

**Carson City  
Agenda Report**

**Date Submitted:** December 27, 2011

**Agenda Date Requested:** January 5, 2012

**Time Requested:** Consent

**To:** Mayor and Supervisors

**From:** Nick Providenti, Finance Director

**Subject Title:** For Possible Action: To approve changes in the budgeted positions in the Finance Department FY 2012 Budget to include adding a Management Assistant III position and deleting the Office Supervisor position and the Management Assistant I position (Nick Providenti, Finance Director).

**Staff Summary:** Due to the transfer of a finance department employee to another city department, we are proposing to add to the duties of the current Management Assistant I and reclassify her position to a Management Assistant III and eliminate the Office Supervisor position.

**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:** I move to approve changes in the budgeted positions in the Finance Department 2012 Budget to include adding a Management Assistant III position and deleting the Office Supervisor position and the Management Assistant I position.

**Explanation for Recommended Board Action:** See attached current and proposed Finance Department FY 2012 Organization Chart. I have also attached the current primary duties of the Management Assistant I and the new proposed duties of the Management Assistant III. Because of the current economic and budget situations, in addition to reclassifying the position of the Management Assistant I to a Management Assistant III, we are proposing to eliminate the current Office Supervisor position. This will result in an overall savings to the city budget of \$81,472.70.

**Applicable Statue, Code, Policy, Rule or Regulation:** n/a

**Fiscal Impact:** total savings of \$81,472.70

**Explanation of Impact:** savings per fund as follows: general fund - \$55,321.82, worker's comp fund - \$14,622.64, insurance fund - \$11,528.24.

**Funding Source:** will reduce the budgets per above amounts.

**Alternatives:** Do not allow the reclassification

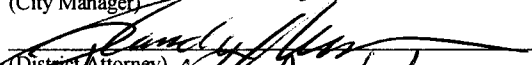
**Supporting Material:** Finance Department Organization Chart, current and proposed duties of Management Assistant, spreadsheet with savings analysis of proposal

**Prepared By:** Nick Providenti

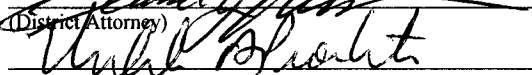
**Reviewed By:**

  
\_\_\_\_\_  
(City Manager)

Date: 12/22/11

  
\_\_\_\_\_  
(District Attorney)

Date: 12/27/11

  
\_\_\_\_\_  
(Finance Director)

Date: 12/27/11

**Board Action Taken:**

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

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

Aye/Nay

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

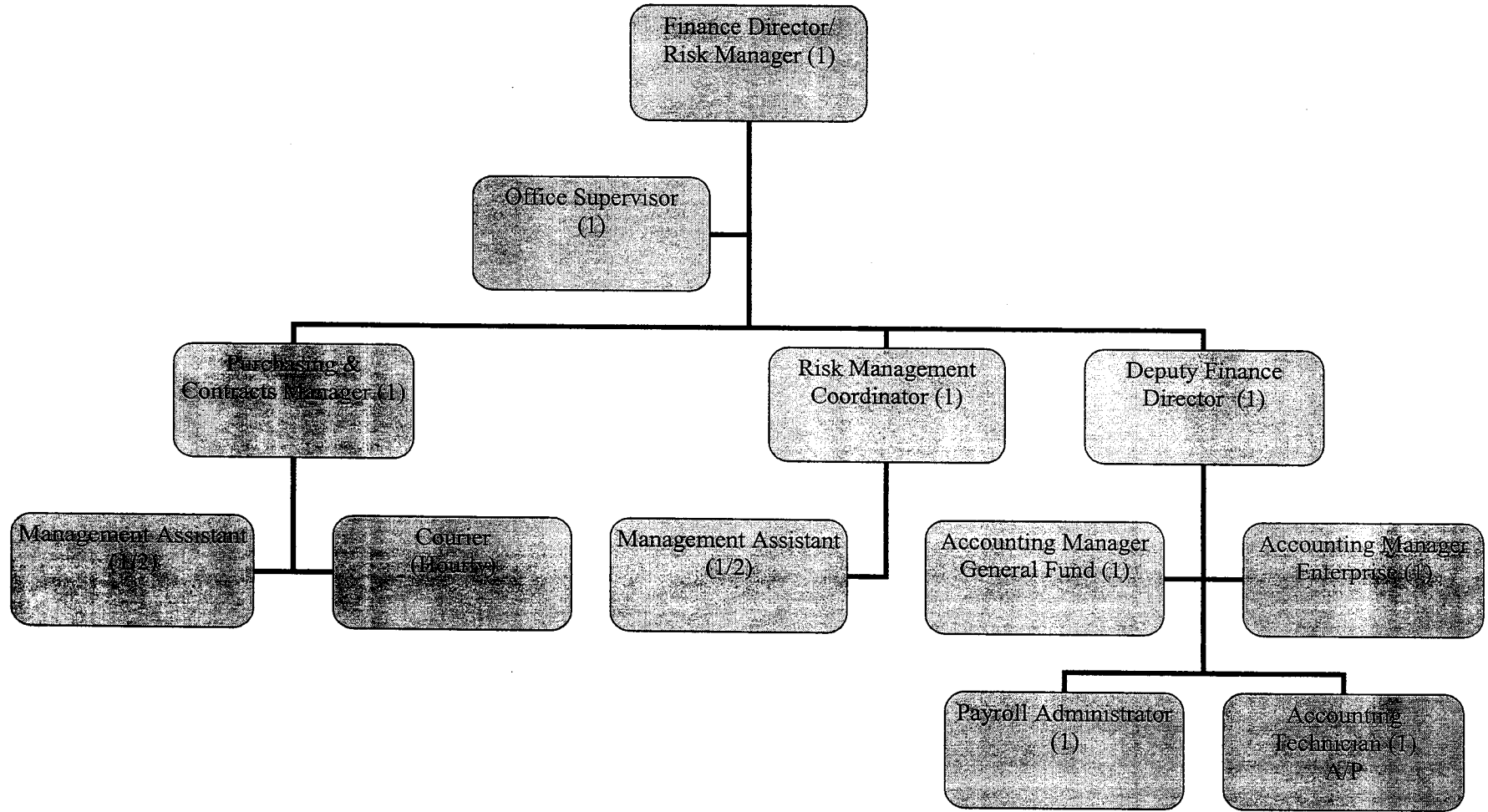
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\_\_\_\_\_  
(Vote Recorded By)

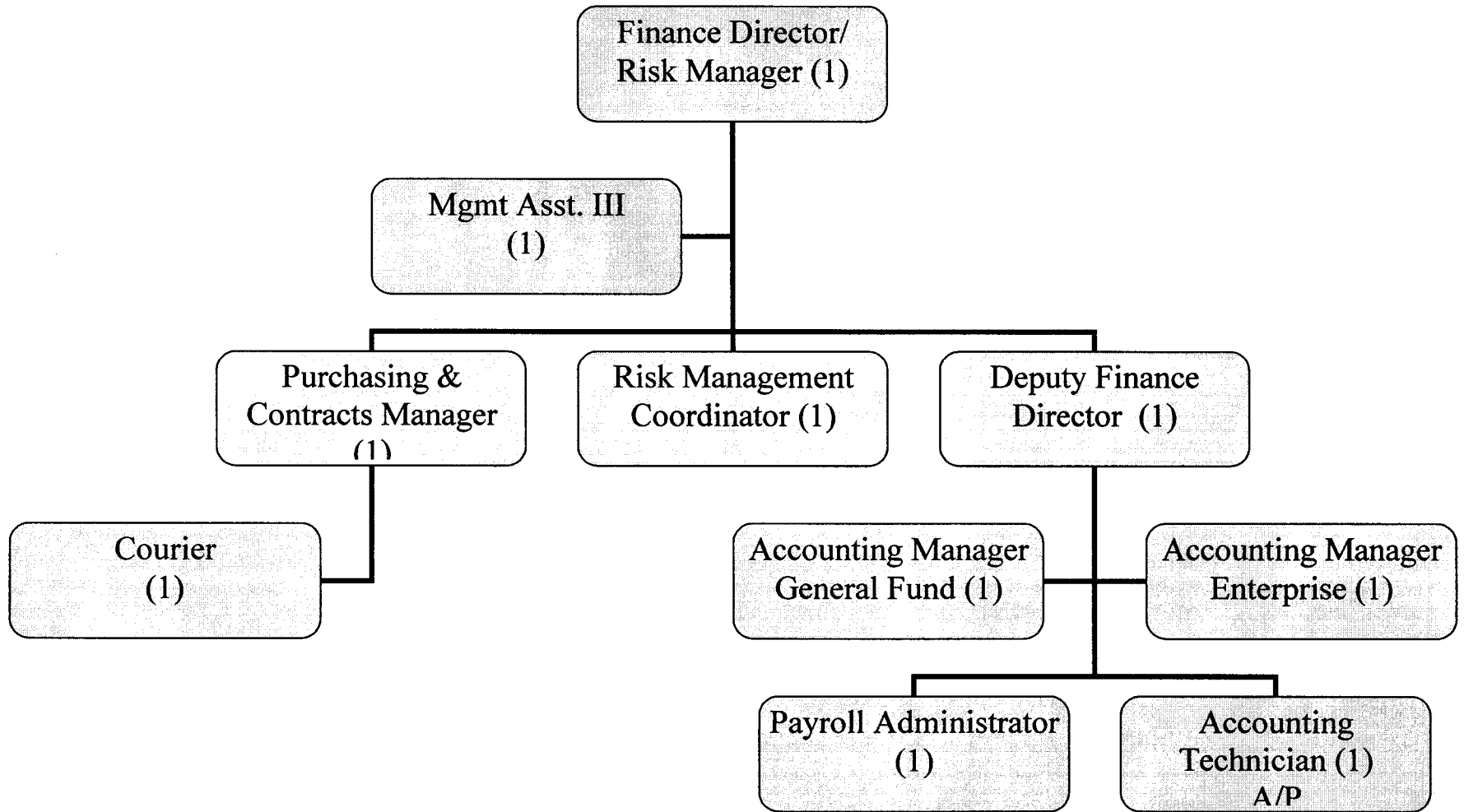
Current

# FINANCE DEPARTMENT



# FINANCE DEPARTMENT

Proposed



Request for Compensation Review  
Gail Schroeder  
December 6, 2011

**Current Primary Duties:**

- Data entry and tracking of WC and liability claims.
- Responsible for OSHA reporting.
- Safety committee meeting coordinator – running the recorder, taking notes and creating minutes of the meeting.
- Responsible for maintaining and processing Purchase Orders.
- Basic clerical duties and required including filing insurance certificates, alphabetizing timesheets for payroll, and processing accounts payable checks.

**New Proposed Duties:**

- Perform all the clerical duties of the Finance/Purchasing/Risk Management Office including preparing Board Actions, Resolutions, Nevada Appeal ads, disbursing budgets, audits, mail, phones (outside line), travel arrangements, per diem, supply ordering, meetings, status change forms, budget files.
- Support Finance staff filling in for positions when necessary including accounts payable, payroll, accounting, and works maintenance.
- Control and monitor the petty cash accounts.
- Management of Unclaimed Property – includes submittal of documents to the State of Nevada and other states as required by law.
- Processes professional service contracts, purchase orders and maintains the Finance Department website.
- Manages and bills tenants for utilities for the City's leased properties.
- Processes journal entries and enters detail for the City's cash accounts.

Carson City Finance Department  
Overall Savings to General Fund of Reclassification and Elimination of Position

		Distribution					Total	GF amount		
OFFICE SUPERVISOR	100.00%	101-0701-415.01-01	26.622	26.9249	CER 32	BUDGET REG ONLY	\$ 55,525.88	\$ 55,525.88	BUDGET REG ONLY	
						Total wages	\$ 55,525.88	\$ 55,525.88	CCEA LONGEVITY	
						CCEA LONGEVITY	\$ 2,100.00	\$ 2,100.00	Total wages	
						Total additional pays	\$ 2,100.00	\$ 2,100.00	GROUP INS - SELF	
						GROUP INS - FAM	\$ 14,704.72	\$ 14,704.72	MEDICARE	
						PERS ER PAID	\$ 13,686.19	\$ 13,686.19	PERS ER PAID	
						WORKERS COMP - MUNICIPAL	\$ 1,117.98	\$ 1,117.98	WORKERS COMP	
						Total benefits	\$ 29,508.89	\$ 29,508.89	Total benefits	
						Total expense	\$ 87,134.77	\$ 87,134.77	Total expense	
MANAGEMENT ASSISTANT 1	25.00%	101-0720-415.01-01	20.0199	19.7947	CER 20	SALARIES AND WAGES	\$ 41,286.19	\$ 10,321.55	BUDGET REG ONLY	
	40.00%	580-0704-415.01-01				SALARIES AND WAGES	\$ 800.00	\$ 200.00	CCEA LONGEVITY	
	35.00%	590-0745-415.01-01				Total wages	\$ 42,086.19	\$ 10,521.55	Total wages	
						GROUP INSURANCE	\$ 8,077.77	\$ 2,019.44	GROUP INS - SELF	
						MEDICARE	\$ 610.33	\$ 152.58	MEDICARE	
						RETIREMENT	\$ 9,995.52	\$ 2,498.88	PERS ER PAID	
						WORKERS' COMPENSATION	\$ 1,117.98	\$ 279.50	WORKERS COMP	
						Total benefits	\$ 19,801.60	\$ 4,950.40	Total benefits	
						Total expense	\$ 61,887.79	\$ 15,471.95	Total expense	
MA III	New Position	70.00%	101-0701-415.01-01	22.0229	22.0229	SALARIES AND WAGES	\$ 45,807.63	\$ 32,065.34	BUDGET REG ONLY	
		15.00%	580-0704-415.01-01			SALARIES AND WAGES	\$ 800.00	\$ 560.00	CCEA LONGEVITY	
		15.00%	590-0745-415.01-01			Total wages	\$ 46,607.63	\$ 32,625.34	Total wages	
						GROUP INSURANCE	\$ 8,077.77	\$ 5,654.44	GROUP INS - SELF	
						MEDICARE	\$ 677.17	\$ 474.02	MEDICARE	
						RETIREMENT	\$ 11,069.31	\$ 7,748.52	PERS ER PAID	
						WORKERS' COMPENSATION	\$ 1,117.98	\$ 782.59	WORKERS COMP	
						Total benefits	\$ 20,942.23	\$ 14,659.56	Total benefits	
						Total expense	\$ 67,549.86	\$ 47,284.90	Total expense	

Gross General Fund  
Charges

General Fund Current	\$	102,606.72
General Fund Proposed	\$	<u>47,284.90</u>
Net Savings to GF	\$	<u>55,321.82</u>