)	\$ 141,230.16	Total Services and Supplies (2)	\$ -
	\$ 128,414.-	GRAND TOTAL:	\$ 141,230.16

\$ 128,414



JOB DESCRIPTION

JOB TITLE:	Transportation/Traffic Engineer	FLSA:	Exempt
DEPARTMENT:	Public Works	GRADE:	P4
REPORTS TO:	Transportation Manager	DATE:	July 1, 2019

DESCRIPTION:

Under general supervision, performs engineering work related to the coordination and supervision of major and minor construction and renovation projects, assuring that plans, specifications, codes, time schedules, and budgets are adhered to; provides complex inspections of projects, confers with contractors and consultants on the development and completion of projects.

EXAMPLE OF DUTIES:

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.

- Participates in planning and directing traffic engineering and transportation activities; conducts a variety of technical engineering studies; reviews transportation planning studies; analyzes and prepares traffic impact studies.
- Interacts with the general public and other organizations to investigate and resolve various traffic issues; responds to citizen requests and complaints; prepares, reviews, and makes recommendations on various traffic issues taken to the Transportation Manager.
- Prepares and reviews plans, specifications and estimates for traffic engineering contracts; reviews subdivision and development plans; prepares, develops, and maintains traffic signal timing and system coordination plans.
- Performs a variety of traffic engineering studies involving the use of computer programs and models; assists in the solution of difficult problems; participates in the selection of outside consulting firms; coordinates and directs the work of outside professional engineering consultants on City projects; prepares Requests for Proposals for various traffic engineering tasks.
- Provides construction project coordination and management of construction/development and renovation projects of varying degrees of complexity.
- Performs designs based on goals, objectives and specifications of projects.
- Visits construction/renovation sites as required; conducts site inspections.
- Confers with developers, engineers, architects, contractors, property owners and others to explain codes, regulations and procedures.
- Coordinates all utility installations with contractors, architects, engineers, and utility companies.
- Coordinates inspections as required of all aspects of the construction process; interpreting, explaining and enforcing regulations, ordinances, and policies to contractors' construction superintendent; approving minor change orders and discussing major change orders with the City Engineer.

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.

- Provides cost estimates and bids; bids out the job; selects, negotiates contracts and works with the design consultants and contractors; services as the primary contact with the Contractor.
- Reviews plans, maps, job specifications, material testing lab reports, contracts, and other documents to ensure conformance with federal, state, City and industry codes and regulations.
- Interprets, explains and enforces regulations, ordinances and policies to developers, contractors, representatives of other agencies and the public; confers with engineers and building inspection staff regarding possible changes to plans and problem resolution.
- Traffic modeling and capacity analysis using HCS and/or Synchro software.
- Assist with roadway, crosswalks, and bicycle facility design and the preparation of Intersection Design Studies.
- Conduct traffic control warrant analyses.
- Prepares daily progress notes on each project. Identifies needed changes to construction plans and details; evaluates alternatives and makes effective recommendations.
- Reviews proposals for changes to contracts; negotiates rates with contractor for changes; recommends acceptance/rejection based on value negotiation.
- Drives a motor vehicle to attend meetings and visit various work sites.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public, contractors, and staff; acts in a manner that promotes a harmonious and effective workplace environment.

JOB DESCRIPTION

Transportation/Traffic Engineer

QUALIFICATIONS:

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

Education and Experience:

Bachelor's degree in Civil or Transportation engineering or closely related field; AND four (4) years of civil, traffic, or transportation engineering experience; AND registration as a Nevada Professional Engineer or the ability to obtain licensure within six (6) months from date of appointment; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license
- Current Nevada Professional Engineer licensure, or ability to obtain within six months from date of appointment.

Required Knowledge and Skills

Knowledge of:

- Engineering objectives, principles, procedures, standards, and practices.
- Statistical analysis and mathematical concepts related to the traffic/transportation engineering process.
- Terminology, symbols, methods, techniques and instruments used in engineering graphics and drafting.
- Theory, principles, and practices of civil and traffic engineering and design.
- Familiarity with MUTCD, HCM, AASHTO, ITE guidelines, and ADA Accessibility.

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- Principles and practices of materials and soils analysis and grading. Computer applications related to the work.
- Engineering mathematics.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Safety principles and practices related to the work.
- Correct business English, including spelling, grammar and punctuation.
- Applicable laws, codes and regulations.
- Project design and management principles and techniques.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person or over the telephone, where relations may be confrontational or strained.

Skills in:

- Researching, analyzing, and summarizing engineering data both manually and with computer applications.
- Interpreting maps, plans and specifications, graphs and statistical data.
- Making complex engineering calculations quickly and accurately.
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
- Exercising sound independent judgment within established procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Understanding and applying federal, state and local laws, regulations, policies, procedures and standards pertaining to engineering and construction.
- Representing the City effectively in meetings with developers, contractors, representatives of business, community and professional groups and the public.

SUPERVISION RECEIVED AND EXERCISED:

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

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 and/or negotiate construction sites and rough terrain; strength to lift and carry up to 50 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

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.

CONDITIONS OF EMPLOYMENT:

1. *Unclassified employees are “At Will” and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.75 and a drug/alcohol screen which costs \$36.50. Employment is contingent upon passing the background and the drug/alcohol screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov*
7. *Carson City is an Equal Opportunity Employer.*

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

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

“Carson City is an Equal Opportunity Employer”

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.

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : STREETS DEPARTMENT # : 256

DESCRIPTION OF REQUESTED ITEM:
 Chaney, Teddy L - possible promotion to Street Tech 3 *Included*
 Engels, Eric B - possible promotion to Senior Street Tech
 Increase Overtime by \$28,000
 Increase Standby Pay by \$5,000
 Sign Making Machine \$30,000
 Backhoe \$150,000

JUSTIFICATION OF REQUEST:
 Public Works, Operations Sign Shop, needs to replace its sign making machine. The machine creates all new and replacement, regulatory and informational, signs thought the City. The current machine is over 20 years old and the cutting machine and software is no longer supported. It is requested that the obsolete machince and software be replaced with a latex printer which will expand the City's ability to print more sign types and not rely on ordering and keeping a stock of signs that we cannot make. This will also allow for a more efficient use of time since the current process is to cut out the template in colored layers and apply them by hand. The new technology allows for the printing of multiple colors on a reflective background.
 Public Works, Operations is in need of a second backhoe. Currently staff is restricted to the number of projects it can complete daily or weekly without the availability of a second backhoe. Currenly staff borrows from other Divisions when a backhoe is available, however due to availability issues and the fact that other backhoes are called out to deal with emergency situations quite often, productivity using borrowed equipment is severely hampered.
 Public Works needs to increase its overtime and call back pay budget. Over the past several years the budgeted amount for both of these line items has not been adequate to keep up with the increase in frequency and severity of winter storms. Without an increase in these two items, the current service level during storm events will not be able to be maintained.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	<i>5,708.-</i> \$ 10,656.42	256-3038-431.77-75 EQUIPMENT	\$ 30,000.00
Overtime	28,000.00	256-3038-431.77-75 EQUIPMENT	150,000.00
Standby Pay	5,000.00	256-3038-431.04-34 BUILDING REPAIR & MAINT.	90,000.00
Retirement	<i>1,670.-</i> 3,871.10	256-3038-431.04-54 TREE CARE & RIGHT-OF-WAY MAINTNENACE	19,000.00
Group Insurance			
Workers' Compensation			
Medicare	<i>82.-</i> 634.01		
Mobile Device Allowance			
Total Personnel Costs (1)	\$ 48,161.53	Total Services and Supplies (2)	\$ 289,000.00
	<i>40,460.-</i>	GRAND TOTAL: \$	<i>329,460.-</i>

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2019-20

DEPARTMENT : SEWER DEPARTMENT # : 510

DESCRIPTION OF REQUESTED ITEM:
Possible Equity Adjustment to top of range - Wiese, Shawn L approx. 3.25%
Possible addition of Environmental Control Officer position - 60%

JUSTIFICATION OF REQUEST:

The City continues to maintain an essential Environmental Control Program despite a reduction in staffing since 2006 and increased duties. The program started in 1978 with 1 full time and 2 part time people; in 2006 4 full time employees (FTE's) were assigned to the program. In 2006, 2.1 FTE's were assigned solely to the Pretreatment Program under Environmental Control; today only 0.87 FTE's (of a staff of 3 full time employees) are assigned to Pretreatment. An EPA mandated program, Pretreatment Control monitors and routinely inspects approximately 450 general industries and 19 EPA regulated industries within Carson City to ensure hazardous discharges to our Water Resource Recovery Facility (WRRF) do not occur.

Although the number of industries in Carson City have remained largely stable, additional tasks have been added to Environmental control since 2006. Recent changes to Arsenic and Uranium sampling requirements have added monthly sampling at 25 system sites. More stringent MCLs for disinfection by products have resulted in increased research sampling to assure compliance with standards. The Household Hazardous Waste Collection Program, very popular with Carson City citizens, has increased from 4605 pounds of waste handled by Environmental Control in 2006 to 10,613 pounds of waste handled in 2018. The City's solid waste manifest program has increased from 70 issued in 2006 to over 100 issued in 2018. Each requires checking the waste and or paperwork to be sure the disposal is in compliance with landfill regulations.

In October of 2016 the EPA performed a Pretreatment Compliance Inspection of the City's program. The results of this audit found that Carson City's Pretreatment Program, at 0.87 FTE's, is staffed under the recommended 2-3 FTE's to ensure compliance in maintaining federal requirements.

Shawn Wiese serves as the Electrical-Communication Foreman for Public Works. A position that he has occupied since October 2014. Since that time, the complexity of the cases/tasks for the position have increased tremendously. The wastewater resource recovery facility phase 1A and phase 1B projects and the public safety communication system upgrade project have placed a tremendous workload on Mr. Wiese. Additionally, during this period there has been one retirement, one termination, four resignations, and three offers that were withdrawn prior to the start date. This extremely heavy turnover resulted in 945 days of lost employment time in just four classified positions supervised by Mr. Wiese. In fact, the positions supervised by Mr. Wiese have only been fully staffed for 29.5% of the time he has been in his current position. This has required him to perform the work of those positions in addition to his normal duties during the vacancies and through the ongoing training and development periods for these employees. The workload for this position under the best of circumstances, with a fully staffed division is extremely demanding. The position held by Mr. Wiese and those he supervises are very technical and highly competitive. Mr. Wiese possesses skills and abilities that have resulted in multiple attempts by agencies to recruit him.

It is critical that we ensure that Mr. Wiese is compensated for his talent, the value that he brings to the organization, the great job that he does for the City, and the impact that he has on continuity of operations. I strongly recommend an equity adjustment for Mr. Wiese at the earliest opportunity.

Handwritten notes:
 \$26,7907 - \$40,1864
 Total 11/3rd 2020
 31,2536 per hour
 \$65,011.65
 60%
 \$39,007.90
 11,126
 14,876
 898
 448
 66,244
 He'll be to appeal out
 11/3/19
 \$1,618 w/ PERS & Medicare

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	39,418.00 - 38,219.40		
Foul Weather Allowance	\$ 90.00		
Retirement	14,896.00 - 11,179.17		
Group Insurance	11,126.02 - 14,315.36		
Workers' Compensation	446.40		
Medicare	704.00 - 554.18		
Mobile Device Allowance			
Total Personnel Costs (1)	\$ 64,804.51	Total Services and Supplies (2)	\$ -
	<i>66,780</i>	GRAND TOTAL: \$	64,804.51

66,780

SUPPLEMENTAL REQUESTS
(personnel, services and supplies only)

FY 2018-19

DEPARTMENT : WATER DEPARTMENT # : 520

DESCRIPTION OF REQUESTED ITEM:

Possible Equity Adjustment to top of range - Wiese, Shawn L. approximately 3.25%
Possible addition of Environmental Control Officer position - 25%

JUSTIFICATION OF REQUEST:

The City continues to maintain an essential Environmental Control Program despite a reduction in staffing since 2006 and increased duties. The program started in 1978 with 1 full time and 2 part time people; in 2006 4 full time employees (FTE's) were assigned to the program. In 2006, 2.1 FTE's were assigned solely to the Pretreatment Program under Environmental Control; today only 0.87 FTE's (of a staff of 3 full time employees) are assigned to Pretreatment. An EPA mandated program, Pretreatment Control monitors and routinely inspects approximately 450 general industries and 19 EPA regulated industries within Carson City to ensure hazardous discharges to our Water Resource Recovery Facility (WRRF) do not occur.

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It is critical that we ensure that Mr. Wiese is compensated for his talent, the value that he brings to the organization, the great job that he does for the City, and the impact that he has on continuity of operations. I strongly recommend an equity adjustment for Mr. Wiese at the earliest opportunity.

(1) PERSONNEL SERVICES:		(2) SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	16,166.48 - 46,702.19		
Retirement	6,319. - 4,885.97		
Group Insurance	4,163.6 - 5,964.74		
Workers' Compensation			186.00
Medicare	296. - 242.21		
Mobile Device Allowance			37.50
Total Personnel Costs (1)	\$ 28,138. -	Total Services and Supplies (2)	\$ -
		GRAND TOTAL: \$	28,138.61

ADDITIONAL SUPPLEMENTAL REQUEST

(personnel, services and supplies only)

FY 2018-19

DEPARTMENT : WATER	DEPARTMENT # : 520
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DESCRIPTION OF REQUESTED ITEM:
Possible promotion to Senior Water Distribution Technician - REYNA, KELLY J

JUSTIFICATION OF REQUEST:
Typically, the Senior Water Distribution Technician has journeyman level knowledge who has moved up through the ranks into the position and is now focused on crew leadership on a daily basis. Responsibilities include providing proper training, task completion, supervision, mentoring/training, safety/compliance and documentation. The Senior Water Distribution Technician communicates project progress to the division supervisor, and helps maintain employee coordination. He/she also arranges for materials to be used on the project, oversees safety and proper tool handling, and helps the supervisor evaluate the plans for the installation or repair, providing valuable input from the crew perspective.

Historically, the water division has always maintained three full crews, each with a lead Senior Water Distribution Technician. However, through attrition and reorganization during the downturn of the economy, we lost one Senior Water Distribution Technician position. In return, there is one water crew that does not report directly to a Senior Water Distribution Technician, but rather reports directly to the higher level Water Operations Supervisor, who operates at a different level of detail. It has been observed that this crew's efficiencies and work production could be enhanced by more direct supervision and equalize the amount of work across the three water crews. This crew performs various but very important tasks, and could perform more tasks, more efficiently with the appropriate level of supervision provided by a dedicated Senior Water Distribution Technician. It is important that we add the Senior Water Distribution Technician in order to provide direct supervision so all three water crews can perform necessary duties, enhance quality customer support, increase task performance levels, and improve overall efficiencies.

(1)PERSONNEL SERVICES:		(2)SERVICES AND SUPPLIES:	
	Increase Amount	Acct# / Description	Increase Amount
Salary	\$ 5,276.64		
Retirement	1,543.42		
Group Insurance			
Workers' Compensation			
Medicare	76.51		
Mobile Device Allowance			
Total Personnel Costs (1)	\$ ✓ 6,896.57	Total Services and Supplies (2)	\$ -

	GRAND TOTAL: \$ 6,896.57
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SKL