

Personnel & Finance Committee  
July 25, 2016

Present: Committee Members Larmore, and Clausen; Council Members Scott, Fleck, and Buxton; Mayor Hazel; Director Hitchcock; Auditor Strawn; Bill Kincaid, The Daily Standard.

Committee Chairman Larmore called the meeting to order at 6:30 pm.

CM Larmore asked the Auditor for an explanation of her employees and their duties. Auditor Strawn explained there are 3 full time personnel plus herself in her department. Their duties include preparation of the annual and July budget; certification with the county and updates; daily revenue receipting and bill payments for the entire City; Payroll, which includes PERS, workman's comp, FMLA, union contracts, vacation and sick leave vacation, payouts for termination of employment, seasonal workers paperwork, health insurance quoting, implementation, and required reporting; City investments; debt renewals; issuance and monitoring of P-Cards, which are VISA cards used by City employees for City expenses; monthly and year-end reconciliements; fixed assets; and record retention.

Auditor Strawn reported one employee has given her resignation and she has advertised for her replacement. The employee's primary responsibility is scanning accounts payable, record retention, fixed assets, and backup for payroll and accounts payable. Mayor Hazel explained the strength Ordinance allows for three employees in the Auditor's office. Auditor Strawn stated she has no job description for the clerk position, and has requested one through the City's personnel consultants. Mayor Hazel explained a few years back, two of the current employees were made Deputy Auditors and their job descriptions would have been updated to reflect the title changes. Mayor Hazel and Auditor Strawn explained the health insurance process being done by the Auditor's office. CM Larmore stated it seems there is a lot going on in this department and asked if the job descriptions need to be restructured. Mayor Hazel explained an HR manager would be difficult to find to do the job we would need. CM Clausen asked if the replacement person needs an accounting degree. Auditor Strawn stated she is looking for an accounting degree or experience.

Auditor Strawn asked if she should hold off on hiring a replacement. CM Larmore replied he just wants to be sure if anything needs to be adjusted in the department, this would be the time. If Administration is comfortable finding a replacement, he is fine with them hiring. Mayor Hazel stated they will review the requirements and come back to Council with their results.

Auditor Strawn explained an updated GF Summary report was distributed, with a formula error correction. CM Larmore requested the report be reviewed in the regular council meeting.

Chairman Larmore adjourned the meeting at 6:59 pm.

Submitted by Joan S. Wurster, Clerk of Council