

Discussion and consideration of a resolution creating the position of Administrative Clerk

AGENDA ITEM B.3 (NEW BUSINESS)



Background

- In January 2017 City and IMU restructured utility billing services in order to accommodate the future plans for the fiber expansion project.
- The Cashier, Clerk and Utility Billing positions were transferred to IMU and are currently titled, Utility Services Representatives.
- These employees have been located in City Hall and are responsible for not only utility billing services duties, but also accounts receivable, processing mail, greeting guests and other additional duties.



Background (continued)

- As part of this move, IMU provided notice to the City that they will no longer be able to provide certain services to the City (previously shared with Council on 11/7/18, 11/9/18 and 11/14/18)
- City Council authorized staff to review and discuss this matter with IMU
- General Fund pays ~\$61,000 for these services
- Sewer (11%), Stormwater (2%), and Recycling (2%) billing services would remain with IMU



Duties

- Process mail
- Accounts receivable – segregation of duties
- Answer phone calls; greet guests; receive deliveries
- Fire Department bills
- Ambulance bills
- Parking tags for Simpson
- Street department AR bills
- Sewer department AR bills and loan
- Brush Facility – start up cash, daily deposits, etc
- Receipting in AR payments from other departments
- Ordering P&R deposit slips for the pool deposits
- Checking bank statements for deposits and checking other entities have paid us (reconciling AR)
- Receipting in COBRA/Retiree Medical insurance monthly
- Maintain daily balances on cash, drawer and credit card accounts
- Prepare daily bank deposits
- Accurately prepare bank deposits and maintain records
- Data entry, filing and assisting with payroll
- Serves as a back up to the City Clerk
- Assist with lunch coverage



Comparables

From Strategic Plan:

City Staffing

- *Develop staffing plan to address current and projected needs*
- *Evaluate employee wage and benefit packages*

Consistent with IMU positions

Altoona – \$21.02/hr

Ankeny – \$18.18/hr

Clive – \$23.21/hr

Urbandale – \$18.02/hr

Also surveyed Norwalk, West Des Moines, Des Moines, Grimes, Waukee, Johnston and Pleasant Hill. They either don't have a like position or didn't respond.



Total Cost

Administrative Clerk	
Salary	\$38,568
IPERS	\$3,641
Social Security	\$2,391
Medicare	\$559
Deferred Comp	\$900
Short Term Disability	\$243
Long Term Disability	\$243
Life Insurance	\$103
H S A Funding	\$1,200
Health Insurance	\$20,153
H S A Match	\$2,000
Dental	\$1,034
Vision	\$127
Wellness	\$370
Total Salary & Benefits	\$71,532



Q&A