



## STAFF REPORT

DATE: January 12, 2021

### **DISCUSSION**

**TO:** Honorable Mayor and City Council  
**FROM:** Jake Dickson, Assistant City Administrator  
**REVIEWED BY:** Kristina Handt, City Administrator  
**AGENDA ITEMS:** Full Time Utility Billing Clerk Position

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### **BACKGROUND:**

The part time Utility Billing position was created in February 2020 to perform Utility Billing functions for the Finance Department and serve as a backup to the full time Accountant. Since the position was created it has been filled and vacated twice.

### **ISSUE BEFORE COUNCIL:**

Should the City make the Utility Billing Clerk a full time position?

### **PROPOSAL DETAILS/ANALYSIS:**

The City has seen significant growth over the last few years that exceeded the growth expected during the 2016 TKDA study of the utilities. For example, it was expected that the city would have 2,511 sewer connections from 2016-2025. However in just 2016-2018 the city saw 1,157 new sewer connections. Water connections were expected to be 2,487 from 2016-2025. However the actual new water connections from 2016-2018 were 1,083. In 2020 the City saw over 500 new water connections. Water connections are expected to increase substantially as the City's water system is expanded. The third utility, stormwater, has also grown exponentially as each newly platted lot (about 1,900 since 2015) is billed a stormwater utility fee.

As the Utility Billing Clerk is designed to serve as the backup for the Accountant they also need additional time for training, as well as to cover in the event that the Accountant is out. Since the City's growth has also created additional responsibilities for the Accountant such as larger payroll and accounts payable runs, a full time Utility Billing Clerk would have more time available to cover the responsibilities of both roles. This position was planned to become full time in 2022, but staff believes it would be beneficial this year.

While we have not received any official feedback on the position, staff believes that the addition of health benefits and full time status would make the position attractive to more qualified applicants, and to applicants who are seeking a permanent job.

### **FISCAL IMPACT:**

Based upon the criteria used on the 2017 Classification and Compensation Study, the Utility Billing Clerk position is classified as Grade 7. Grade 7 carries a pay range of \$22.48-\$29.22 per hour. Making the Utility Billing Clerk position full time will add to wages, taxes, PERA contributions and health benefits. The impact of increased wages and benefits ranges from \$31,711.58 to \$37,771.20. The cost of this position is divided into 3 funds: stormwater (25%), sewer (35%), and water (45%) so there is no impact to the general fund.

