



# City of Grand Island

Tuesday, April 10, 2012

Council Session

## Item G11

**#2012-92 - Approving Amendment to Finance Personnel FTE  
Budget Allocation**

Staff Contact: Jaye Monter

# **Council Agenda Memo**

**From:** Jaye Monter, Finance Director

**Meeting:** April 10, 2012

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

**Item #'s:** G-11

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

## **Background**

The Finance Department has a unique opportunity to bring an intern on staff for the summer from the University of Nebraska at Kearney. This young man has finished his third year of college on his way to receiving his Bachelor of Science in Business Administration with an emphasis in Accounting and Finance. Currently the Finance Department does not have a seasonal FTE allocation in the 2012 budget. In order to hire this position, an FTE under the seasonal classification must exist within the department. An estimated 13 week period would require a .25 seasonal FTE. The additional dollars of approximately \$5,400 will be absorbed within the current Finance Personnel budget.

## **Discussion**

The Finance Department has been understaffed since December of 2010 when Mary Lou Brown took over as Interim City Administrator and continued her duties as Finance Director. This void continued after Mary Lou's permanent appointment as City Administrator in April of 2011 while continuing her duties as Finance Director. In September of 2011 Jaye Monter accepted the Interim Finance Director position and continued her duties as Senior Accountant. Today the Finance Department is still understaffed while searching for a Senior Accountant. An additional seasonal employee this summer will help the Finance Department prepare for program prioritization budgeting, update the City's Financial Trend monitoring, review budgeting and website information of other Cities, and help finance staff with other duties as needed.

## **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 with an increase of a .25 Seasonal FTE.

## **Sample Motion**

Move to approve this amendment to the Finance Personnel FTE Budget Allocation with an increase of a .25 Seasonal FTE.

RESOLUTION 2012-92

WHEREAS, the City of Grand Island and the Finance Department have an opportunity to bring an intern on staff for the summer of 2012; and

WHEREAS, this individual is on his way to a degree in accounting and finance and will be able to assist the Finance Department with program prioritization budgeting, financial trend monitoring and help other finance staff as needed; and

WHEREAS, in order to hire this position a seasonal FTE of .25 must exist with the Finance Department's personnel budget: and

WHEREAS, an amendment to the Finance Personnel FTE Budget Allocation is necessary to allow for the hiring of a .25 Seasonal 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 with an increase of a .25 Seasonal FTE is hereby approved.

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Adopted by the City Council of the City of Grand Island, Nebraska, April 10, 2012.

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Jay Vavricek, Mayor

Attest:

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RaNae Edwards, City Clerk