

Council Agenda Report

Date: March 14, 2016

Prepared and
Submitted by: Sandra Tripp-Jones, City Manager

SUBJECT: Reorganization of Finance Department and Municipal Utilities Commission Administration

Recommendation the Council:

- A. Conceptually approve reorganization of the Finance Department and Municipal Utilities Commission Administrative operations and
- B. Direct the City Manager to incorporate subject reorganization into the Proposed 2016-2017 Operating Budget.

Discussion:

Ginger Heatwole City Finance Director, Jane Dorman MUC Water Resources Administrator, and Sandra Tripp-Jones, City Manager reviewed needed Finance Department functions, current job responsibilities, workloads and salary comparability of accounting positions in both the Finance Department and the MUC Administration.

Finance Department:

It was determined that with reassignment and consolidation of some functions and establishment of consistent job titles and comparable salaries for similar work, the following benefits will result:

- Both the units can operate more efficiently by consolidating payroll in one person;
- The payroll functions in Finance and MUC can be consolidated and provided with back up;
- A purchasing oversight function can be established addressing concerns expressed in audits and by granting agencies;
- Budget development support and back up for maintaining the General Ledger can be provided; and
- The General Fund savings of approximately \$29,000/year can be achieved by:

1. Reclassification of one position from an Acct. Clerk 2 (Grade 7) to a GL/Revenue Clerk (Grade 8),	\$ 9,700
2. Elimination of an Executive Assistant (Grade 9)	- 74,500
3. Creation of a part-time Purchasing Technician (Grade 9)	<u>35,800</u>
	\$ 29,000

The Finance Committee reviewed and supported these changes.

MUC:

In addition to reviewing position responsibilities and salaries in MUC, the Water Resources Administrator, Superintendent and Asst. Superintendent positions were reviewed for comparability with like jobs in other jurisdictions and like positions – in terms of levels of responsibility – within the City organization. The recommendations are to:

- Convert an Acct. Clerk III to Payroll Clerk with no change in grade (9) - serving both MUC and the balance of the City organization;
- Designate all remaining Account Clerk I's and IIs as Billing Clerks at the same grade (7).

The cost of this reorganization will add \$23,400 to the MUC Administration budget.

The review of the 3 managerial and superintendent positions resulted in updating of job descriptions but no change in grades, only changes in steps.

MUC will bear added costs of \$23,400 for the Administration reorganization plus \$ 35,900 for salary step adjustments to the Water Resources Administrator, Superintendent and Asst. Superintendent for a total of \$ 59,300. The Municipal Utilities Commission as reviewed these proposed changes including the budget impacts and approved them

The following is a table summary of the Finance and MUC Administration reorganizations.

FINANCE				MUC			
Current		Proposed		Current		Proposed	
# of pos.	Title Grade	# of pos.	Title Grade	# of pos.	Title Grade	# of pos.	Title Grade
1	Account Clerk II Grade 7	1	GL/Revenue Clerk Grade 8	1	Acct. Clerk III Grade 9	1	Payroll Clerk Grade 9
1	Account Clerk II Grade 7	1	Payable Clerk Grade 7	2	Acct. Clerk II Grade 7	4	Billing Clerk Grade 7
1	Executive Asst. Grade 9	0		2	Acct. Clerk 1 Grade 6	0	
		.5	Purchasing Tech Grade 9				
3 Total		2.5 Total		5 Total		5 Total	