

City of Vergas Position Management Review and Recommendations

1. Event Center Coordinator

Based upon input from the current Event Center Coordinator and the Event Center Committee, the current employee and administrative type support needs are not being met. Discussed changing the position to have the care and oversight of the physical environment; cleaning & maintenance needs, inventory, providing tours with perspective renters, and set up for events. Would move the administrative work back to the City Office to avoid breakdown in communications, written and verbal. The administrative duties moved back to the City Office would be scheduling, support to the Event Center Committee and marketing. The position would have decreased hours from not to exceed 520 hours worked annually to not to exceed 230 hours worked annually. **This reflects annual cost savings of \$5,104.** With realignment of duties, change the Event Center Coordinator position to Event Center Support, revised job description attached.

2. Fulltime Liquor Store Clerk (Deferred pending follow up information)

Based on a review of Liquor Store staffing, it was noted with the two full-time staff there is 18-20 hours of extra staffing monthly. This has resulted in the Liquor Store Manager and full-time staff employee taking PTO each pay period. However, during the 4 months (Memorial Day to Labor Day); 2 full-time employees are needed due to extended open hours and increased workload. As a tourist type community, businesses do operate with different seasonal staffing as needs are different during peak months of May-September. It was concluded the full-time clerk position be made part time, with seasonal full-time status during peak months. **This has significant cost savings of \$8,960.19 (annual salary and benefits) and is a better alignment of staffing needs.** The cost savings reflect salary and associated benefits. The full-time clerk has been a valuable dependable employee and to recognize this and have less impact on pay, could establish a lead clerk. Additionally of note, this clerk is key to filling gaps in staffing, unanticipated and anticipated, which would have an impact to any loss of wages.

Unintended Consequences:

- Employee may quit and there are 3.1 jobs for each person looking for a job.
- ACA Requirements: There may be penalties for not providing coverage. (Attorney Tom Winters is reviewing)
- The current insurance contract is in through March 1 and the City may not remove an employee due to personnel policy change until end of contract.
- Unemployment: employee changing from full-time to part-time status is eligible for unemployment and the city pays the complete amount for unemployment.

3. Deputy Clerk

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 in the absence of the Clerk-Treasurer. The expectation is the Deputy Clerk work hours would include working 9-12 on Fridays to ensure city office coverage Memorial Day through Labor Day. The current

receptionist can apply, however performance elements in the current receptionist job description aren't being performed. There is a critical need to ensure back-up coverage for the city. Currently there is no one to cover the Clerk duties. City operations basically shut down in absence of Clerk-Treasurer or the Clerk-Treasurer on time off is consistently responding to issues and needs. The current Clerk-Treasurer struggles to utilize leave and each year and is typically paid out 60 hours at year end, which averages \$2,066. There are also the ongoing additional hours worked to cover city work needs. Compensatory time is not an option, so this does translate into overtime pay. In review of the additional hours, the estimated 60 hours would have been covered by a Deputy Clerk. This position and approach would also provide a succession plan for the future. This is a critical role where any break in coverage has implications for the city. New job description attached. ROI summary below:

| | Current Receptionist | *Deputy Clerk | Salary Difference | Salary Difference with impact on overtime |
|-------------|----------------------|---------------|-------------------|---|
| Work Hours | 24 Hour/week | 24 Hour/week | No change | |
| Rate/hr. | \$13.04 | \$16.00 | \$2.96/Hour | |
| Annual Cost | \$16,273.92 | \$19,968.00 | \$3,694.08 | \$1,628.08 |

These recommendations reflect a staffing model for the City of Vergas, which is more aligned with ensuring optimal city operations and being cognizant of being good financial stewards in managing the city budget. Staffing makes up the largest budget expenditure at (35-45%).

1. Change in Event Center Coordinator to Event Center Support and revised job description.
2. Pending change in fulltime clerk to seasonal fulltime and part time hours October through April.
3. Change to have Deputy Clerk in lieu of a receptionist.