

**City of Carson City
Agenda Report**

Date Submitted: December 23, 2013 **Agenda Date Requested:** January 2, 2014
Time Requested: 5 minutes

To: Mayor and Supervisors

From: Carson City Sheriff's Office

Subject Title: For possible action: To convert a Captain position to two deputy sheriff positions within the Sheriff's Office. (Sheriff Furlong)

Staff Summary:

This action will result in the addition of one FTE within the Sheriff's Office, and therefore requires Board approval. This request was discussed and recommended at Internal Finance Committee meeting held December 4, 2013.

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 convert a Captain position to two deputy sheriff positions within the Sheriff's Office.

Explanation for Recommended Board Action: This action item is required due to a recommendation to deviate from the current FY2014 budget authorizations, and result in one additional total sworn position's in the Sheriff's Office. In December 2013, one of four Lieutenant/Captain managerial positions at the Sheriff's Office retired from service. Following an internal review of the vacancy, it was determined that the department was authorized a sufficient number of managers to division ratio without filling the vacancy. The review also highlighted a shortage of two deputy sheriff positions within the detention facility to meet minimum requirements in accordance with collective bargaining agreement staffing levels. Since 2010, the jail has operated with 21 front line employees, while 23 are necessary to meet staffing. This results in voluntary and mandatory overtime to fulfill needs. The conversion of one lieutenant/captain position to two deputy positions will result in two new frontline positions authorized for the detention facility and a reduction of one department managerial position. This action item has been presented to the city Internal Finance Committee and received a recommendation to proceed to the Board of Supervisors for approval.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: There will be no additional cost in FY 2014. Beyond that, the cost will be approximately \$5,000 per fiscal year.

Explanation of Impact: See Above

Funding Source: General Fund

Alternatives: Deny request, position will remain as a Captain

Supporting Material: None

Prepared By: Kathie Heath, Chief of Financial Services

Reviewed By: [Signature] Date: 12/23/13
(Department Head)
[Signature] Date: 12/23/13
(City Manager)
[Signature] Date: 12/23/13
(District Attorney)
[Signature] Date: 12/23/13
(Finance Director)

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____

(Vote Recorded By)