

**Carson City
Agenda Report**

Date Submitted: July 8, 2008

Agenda Date Requested: July 17, 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)

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

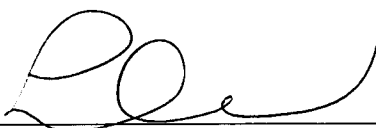
Funding Source: None

Alternatives: None

Supporting Material: Memo

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

Reviewed By:


 (City Manager)
Melanie Burketta
 (District Attorney)
Nancy Paulson
 (Finance Director)

Date: 7/8/08
 Date: 7-8-08
 Date: 7-8-08

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. *LA*
City Manager

DATE: July 10, 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.

Also included is a list of activities related to positions that were not included in the Suspended/Vacant/Retired Position "freeze" list. This is the section of the table titled "Current Activity". The table shows that position information and the date it became vacant. The "Replacement Hire Date" column may the date the position was refilled, a blank if the process has not been completed or "Not to be filled." if the position is to remain open. At this point, I am planning on re-filling all of the positions on the Current Activity portion of the table.

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	
LIBRARY	6200	LIBRARY ASSIST 3	6-Jun-08	PROMOTION	
LIBRARY	6200	CIRC SUPV	6-Jun-08	RESIGNED	6-Jun-08
JUV DET	4506	YTH CNSLR 2	11-Jun-08	DISCHARGED	
ANIMAL	6900	OFF SUP TECH	16-Jun-08	DISCHARGED	
HR	0705	HR DIR	16-Jun-08	DISCHARGED	
DA CIVIL	0500	DEPUTY DA 2	27-Jun-08	RESIGNED	
SO DISPATCH	2017	PS COMM OPTR TR	Long-Term Military Assignment		23-Jun-08