

item # 11A

**Carson City
Agenda Report**

Date Submitted: October 7, 2008 **Agenda Date Requested:** October 16, 2008
Time Requested: 5 minutes

To: Mayor and Supervisors

From: Lawrence A. Werner, P.E., P.L.S., 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) Status Report

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

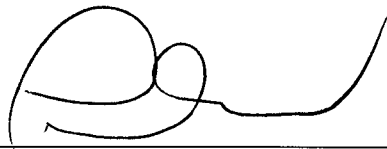
Funding Source: None

Alternatives: None

Supporting Material: Memo

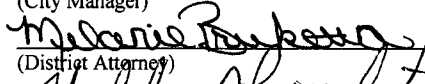
Prepared By: Lawrence A. Werner, P.E., P.L.S., City Manager

Reviewed By:



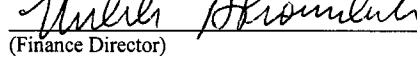
(City Manager)

Date: 10-7-08



(District Attorney)

Date: 10-7-08



(Finance Director)

Date: 10-7-08

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

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

Suspended Positions

Department	Dept #	Position	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>

Vacancies/Retirements

Department	Dept #	Position	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
	Salary/Benefit Savings	\$ 1,098,846
Total Sus and Vac/Ret		31.7
Total	Salary/Benefit Savings	\$ 1,970,441

CURRENT ACTIVITY

Department	Dept #	Position	Term Date / Budgeted Vacancy	Term Reason	Replacement Hire Date
APRIL 2008:					
SO DETENTION	2014	SHERIFF SUP SPEC	Budgeted Vacancy		30-Jun-08
HEALTH	6800	HEALTH DIR	25-Apr-08	RESIGNED	6-Jun-08
SO DISPATCH	2017	PS COMM OPTR TR	Budgeted Vacancy		14-Apr-08
POOL	5055	HEAD LIFE GUARD	Budgeted Vacancy		25-Apr-08
MAY 2008:					
LIBRARY	6200	YOUTH SRVS LIB	Budgeted Vacancy		9-May-08
DA ADMIN	0500	OFF SUP TECH	17-May-08	RESIGNED	27-May-08
SO DISPATCH	2017	PS COMM OPTR TR	Budgeted Vacancy		5-May-08
JUNE 2008:					
ANIMAL	6900	ANIM REG CTKR	1-Jun-08	RESIGNED	30-Jun-08
FIRE ADMIN	2005	MGMT ASST 3	3-Jun-08	DECEASED	
ASSESSOR	0400	PROP APPR 1	5-Jun-08	RETIRED	30-Jun-08
HEALTH	6800	PUB HEALTH NURSE	6-Jun-08	PROMOTION	11-Aug-08
LIBRARY	6200	LIBRARY ASSIST 3	6-Jun-08	PROMOTION	
LIBRARY	6200	CIRC SUPV	7-Jun-08	RESIGNED	6-Jun-08
JUV DET	4506	YTH CNSLR 2 TO YTH CNSLR 1	11-Jun-08	DISCHARGED	15-Sep-08
ANIMAL	6900	OFF SUP TECH / ANIMAL REG OFFICER	16-Jun-08	DISCHARGED	22-Jul-08
HR	0705	HR DIR	16-Jun-08	DISCHARGED	15-Sep-08
DA CIVIL	0500	DEPUTY DA 2	27-Jun-08	RESIGNED	
SO DISPATCH	2017	PS COMM OPTR TR	Long-Term Military Assignment		23-Jun-08
JULY 2008:					
PURCHASING	0720	PURCH / CRT MGR	10-Jul-08	RETIRED	RE ORG
PURCHASING	0720	M A 3 TO PURCHASING CONTRACTS COOR		RE ORG	1-Aug-08
SO RECORDS	2013	SHERIFF SUP SPEC	3-Jul-08	RETIRED	
HEALTH	6800	PHYSICIAN	17-Jul-08	RESIGNED	
SO RECORDS	2013	SHERIFF SUP SPEC	10-Jul-08	RESIGNED	
DA CRIMINAL	0500	DEPUTY DA 1 TO DEPUTY DA 2	4-Jul-08	RESIGNED	8-Sep-08
FINANCE	0701	PAYROLL ADMIN	18-Jul-08	PROMOTION	
ANIMAL	6900	ANIM REG CTKR	22-Jul-08	PROMOTION	25-Aug-08
SO PATROL	2012	DEPUTY SHERIFF	10-Jul-08	DISCHARGED	1-Aug-08
SO PATROL	2012	DEPUTY SHERIFF	10-Jul-08	DISCHARGED	18-Aug-08
SO TRINET	2018	DEPUTY SHERIFF	18-Jul-08	TRANSFERRED	

AUGUST 2008:

COURTS	4700	LAW CLERK / BAILIFF	4-Aug-08 RESIGNED	11-Aug-08
COURTS	4700	LAW CLERK / BAILIFF	15-Aug-08 RESIGNED	18-Aug-08
LIBRARY	6200	LIB ASST 2 TO LIB ASST 1	9-Aug-08 RESIGNED	2-Sep-08
SO DISPATCH	2017	PS COM CNTR MANAGER	28-Aug-08 RETIRED	
SO DETENTION	2014	DEPUTY SHERIFF	29-Aug-08 RESIGNED	29-Aug-08
DA	0500	LEGAL SECRETARY	28-Aug-08 RESIGNED	22-Sep-08
PLANNING	1425	MANAGEMENT ASST 3	14-Aug-08 RETIRED	
CLERK	0212	RECORDING SECRETARY / BOS	20-Aug-08 RETIRED	
SO PATROL	2012	CHIEF DEPUTY SHERIFF	22-Aug-08 RETIRED	
DA	0500	VICTIM / WITNESS COOR	14-Aug-08 RETIRED	2-Sep-08
SO DISPATCH	2017	PS COMM OPERATOR	12-Aug-08 RESIGNED	18-Aug-08
COURTS	4700	DISTRICT COURT SUPERVISOR	29-Aug-08 RETIRED	RE ORG
COURTS	4700	DC CLERK 3 TO SENIOR DC CLERK	RE ORG	4-Aug-08
COURTS	4700	DC COUNTER CLERK 2	4-Aug-08 RE ORG	8-Sep-08
SO PATROL	2012	DEPUTY SHERIFF	Budgeted Vacancy	29-Aug-08

SEPTEMBER 2008:

FINANCE	0701	MGMT ASST 1 - 50% General Fund	RE ORG	29-Sep-08
BUSINESS LICENSE	1430	BUSINESS LICENSE CLERK	9/5/2008 RESIGNED	22-Sep-08
SO DISPATCH	2017	PS COMM OPTR TR	9/18/2008 RESIGNED	