



Memorandum

TO: City Council

FROM: Mayor Ron Gonzales

**SUBJECT: Vacant Position Elimination
Plan for Council Appointees**

DATE: March 22, 2004

Approved

Date

RECOMMENDATION

Approve the following list of vacant positions for elimination for FY 2004-2005, with the direction to the Manager to reinstate the vacancies in FY 2005-2006.

City Attorney

- a. Legal Administrative Assistant II C
- b. Legal Administrative Assistant II C
- c. Legal Analyst II
- d. Legal Analyst II

City Auditor

- a. Senior Office Specialist

City Clerk

- a. Senior Account Clerk

City Manager

- a. Staff Specialist within Budget/Quest
- b. Public Outreach Analyst II
- c. Call Center Analyst II
- d. City Manager's Office Senior Executive Analyst
- e. City Manager's Office Senior Executive Analyst

Independent Police Auditor

There are no current vacancies in the IPA's Office.

BACKGROUND

The goal expressed by the Mid-year budget actions that City Council approved in February was that we must act now to realize savings today. We cannot wait until June to make budget decisions if we can lessen the impact on our core services next year by acting sooner whenever possible.

As directed, the City Manager developed a list of vacant positions in the offices of Council Appointees for the Council's consideration that can be deleted immediately and help save funds now while limiting the impacts on the levels of direct services to our community. These recommendations have been coordinated with each Council Appointee office. I asked each office to provide their list of vacant positions and their recommended ranking of those vacant positions recommended for elimination. These will count towards the FY 2004-2005 goals for Council Appointee budget reductions and are consistent with the direction for the elimination of vacancies in City departments.