



# City of Grand Island

Tuesday, September 27, 2011

Council Session

## Item I2

**#2011-295 - Consideration of Approving Jaye Monter as Interim  
Finance Director**

Staff Contact: Brenda Sutherland

# Council Agenda Memo

**From:** Mayor Jay Vavricek

**Meeting:** September 27, 2011

**Subject:** Mayoral Recommendation for Interim Appointment of City Treasurer/Finance Director

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

**Presenter(s):** Mayor Jay Vavricek

## Background

State Statute and Grand Island City Code specifies the need to designate a City Treasurer/Finance Director within the Finance Department of the City of Grand Island. As you are all aware, City Administrator, Mary Lou Brown has been managing both positions in Administration and Finance.

A search for a new Finance Director commenced last April without a successful conclusion. In addition, there was a recommendation made by Administrator Brown to restructure the management team and not fill the Finance Director position and instead combine those duties with that of an Assistant City Administrator. The search for a new Finance Director was put on hold until a decision was made by the City Council through the budget process for approval. The Council did not approve the new position.

As such, it is time to make a recommendation in order to maintain the on going work of the Finance Department. Jaye Monter has been identified as a capable replacement with 11 years of experience in the City Finance Department. She is currently employed with the City as a Senior Accountant.

## Discussion

Jaye received a Bachelor of Science Degree in Comprehensive Business Administration with an emphasis in Accounting and Finance from Kearney State College. She has 27 years of experience in finance and accounting. Jaye started her career in public accounting with a small firm in Colorado. There she obtained her Certified Public Accountant's License. After public accounting, her career moved to various private industries where she worked as a Controller. She was hired at the City as an Accountant in September of 2000. She was reclassified to the position of Senior Accountant in 2003.

In her current position, she prepares, analyzes and interprets financial statements and accounting records for the City of Grand Island, Community Redevelopment Authority and Business Improvement Districts. She has showed strong leadership in the Finance Department and provided Administrator Brown with a high level of assistance through the budget process.

Therefore, I am confident she has the education and previous experience, and as a valued employee within the Finance Department, I am certain this recommendation is in the best interests of the effectiveness of the department. Ms. Monter will be placed in step 3 of the Finance Director pay scale in accordance with the City Personnel Rules and Regulations which is \$81,851.68 annually. In October a new 15 step pay scale will be implemented for non-union employees and Ms. Monter will be placed in the next closest step that does not reduce her wages. The new step would be step 5 which is \$83,274.10. The interim appointment meets the guidelines under State law and Grand Island City Code and will best serve the people of Grand Island. Ms. Monter's appointment will be effective September 28, 2011 with Council approval.

### **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 appointment of Jaye Monter as Interim City Treasurer/Finance Director.

### **Sample Motion**

Move to approve Jaye Monter as Interim City Treasurer/Finance Director.

RESOLUTION 2011-295

WHEREAS, under Neb. Rev. Stat., §16-308 and City Code, 2 – 30, the office of City Treasurer/Finance Director for the City of Grand Island, Nebraska, is an appointed position; and

WHEREAS, the Mayor, with the approval of the City Council, may appoint the position of City Treasurer/Finance Director; and

WHEREAS, the position will become vacant and an interim appointment may be made; and

WHEREAS, the Mayor has recommended the appointment of Jaye Monter as the Interim City Treasurer/Finance Director effective September 28, 2011 until such time as another appointment is made: and

WHEREAS, Ms. Monter will be compensated at step three of the current Finance Director pay scale and then effective October 10, 2011 she will be compensated at step 5 of the new Finance Director pay scale during the interim in compliance with the City Personnel Rules.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that Jay Monter is hereby duly appointed the Interim City Treasurer/Finance Director for the City of Grand Island, Nebraska,

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Adopted by the City Council of the City of Grand Island, Nebraska, and September 27, 2011.

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Jay Vavricek, Mayor

Attest:

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RaNae Edwards, City Clerk

Approved as to Form    ☐ \_\_\_\_\_  
September 22, 2011    ☐ City Attorney