



# City of Grand Island

Tuesday, May 27, 2014

Council Session

## Item I-2

**#2014-133 - Consideration of Approving FTE Amendment for the Finance Department**

Staff Contact: Jaye Monter, Finance Director

# Council Agenda Memo

**From:** Jaye Monter, Finance Director

**Meeting:** May 27, 2014

**Subject:** Approving Amendment to Finance Personnel FTE Budget Allocation

**Item #'s:** I-2

**Presenter(s):** Jaye Monter, Finance Director

## Background

During my fourteen year tenure in the Finance Department, I have played an instrumental role in the evaluation of work flow and the evolution of processes in the Finance Department. The total number of employees in the Finance Department has been reduced over time during my tenure due to leveraging technology to optimize effort and producing desired outcomes as efficiently as possible. Additionally, to maximize efficiencies and balance workloads, we have continually focused on shifting work to employees with the appropriate knowledge and skill set.

In conjunction with an upcoming retirement and implementation of the City of Grand Island's new utility billing and customer information system followed by the implementation of the utilities department management software system, the Finance Department is requesting a change in FTEs which will result in the elimination of the Utilities Service Manager position and the addition of a Finance Department Operations Supervisor to better serve both our internal and external customers. This reorganization will provide better service at a lower cost for the Finance Department.

## Discussion

The Finance Department is requesting to eliminate the non-union position Utilities Service Manager and replace the position with a non-union Finance Department Operations Supervisor. This will allow technical management and supervision of other operations within the Finance Department including accounts payable, accounts receivable, customer receipting for city and utility departments, utility work orders and cash management. Each of these daily technical operational functions performed by staff in the Finance Department service both city and utility departments.

Currently the Utilities Service Manager reports directly to the Finance Director. The new Finance Department Operations Supervisor position will report directly to the Accountant position whose full-time assignments comprise the entire accounting, budgeting and cost of service analysis functions for the electric and water funds of the City of Grand Island.

Within the reorganization of the Finance department, two Senior Accounting Clerk positions will report directly to the Accountant position in order for the Accountant to direct and shift clerical duties related to utility electric and water fund accounting to the Senior Accounting Clerks. The Accountant position will report directly to the Senior Accountant to allow the Senior Accountant to become cross trained and understand all accounting, budgeting and cost of service analysis functions for the electric and water funds. This reorganization will provide the maximum efficiencies needed in the Accountant position to apply the knowledge and skill set required for the electric and water fund accounting, budgeting and cost of service analysis.

With the implementation of the City's new utility billing and customer information system, the Finance Department Operations Supervisor will manage, oversee, and assume management responsibility for the daily operational transactions of the new utility billing and customer information software system. The Accountant position will understand the daily operational transactions in order to maintain responsibility of the general ledger accounting from the new billing system into the City's financial software system. The new utility billing and customer information system will streamline processes, and automate current manual daily operation functions as well as current manual general ledger accounting functions thereby creating future time savings in both management positions.

With the City's new utility department management software system for cost tracking of utility work order activities, our intent is for work order origination to electronically start at the utility division level and not manually in the Finance Department. The Finance Department Operations Supervisor will oversee any daily operation transactions performed within the Finance Department and the Accountant position will oversee the accounting information coming from the new utility department management system into the City's financial software system.

The proposed change will result in a reduction in overall cost of more than \$20,000 annually. The FTE adjustment will result in a net zero change to the number of FTEs in the department. The impending retirement is providing the opportune time to realign duties to maximize efficiency and effectiveness. The department will function at a more optimal level with the aforementioned changes.

### **Alternatives**

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve

2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

### **Recommendation**

City Administration recommends that the Council approve this amendment to the Finance Personnel FTE Budget Allocation.

### **Sample Motion**

Move to approve the amendment to the Finance Personnel FTE Budget Allocation with an addition of a Finance Operations Supervisor and the elimination of the Utilities Service Manager.

RESOLUTION 2014-133

WHEREAS, the City of Grand Island and the Finance Department due to an impending retirement have an opportunity to realign duties to maximize efficiencies; and

WHEREAS, this Finance Department will eliminate the non-union position Utilities Service Manager and replace the position with a non-union Finance Department Operations Supervisor; and

WHEREAS, the FTE adjustment will result in a net zero change to the number of FTEs in the Finance Department; and

WHEREAS, an amendment to the Finance Personnel FTE Budget Allocation is necessary to allow for the elimination of the non-union position Utilities Service Manager and the addition of the non-union Finance Department Operations Supervisor.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that amending the Finance Personnel FTE Budget Allocation is hereby approved.

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Adopted by the City Council of the City of Grand Island, Nebraska, May 27, 2014.

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Jay Vavricek, Mayor

Attest:

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RaNae Edwards, City Clerk

Approved as to Form	☐ _____
May 23, 2014	☐ City Attorney