



Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: May 2, 2016

Re: Amending the FY 2016 Annual budget to add .25 FTE to Finance Department

Executive Summary

The Treasury Division of the Finance Department is requesting an ordinance for the addition of .25 FTE Cashier, job code 1201, pay grade B1 non-exempt to the existing .75 FTE for the same.

Discussion

The Treasury Division of the Finance Department requests the addition of .25 FTE to the existing .75 cashier position. This position is currently filled at the .75 level and then supplemented by funds through temporary manpower agencies budgeted in the miscellaneous contractual account. The FY 2016 Annual Budget must also be amended to:

Add:

.25 FTE Cashier, job code 1201, pay grade B1, overtime eligible

Delete:

Eliminate funds budgeted in miscellaneous contractual in a matching amount that would have been utilized to pay temporary manpower agencies for the .25 FTE.

Staff believes that the need for a 1.0 FTE cashier is necessary to optimize consistent and reliable customer service that allows the walk-up windows to be open 9 hours a day and the drive-through to be open 10 hours per day. This position is also necessary to maintain timely collection processing, including mail receipts, in-person receipts and several electronic collection processes which also includes increased security regulations related to credit card processing.

Fiscal Impact

Short-Term Impact: FY2016 total expenses will be \$3,053 for the remainder of the fiscal year beginning May 3 and will be funded by an offsetting reduction in temporary pay for a net impact of zero. No additional appropriations for FY 2016 are needed.

Long-Term Impact: Annual costs going forward will be \$9,354 for additional .25 FTE plus any future salary increases granted, offset by lower miscellaneous contractual amounts related to the use of temporary staffing.



Vision & Strategic Plan Impact

[Vision Impacts:](#) Community Facilities & Services

[Strategic Plan Impacts:](#) Operational Excellence

[Comprehensive Plan Impact:](#) Not Applicable

Suggested Council Action

Recommend approval of the addition of .25 FTE Cashier and the budget amendment to transfer funds from Temporary Positions to Permanent Positions for the remainder of FY2016 and subsequent fiscal years.