



CITY OF WHEATLAND

CITY COUNCIL MEETING STAFF REPORT

April 13, 2021

SUBJECT: Staffing Authorization

PREPARED BY: Susan Mahoney, Finance Director

Recommendation

Authorize staff to fill the 0.5 FTE Administrative City Clerk position and add a 0.5 FTE Account Clerk position. These positions are currently being performed by a temporary staff person.

Background/Discussion

Administrative City Clerk position – The City Clerk position plays a key role in the operations of the City. General duties for this position include election process oversight, public records maintenance, Council and Planning Commission packet preparation and distribution, and Council and Planning Commission attendance and minutes. At the City of Wheatland, this position is also responsible for the City's website, public outreach, and administrative support to the City Manager.

In fiscal year 2019-2020 (FY 20) Council authorized a 0.5 FTE Administrative City Clerk position to assist the City Clerk, provide backup when the City Clerk was absent, and initiate a transition plan for this critical position. The position was filled, however, the employee left employment with the City. The position was not included in the FY 21 budget in anticipation that the one-half cent transactions sales tax extension would not be approved by voters.

Our City Clerk is currently on an extended leave and the City has been using temporary staff to perform the City Clerk duties. Staff recommends that the temporary staff be hired by the City to fill the vacated 0.5 Administrative City Clerk position.

Account Clerk position – The Finance Department is responsible for all financial transactions of the City and provides front-line customer service to our citizens. The majority of Finance duties are time sensitive and cannot be delayed due to staff shortages. For the past year Finance has had staff on extended leave and Family Medical Leave. In August, a second employee will be out on extended leave. In addition, the City is undergoing a year-long project to upgrade its billing processes requiring many hours of staff training and computer input. The City has been using the temporary staff person to perform critical Account Clerk duties and maintain customer service. Staff recommends that a 0.5 position be added to the Finance Department. The position would be filled by the current temporary staff person.

Alternatives

The alternative is to not approve filling the Administrative Clerk position or adding the Account Clerk position.

Fiscal Impact

There would be no additional cost to transition the temporary staff to a City employee. There is sufficient revenue in the General Fund and utility funds to pay for the position.

Attachments

None