

City of Vergas
Personnel and Budget Committee Meeting

The Personnel Committee and Budget Committee was called to order on Tuesday, July 16 2024, 9:15am, at the City Office. Present: Julie Bruhn and Natalie Fischer, who both serve on personnel and budget, and Julie Lammers.

1. A Deputy Clerk job description was reviewed. This position would be in lieu of the receptionist position. The position would provide more advanced skills and back up administrative coverage for the city. The current receptionist can apply. Some of the performance elements are in the receptionist job description, but aren't being performed. There is the need to ensure back up coverage, as there is no one else to cover Clerk duties. City operations is greatly impacted with absence of Clerk-Treasurer. This position and approach would also provide a succession plan into the future for the critical role of the Clerk. Refer to the ROI summary below.

	Current Receptionist	*Deputy Clerk	Difference
Work Hrs	24 hr/week	24hr/week	No change
Rate/hr.	\$13.04	\$16.00	\$2.96/hr
Annual Cost	\$16,273.92	\$19,968.00	\$3,694.08

*Work hours would include Memorial Day to Labor Day- working Friday mornings; 9-12.

Otherwise hours would remain 10:00-4:00 Monday thru Thursday.

*Would impact current overtime of Clerk-Treasurer; no data at meeting to quantify.

Will hold until the budget for 2025 is established and then bring to the council.

2. Status of the 2024 budget was reviewed. Overall year to mid-year to date; the budget is on target. An area of concern is whether the Liquor Store will be able to contribute the \$25,000, as budgeted. This may be impacted by the expense incurred from sewer pipe repair. Awaiting bill. Also finding office & operating supplies are more than budgeted in general government, event center, and public safety. It was noted that notices have been sent out for 2025 budget.
3. There is a PERA class being offered; entitled Hire to Retire. There was concurrence to provide this course to all city employees during the city huddle time on Monday, July 29 at 10am.

Recommendations for City Council: none

Recorder;
/es/ Julie Bruhn