

Item # 13c

**Carson City
Agenda Report**

Date Submitted: June 10, 2008

Agenda Date Requested: June 19, 2008
Time Requested: 5 minutes

To: Mayor and Supervisors

From: City Manager

Subject Title: Status Report on Vacant General Fund Positions

Staff Summary: The Board asked that the City Manager report on the change of General Fund positions and potential budget impacts at the second Board meeting of each month.

Type of Action Requested: (check one)

☐ Resolution

☐ Ordinance

☐ Formal Action/Motion

☒ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: None - Presentaton only

Explanation for Recommended Board Action: See Staff Support

Applicable Statue, Code, Policy, Rule or Regulation: None

Fiscal Impact: None

Explanation of Impact: None

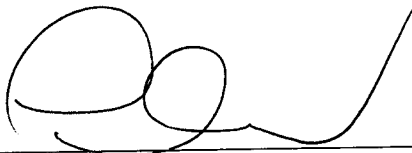
Funding Source: None

Alternatives: None

Supporting Material: Memo

Prepared By: Lawrence A. Werner, P.E., P.L.S., City Manager

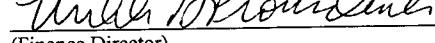
Reviewed By:



(City Manager)



(District Attorney)



(Finance Director)

Date: 6-10-08

Date: 6-10-08

Date: 6/10/08

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

MEMORANDUM

TO: Mayor and Board of Supervisors
FROM: Lawrence A. Werner, P.E., P.L.S. *Law*
City Manager
DATE: June 9, 2008
SUBJECT: Suspended and Vacant General Fund Positions

Attached is a list of the general fund positions that were suspended voluntarily by the General Fund departments or held vacant by the hiring freeze imposed last October.

As discussed during the meeting when the Board approved and adopted the final 2008/2009 Budget, I will be asking the department directors and elected officials to prioritize the list. The purpose is twofold; the first is to develop a ranking of the positions to restore should revenues start to increase and the second is to develop a process to weigh future vacancies against. For example, if a vacancy occurs in the future, that position will be judged against the prioritized list to determine which position should be filled.

Additionally, there may be situations where a vacant or suspended position needs to be filled based on operation necessities and in that case, an equal reduction in expenses will be imposed.

At the second Board meeting of each month, I will provide you with a status report showing any changes to the list and the resultant change in funding.

Carson City General Fund
List of Suspended and Vacancy/Retirements Postions Not Funded
Budget Year 2008/2009

Suspended Positions

Department	Dept #	Positions	FTE'S
Records Management	0214	Office Support Tech 1	1
Community Development	1425	Principal Planner 2	1
		Admin Svcs Mgr	1
Sheriff	2005	Commander	1
	2014	Support Specialist, Jail	1
Fire Admin	2505	Comm Ed Cord (Org Grant)	1
Development Engineering	3015	Chief Inspector	1
		Senior Engineering Tech	1
Courts	4700	Admin Clerk	1
Parks Maintenance	5012	Park Maint Wker II	1
Facilities Maintenance	5034	Building Maint Wker I	1
		Trades Tech I	1
Swimming Pool	5055	Rec Coordinator II	1
Recreation	5057	Office Support Tech	1
		Recreation Coordinator I	1
Total			15
Salary/Benefit Savings			<u>\$871,595</u>

Carson City General Fund
List of Suspended and Vacancy/Retirements Postions Not Funded
Budget Year 2008/2009

Vacancies/Retirements

Department	Dept #	Positions	FTE'S
Human Resources	0705	HR Assistant	0.55
		Analyst	0.2
Automation	0710	Proj. Lead Sys. Analyst	1
Community Development	1425	Assistant Planner	1
Business License	1430	Bus Lic. Clerk	1
Sheriff Admin	2005	Chief Deputy	1
Sheriff Detention	2014	Support Specialist	1
Public Works	3012	Mgmt Assistant II	1
		Mgmt Assistant IV	1
Development Engineering	3015	Assistant Engineer	1
Parks Admin	5005	Mgmt Assistant II	0.95
Parks Maintenance	5012	Park Maint Wker II	1
		Park Maint Wker I	1
Facilities Maintenance	5034	Building Maint Wker	1
Recreation	5057	Recreation Prgm Mgr	1
		Recreation Coordinator II	1
Library	6200	Deputy Director	1
Health	6853	Env Health Spec I	1

Total	16.7
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Salary/Benefit Savings	\$ 1,098,846
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Total Sus and Vac/Ret	31.7
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Total Salary/Benefit Savings	\$ 1,970,441
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