

AGENDA ITEM DEVELOPMENT REPORT

OFFICE OF THE COUNTY MANAGER
CLARK COUNTY, NEVADA

AIDR No.: 3678

YOLANDA T. KING
County Manager

Date: 5/10/21

Agenda Date: 5/17/21

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Chief Financial Officer

Originating

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Assistant County Manager

LES LEE SHELL
Chief Administrative Officer

Issue: FY2022 SUPPLEMENTAL POSITIONS

Subject/Title:

FY 2022 Supplemental Positions

Recommended Action:

That the Board of County Commissioners authorize the creation of fifty-four (54) General Fund positions and one (1) Non-General Fund position for the fiscal year 2022.

Summary:

At the Board of County Commissioner's Meeting on March 23, 2021, the County Finance Department presented a brief report on the current Fiscal Year's (2021) financial status and the proposed Fiscal Year (2022) General Fund Budget. The Finance Department reported the need to fund a minimum number of positions in District Court to fulfil the County's staffing obligations under AB43 of the 2019 Special Legislative Session, as well as staffing new facilities with Fire, Parks and Recreation, and Real Property Management positions. These positions were previously identified as future staffing needs during the Fiscal Year 2020 budget hearing.

A summary justification for each position recommended is provided as follows:

GENERAL FUND POSITION RECOMMENDATIONS

District Court

Accountant II (1), Bailiff (3), Court Program Supervisor (1), Court Interpreter Services Specialist (1), Legal Office Assistant II (10) Office Assistant II (2)

On June 3, 2019, AB43 relating to the increase of District Court Judges was passed. Clark County, which falls within the Eighth Judicial District, was required to increase Family Court Judges from 20 to 26 beginning January 4, 2021. These positions will be responsible for providing administrative and judicial support for the newly elected Judges required by legislation.

Fire

Fire Captain (3), Fire Engineer (6), Fire Fighter II (9)

These positions will be responsible for staffing an Engine Company which will be assigned to the proposed Fire Station 35 (FS35) located at Flamingo and Hualapai. The anticipated substantial completion of FS35 is scheduled in late 2021. In planning for current and future needs, FS35 will aid in accomplishing the department's goals of providing optimum protection in the southwest part of the valley. An additional truck company unit will reduce the number of call runs by other units and, theoretically, reduces response times since there will be more units in the area to respond for other emergency calls.

Parks and Recreation

Recreation Specialist II (2)

The Recreation Specialist will be responsible for planning, organizing, coordinating, directing and conducting recreational and cultural programs and services at the new Nellis Meadows Recreation Center and Von Tobel Modular Center. The purpose of these positions is to manage and oversee daily facility programs and events and oversee part time staff and volunteers. Duties will include planning, developing, implementing and monitoring programs for patrons, monitoring revenue and expenditures, working with community organizations, training, supervising, and evaluating part time staff.

Recreation/Cultural Supervisor (2)

The Recreation/Cultural Program Supervisors will be responsible for the oversight and supervision of the new Nellis Meadows Recreation Center and Von Tobel Modular Center. The purpose of these positions is to manage the overall daily facility and recreation center operations. Work involves planning, developing, implementing and monitoring programs for patrons, preparing and monitoring revenue and expenditures, training, supervising, evaluating Recreation Specialists and part time staff, and working with community organizations.

Real Property Management

Administrative Specialist (1)

The Administrative Specialist will provide workorder control to support the increase in workload attributed to recently purchased and refurbished facilities and assist with the facilitation and mobilization of contract personnel to schedule required work. Additionally, the position will be a clearing house for financial estimates and project status updates.

Custodial Specialist (1), Custodian (2)

These positions will provide additional square footage support within County facilities and adjacent grounds. Duties to include specialized and standard custodial and cleaning services.

Electrician (1)

The Electrician will support increased workload in connection attributed to recently purchased and refurbished facilities including the repair and maintenance of cameras associated with the Milestone Video Management System.

Facility Maintenance Technician (1)

The Facility Maintenance Technician is part of the core of the RPM Operations mission. With the addition of multiple buildings, and over 500,000 square feet of occupied office space at the present time, the current staff levels are insufficient to meet the daily maintenance needs. Additional staff will lower response time, improve customer service and improve County facilities.

Heavy Equipment Operator (1)

The Heavy Equipment Operator will be responsible for operating heavy machinery used by the Park Maintenance Division to support the additional square footage and acreage. Heavy Equipment Operators support park maintenance field staff when there are underground irrigation breaks, when aggregate materials are needed for turfgrass/ballfield renovation activities by both transporting and operating large equipment to various urban and rural parks. Additionally, the Heavy Equipment Operators have increasingly been required to assist facilities plumbers and electricians for their underground repairs, both within parks and at various buildings throughout their areas of responsibility.

IT Facilities Administrator (1)

With the recent purchase and refurbishment of facilities, additional security cameras have been installed. The IT Facilities Administrator will be responsible for updating the Milestone Video Management System and ensuring the cameras are repaired in a timely manner.

Locksmith (1)

The County currently has one Locksmith for the entire County. With the addition of 360,000 square feet to the existing 5.1 million square feet of County facilities, key control for one locksmith is a difficult task. Without proper key control and accountability, the County cannot maintain proper access control to components of vital infrastructure such as electrical rooms, network rooms, and buildings in general.

Office Specialist (1)

The Office Specialist will provide a variety of office support to the Operations Division. With the growth in the community and increased number of facilities, additional administrative support is needed to provide continued customer service.

Property Coordinator (1)

The Property Coordinator will ensure that any contract repairs are scheduled, pricing is reasonable, and all work complies with the terms and conditions of existing contracts and building codes. The contract shop in operations is spending over \$5,000,000 and additional staff is needed to oversee County projects.

Senior Management Analyst (1)

With the recent purchase and refurbishment of facilities, additional security cameras have been installed. The Senior Management Analyst will be the single point of contact for 38 departments for the repair and maintenance of cameras and the Milestone Video Management System.

Skilled Trades Worker CDL (2)

These positions will provide services such as installation, maintenance and repair of mechanical, electrical, HVAC, security and structural systems and assist in performing carpentry, electrical, plumbing, cement and painting.

NON-GENERAL FUND POSITION RECOMMENDATIONS

District Court

Bailiff (1)

On June 3, 2019, AB43 relating to the increase of District Court Judges was passed. Clark County, which falls within the Eighth Judicial District, was required to increase Family Court Judges from 20 to 26 beginning January 4, 2021. The Bailiff position will be responsible for providing judicial support for the newly elected Judges required by legislation.



ON BEHALF OF YOLANDA T. KING
County Manager