



Kalama City Council - Council Agenda Item Information Form

Agenda Item: New Business – 6A

Meeting Date June 20, 2019

Prepared by: Coni McMaster, Clerk/Treasurer

Subject: Finance Department Staffing

Summary of Request: The Finance Department will be needing to hire a temporary person to fill in while Accounting Clerk Emily Moore is off on maternity leave from the beginning of August through October. In looking at the needs of the Department we need another full-time staff person. I would like to request the Council authorize the hiring of a full-time person beginning August 1, 2019 instead of a temporary or part-time position.

The request for a full-time staff person was to be made for 2020. However, advertising and hiring a temporary part-time position involves all the time, training and staff investment of hiring a full-time position, so I believe it would be better to hire what we really need and not go through the process twice. There is no guarantee that we could retain a part-time employee until 2020. It might be possible if the position we hire is hired for the rest of this year at least in a part-time position (not temporary from August through October) with the promise of full-time beginning in 2020. The problem with hiring a part-time is it would have to be full-time during August through October to maintain staffing levels and then cut back to part-time. The person would lose benefits that they have been receiving for November and December.

Costs, including benefits, of staffing a temporary person is approximately \$18,000 for three months, while a new staff person for the last 5 months of 2019 is up to approximately \$32,000 depending on the starting salary which would be based on qualifications. In looking at the revenues and the budget for 2019 it will require a budget amendment to do either, but I believe the costs will be covered by the projected revenues.

Related costs involved will be providing a workspace for the new staff position. The current configuration of the City Hall will have to be revised. There are several ways this could be done from squeezing everyone together (not desired), reducing or removing the History House displays (not going to be popular and a loss to the history of the community), or reconfiguring the current layout of the reception and staff office area. Staff has been advised and is looking at ideas to address the issue for 2020, as it will have to be addressed no matter when we hire a new position. Costs could be anywhere

from \$5000 to \$50,000 depending on the option and whether asbestos abatement will be involved. I believe the only funding source for the improvements would be the capital improvement reserve funds in Fund 116.

Included in the Current Year's Budget YES **NO** If No – Fiscal Impact:

Temporary Option - \$18,000 to the Finance budget to be covered by projected revenues

Full-time Option - \$32,000 to the Finance budget to be covered by projected revenues.

Up to \$50,000 for renovation costs to be funded from Fund 116.

Alternatives: Hire a temporary person for August through October and delay full time staffing for 2020.

► **Draft/Suggested Motion:**

Option 1: The City Council authorizes the Finance Department to hire a new full-time position beginning August 1, 2019 and is directed to adjust the budget accordingly.

Option 2: The City Council authorizes the Finance Department to hire a temporary position for the period of August through October to cover open position due to FMLA leave and is directed to adjust the budget accordingly.