



# City of Grand Island

Tuesday, January 13, 2015

Council Session

## Item I-2

**#2015-16 - Consideration of Approving FTE Amendment for the Finance Department**

Staff Contact: William Clingman, Interim Finance Director

# Council Agenda Memo

**From:** William Clingman, Interim Finance Director

**Meeting:** January 13, 2015

**Subject:** Consideration of Approving FTE Amendment for the Finance Department

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

**Presenter(s):** William Clingman, Interim Finance Director

## Background

Currently the City of Grand Island Finance Department has one individual, the Payroll Specialist, whose sole responsibility is the creation, monitoring and execution of payroll for City employees. Over the past few years various individuals have been a backup for this position, in the event the payroll specialist has to be gone or takes time off.

## Discussion

Payroll is a vital function of the Finance Department within the City as it impacts each of our employees on a regular basis. The requirements put on the payroll department have continued to grow as a result of internal and external demands. In an effort to facilitate streamlined coverage and proper cross training the Finance Department is requesting the addition of a Payroll Clerk FTE.

This new Payroll Clerk FTE would replace an existing Accounting Clerk FTE. The reason for this requested change is that the Accounting Clerk FTE currently covers 5 distinct positions with very different responsibilities. This would be a first step towards reducing the broad range of job duties that the Accounting Clerk FTE would cover.

The pay for the Payroll Clerk position would adopt the same pay scale and future pay changes that the Accounting Clerk position has under the current IBEW-Finance contract.

## 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 2014-2015 FTE Budget Allocation with the addition of one Payroll Clerk FTE and the elimination of one Accounting Clerk FTE.

### **Sample Motion**

Move to approve the amendment to the Finance Personnel FTE Budget Allocation with the addition of one Payroll Clerk and the elimination of one Accounting Clerk.

RESOLUTION 2015-16

WHEREAS, the City of Grand Island and the Finance Department, due to a vacancy, have an opportunity to reclassify positions for a more optimal balance in workloads; and

WHEREAS, this Finance Department will eliminate one IBEW-Finance Accounting Clerk FTE and replace the position with one IBEW-Finance Payroll Clerk FTE; and

WHEREAS, the Payroll Clerk FTE will adopt the same pay steps as the Accounting Clerk FTE under the existing union contract thru 2018; 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 one IBEW-Finance Accounting Clerk FTE and replace the position with one IBEW-Finance Payroll Clerk FTE.

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, January 13, 2015.

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Jeremy L. Jensen, Mayor

Attest:

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RaNae Edwards, City Clerk

Approved as to Form	☒ _____
January 9, 2015	☒ City Attorney