

MEMORANDUM

Date: March 7, 1986  
To: Mayor & City Council  
From: Director of Finance and Administration  
Subject: Finance Committee Recommendation  
(Cut back of employees..Assistant Collector)

Recommendation

After a review of the background information provided, the Finance Committee recommends that the city continue to fund the Assistant Collectors position until September 31, 1986. Funding will be provided as follows:

- (a) \$2,288 from line item 215, Insurance , in the Administration Budget.
- (b) \$3,375 from line item 201 , Salaries , in the Dog Pound Budget.

Subject will be reviewed again for continued funding prior to September 31, 1986.

Background

During the budgeting process, it was determined that one of the expenditure reductions would be the position of Assistant City Collector. This cut back would take effect March 31, 1986, and would result in a reduction of approximately \$10,240 in the Administration budget of the General Fund.

The impact of the loss of this position received some discussion, and it was the Finance Committee's decision to review this situation again before March 31 and before the final termination of employment was made.

A review of the impact of the loss of this position is as follows:

- (1) Closing the collectors office during the noon hour would become necessary.
- (2) Loss of collection activities in the field which would adversely impact revenues and result in additional work load on the Police Department making calls or arrests where infractions exist.
- (3) Internal controls will be impaired due to the

fact that various "fill in" situations will occur when the Collector must be out of the office.

- (4) Computer set-up procedures are still in progress. Thus, reductions in personnel at this time will result in additional delays in the new system becoming fully operational.

In view of the financial situation that the city is confronted with and the need to have adequate numbers of personnel to properly maintain the minimum of essential collection activities, the Assistant Collectors position should continue to be funded if at all possible.

Funding for continuation of this position, at this time, might be considered from three sources.

The Three areas for consideration are as follows:

- (1) Line Item 215, Insurance , in the Administration budget has \$2,288 remaining in the unexpended balance and will not be needed in 1986.
- (2) Since the first of the year the city has been operating the Dog Pound with one Humane Officer, although two positions are reflected in the 1986 Budget. The reason for this, is that one officer is off the payroll and on workmens' compensation. As a result of this, the Salary line item, 201, in the Dog Pound Budget currently has \$3,375 that will not be utilized in 1986. This amount could increase, depending upon how long the officers disability continues and how long he is off the City Payroll.
- (3) The remaining \$4,577 needed to fund the Assistant Collectors position for the rest of the year would, at this time, have to come from unappropriated General Funds. It might be noted that additional budget savings may become apparent as the year progresses. However, reconsideration for the funding of this position should not rest upon this premise.

If you require additional information, please advise.

Respectfully,



Director of Finance and Administration