



City of Biggs

Agenda Item Staff Report for the Regular City Council Meeting: October 18, 2010 6:00PM

DATE: October 18, 2010
TO: Honorable Mayor and Members of the City Council
FROM: Pete Carr, City Administrator
SUBJECT: Staff Compensation Issues (Discussion/Action)

City Administrator seeks to inform Council and receive direction on two compensation issues regarding city accounting analyst and city administrator positions.

Background

1. Accounting Analyst position was established in the spring of 2010 as part of the transition to replacement of the full-time finance director position with a part-time contract accounting consultant. Employees agreed to take on the new challenges and revisit potential compensation changes on or about November 1, 2010.

The new position was estimated to be valued at 10-15% more than the current accounting clerical role. Council assigned a 10% salary increase to the two individuals in the newly created position, with the 5% balance to be considered after six months experience.

The transition has been highly successful, resulting in greater empowerment for accounting staff in the expanded roles. All listed tasks have been incorporated into the new role, and others have been identified and added at analyst's initiative. The new staffing model has proven challenging and invigorating, with significant cost efficiencies for the city.

Administrator suggests a review of this model at this time, along with consideration of the compensation as stated at project outset. Recent COLA is a separate consideration; that is, value of the position and merit for performance is separate from cost-of-living considerations.

Attachment: Updated list of accounting responsibilities

2. City administrator position is addressed by a separate employment agreement and has experienced compensation adjustments at schedules and rates outside the normal

pattern for city positions. The administrator position was not included in the October 1st salary COLA, at the administrator's discretion. Council may wish to adjust the position's compensation schedule at this time, or maintain it as is; council may also consider de-coupling the administrator position from the salary schedule, or direct otherwise as desired. Staff seeks council direction.

Recommendation

None.

Fiscal Impact:

The new contract-financial consultant model is resulting in the anticipated savings to the City in excess of \$20,000/yr.

Additional 5% for analysts would be \$127 per person per month, \$3528 total annually for city if May 2010 rate is used; \$156 pp/mo and \$3736/yr for city if current rate is used. Fiscal year budget assumed 1% COLA and retained value (10%) for analyst position.

