

Citizens of Carson City

Mayor & Board of Supervisors

Appointed Government Units

Senior Citizens Center
Board of Directors

Library
Board of Directors

Airport Authority

Carson City Convention
& Visitors Bureau

Regional Transportation
Commission

Carson Area Metropolitan
Planning Organization

Redevelopment Authority

Board of Health

Liquor & Entertainment Board

Board of Supervisors

Robert Crowell, Mayor
Karen Abowd, Supervisor Ward 2
Brad Bonkowski, Supervisor Ward 2
John McKenna, Supervisor Ward 3
Jim Shirk, Supervisor Ward 4

The authority, duties and responsibilities of the members of the Carson City Board of Supervisors may be found in the Charter, Carson City Municipal Code, and the Nevada Revised Statutes.

In general terms, the Board is charged with providing orderly government and safeguarding the general health, welfare, and safety of its citizens.

Following the consolidation of Ormsby County and Carson City in 1969, the local governing body is composed of a five-member elected representation called the Board of Supervisors. The Mayor and four Supervisors are elected by and accountable to the voters. They are all elected-at-large; however, the four Supervisors must reside within the boundaries of their respective Wards 1 through 4. All of the members of the Board serve a 4-year staggered terms. The Mayor and Supervisors from Ward 2 and Ward 4 are elected during the Presidential election years. The Supervisors from Ward 1 and Ward 3 are elected during off-Presidential election years.

The Mayor is Chairman of and presides over all Board meetings. He is also recognized as the head of local government for ceremonial purposes, and during emergency civil or military disturbances.

The Mayor Pro Tempore is selected by the members of the Board for a term determined by the Board. The Mayor Pro Tempore serves in the Mayor's absence or disability.

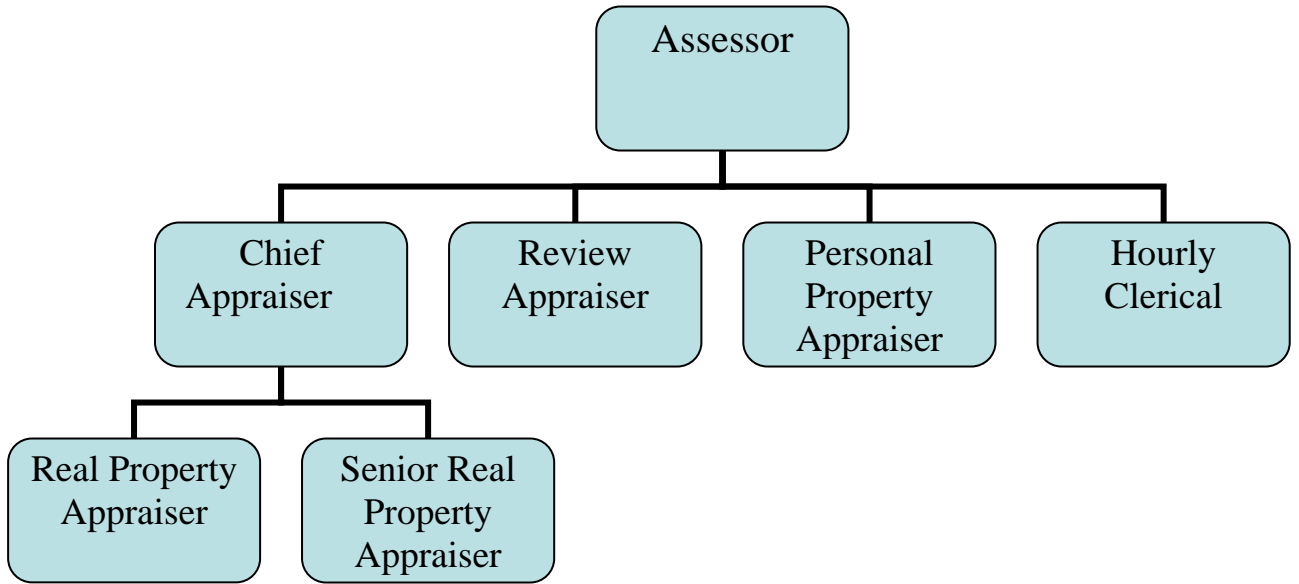
The Board of Supervisors is the legislative and executive branch of the Carson City Consolidated Municipality. All power is concentrated in this elected body as a whole. Its members are the community's decision makers. The Board enacts all laws and are the key political and policymakers. The members are responsible for soliciting citizen views in forming these policies and interpreting them to the public.

The Board approves the budget, determines tax rates, focuses on the community's goals, major projects, capital financing and strategic planning, land use development, growth management, master plans, and contractual agreements.

The Board of Supervisors is responsible for appointing the City Manager, the Internal Auditor, the Public Guardian and the Chief of Alternative Sentencing.

The organization functions under the council-manager form of government whereby the Board is the policymaking arm and City Manager is the administrative and operational arm of the full service government.

Two regular public meetings are held by the Board of Supervisors, on the first and third Thursdays of each month beginning at 8:30 a.m. in the Sierra Room of the Community Center. These meetings are televised live and can be viewed on Channel 226 as well as webcast and archived on www.acctv.org. Throughout the year the Board may hold special meetings to address key issues such as the budget, strategic planning workshops, and deliberations on issues of general or special interest.



Assessor's Office

David Dawley, Assessor

The Assessor values all property subject to taxation.

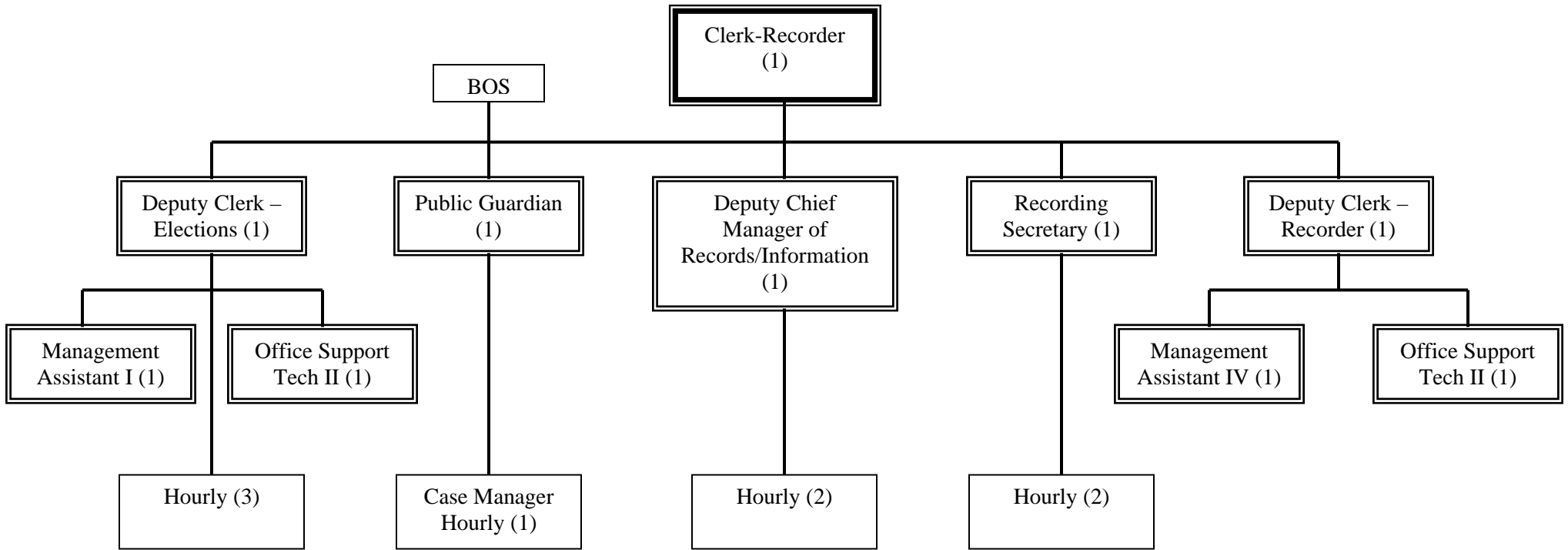
The Assessor's Office annually re-costs all structures/improvements and re-values over 19,000 parcels of real estate to create the assessment roll for tax purposes. The Office discovers, appraises, and bills taxes on all personal property. The Office is required to administer the property tax abatement laws, which are administered by verifying all residential occupancies each and every year. The Office also maintains the secured and unsecured tax rolls, processes all real estate transfers and manages and assessor's parcel map system per the provisions of Nevada Revised Statutes and Nevada Administrative Code.

In addition to real property (land, homes, commercial buildings), the Assessor must value personal property of approximately 3,500 businesses from casino to one person operations, over 2,500 mobile homes, 200 aircraft, and any other personal property which is taxable.

Other functions include processing of senior citizens rent and tax rebates; administering the property tax exemption program and producing reports, printouts, and surveys and projections for the public and governmental agencies.

The Assessor does not make the laws which affect property owners, nor is the Assessor mandated by municipal code. The guidelines for assessment and the tax rates are approved by the Nevada Tax Commission. The tax laws are made by the Nevada Legislature.

CLERK-RECORDER'S OFFICE



Clerk-Recorder's Office

Alan Glover, Clerk-Recorder

The Clerk-Recorder's mission is multi-faceted. The Clerk is responsible for the creation and maintenance of accurate, accessible, and permanent records of the meeting to the Board of Supervisors and other boards and committees, either authorized by law or created by the Board of Supervisors. The issuance of marriage licenses is a traditional function of the Clerk's Office. The Recorder's Office is responsible for recording documents, providing access to those documents, and collecting real property transfer tax. Records Management is responsible for developing and implementing the records program for Carson City. The Election Division is responsible for the administration of all elections and registration of eligible electors within Carson City.

Clerk of the Board of Supervisors, and other boards, committees and commissions

This division provides staff support to formal meetings subject to Nevada Open Meet Law (NRS 241) by recording and transcribing minutes therefrom. Staff performs research of records of proceedings and publishes legal notices of ordinances and resolutions.

Election Division

This division conducts primary, general, and special elections. It registers voters and candidates and maintains election campaign disclosure filings. It sets the precincts, trains and oversees election workers on election days, and certifies election results.

Marriage Bureau

The division issues marriage licenses, provides certified copies thereof, maintains the vital statistics, and collects the appropriate fees.

Public Administrator and Guardian

This division may petition the court to serve as guardian of a ward or as administrator of an estate of an intestate decedent when it is found that there is no other qualified person who is willing or able to serve, and when it appears necessary to protect either the person or the property of the ward or the estate.

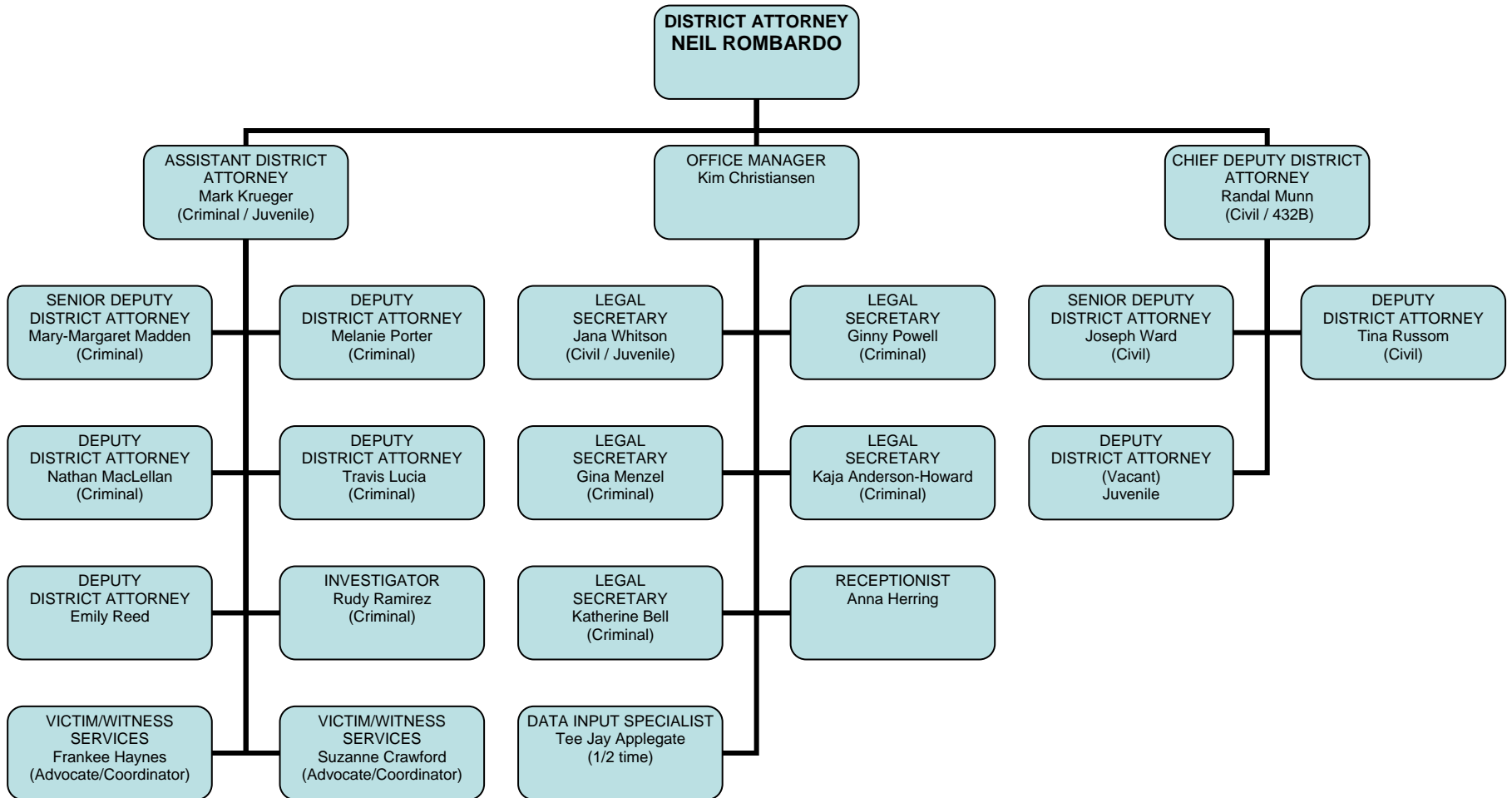
Recorder

This division is responsible for recording documents submitted to it, maintaining an index of recordings, providing certification of records on file, assist the public with research, and the collection of appropriate recording fees.

Records Manager

This division is a support service to the City-wide organization. It assists staff with preparing records for microfilming. The microfilmed and original records are then returned to the proper agency for disposition. It also oversees the organization and inventory of the City's Records Center.

CARSON CITY DISTRICT ATTORNEY'S OFFICE



District Attorney's Office

Neil Rombardo, District Attorney

The Criminal Division

The Criminal Prosecution Division reviews and prosecutes felony and misdemeanor crimes submitted by the Carson City Sheriff's Office, Nevada Highway Patrol, and other law enforcement agencies. Five criminal prosecutors handle a wide variety of criminal cases in the Justice and District Courts of Carson City, including DUI, Domestic Violence, Burglary, Theft, Sale of Controlled Substances, Robbery, Sexual Assault and Murder. The Criminal Division includes the Juvenile Crimes Division.

The District Attorney is the public prosecutor for the county, required to attend county courts and prosecute criminal offenses, including misdemeanors, gross misdemeanors and felonies. The attorneys of the criminal division appear routinely in cases at the Carson City Municipal Courts, Justice Courts, Juvenile Court, First Judicial District Courts and the Nevada Supreme Court. Since Carson City has a combined city-county form of government as a "consolidated municipality," the DA's Office Criminal Division attorneys handle cases which in the other 16 Nevada counties are the responsibility of "city" prosecutors (misdemeanors in municipal courts) and we act also upon all county cases (misdemeanors in justices' courts and gross misdemeanors and felonies in the District Court.)

The prosecutor's "client" is the people of Carson City. The District Attorney prosecutors are ethically obliged to enforce the Constitutions and laws of the State of Nevada and the United States as well as ensure that substantial justice is done in criminal cases.

The District Attorney prosecutes all crimes occurring within the geographical borders of the county, from minor misdemeanor offenses to major felonies. The duties encompass reviewing law enforcement investigative reports, preparing search, seizure and arrest warrants, extraditing defendants to and from other jurisdictions, prosecuting crimes under the Carson City Municipal Code and Nevada Revised Statutes, and representing the State in post-conviction and appellate criminal proceedings.

The Civil Division

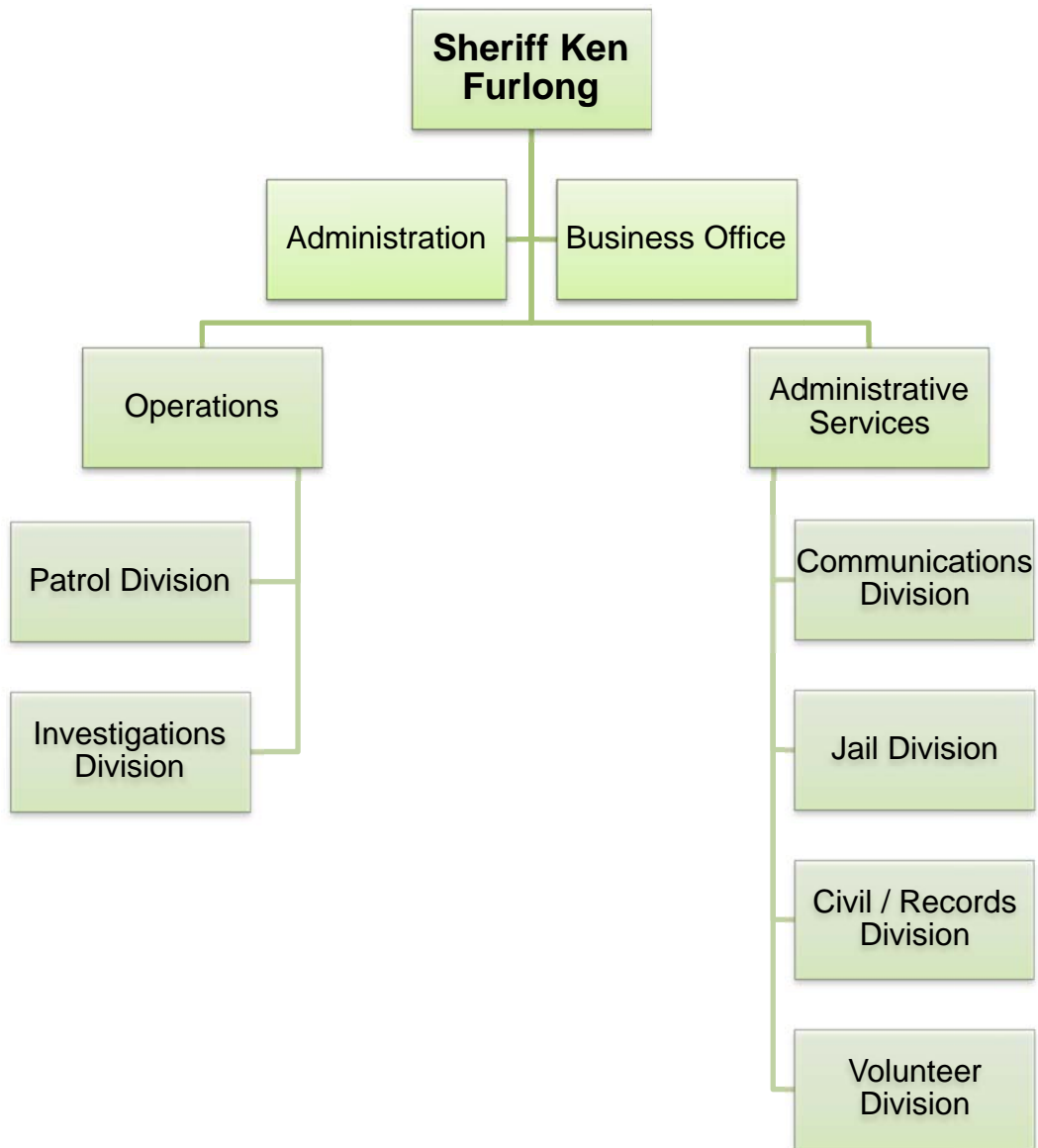
The primary duty of the Civil Division is to provide legal assistance to the Board of Supervisors, the other boards, agencies and commissions within Carson City government and the many City departments.

The District Attorney is "The City's Lawyer," providing oral or written opinions and legal advice to all City departments and staff. The Civil Division attorneys are also assigned the duty of defending all lawsuits brought against the county, and all City officers and employees named in lawsuits.

The Civil Division also initiates lawsuits as attorney for the City in condemnation, nuisance abatement, criminal forfeitures, collection of debts owed the City, etc. The Civil Division staff drafts legal documents, including resolutions and ordinances upon request of the Board of Supervisors, department heads and other agencies. Virtually every formal action taken by the Board of Supervisors must be memorialized by either a resolution or city ordinance.



Organizational Chart by Function



Sheriff's Office

Ken Furlong, Sheriff

Under the Sheriff, the department is divided into three major bureaus, which are organized primarily according to the nature of the tasks to be performed. These bureaus are the Administration Bureau, Operations Bureau and Administrative Services Bureau.

The Administration Bureau is responsible for the administrative, financial and technical services aspects of the department, which includes:

Department Policy	Law Enforcement Technical Services
Fiscal Management	Crime Analysis
Grants Management	

The Operations Bureau is responsible for the delivery of law enforcement services, which includes:

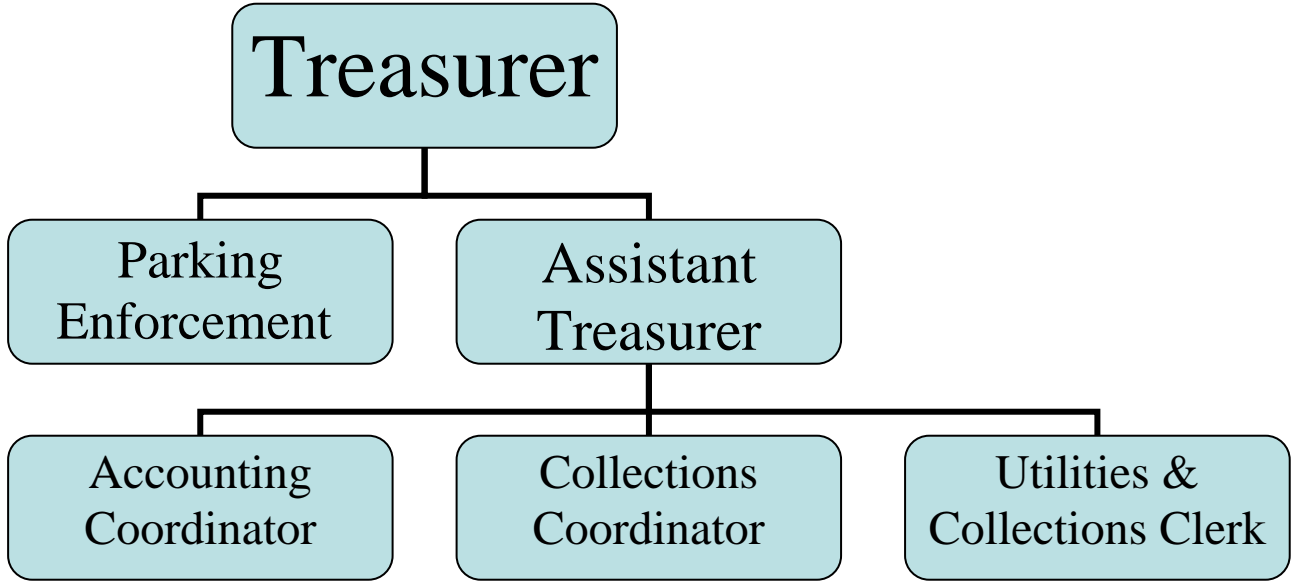
Calls for service	Evidence control
Traffic enforcement	Forensic Investigation
Crime prevention	Front desk operations
Crisis negotiations	School resource officers
Civil disturbances & disasters	Auxiliary units, which includes:
Community oriented policing	Aero squad
Special weapons & tactics team	Mounted unit
Investigations Division	Reserve unit
Gang & Juvenile Operations	Search & Rescue
Patrol Administration	Explorer Cadets
Narcotics & Drug Investigation	
Coroner	

The Administrative Services Bureau is responsible for the communications center, detention facility and ancillary functions of the department and handles the non-criminal tasks required of the Sheriff by law, which includes:

Civil process	Mental health services
Warrants & extraditions	Prisoner classification
Permits & work cards	Court transportation
Records & identification	Inmate work program
Public safety communications	In-custody court security
Chaplaincy	Laundry
Volunteer Services & VIPS	Inmate commissary
Homeland security	Video court arraignment

Detention facility, which includes:

Booking	Food service
Prisoner housing	Property Storage
Medical services	Visiting



Treasurer's Office

Alvin Kramer, Treasurer

The Treasurer, an elected official, fulfills the duties outlined in Chapter 249 of the Nevada Revised Statutes and Section 3.045 of the Carson City Charter.

The Treasurer's Office receives revenues owed to the City, keeps a record of the receipts, balances and reconciles the record with the Controller's records on a monthly basis, and invests all surplus money.

Revenues collected under the direct supervision of the Treasurer include: real and personal property taxes; water consumption and sewer use fees; parking fines; landfill fees; receipts of State collected revenues and taxes (sales tax, gas tax, and gaming); and, investment income. The Treasurer also collects and maintains records on franchise fees, telecom fees, 911 fees, and rents and royalties owed to the City.

The Treasurer developed the City Investment Policy using NRS guidelines and invests idle money held by the City in a prudent manner. He establishes investment agreements and procedures with banks and brokers with the primary portfolio objectives being (1) to preserve principal; (2) to maintain liquidity; and, (3) to receive highest returns on investment. He also bears responsibility for new bonding, processing existing bond and coupon payments, and refinancing bonding. The Treasurer currently has three money managers who benefit our portfolio with different investment strategies.

In Fiscal Year 2011 the Treasurer, as Ex-Official Tax Receiver, billed and collected real property taxes on approximately 18,453 parcels, totaling \$40,844,276 with a near 100% collection rate. In the 2013 fiscal year, no parcels have been offered at tax sale for non-payment of taxes. In fact, this office has not had a tax sale for the past 15 years. In addition to real property taxes, payments for personal property taxes are collected. The Treasurer also maintains records for and collects special assessments.

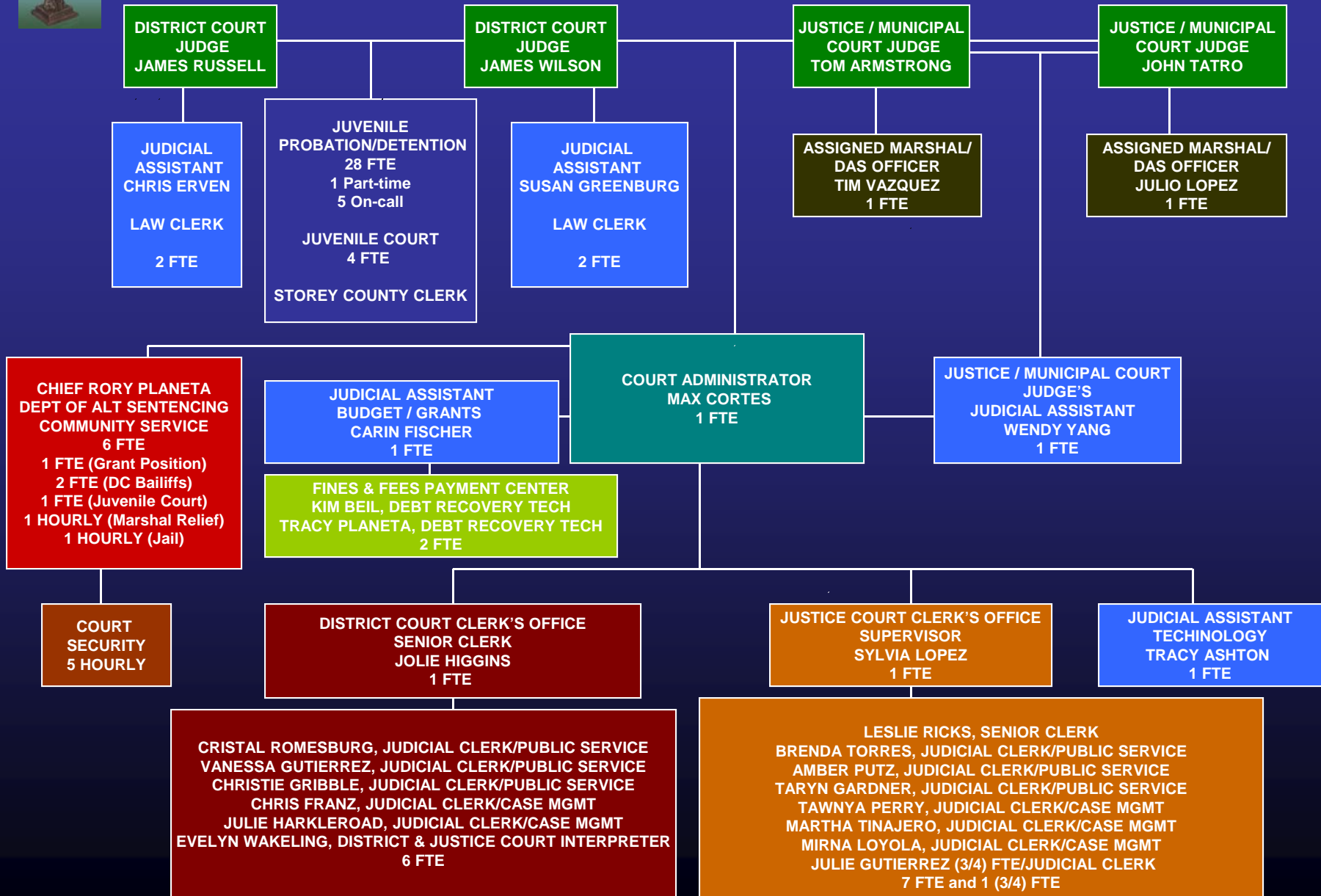
The Water and Sewer Collection section receives payments from about 17,000 household and businesses for the monthly billing of water and sewer usage.

Parking Enforcement

The parking enforcement officer is responsible for the enforcement of the downtown parking ordinances.



FIRST JUDICIAL DISTRICT ORGANIZATION CHART



**First Judicial District Court
Carson City Justice/Municipal Court**

District Courts

**James T. Russell, District Court Judge
James Wilson, District Court Judge**

Justice/Municipal Courts

**John Tatro, Justice of the Peace
Thomas Armstrong, Justice of the Peace**

Juvenile Court

Kristin Luis, Special Master

In 2006, the First Judicial District Court and the Carson City Justice and Municipal Courts agreed to consolidate administrative functions and hire one Court Administrator to maximize staff resources and to improve efficiencies. There are two District Court Judges, two Justices of the Peace/Municipal Court Judges, and 27 full time employees and 1 part-time employee. The First Judicial District Court is on the third floor and the Justice and Municipal Courts are on the second floor of the Carson City Courthouse. There are Court Clerk's Offices on each respective floor and a Fines and Fees Office on the second floor. These offices provide clerical support for court operations and serve the public.

The First Judicial District Court Judges supervise the Juvenile Court and Juvenile Probation/Detention Departments. The District Court Judges are also responsible for District Court cases in Storey County. The Court Administrator supervises the Chief of the Department of Alternative Sentencing by agreement of the City.

Court Programs:

Mental Health Court Program

The Mental Health Court program is held each week in the Justice and Municipal Court. There is an average of 30 participants in the program. Specialty Court Grant funds from the Nevada Supreme Court and legislative funding pay for this program. Mental Health Court participants are intensely supervised by a multi-disciplinary team approach. The team provides comprehensive treatment to address diagnosed mental illness and substance abuse addiction.

Western Regional Drug Court

The Western Regional Adult Drug Court is held every other Monday in the District Court. There is an average of 65 participants in the program. Specialty Court Grant funds from the Nevada Supreme Court pay for this program. Drug Courts are extraordinarily effective alternatives to the traditional adjudication of drug-related offenses in criminal courts.

Western Regional Serious Driving Under the Influence (DUI) Court Program

The Western Regional DUI Court is held every other Monday in the District Court. There are approximately 35 offenders participating. Chapter 484 of the Nevada Revised Statutes mandates the Serious DUI Offender Program. Specialty Court Grant funds from the Nevada Supreme Court pay for the DUI Court. This program consists of agencies working together in providing intense monitoring, supervision, and treatment services to offenders driving under the influence to rectify behavior that directly contributes to recidivism.

First Judicial District Court

**Juvenile Division,
Special Master**

**Juvenile
Delinquency**

**Juvenile Protective Order
Hearings**

Child Welfare

Child Support

**Alternative Dispute
Resolution Program**

Juvenile Drug Court
(8 participants)

**Delinquency
Hearings**

Family Dependency Court
(11 participants)

**Children in Need of
Protection Hearings**
(active cases involve 101
children, 61 families)

Court Annexed Arbitration
(192 active cases)

Family Mediation
(21 active cases)

Juvenile Court

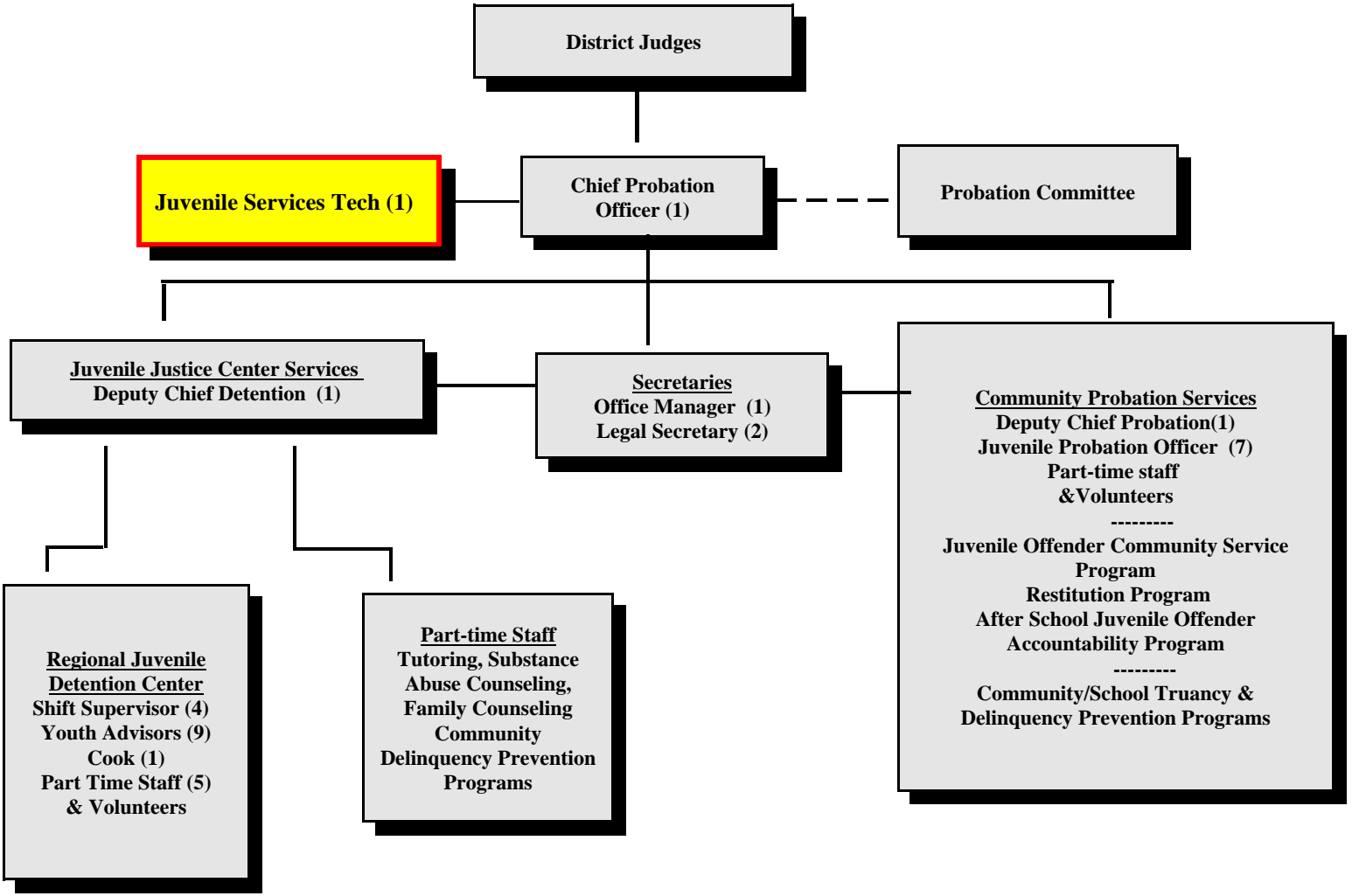
Kristin Luis, Special Master

As Juvenile Court Special Master for the First Judicial District Court, I preside over juvenile delinquency cases, which includes traffic citations and hearings on juvenile protective orders. In addition to these matters, I preside over cases involving the protection of children under NRS Chapter 432B, and child support cases. As the Discovery Commissioner, I am also responsible to administer the Civil Arbitration Program and Family Mediation Program.

In addition, the Juvenile Drug Court Program was established in 1999. Over 100 juveniles have participated in the Drug Court Program and have received treatment and counseling for their drug use. The program is still operational by grant funding.

In 2010, the Families First Specialty Dependency Court was established and also operates to this day with grant funding.

Organizational Chart



Carson City Juvenile Probation/Detention

Juvenile Probation

John Simms, Chief Juvenile Probation Officer

The Carson City Juvenile Probation Department's (CCJPD) objective is to provide a continuum of services and sanctions to at risk youth and their families in order to create a safer community.

The CCJPD is active in the community, with the Chief Probation Officer and other staff members serving on several local non-profit boards serving youth, and proactive staff involvement in the local prevention coalition's task forces.

A key function as a probation department is to provide a continuum of graduated sanctions designed to provide prevention and intervention services to youth experiencing difficulties in social assimilation affecting school, family and community relationships, often resulting in substance abuse/mental health, and delinquency problems.

We offer effective, early intervention approach for at risk youth and families in Carson City and Storey County. The growing diversity of the area's population as shown in the table below creates new challenges for CCJPD:

White	Hispanic	Black	Asian	Other
64%	20%	2%	2%	12%

The most rapidly growing ethnic population is Hispanic. Additionally, this tends to be a very young population overall, thereby impacting CCJPD. The median age of the other ethnic groups within the table above is 40.2 years (Carson City "In Focus" 2009 Spring edition, Carson City Chamber of Commerce). Although it is difficult to obtain an exact calculation, the Carson Nevada Hispanic Services office estimates the median age of Hispanics to be closer to 25 years.

Evidence-based program: A Family Assistance Support Team (FAST) provides individualized formats of therapeutic intervention to youth and their families utilizing an assessment and referral based intervention. Each member of the FAST assessment teams signs a contract restricting the "per assessment" fee to a maximum of \$500.00. Once the referral is completed, the results are reviewed with the JPO and any other professional that may be needed as part of the case management services plan. For example, if a Hispanic youth is brought in for possible gang activity, and the JPO detects learning problems, he/she may request an Educational Psychologist for an assessment, and the Hispanic Family Advocate along with a school counselor who may be involved in the case management plan development. Assessment and referrals are currently being paid by various grants. This minimized the burden on the general fund.

"Assessment and Referral" is one of the six prevention/early intervention strategies endorsed by the Center for Substance Abuse Prevention. The JAT (Juvenile Assessment Team) approach will allow for the maximum level of individualized response for juveniles presenting a need for more complex intervention.

CCJPD collaborates with many community agencies through the Probation Department, who may include staff representation in the JAT if a need is indicated. These agencies include the Ron Wood Resource Center, the Partnership Carson City, Circles of Support, Cooperative Extension, Carson City Hispanic Services, the Boys and girls Club of Western Nevada, the Community Counseling Center, the Mental Health Coalition, Western Nevada Regional Youth Center and the Carson City School District. The success of our program will depend upon these collaborative efforts.

Graduated Sanctions

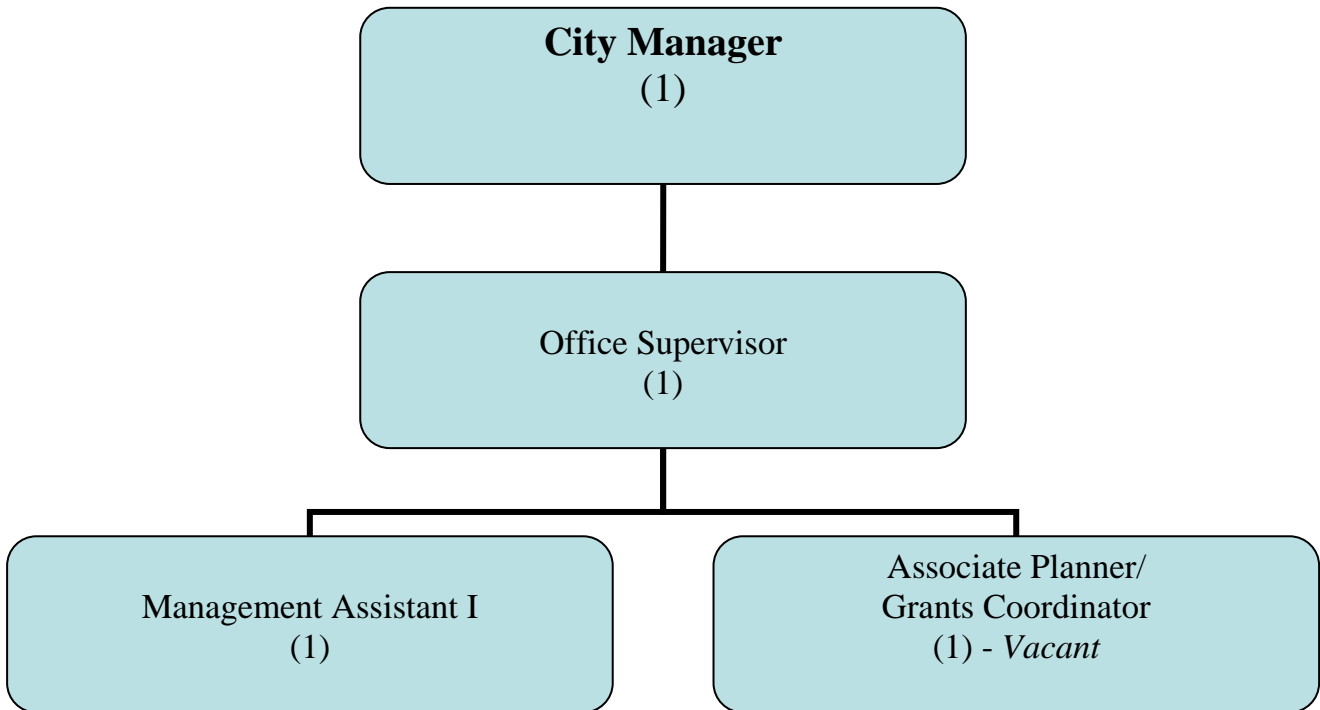
The Carson City Juvenile Probation Department provides different levels of sanctions to juvenile offenders who have been referred for committing delinquent or criminal acts or violations of probation within the community. Based on the severity of the offense and past history of the youth, sanctions escalate accordingly. All cases are carefully reviewed with the Deputy Chief Probation and/or District Attorney to ascertain the level of sanctions to be imposed. A large percentage of the cases can be handled informally or with the “sole sanctions.”

Below is just a sampling of the sanctions imposed with the Carson Juvenile Probation Department and Court:

1. Community service
2. Job training/restitution
3. Fines
4. Home detention or house arrest
5. Drug testing
6. Life skills
7. Alcohol and drug education
8. Prevention/intervention program
9. New Beginnings (girls group)
10. Out-patient counseling
11. After school counseling (group, family, individual)
12. Drug court
13. Residential placement (mental health and/or alcohol & substance abuse, WNRYC)
14. Electronic monitoring
15. Informal and formal probation
16. Suspended commitment
17. Court ordered detention
18. Placement at CSYC, Aurora Pines, CYC, NYTC, Summit View Correctional Facility
19. Certification adult status

The probation officers work closely with the Special Master in ensuring that the sanction is proportionate to the juvenile’s offense, prior history, and special needs.

City Manager's Office



City Manager's Office

Lawrence Werner, City Manager

The City Manager is employed by and accountable to the Board of Supervisors and functions under the council-manager form of government.

In the council-manager form of government, the council (Board of Supervisors) is the governing body of the city, elected by the public, and the manager is hired by the council to carry out the policies it establishes.

The Board of Supervisors provides legislative direction while the manager is responsible for day-to-day administrative operations of the city based on the Board's recommendations. The Mayor and Board, as a collegial body, are responsible for setting policy, approving the budget, and determining the tax rate. The manager serves as the Board's chief advisor. The City Manager serves at the pleasure of the Board and is responsible for preparing the budget, directing day-to-day operations, and hiring and firing personnel.

The City Manager is responsible for coordinating, compiling, and producing the notices of meetings of the Board of Supervisors in accordance with Nevada's Open Meeting Law. The Clerk-Recorder, however, is responsible for recording, transcribing, and maintaining records of the meetings of the Board.

Finance Department

Nick Providenti, Finance Director/Risk Manager

The Finance Department fulfills the requirements of the duties of the Controller, as defined in the Carson City Charter Section 3.073; duties of County Auditor, as defined in NRS 251.030; duties of the Finance Director, and performs the function of the Office of the Budget for the City carrying out the provisions of NRS 354, the Local Government Budget Act.

The Finance Department maintains the complete accounting records for Carson City including appropriations of approximately \$119 million, fixed assets of approximately \$263 million, cash of \$46 million within 51 separate self-balancing funds. The Finance Department's duties include accounts payable – including the purchase card program, payroll, performing financial analysis and monitoring departmental budgets.

Purchasing and Contracts

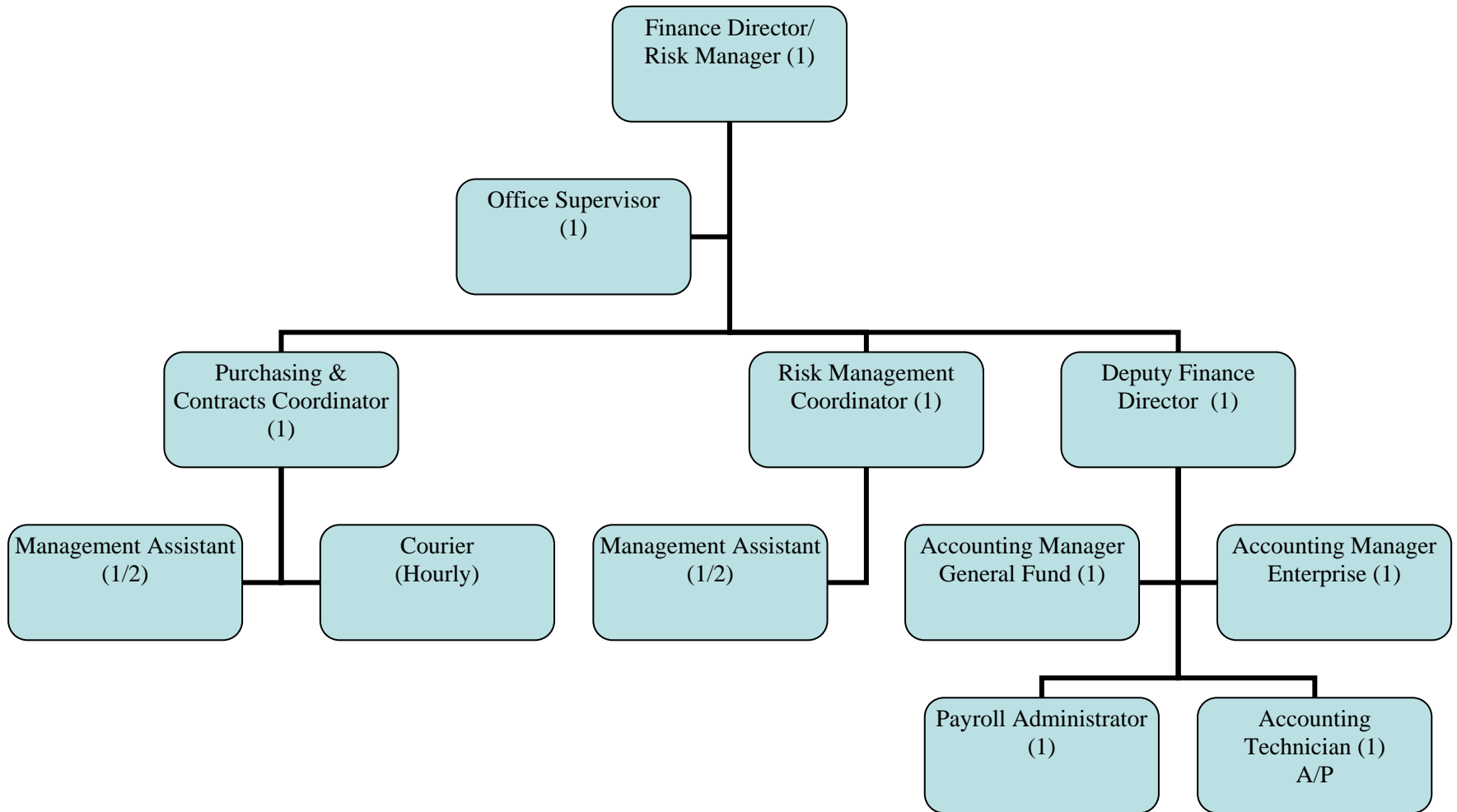
Purchasing and Contracts is charged to administer the purchasing and contracts programs of Carson City which includes the lease or purchase of materials, supplies, services, and equipment; surplus property management and disposal; and public work construction projects for all City Departments in the most cost effective and timely manner.

Risk Management

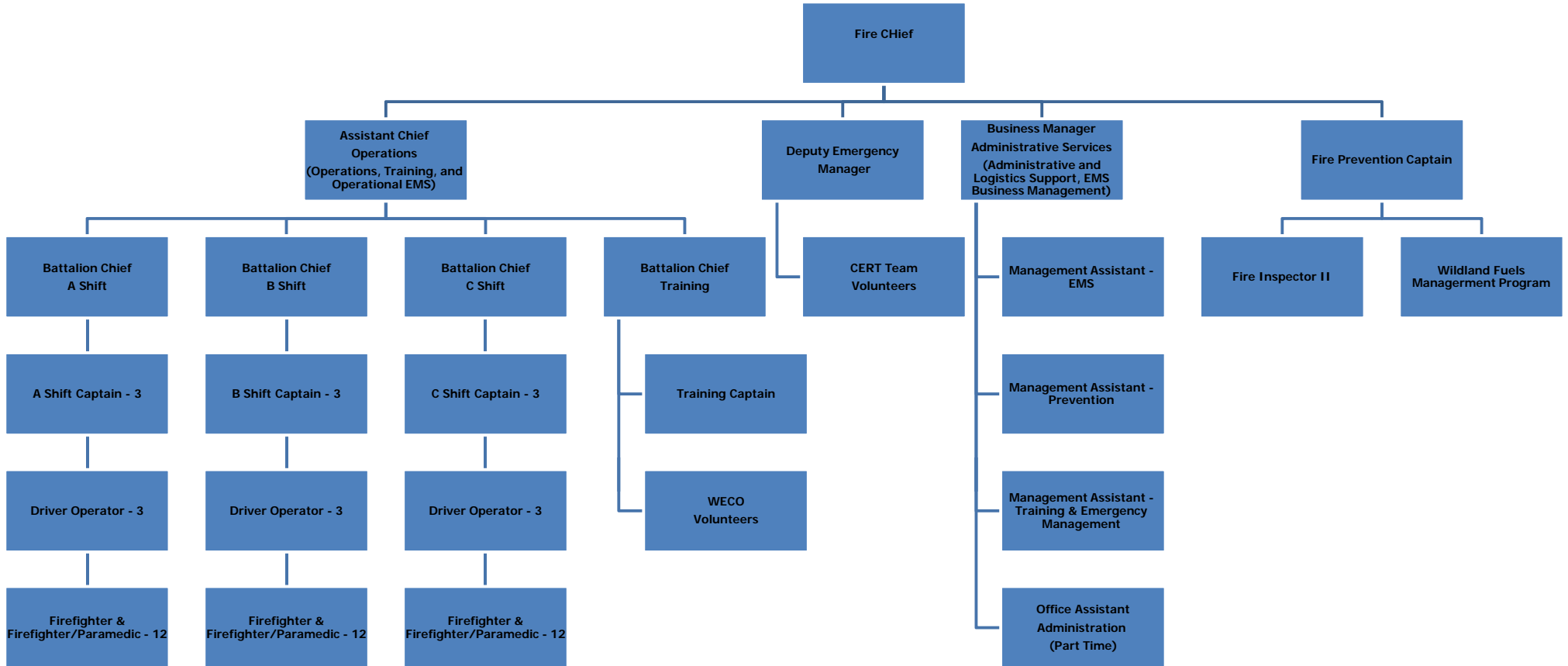
The Worker's Compensation department is administered for the purpose of maintaining the self-insured status of the City. We assist departments in the establishments and maintenance of work environments where employees can enjoy safety and security in the course of their daily duties.

Liability Insurance – procure insurance coverage that provides optimum benefits at the most cost efficient level and to minimize the effect of accidental losses which may interfere with the City's objectives through the identification of potential exposures, loss control and prevention, professional mediation and process management.

FINANCE DEPARTMENT



Carson City Fire Department Organization Chart



Fire Department

Stacey Giomi, Fire Chief

Emergency Management Division

The Emergency Management Division continuously reviews and revises a myriad of emergency plans. It is the formal liaison within the city to coordinate various emergencies and incidents. The division is the liaison between the State Division of Emergency Management and the City.

The division coordinates training sessions and disaster exercises for the purpose of maintaining readiness and operating the emergency operations center. The division applies for and manages a multitude of emergency grants. Public education, primarily in disaster preparedness, is delivered through this division. This division also manages the non-fire suppression volunteer force.

Administrative Division

The Administrative Division provides oversight for all divisions of the department, continuously monitors the effectiveness of current programs, determines future needs of the department, and develops plans of action to achieve departmental and city goals.

The division provides administrative services such as payroll, purchasing oversight, and departmental human resources management. The division is also responsible for the preparation, compilation, and management of the department's budget documents.

Maintaining a presence in the region's fire association as well as developing and maintaining mutual aid agreements is a key component of the administrative division.

Operations and EMS Divisions

While these divisions are separated for budgetary purposes (with EMS division being an enterprise fund) they are so closely linked in actual practice that they are essentially one division. The overall objective is to reduce the effects created by natural and man-made disasters on life, property, and the environment. Challenges that accompany community growth and change continue to motivate these divisions to improve delivery of services.

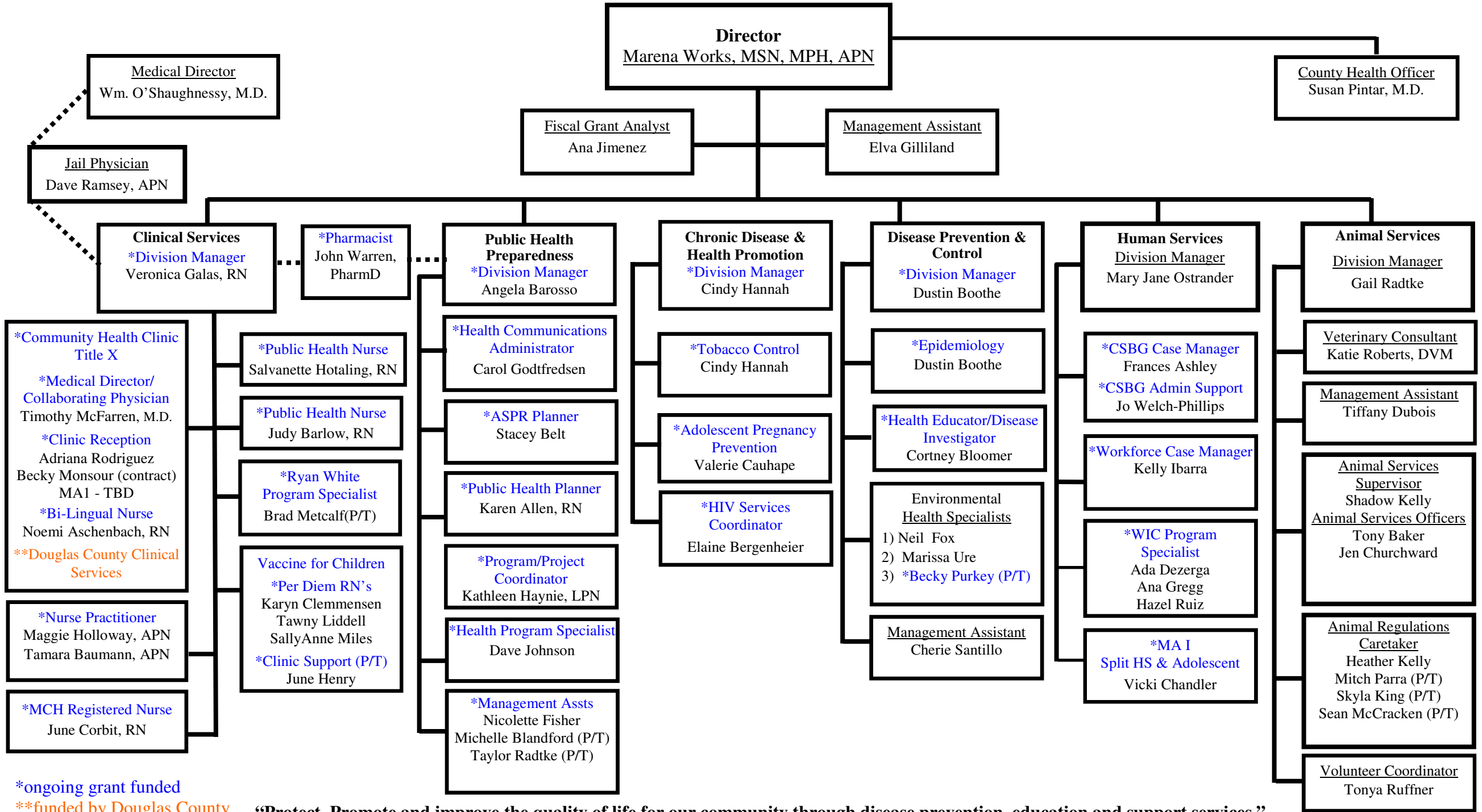
These divisions are responsible for all life and property saving efforts with the majority of activities aimed at ensuring operational readiness. They handle all emergency response calls as well as non-emergency incidents. These divisions account for the vast majority of the department's budget (nearly 85%).

Maintaining the fleet of apparatus (fire engines, ambulances, and specialty rescue vehicles), special rescue gear, fire hose, ladders, and appliances are all part of the responsibilities of these divisions.

Prevention Division

The Fire Prevention Division is responsible for preventing small problems from becoming big incidents through education, enforcement, and mitigation. The division performs life safety inspections on all businesses; conducts plans reviews for new construction, remodels, and special events; performs fire sprinkler inspections; and handles fire hazard complaints from the public.

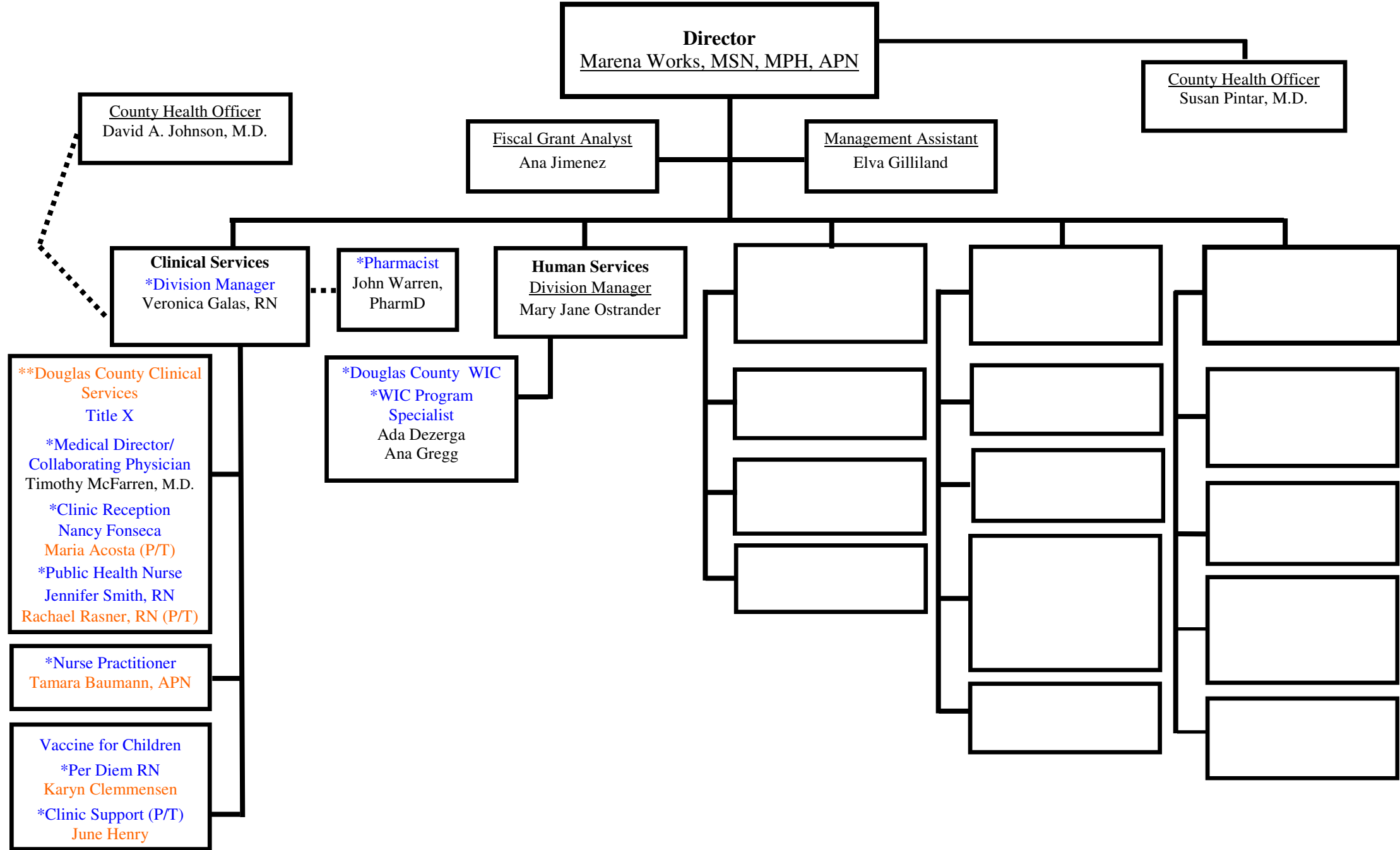
Carson City Health & Human Services



*ongoing grant funded
 **funded by Douglas County
 see page 2 for details

“Protect, Promote and improve the quality of life for our community through disease prevention, education and support services.”

Carson City Health & Human Services



*ongoing grant funded

**funded by Douglas County

“Protect, Promote and improve the quality of life for our community through disease prevention, education and support services.”

Health and Human Services

Marena Works, Director

Administration

Oversees all the programs under CCHHS; plans, organizes, directs, Manages and supervises public health programs for Carson City and directs the Enforcement of Federal, State and local health laws and regulations. Secures and oversees the many grants available to the Department and assures the grants are spent appropriately and in accordance with Federal guidelines. Administration takes the lead in contacts with the public, community organizations and other government agencies.

Public Health Nursing Services

Community health services focuses on the promotion of healthy behaviors, the provision of personal health services and the enhancement of the well-being of individuals and families in our community. This is accomplished through disease prevention and health promotion activities such as immunization and family planning services, and the establishment of partnerships with community organizations, businesses, consumers and health care providers. The division strives to raise the level of awareness and understanding of public health issues, to help people change behaviors that jeopardize their well-being, and to provide intervention and prevention services.

Our income-based fee schedule guarantees no one is turned away for services. Our staff is committed to providing quality health care services and referrals to meet all of our clients' needs. Through education and service, we work to promote health and impact the lives of those living in our community. HIV/AIDS Case Management and Peer Support is funded through the Ryan White Care Act and provides case management and support without judgment for clients infected with HIV. Our trained case manager is available to guide clients with confidential assistance in coordinating services, finding additional resources and group support.

Public Health Preparedness

Public Health Preparedness (PHP) means planning and putting in place programs to respond quickly and effectively to threats endangering the health of the public. Virtually every disaster, whether man-made or caused by Mother Nature has a public health or medical component to it. PHP works closely with Emergency Management, or the community medical infrastructure, schools and other partners to identify risks, plan for response and enhance community readiness to respond to public health emergencies and other disasters. Some of these threats are West Nile Virus, pandemic influenza and food-borne illness.

CCHHS is working with its partners in the community, neighboring counties and the state to assure the most effective response possible to outbreaks of disease and other public health threats and emergencies.

PHP promotes community resilience through an extensive flu and Tdap vaccination outreach program, which focuses on prevention. PHP is also working with the local health authorities and other stakeholders to develop a strategic plan for billing third party payers for immunizations,

which will help the program sustain immunization outreach. By billing for immunizations for people with insurance, CCHHS can continue to provide low-cost vaccinations to the uninsured or underinsured.

The PHP Program is funded entirely by federal grants from the Centers for Disease Control and Prevention (CDC) and the Assistant Secretary for Preparedness and Response (ASPR), awarded through the Nevada State Health Division. CCHHS applies for the funding each year in order to continue to upgrade, integrate and evaluate our emergency-readiness.

Disease Prevention and Control

Disease surveillance is conducted using epidemiological methods and all available data sources within and outside the health department. We continually monitor morbidity and mortality incidence and prevalence for infectious, chronic and environmental disease. By evaluating the relative importance, susceptible populations, and temporal trends of these health problems, using data obtained preferentially from our community, we aim to better understand and establish priorities for action and research. Through education, surveillance and emergency response capability for public health emergencies, the division responds to any and all situations. The division also aims to provide a service to 'external customers' (e.g. public or private agencies, for-profit and not-for-profit organizations, and the general public) to provide relevant data and analysis to assist them in their endeavors.

Environmental Health Section: The environmental health division (formerly called consumer protection) is responsible for the inspection and licensing of food establishments, public pools, schools, hotel/motel, mobile home/RV parks, child care facilities, retail markets, and provides food service employee training, testing and certification. The division also investigates health related citizen complaints. The division reviews building permit applications and plans for compliance with federal, state, and local regulations and ordinances and performs plan reviews, percolation testing, and approval of individual sewage disposal systems. The vector control section protects the quality of life and the environment through a comprehensive mosquito control program which identifies mosquito breeding sites and institutes appropriate control methods using biological based materials. Enforcement authority for these programs is provided for in Carson City Municipal Code Title 9 and State Statute and Regulation (NRS and NAC).

Human Services

Carson City Human Services is a community action agency providing a variety of services to the Carson City Community. Human Services is responsible for ensuring that the City meets its health, welfare, and community responsibilities as set forth in the Nevada Revised Statutes and City ordinances. The primary mandates are to provide services to the City's indigent residents and as a community action agency assist them in becoming self-sufficient through education and collaboration with resources available. Guided by the authority of sections 428, 450, 449, 433A, 439B, 423, 451, and 431 of NRS, services include the daily administration of indigent programs such as the General Assistance Program, assistance with hospital payments, approval of patient's placement into local convalescent homes, processing of applications for assistance for counseling to victims of sexual assault, and providing burial assistance for deceased indigents.

Other functions performed but not mandated by statute include: ongoing nutritional assistance

programs for Women, Infants and Children (WIC); providing information, referrals, preparing related correspondence, maintaining confidential files, investigations, interviewing clients, dispensing vouchers, and preparing claims for assistance.

Through grants from Housing and Urban Development (HUD), Nevada Housing Division, and Western Nevada Home Consortium CCHS offers a case management program for the chronically homeless person by placing he/she in permanent housing and collaborating with community resources in order to maintain stability and success. In addition, this office offers the Workforce Program to Carson City residents and job seekers. Our case managers share their expertise in techniques used today in the job market for: resume' building; job searching; interviewing barriers; and skill building opportunities. CCHS is launching a new program: Community Access to Medication Program (CAMP) is a grant funded program designed by NeedyMeds to improve the ability to find, apply to, and benefit from various programs that assist individual with their medication and healthcare needs.

Animal Services

Animal Services is responsible to protect the public and ensure the humane treatment of animals. This is accomplished by enforcing state and local ordinances in regards to the safety, health and welfare of the public. Animal Services provides security to its citizens from annoyances, intimidation, irritation and injury from animals; we protect animals from improper use, abuse, neglect, and inhumane treatment. We protect animals from health hazards, primarily Rabies which is regulated through the issuance of licenses. We determine the adoptability of animals not reclaimed as well as those that have been voluntarily surrendered, in addition to educating the public on the importance of responsible pet ownership.

Chronic Disease Prevention and Health Promotion

CCHHS believes that prevention is a key part of building a healthy community for the future. The division promotes multi-dimensional evidenced based approaches to educate, engage and motivate healthy lifestyles that improve health and prevent disease.

Tobacco Education and Cessation program is offered for adults and teens to assist individuals through the stages of change to successfully quit tobacco.

HIV Prevention is a target population program that offers free HIV testing and behavioral interventions for at risk youth and adults.

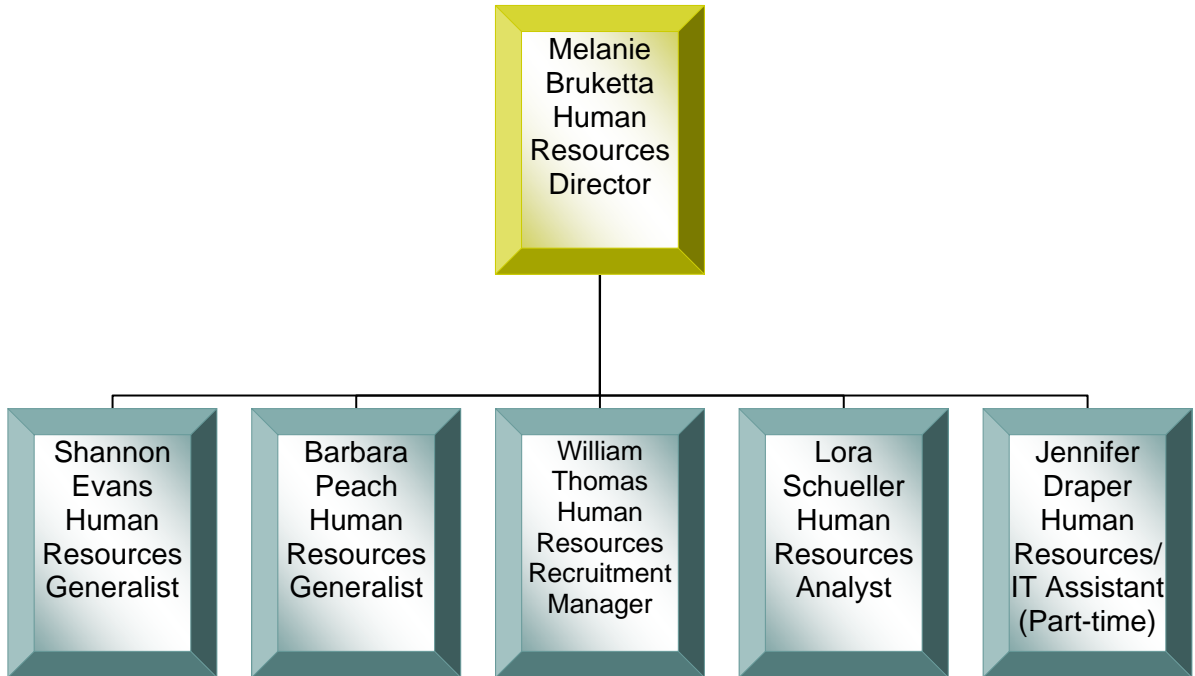
Promoting Health Among Teens is a teen pregnancy prevention program targeting the 9 – 12 year old age group. The purpose of the program is to delay the onset of teen pregnancy by promoting abstinence.

Safe Routes to Schools fosters partnerships and engages the community to implement education, engineering, encouragement, evaluation, and enforcement strategies that create a safe environment for children to walk and bike to school.

Cross Jurisdictional Sharing

CCHHS has an interlocal agreement to provide public health nursing services and WIC to Douglas County. Additionally, we are funded for public health preparedness in the quad county area.

Human Resources Organizational Chart



Human Resources

Melanie Bruketta, Director

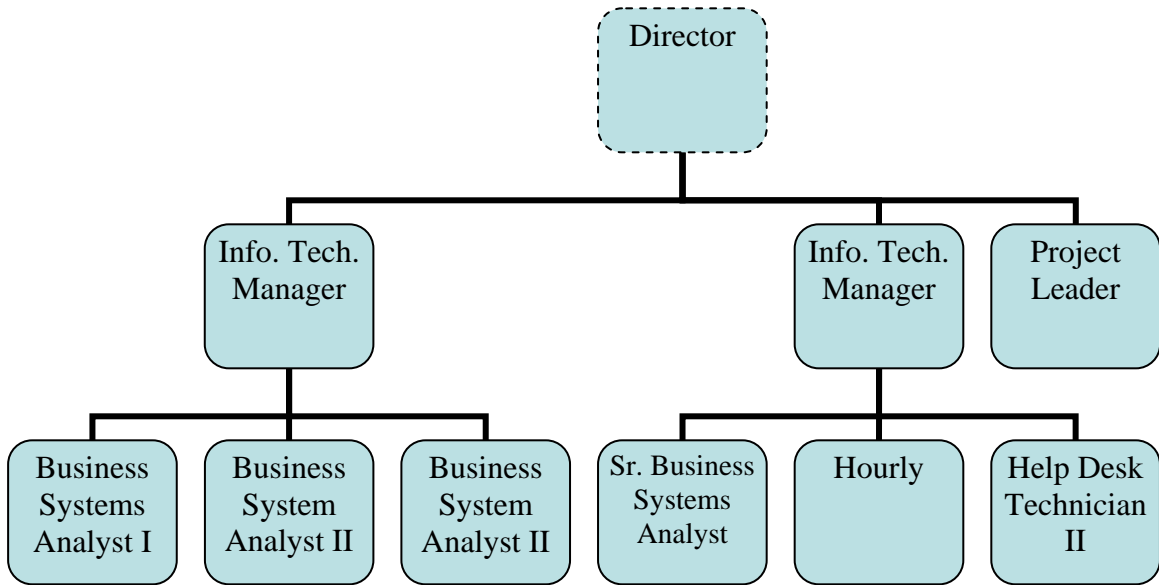
Human Resources is a strategic partner in building the services the City provides to the taxpayers by maximizing the value of human capital and aligning it with the City's initiatives, values, and strategies.

The Human Resources Department performs the recruitment for all part-time, seasonal, intermittent, and full-time positions for the City (approximately 800 employees), the Carson Water Subconservancy District, Cooperative Extension, and the Carson City Convention and Visitors Bureau. All new hires are processed through the Human Resources Department and placed into the payroll system. A new hire orientation program was established by the Department and is provided to all new employees, which includes an introduction to benefits and policies and procedures. Workplace harassment and EEO training is provided at the orientation.

The Human Resources Department updates and maintains all City employee policies and procedures, participates in labor negotiations, manages the grievance processes outlined in the bargaining agreements and updates the City's intranet site and publishes a monthly City-wide newsletter. The Department manages a City-wide training program and provides additional training at the request of the Departments.

The Department provides for the benefits of employees and retirees, which includes obtaining the services of benefit providers and the negotiation of contracts. Human Resources works closely with the benefit providers (St. Mary's, HR Simplified, PERS, Standard, VSP, Western, Hartford, ING, UPromise, CC-Care +, Aetna (EAP services), and VPI Pet Insurance) to maintain the benefits and provide benefit education to the employees. All benefit changes are processed through the Department. The Department manages the Family Medical Leave Act program, oversees Fitness for Duty Certification requests, provides legal guidance on ADAAA issues, and maintains compliance with all state and federal laws relating to employment.

I.T. Organizational Structure



Information Technology

John Wilkinson, Director

Information Technology evaluates, selects, acquires, installs and coordinates maintenance for most computer hardware and software in use in the City.

Information Technology operates forty virtual servers on a half-dozen large host computers. These servers run a large variety of departmental applications and data bases, as well as several enterprise-wide applications, such as e-mail and telephone voice messaging.

Information Technology supports the City's legacy business applications, and the platforms upon which many of them operate (IBM iSeries-AS/400 platforms).

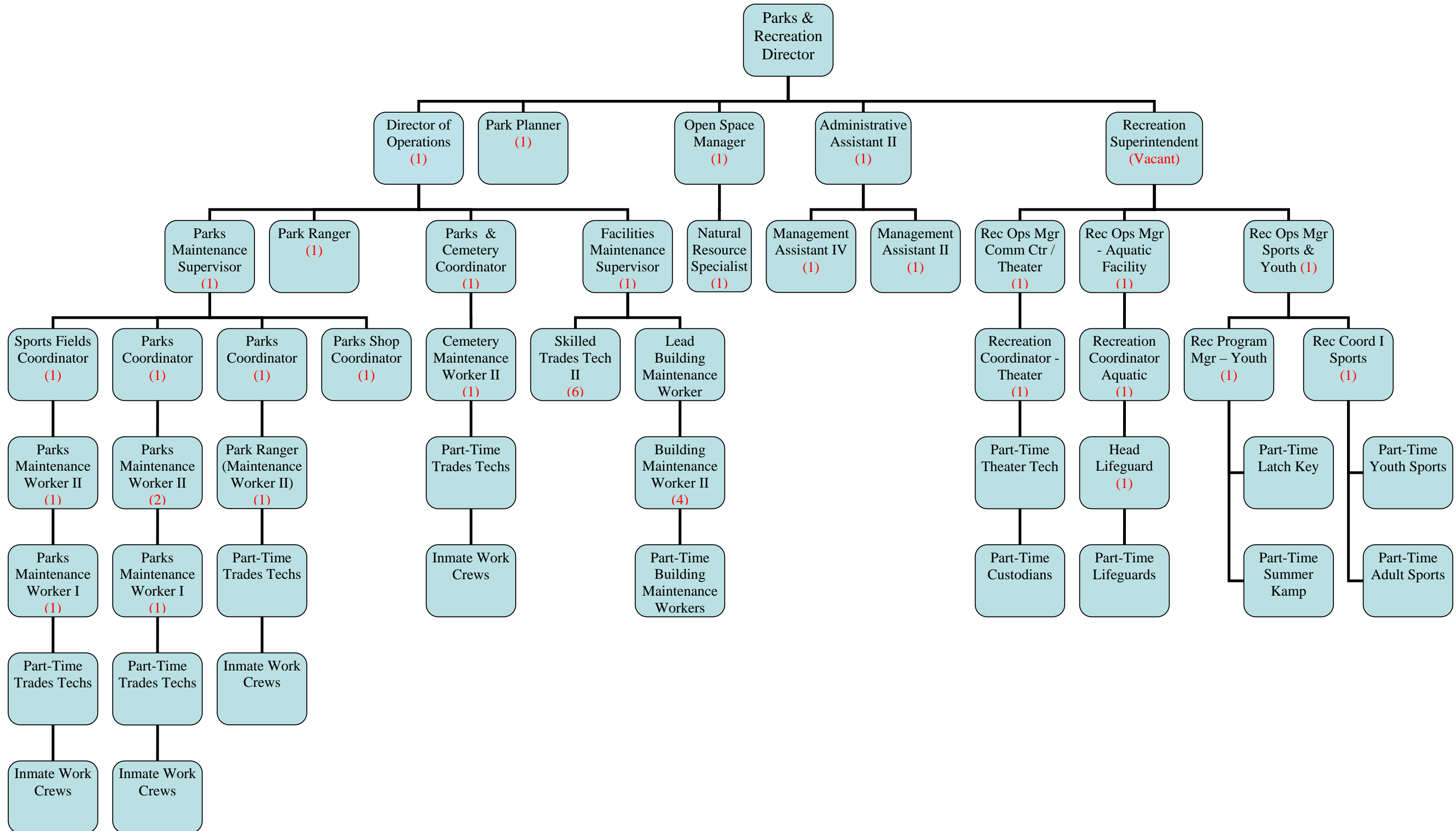
Information Technology has built and manages an extensive city-wide converged communications network which links over 16 separate locations and allows them to share application systems and data.

- The network provides computer access to all City departments and divisions, through approximately 2000 wired ports and 20 wireless access points.
- The network is also the backbone for more than 95% of the City's telephone and video traffic.
- The connections between the City's various sites are a mix of carrier-class microwave, leased circuits, and fiber optic cable.

Information Technology supports 650 computer users and 1200 pieces of computer and network equipment, including 550 desktop or laptop computers. Information Technology supports the City's phone system, comprised of over 600 Voice-over-IP (VoIP) telephones.

Information Technology consults with executive management and departments regarding technological directions and initiatives that would benefit the City.

**Carson City Parks & Recreation Department
Functional Organizational Chart
10-24-12**



PARKS & RECREATION

Roger Moellendorf, Director

Administration

The Parks and Recreation Administration Division is responsible for the overall operations of the Parks, Recreation, Facility Maintenance, and Cemetery Division, which includes all accounting, preparation, and presentation of budgets.

The Parks and Recreation Administration Division makes department information available, evaluates community needs, oversees all special projects, and attend public meetings related thereto.

The Parks and Recreation Administration Division is responsible for staffing the Parks and Recreation Commission, the Shade Tree Council, the Carson River Advisory Committee, the Cultural Commission, and the Open Space Advisory Committee, with partial staffing to the Carson City Youth Sports Association.

The Parks and Recreation Administration Division is responsible for overseeing facility construction, renovation, and repair, which includes existing facilities as well as the planning and development of new facilities utilizing General Fund, Residential Construction Tax funds, Question-18 funds, and numerous grants.

Recreation

The Recreation Division provides a wide variety of activities and recreational opportunities to the community, from elementary students through senior citizens. The dedicated staff is continually developing new ideas to meet the needs of the citizens of Carson City. The Division's youth enrichment programs include our Latch Key program that provides before and after school care and activities during the school year, and our Youth Summer Kamp program. The Recreation Division also provides the Movers and Doers program that provides social, and recreation activities for mentally challenged adults. Adult Co-Ed, Women's, and Men's Volleyball continues throughout the year with Spring, Summer, Fall, and Winter leagues. Youth Basketball, Women's Basketball, Men's Basketball, and Men and Women's Futsol leagues play throughout the winter months, running November to April. The summer months are filled with Adult Softball Leagues and Tournaments running April to October, as well as a growing adult soccer program. The Recreation Division manages the Arlington Square Ice Skating Rink which typically operates late November to February as well as several youth special events. The Recreation Division also manages the contractual fitness classes conducted provided by private contractors in the Community Center.

Open Space Program

The Open Space Program is responsible for the acquisition and stewardship of 1,440 acres of open space properties. This includes 3,338 acres of fee title ownership and 175 acres of conservation easements. Properties include both natural and agricultural environments. The Open Space Program has taken the lead for the execution of the Carson City Federal Lands Bill which will result in the transfer of 4,000 acres of federal land located along the Carson River and the Carson Range to ownership by Carson City.

Parks Maintenance

The Parks Division is responsible for the mechanical and cosmetic maintenance of over 800 acres of City land and Lone Mountain Cemetery and their improvements. This acreage includes 35 separate park-related locations, 18 non-park related locations, plus 184,400 square feet of median strip and 8,288 square feet of planters at various locations outside City parks. Other responsibilities include attending to special projects, special events, unscheduled activities, expansion, and new development.

Facility Maintenance

The Facility Maintenance Division maintains City-owned buildings. Maintenance includes traditional building maintenance, including HVAC and security systems and remodeling and light new construction. In addition, the Facility Maintenance Division provides maintenance to ballfield and parking lights as well as to street and pedestrian lighting to Carson Street and the gas lights along Curry Street in downtown Carson City. The Facility Maintenance Division provides support and assistance to community special events such as downtown lighting and ice rink setup.

Community Center

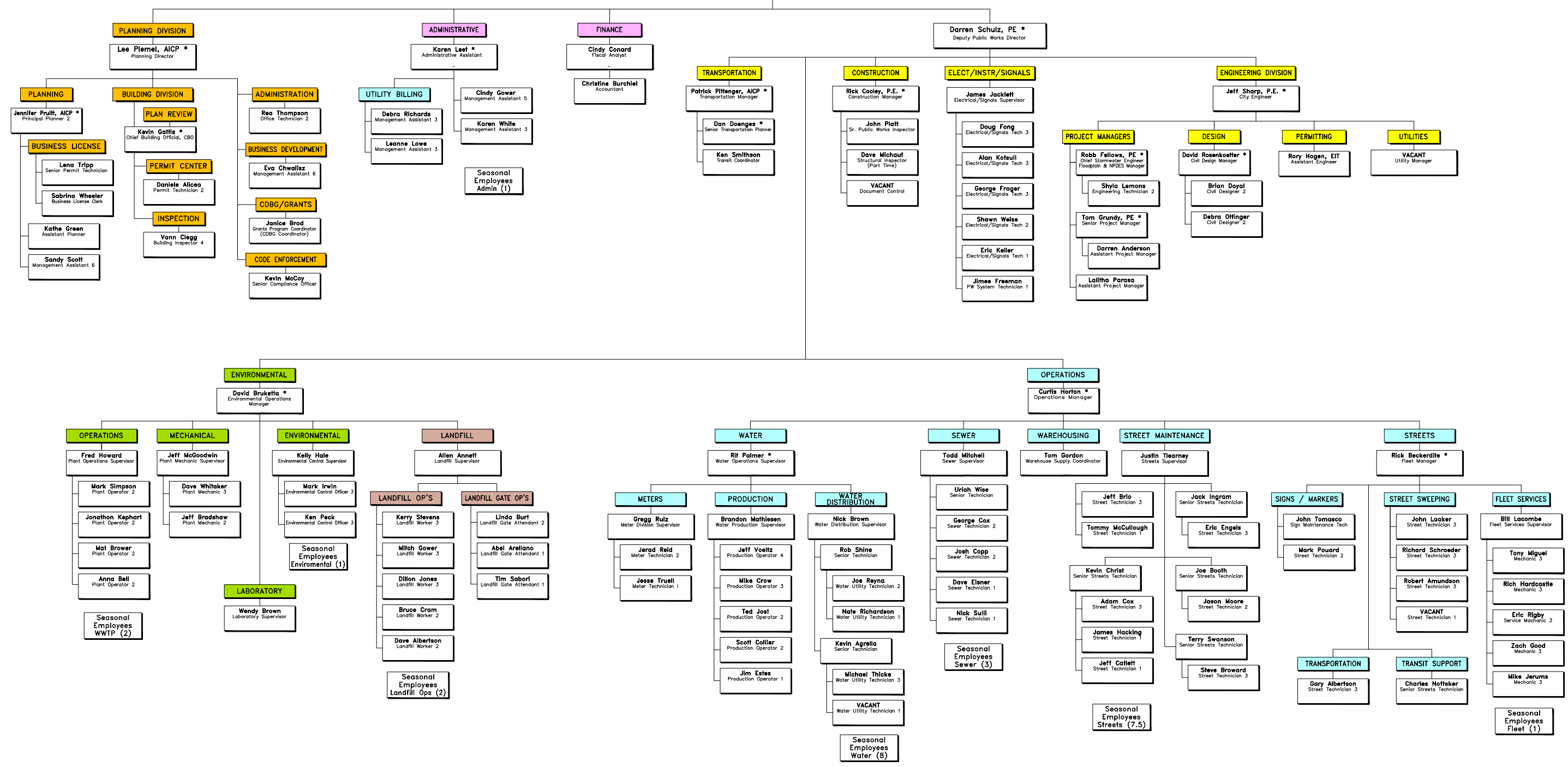
The Community Center staff provides and facilitates a wide range of diverse activities within the confines of the Community Center including meeting rooms, fitness facilities, gymnasium, and the Bob Boldrick Theater. The Community Center staff also provides assistance to other divisions within the Parks and Recreation Department as needed including special events and in the design and installation of sound and lighting systems for other facilities.

Aquatics Facility

The Aquatics Facility program is responsible for the management and safe operations of the City's aquatic center which includes an indoor facility that hosts a 50-meter by 25-yard pool, a tot pool, a therapy pool, locker rooms, and a small fitness room, as well as an outdoor recreation pool and slide. The Aquatics Facility serves as the competitive venue for the Carson High School swim team and the Carson Tigersharks competitive swimming club. The Aquatics Facility provides fitness classes for adults. In addition the Aquatic Facility hosts special events such as the "Self-paced Triathlon, the Kid's Triathlon and the Pooch Plunge

Public Works Department

Andrew Burnham *
Public Works Director



* DENOTES FLSA "EXEMPT"

Public Works

Andrew Burnham, Public Works Director

The activities of the Public Works Department touches the lives of Carson City residents and visitors on a day-to-day basis. From water to sewer to streets and much more, Public Works is staffed to achieve its many missions. Combining the strength and knowledge of multiple work groups and sharing individual skills and equipment provides the community with the highest quality of customer service achievable. The functions of Public Works are described below.

Water Division

The water division is responsible for maintaining the City's 330 miles of water mains, 30 wells, pressure valves, and pumping plants, water tanks with 26 million gallons of storage, creeks, springs and two water treatment plants while ensuring that the water produced meets all Federal and State Drinking Water Standards. The City practices conjunctive water management and all users are metered. In the near future the water division will be responsible for operating and managing, in cooperation with the Town of Minden, Indian Hills General Improvement District, and Douglas County, the regional water system which will consist of approximately 30 miles of transmission mains, several water tanks, and multiple pump stations that will deliver as much as 3,250 acre-feet of water to the City annually. Additionally, the City works in cooperation with State Public Works/Buildings and Grounds Division to operate and maintaining the Marlette-Hobart Water System which also supplies water to the City and Virginia City.

Storm/Sewer Division

This division is responsible for maintaining 213 miles of sewer mains and 78 miles of storm water conveyances. This entails regular cleaning of the lines to prevent sewer system blockages resulting in backups and overflows. The storm drain system is continually maintained and improved to reduce flooding and damage to public and private properties.

Wastewater Treatment Plant

The Wastewater Treatment Plant operations staff maintains wastewater treatment processes, sewage lift stations, and reclaimed water distribution too golf courses, parks and the state prison farm. The treatment processes are mechanical and biological. The biological processes are operated within a finite balance that promotes the growth of proper bacteria to treat the sewage. The biological processes require constant attention since an upset caused by flow imbalances, chemical attack, an loss of oxygen or many other possibilities could upset the bacteria and place the plant in non-compliance and subject to fines. The wastewater laboratory provides analysis for treatment plant process evaluation and provides water analysis for the water division.

Street Operations

This division is responsible for maintaining the City's 550 lane miles of streets and rights-of-way which includes crack sealing, slurry sealing, pothole repair, street patching, tree care, sign maintenance, street sweeping, bus stop maintenance, concrete repair and maintenance, and noxious weed control. Additionally, this operation provides emergency response to perform traffic control, provide lighting and street closures for accidents, crime scene investigations, and fires. They also provide emergency water tender response for the Fire Department.

Fleet Division

This division maintains the City vehicle fleet of some 400+ vehicles, trailers and motorized equipment including mobile radios maintenance.

Electrical/Signal Division

This division is responsible for all city traffic signals and including all of Douglas County and two signals in Lyon County. This division is responsible for all electronic control systems for water and wastewater facilities. Additionally, this division evaluates, designs, implements and maintains public works databases, primarily Cartegraph and SCADA and provides primary software-related technical support; provides server administration, user account maintenance, Public Works Industrial/SCADA network security, and system documentation. The division provides emergency response to all public works operations facilities, the Sheriff's Office and the Fire Department.

Landfill Division

This division operates the Carson City Sanitary Landfill. The responsibilities include fee collection, load inspections, waste placement and cover, recycling, access maintenance, vector control, landfill development and hazardous waste screening.

Environmental Control Division

This division is responsible for the protection of the Wastewater Reclamation Plant from hazardous or toxic industrial discharges that can create plant upsets resulting in non-compliance with federal and state discharge limits. This is accomplished through a pretreatment program which includes enforcement of federal regulations, permitting and inspecting industries. Additionally, this division performs all water quality sampling and reporting for the drinking water system, operation of the Household Hazardous Waste Program, Public Education Program, responds to water and wastewater related complaints, illicit dumping, and illegal discharges/dumping to sewer and storm drain systems. This division responds to any hazardous materials situation at the request of the Fire Department since they have an in depth knowledge of most of the industries within the City. The protocol for this operation is to assist the Fire Department Haz-Mat team and to take command once the threat of life and health are mitigated and finish the clean-up operation and/or monitor for compliance and provide enforcement of regulations as required.

Engineering Division

This division is responsible for designing, managing, and constructing all City capital improvement projects including water, sewer, and stormwater system infrastructure, parks and street improvements as well as new buildings or remodels. The division also manages the National Flood Insurance Program (NFIP), the National Pollutant Discharge Elimination System (NPDES) and the Community Rating System (CRS). The Transportation group includes management of the City Transit system (JAC – Jump Around Carson) management of the Regional Transportation Commission and management of the Carson Area Metropolitan Planning Organization. Engineering also coordinates GIS services with Douglas County.

Planning Division

The Planning Division functions include Planning, Building, Business License and Redevelopment and is organized by functional groups.

The Planning group's primary role is to provide unified coordination of the City's activities regarding the physical development of the community. The Planning group coordinates land development, current and long-range planning and zoning matters, historic preservation, and special project-related programs within Carson City. The division manages the HUD-funded CDBG (Community Development Block Grant) program and coordinates local housing programs. The division manages and provides staff for the Planning Commission and Historic Resource Commission as well as the City Redevelopment function.

The Building group is involved in the processing, review, approval, and inspection of construction projects. The division's primary responsibility is life safety to protect the general public by adopting construction codes and standards, issuing permits, providing onsite inspection, and maintaining training programs for the contracting community. The group coordinates the response of all City departments including fire, health, engineering, environmental, utilities, etc.

The Business License group processes business licenses and maintains records for all businesses operating in Carson City. The business license process helps ensure that new businesses open in compliance with applicable zoning, building, fire, and health and other applicable codes.

Administrative Division

This division does all the utility billing for water, sewer, stormwater, and landfill; processes work orders and contract payments and tracks budget performance. Also this group provides clerical support for the entire department.

University of Nevada Cooperative Extension – 2013

Cooperative Extension provides educational information to help residents of Carson City improve their lives using scientific knowledge focused on issues and needs. We are a link between UNR and other university researchers and Carson City consumers as we take research and translate it into practical applications for youth, adults, families, businesses and communities. Programs, consultations, demonstrations, newspaper columns, newsletters, displays and publications are designed to meet the needs of the community. Examples of Carson City programs include *4-H*, *Living with Fire*, *Master Gardeners*, *Child Care Provider Education*, the *Carson City Weed Coalition*, the *Carson City Community Garden*, *Grow Your Own* and the *Radon* program.

Organizational Chart 2013

Interim Dean and Director – Jerry Buk

Area Director - Frank Flavin

Extension Educator – JoAnne Skelly

Area Specialists for 2013

John Cobourn – Water Resources
Sue Donaldson PhD – Water Quality
Susan Howe – Radon
Heidi Kratsch PhD - Horticulture
Marlene Rebori PhD – Community Development
Ed Smith – Natural Resources
Dan Weigel PhD – Human Development

4-H and Youth Development

Jim Barcellos
Sandra Wallin

Horticulture and Master Gardeners

Wendy Hanson Mazet

Carson City Weed Coalition Coordinator

Margie Evans

Latino Outreach

Leticia Servin

Support Staff

Teri Spraggins and Anna Wehling

Carson City Library

Sara Jones, Director

The Carson City Library strives to be the cultural center of the community by providing free and equal access to information, technology and resources for entertainment and life-long learning. The library has a 21,000 square foot facility built in 1969 and a business focused branch library in the Business Resource Innovation Center (BRIC). Annually 300,000 people visit the library, the library checks out over 400,000 books and materials and over 50,000 internet/PC sessions are provided to citizens. Free Wi-Fi is also available at both locations. More than 35,000 people have library cards – nearly 65% of our population.

Due to the investment in RFID (Radio Frequency Identification) the library increased service hours by six for a total of 56 hours per week, including Monday nights which had not been available since the 1980's.

The five member Library Board of Trustees is the policymaking authority for the Library and the Library Director reports to the Board of Trustees per NRS 379. The Library has both a Foundation tasked with the capital campaign for the new library and the Friend's of the Library who have nearly 300 members and is one of the largest and most vital in the entire state of Nevada.

Senior Citizens Center

Janice McIntosh, Executive Director

The mission of the Senior Citizens Center is to enhance the quality of life and autonomy of individuals 60+ through a broad range of services and support, including nutrition, activities, information and referral, education and opportunity for peer interaction, with concern for mental, emotional, and physical well-being.

The corporation manages the Senior Center complex pursuant to a Memorandum of Understanding between the corporation and Carson City.

Our Governing Board consists of five members who are the members of the corporation. Each member serves a three year term beginning on October 1 of their initial year of service. The members' terms are staggered so that no more than two directors' terms end in one year. The members annually select one member to serve as President and one member to serve as Secretary/Treasurer.

Our Advisory Council works with, advises, and confers with the Executive Director in all matters relating to the use of the complex, the delivery of nutrition, senior support services programs, and other senior services as may be offered by the complex. The Advisory Council advises on fund raising, operation of the thrift store and gift shop, use of all funds except IIIb and IIIc federal grants, and all matters delegated by the Governing Board. The Advisory Council consists of up to eleven members, six of whom must be at least 60 years old, a member of the Senior Center, and elected by members of the Senior Center. Three members are appointed by the Governing Board and are representatives of the community at large who display an interest in senior citizen programs. The elected Advisory Council members serve a two year term beginning on October 1 of the year in which the member was elected or appointed to the Council. Terms of members are established so that one-half of the elected members' terms expire each September 30. Elected council members may succeed themselves.