



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** August 15, 2019

Staff Contact: Darren Schulz, Public Works Director

Agenda Title: For Possible Action: Discussion and possible action regarding elimination of the Bicycle and Pedestrian Coordinator position and creation of a new, full-time Transportation Planner/Analyst position within the Public Works Department (Lucia Maloney, lmaloney@carson.org)

Staff Summary: Staff is requesting approval to eliminate the Bicycle and Pedestrian Coordinator (P1) position and to create a new Transportation Planner/Analyst position (P2). This position is grant funded with Surface Transportation Block Grant (STBG) funds for the Safe Routes to School Program. NDOT has confirmed this change will not jeopardize the grant funding, and the salary increase can be supported by the available grant funding.

Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to approve the staffing changes as presented.

Board's Strategic Goal

Efficient Government

Previous Action

March 13, 2017: Safe Routes to School funding agreement executed

April 20, 2017 (effective July 1, 2017): Board of Supervisors action to transfer the Public Health Educator position from the Health Department to a Bicycle and Pedestrian Coordinator position within Public Works.

Background/Issues & Analysis

Since the resignation of the past two Bicycle and Pedestrian Coordinators, the Public Works Department has carefully reviewed and considered the purpose and need of the Safe Routes to School program, the Bicycle and Pedestrian Coordinator position, and how they align and fit within the Public Works Department's short- and long-term objectives. This review has identified a need for more technical knowledge of transportation planning and capital projects. This position is no longer housed in the Health Department and the Safe Routes to School program has evolved from one with a focus on promoting healthy lifestyles, to one more aligned with transportation options with a focus on City investment in infrastructure planning and projects that support safe and viable transportation alternatives for the City's students and residents.

Elimination of the Bicycle and Pedestrian Coordinator and replacement of that role with the creation of a Transportation Planner/Analyst is intended to better align the position with the Department's goals and the Transportation division's career ladder, and attract candidates with the technical background and skill-set that will support the Transportation Division's and Safe Routes to School program's long-term needs.

Applicable Statute, Code, Policy, Rule or Regulation

Carson City's Classification Plan and Reclassification Policy

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: RTC Fund, Safe Routes to Schools, Salaries account / 250-3040-430.01-01 (2503040-500101)

Is it currently budgeted? Yes

Explanation of Fiscal Impact: Elimination of the Bicycle and Pedestrian Coordinator (P1) and creation of a Transportation Planner/Analyst (P2) will result in approximately a 10% increase in base rate of pay. Salary range for a P1 is \$61,666.18-\$92,498.85; salary range for a P2 is \$67,832.75-\$101,748.82. Recurring vacancies have resulted in salary savings which can be absorbed and is budgeted by the existing Safe Routes to School grant. The grant requires a 5% in-kind match. The current grant is overmatched by over \$4,200 as of FY 2019 Q4 reimbursement request, attached. For this grant cycle, additional budgeted funds for match will not be needed. Any additional match required for future grant cycles will be budgeted at the time the grant application is prepared, and approved by the Regional Transportation Commission before application submittal.

The Nevada Department of Transportation (NDOT) has been consulted for approval of this action in order to ensure that the funding for this position is not jeopardized by the proposed action. NDOT's approval letter is attached to this staff report. Although the grant funding in future grant cycles is not guaranteed - and would not be guaranteed regardless of the proposed action - the City has not received any indication that NDOT intends to not award the grant funding in future application cycles to Carson City for continuation of the Western Nevada Safe Routes to School program.

Alternatives

Do not approve the proposed staffing changes and provide alternative direction to staff.

Attachments:

[Transportation Planner_Analyst_rev. 11.27.pdf](#)

[Bicycle and Pedestrian Coordinator rev. 7.10.pdf](#)

[Transportation Org Chart.pdf](#)

[NDOT_FundingShift_PersonnelApproval_072919.pdf](#)

[2019 Q4 PR062-17-063 SRTS MATCH REPORT DRAW 9 CORRECTED.pdf](#)

Board Action Taken:

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

(Vote Recorded By)



JOB DESCRIPTION

JOB TITLE:	Transportation Planner/Analyst	FLSA:	Non-Exempt
DEPARTMENT:	Public Works	GRADE:	P2
REPORTS TO:	Senior Transportation Planner	DATE:	November 28, 2018

SUMMARY OF JOB PURPOSE:

Under general supervision, provides professional transportation planning support for City projects and programs.

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.

- Contributes to multi-modal transportation systems planning, including data collection, analysis, and technical reporting.
- Contributes to successful implementation of the MPO's performance-based planning activities, including monitoring and evaluating performance measures, and establishing performance targets to meet federal and State requirements.
- Performs research, studies, administrative and technical activities necessary to achieve planning project or program objectives.
- Contributes to development of long-range Regional Transportation plan updates; coordinates with other jurisdictions, agencies, special interest groups, State and federal government as required.
- Cooperates and coordinates efforts with planning departments, transit agencies, special interest groups, State and federal agencies.
- Updates and maintains the Transportation Improvement Program (TIP) to comply with federal requirements and maintain funding/eligibility for programmed projects.
- Conducts transportation system analysis using mapping, travel demand modeling, database, statistical, or other related software(s).
- Prepares agendas, presents information, and seeks input from CAMPO Board, RTC and other associated Boards and Commissions.
- Contributes to the development and implementation of the Unified Planning Work Program for the MPO.
- Represents the City and/or the MPO on working groups, committees and task forces.
- Prepares maps, charts, models, sketches and other graphic presentations; prepares reports, presentations, correspondence and other written materials that contribute to the strategic advancement of department objectives.
- Organizes own work, sets priorities and meets critical deadlines.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

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

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 with major course work in city, regional, environmental, transportation or urban planning, public or business administration, or related field; AND two (2) years of professional transportation planning experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License.

Required Knowledge and Skills

Knowledge of:

- Geographic Information Systems (GIS).
- Objectives, principles, procedures, standards, practices, information services and trends in the field of professional planning.
- Land use, physical design, demographic, environmental and social/economic concepts as applied to the transportation planning process.
- Statistical analysis techniques and mathematical concepts.
- Application, modification, and interrelationships between ordinances, policies, standards, procedure and practices associated with the planning function.
- Applicable federal, state and local laws and regulations.
- Terminology, symbols, methods and techniques used in planning and map drafting.
- Local government organization and the functions and practices of transportation planning.
- Computer applications related to the work.
- Principles and practices of grant application and management.
- Principles and practices of project management and/or contract procurement.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.

Skill in:

- Performing basic Travel demand modeling.
- Conducting complex planning studies and activities.
- Performing and coordinating activities, such as the collection and analysis of data and the preparation of technical reports and recommendations.
- Exercising sound independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Project management.
- Dealing successfully with advisory boards, agencies, elected officials, city staff at various levels, the public, in person and over the telephone.

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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; agility to traverse rough terrain; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and weather conditions in execution of field duties.

CONDITIONS OF EMPLOYMENT:

1. *All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period 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 \$52.25 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*

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”



JOB DESCRIPTION

JOB TITLE: Bicycle and Pedestrian Coordinator	FLSA: Non-Exempt
DEPARTMENT: Public Works Department	GRADE: P1
REPORTS TO: Transportation Manager	DATE: July 1, 2018

SUMMARY OF JOB PURPOSE:

Under general direction, the Bicycle and Pedestrian Coordinator is responsible for active transportation planning efforts, including administration of the Safe Routes to Schools (SRTS) program.

This is a grant funded position and as such employees are responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed.

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.

- Serve as initial point of contact regarding active transportation issues.
- Assess bicycle and pedestrian needs by compiling and analyzing data and coordinating active transportation planning activities as described in CAMPO's Unified Planning Work Program (UPWP).
- Promote bicycle and pedestrian mobility and safety for all residents.
- Under direction, assists with implementation and programming of the Complete Streets Performance Monitoring Program.
- Install and remove bicycle and pedestrian counters as required.
- Download and analyze data obtained from bicycle and pedestrian counters.
- Collaborate with planners to review projects for active transportation considerations.
- Recommend policies and programs to promote and enhance active transportation.
- Plan, organize, coordinate and participate in the development, administration, and evaluation of the regional Safe Routes to Schools (SRTS) program.
- Recruit community organizations, resource people and potential participants for support and assistance in SRTS implementation.
- Communicate orally and in writing, SRTS and active transportation needs, concerns and resources.
- Maintain cooperative working relationships with public agencies, and coordinate SRTS and bicycle and pedestrian safety program activities with those of other departments and outside agencies and organizations.
- Prepare and distribute educational information and promotional activities to the public.
- Attend and participate in various organizations and meetings as assigned.
- Coordinate with stakeholders on grant applications and administration.

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- Use standard office equipment, including a computer, in the course of the work.
- Demonstrate courteous and cooperative behavior when interacting with public and 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:

Bachelor's degree in planning or a related field; AND one (1) year of bicycle and pedestrian-related planning, grant management, or Safe Routes to Schools program administration experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- A valid driver's license
- League Cycling Instructor (LCI) certification at time of hire, or ability to obtain within one year of hire

Required Knowledge and Skills

Knowledge of:

- Current active transportation issues including best practices.
- Principles and practices of SRTS programming.
- Principles and practices of grant administration and/or program management.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Computer applications related to the work.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person, via email, and over the telephone.
- Communicating effectively in oral and written forms.

Skill in:

- Coordination and implementation of active transportation projects and the SRTS program.
- Education of public on a variety of SRTS and active transportation-related issues.
- Explaining local active transportation issues.
- Communication of active transportation issues clearly and concisely, both orally and in writing.
- Applying Federal, State, and local policies, procedures, laws and regulations.
- Gaining cooperation through discussion and persuasion.
- Speaking effectively before large and small groups of all ages.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

JOB DESCRIPTION

Bicycle and Pedestrian Coordinator

- Demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Using initiative and independent judgment within established procedural guidelines.

SUPERVISION RECEIVED AND EXERCISED:

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

CONDITIONS OF EMPLOYMENT:

1. All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period 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. This is a grant funded position and as such employees are responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed.
4. This position requires working evenings and/or weekends.
5. 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.
6. Employees may be required to complete Incident Command System training as a condition of continuing employment.
7. 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.
8. 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.

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

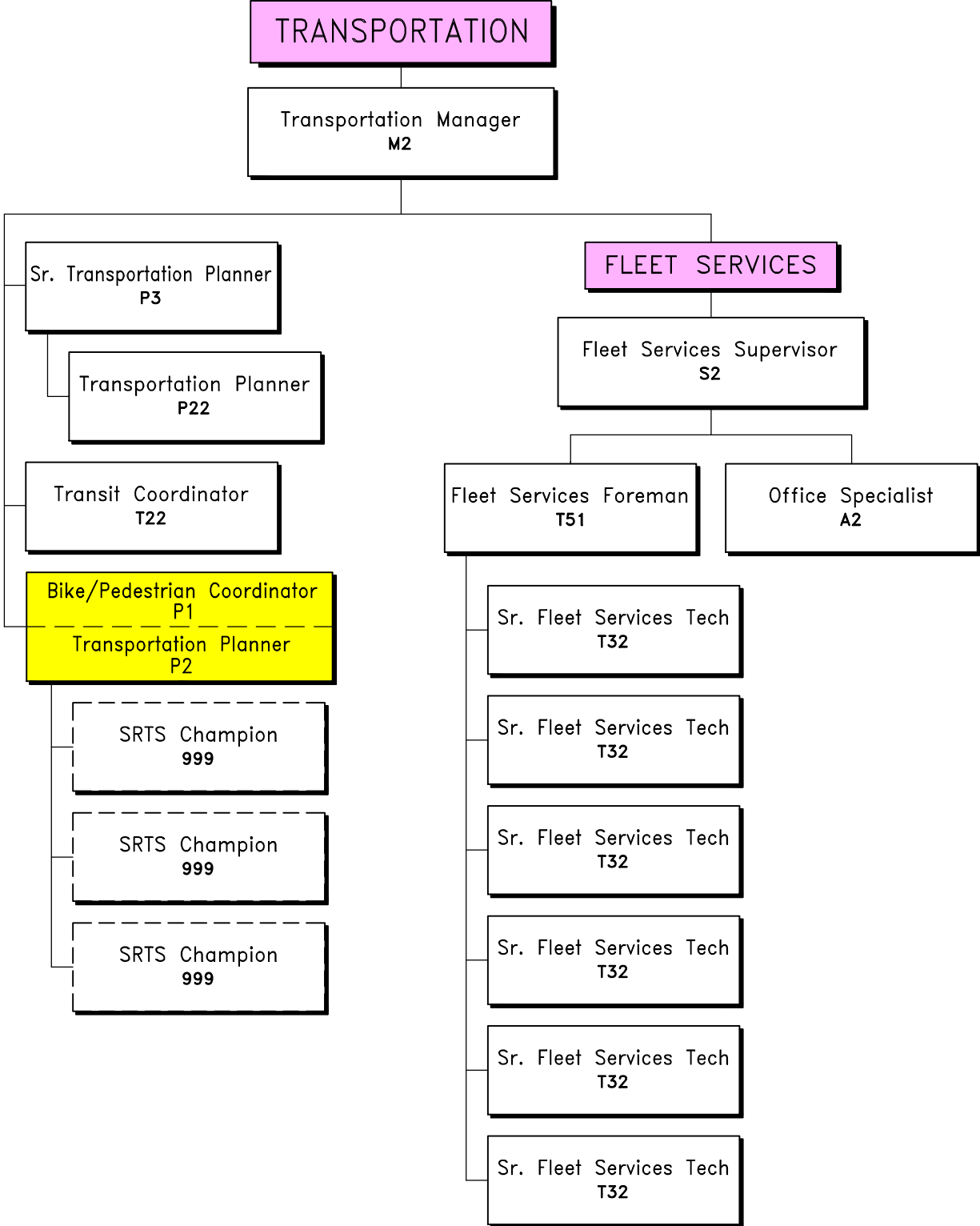
PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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Transportation Division





STEVE SISOLAK
Governor

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION

1263 S. Stewart Street
Carson City, Nevada 89712

Kristina Swallow, P.E., *Director*

In Reply Refer to:

July 29, 2019

Lucia Maloney
Transportation Manager
Carson City Public Works
3505 Butti Way
Carson City, Nevada

RE: Funding Shift for Agreement PR062-17-063 and title change

Dear Mrs. Maloney,

Upon review of Carson City's request to shift funds within budget categories for the Safe Routes to School grant program, the Nevada Department of Transportation accepts your proposal as submitted. The amount to be shifted will not exceed:

- \$87,000 from the "Personnel" category

The new accepted amount per category is as follows:

- "Contractual" in the amount of \$162,200

This shift in funds does not affect the overall budget, nor the scope, set forth in agreement PR062-17-063.

We also accept the requested change in title only from Bicycle and Pedestrian Coordinator to Transportation Planner/Analyst.

If there are any questions, please contact me at (775) 888-7943 or email me at ajacquez@dot.nv.gov.

Sincerely,

Albert Jacquez
Education Coordinator

**Carson City Public Works
Quarterly Match Report - Safe Routes to School PR062-17-063
For April 1 to June 30, 2019**

Description	Federal STBG	Required Local Match	Total Amount	Available Match	Over (Under) Required Match	% of Match Met
Total Grant	\$ 617,500.00	32,500.00	650,000.00			
Grant matching requirement		5.26%				
Reimbursement						
Draw 1 - May - June 2017	16,747.72	881.46	17,629.18	2,206.24	1,324.78	250.29%
Draw 2 - July - September 2017	42,274.10	2,224.95	44,499.05	1,198.49	(1,026.46)	53.87%
Draw 3 - October - December 2017	29,914.42	1,574.44	31,488.86	1,885.51	311.07	119.76%
Draw 4 - January - March 2018	30,819.60	1,622.08	32,441.68	2,475.76	853.68	152.63%
Draw 5 - April - June 2018	40,150.15	2,113.17	42,263.32	2,903.72	790.55	137.41%
Draw 6 - July - September 2018	10,600.11	557.90	11,158.01	867.42	309.52	155.48%
Draw 7 - October - December 2018	24,893.48	1,310.18	26,203.66	1,148.25	(161.93)	87.64%
Draw 8 - January - March 2019	28,931.04	1,522.69	30,453.73	3,366.83	1,844.14	221.11%
Lucia Maloney				-		
Cindy Mills - 11.5 hours				994.64		
Heating				11.56		
Power				13.21		
Telephone				43.83		
Draw 9 - April - June 2019	7,607.41	400.39	8,007.80	1,063.24	662.85	265.55%
Draw 10 - July - September 2019		-	-			
Draw 11 - October - December 2019		-	-			
Draw 12 - January - March 2020		-	-			
Draw 13 - April - June 2020		-	-			
Total	231,938.03	12,207.26	244,145.29	17,115.46	4,908.20	140.21%
Remaining Balance	\$ 385,561.97	20,292.74	405,854.71			

Cindy K Mills

Prepared by: Cindy Mills, Fiscal Analyst

31-Jul-19

Date

Lucia Maloney

Signed: Lucia Maloney, Transportation Manager

7/31/19
Date