

Agenda Item:

## COUNCIL COMMUNICATION City Manager's Office

### GENERAL INFORMATION

Agenda Date: 01/12/04  
No.: 04-003  
Agenda Item Type: Resolution  
No.:

Communication

Roll Call

Submitted by: Thomas G. Turner, Human Resources

### SUBJECT—

Reduction of Staff

### SYNOPSIS—

Approve and authorize the City Manager to implement the elimination of 30 positions including the issuance of appropriate layoff notices to complete the reduction.

### FISCAL IMPACT—

Approximate savings to the General Fund of \$214,000 in FY2004 and \$1.8 million in FY2005.

### RECOMMENDATION—

Approval

### BACKGROUND—

The City Manager has outlined a proposal to eliminate 30 positions at City Council workshops held the week of January 5, 2004. These positions will be eliminated by not filling some currently vacant positions (5); not filling positions to be vacated due to retirement or transfer of employees (5); and laying off incumbent employees (21). Iowa Code Chapter 400.28 requires the City Council to authorize the layoff of employees to implement staff reductions. The following is

a list of the eliminated positions, the basis of the elimination, and for those requiring a layoff, the name of the employee affected:

<u>Position</u>	<u>Department</u>	<u>Method of Elimination</u>	<u>Name</u>
Jail Security Officer	Police	Retirement	NA
Assistant Police Chief	Police	Retirement	NA
Executive Asst. to CM	CMO	Retirement	NA
Sr. Construction Insp.	Engineering	Retirement	NA
Executive Admin. Asst.	Finance	Transfer	NA
Police Cadet	Police	Vacant	NA

<u>Position</u>	<u>Department</u>	<u>Method of Elimination</u>	<u>Name</u>
Police Cadet	Police	Vacant	NA
Semi-Skilled Worker	Parks	Vacant	NA
Intermediate Clk. Typist	Engineering	Vacant	NA
Architect I	Engineering	Vacant	NA
Cashier Miller	City Clerk Office	Layoff	Melissa
Word Processor Oper. Miller	Community Dev.	Layoff	Maureen
Sr. Administrative Aide Nemmers	Community Dev.	Layoff	Ann
Housing Conservation Ins.	Community Dev.	Layoff	Cruz Mata
Housing Code Research Asst. Smith	Community Dev.	Layoff	Jennifer
Administrative Analyst Hibbs	Community Dev.	Layoff	Carol
Intermediate Clerk Typist Jones	Engineering	Layoff	Juliann
Surveyor* Undetermined	Engineering	Layoff	
Survey Helper Cruchelow	Engineering	Layoff	Kenneth
Budget Analyst Lodge	Finance	Layoff	Loren
Administrative Analyst Blahnik	Finance	Layoff	Richard
Compensation Specialist	Human Resources	Layoff	Jill Vento
Compensation Specialist Palma	Human Resources	Layoff	Tara
Administrative Analyst Grabau	Information Technology	Layoff	Jerry
Senior Clerk Typist Prince	Parks	Layoff	Wendi

Senior Clerk Typist Webb	Parks	Layoff	Gertrude
Communication Specislist Brown-Marble	Parks	Layoff	Carla
Clerk Typist Lozano	Police	Layoff	Kathy
Police Records Clerk	Police	Layoff	Beth Turner
Jail Security Officer Gundy	Police	Layoff	James Van

\* The Surveyor classification will be reduced by one position through the creation of a Lead Surveyor requiring a land surveyor certification. If none of the current surveyors qualify for appointment and an external hire is required, this will result in the layoff of the least senior Surveyor.