

Item # 17A

**Carson City  
Agenda Report**

**Date Submitted:** March 9, 2010

**Agenda Date Requested:** March 18, 2010  
**Time Requested:** 1 hour

**To:** Mayor and Supervisors

**From:** City Manager

**Subject Title:** Discussion and Possible Action on the implementation of the dollar impact of the budget reduction measures previously adopted by the Board for the FY 2011 General Fund Budget (with the exception of the 2% salary reduction), the use of the Landfill Postclosure Ending Fund Balance, and reducing the General Fund Ending Balance to 5%.

**Staff Summary:** Current estimates show that expenses are exceeding revenues in the General Fund by \$10 Million. To create a balanced budget, staff is proposing to use \$2 Million of the Landfill Post Closure Fund which leaves \$700,000 in the Fund, reduce the General Fund Ending Balance to 5% and to reduce expenses by \$7.8 Million. The budget reduction measures were adopted by the Board as the FY 2011 Cutback Program Priority List and are attached but there may be opportunities to achieve the same dollar reduction without eliminating some positions. Also attached is the list of staff positions identified in the Cutback Priority List to be eliminated. The program for the 2% salary reduction is proposed to be pulled at this time while other alternatives are considered.

**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:** Action depends upon discussion but, as a minimum, should authorize the implementation of dollar reduction of the Cutback Priorities with the elimination of the 2% salary reduction, the staff reductions as attached, the use of the Landfill Post Closure Fund and the reduction of the General Fund Ending Balance to 5%.

**Explanation for Recommended Board Action:** The actions above would create a balanced budget although it does require the use of certain fund reserves.

**Applicable Statue, Code, Policy, Rule or Regulation:** Budget Controls

**Fiscal Impact:** See above.

**Explanation of Impact:** See above.


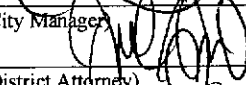
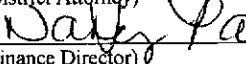

**Funding Source:** General Fund

**Alternatives:** The Board does have several revenue enhancements that could be used to reduce the impact of the Cutback Priority List.

**Supporting Material:** Cutback Priority List and List of Staff Positions to be eliminated.

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

**Reviewed By:**

  
\_\_\_\_\_  
(Department Head)  
  
\_\_\_\_\_  
(City Manager)  
  
\_\_\_\_\_  
(District Attorney)  
  
\_\_\_\_\_  
(Finance Director)

Date: \_\_\_\_\_

Date: 3/9/10

Date: 3/9/10

Date: 3/9/10

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

**Cutback Program Priority List  
FY 2011**

<b>Priority</b>	<b>Program No.</b>	<b>Program Description</b>	<b>Program Savings</b>	<b>Accumulated Savings</b>
1	All 1	Health benefits will not increase 9%	389,544	389,544
2	BOS 1	Printing/Adv costs	11,500	401,044
3	BOS 3	Reduce Publicity and Spec events	4,000	405,044
4	HR 2	Membership and publications	2,000	407,044
5	HR 4	Employee Testing	4,000	411,044
6	Fin 1	Reallocate salaries	42,786	453,830
7	PW 2	Reallocate salaries	80,000	533,830
8	BOS 2	Travel	2,000	535,830
9	CM 3	Eliminate Public Info and Comm Plan	10,000	545,830
10	CM 6	Internal Auditor 10%	6,000	551,830
11	Assessor 1	Printing/Adv costs	7,000	558,830
12	Clerk 1	Clerk Svcs and Supplies	8,850	567,680
13	HR 3	Advertising/printing	1,618	569,298
14	CM 1	Hourly Salaries	10,806	580,104
15	PW 3	Landfill services and supplies	200,000	780,104
16	HR 1	Training	5,000	785,104
17	PW 1	Eliminate utilities fees to City	435,000	1,220,104
18	CM 5	Travel	3,000	1,223,104
19	HR 5	Publicity/Specialty events	3,000	1,226,104
20	HR 7	Printing/Adv costs	4,000	1,230,104
21	HR 6	Printing/Adv costs	3,124	1,233,228
22	CM 4	Training	2,000	1,235,228
23	CM 2	Reduce Community Relations	26,000	1,261,228
24	Purch 1	Services and Supplies	9,600	1,270,828
25	All 2	No COLA	395,245	1,666,073
26	Fin 2	Services and Supplies	15,000	1,681,073
27	DC 5	Travel	1,765	1,682,838
28	Recorder 1	Recorder Svcs and Supplies	5,350	1,688,188
29	Treas 6	Postage reduction	550	1,688,738
30	Treas 1	RDA for parking shortfall	19,122	1,707,860
31	IT 7	Travel	5,500	1,713,360
32	Treas 4	Self print TR	150	1,713,510
33	DC 4	Training	6,000	1,719,510
34	DC 2	Robey Willis Savings	10,526	1,730,036
35	PW 4	Transit Subsidy	30,000	1,760,036
36	CS 1	Reduce General Fund Cont	50,000	1,810,036
37	Treas 2	Banking fee changes	10,000	1,820,036
38	HR 8	Drug Testing	8,494	1,828,530
39	Treas 8	give up budget surplus	2,500	1,831,030
40	Treas 7	Bulk dep slips	500	1,831,530
41	Treas 3	Plain paper	1,000	1,832,530
42	DA 2	Services and Supplies	10,000	1,842,530
43	IT 1	Software Maintenance	34,265	1,876,795
44	IT 3	Software Maintenance	22,403	1,899,198
45	IT 5	Data Processing	7,000	1,906,198
46	Treas 5	Plain envelopes	100	1,906,298
47	DC 6	NV Rural Case Mgmt System	20,000	1,926,298
48	IT 8	Software Maintenance	11,107	1,937,405
49	JUVC 1	Services and Supplies	8,640	1,946,045
50	Rec Mgmt 1	Rec Mgmt Svcs and Supplies	41,000	1,987,045
51	Assessor 2	not hire vacant FTE position	52,011	2,039,056
52	IT 4	Professional Services	18,000	2,057,056
53	Sheriff 12 Ad Svc 3	Services and Supplies	300	2,057,356

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54	Parks 2	Comm Center Svcs and Supplies	13,000	2,070,356
55	DAS 2	DC Bailiff	12,200	2,082,556
56	DC 3	Salaries	75,093	2,157,649
57	IT 2	Software Maintenance	16,488	2,174,137
58	HHS 3	Gen assistance	27,775	2,201,912
59	Parks 3	Aquatics Facility	58,000	2,259,912
60	CS 2	Reduce General Fund Cont	50,000	2,309,912
61	Parks 6	Rec Svcs and Sup	20,000	2,329,912
62	HHS 9	Professional Services	10,000	2,339,912
63	Parks 7	Sports Svcs and Sup	20,000	2,359,912
64	All 3	No Merit after COLA Eliminated	359,184	2,719,096
65	Lib 1	Services and Supplies	19,500	2,738,596
66	HHS 2	1st Part of Mosq Abatement	10,000	2,748,596
67	Sheriff 16 Dsp 4	Services and Supplies	1,525	2,750,121
68	Parks 4	Parks Maint Svcs and Sup	42,278	2,792,399
69	JUVC 2	Salaries allocation	10,000	2,802,399
70	DC 1	Hourly Salaries	26,222	2,828,621
71	HHS 1	Do not replace vacant Animal Svcs FTE	50,000	2,878,621
72	HHS 4	Medical	14,375	2,892,996
73	IT 6	Training	16,000	2,908,996
74	DAS 1	Pre Arraignment Screening Prog	65,254	2,974,250
75	HHS 11	Grant for WIC	7,976	2,982,226
76	Sheriff 17 Inv 2	Services and Supplies	4,350	2,986,576
77	Parks 5	Fac Maint Svcs and Sup	36,500	3,023,076
78	Fire 4	Training Div Overtime	15,000	3,038,076
79	HHS 8	Eliminate Mosquito program	75,435	3,113,511
80	HHS 12	grant for Env Health	10,994	3,124,505
81	Fire 5	WECO Serv and Sup	5,000	3,129,505
82	Parks 1	Parks Maint Hourlies	38,500	3,168,005
83	HHS 5	2nd Part of Mosq Abatement	36,000	3,204,005
84	HHS 7	3rd Part of Mosq Abatement	60,000	3,264,005
85	Sheriff 14 Det 7	Services and Supplies	6,325	3,270,330
86	Sheriff 10 Ad 1	Services and Supplies	26,150	3,296,480
87	HHS 6	Hourly Salaries	9,585	3,306,065
88	Juv/IFC 3	Not hire Dep Chief upon Retirement	119,430	3,425,495
89	Fire 1	1 Firefighter Pos	100,000	3,525,495
90	Parks 10	Comm Center	61,770	3,587,265
91	DA 1	PT Investigator Lay off	23,897	3,611,162
92	Fire 2	1 Firefighter Pos	100,000	3,711,162
93	Juv 1	Security Staff FTE reduction	57,171	3,768,333
94	All 4	2% sal red after COLA & Merits elim	707,558	4,475,891
95	Parks 11	Sports hourlies	10,400	4,486,291
96	Sheriff 28 Pat 11	Services and Supplies	7,400	4,493,691
97	Lib 2	Hourly Salaries	60,000	4,553,691
98	Purch 2	Mail Courier elimination (hourly)	14,342	4,568,033
99	DAS/IFC 1	Reduce budget to 10%	56,964	4,624,997
100	DA 3	20% Red Investigator salary	16,000	4,640,997
101	Fire 3	1 Firefighter Pos	100,000	4,740,997
102	DC/IFC 7	Reduce budget to 10%	178,446	4,919,443
103	JUVC 3	Eliminate hourlies	12,000	4,931,443
104	Rec Mgmt 2	Hourly Salaries	41,500	4,972,943
105	HHS 10	1 FTE Nurse support	32,759	5,005,702
106	Lib 3	Lib Asst 1 FTE	39,386	5,045,088

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107	Parks 8	Fac Maint FTE and hourlies	117,345	5,162,433
108	Juv/IFC 1	Reduce Sec Staff	71,990	5,234,423
109	Parks 12	Lifeguard FTE	83,546	5,317,969
110	Sheriff 1 Ad Svc 1	FTE	47,922	5,365,891
111	Parks 13	FTE Parks Maint Wkr 1	64,622	5,430,513
112	Parks 9	Hourly Salaries	64,992	5,495,505
113	Sheriff 2 Det 1	FTE	49,660	5,545,165
114	Juv/IFC 2	Reduce Support Staff	57,087	5,602,252
115	Fire 6	Fire Inspector FTE reduction	109,000	5,711,252
116	Sheriff 7 Inv 1	FTE	82,640	5,793,892
117	DA 4	PT Criminal Dep DA	50,000	5,843,892
118	Lib 4	Lib Asst 2 FTE	49,294	5,893,186
119	DA 5	Lay off Receptionist	12,000	5,905,186
120	Sheriff 11 As Svc 2	FTE	40,134	5,945,320
121	Sheriff 3 Det 2	FTE	49,044	5,994,364
122	Sheriff 4 Det 3	FTE	47,324	6,041,688
123	Sheriff 5 Det 4	FTE	59,996	6,101,684
124	Sheriff 6 Dsp 1	FTE	54,680	6,156,364
125	Sheriff 9 Dsp 2	FTE	54,358	6,210,722
126	DA 6	Lay off Investigator	116,000	6,326,722
127	DA 7	Lay off Legal Secretary	69,000	6,395,722
128	Sheriff 8 Det 5	FTE	85,720	6,481,442
129	Sheriff 18 Pat 1	FTE	88,570	6,570,012
130	Sheriff 13 Det 6	FTE	86,881	6,656,893
131	Sheriff 15 Dsp 3	FTE	62,663	6,719,556
132	Sheriff 19 Pat 2	FTE	84,630	6,804,186
133	Sheriff 29 Prog 1	FTE	39,154	6,843,340
134	Fire 7	4 FTE's (Firefighters)	400,000	7,243,340
135	Sheriff 20 Pat 3	FTE	80,835	7,324,175
136	Sheriff 21 Pat 4	FTE	80,835	7,405,010
137	Sheriff 22 Pat 5	FTE	80,835	7,485,845
138	Sheriff 24 Pat 7	FTE	74,674	7,560,519
139	Sheriff 23 Pat 6	FTE	84,630	7,645,149
140	Sheriff 25 Pat 8	FTE	80,835	7,725,984
141	Sheriff 27 Pat 10	FTE	87,879	7,813,863
142	Sheriff 26 Pat 9	FTE	88,871	7,902,734