

STAFF REPORT

For Meeting of April 11, 2016

MAYOR AND MEMBERS OF THE CITY COUNCIL

Agenda Item #

NO. 2016-

SUBJECT:

Additional Position to
Help Support
EOTEC

Subject

Consider authorizing an additional 0.5 FTE to help support the EOTEC Authority with EOTEC providing 50% of the funding for it.

Summary and Background

The City of Hermiston and Umatilla County are parties to an intergovernmental agreement dated March 15, 2012 to jointly operate and support the EOTEC facility. Regarding the structure and operation of the Board article III, section A, number 6(a)iii states that "The Secretary-Treasurer shall be responsible for keeping the books, records and funds of the Authority unless otherwise provided for by the Board of Directors or this Agreement." Regarding the contribution of funds article III, section A, Number 7 states "If any funds are necessary for the operation or expenses of the Authority, Umatilla County and the City of Hermiston shall equally contribute those funds. However, no party shall have any obligation to make any contribution whatsoever unless both parties agree to the contributions."

During the first two years of the Authority's existence County Commissioner Dennis Doherty was the Secretary-Treasurer and he oversaw the formation of the budget and kept the books, records and funds of the Authority with support of Commissioner Doherty's secretary, Umatilla County Budget Officer, Bob Heffner, and Umatilla County Finance Director, Robert Pahl. However, in the spring of 2014 these functions were transferred to the City of Hermiston. Lilly Alarcon-Strong prepares the agenda, public notices and meeting minutes and Barb McMahon and I take care of the finances, accounting and budget.

Since then, activity related to the EOTEC has increased significantly and keeping up with the additional duties for the EOTEC and the City of Hermiston has become problematic.

Fiscal Information

Approximately 358 hours per year are spent on budget and accounting tasks and 60 hours per year are spent on recorder duties for a total of about \$23,500 in salaries and wages supporting the EOTEC (see attached document). This equates to about 0.2 of an FTE. As the EOTEC begins operations and becomes fully functional the amount of time spent managing the finances and budget is likely to grow. In addition the Authority has interim financing planned which will increase the amount of time I will need to spend on EOTEC.

City of Hermiston

Alternatives and Recommendation

Alternatives

1. Continue as is and make no changes.
2. Transition the duties to the EOTEC Authority.
3. Return some or all of the duties to the County.
4. Authorize a 0.5 FTE to be jointly funded by the City and EOTEC.

Recommendation

I recommend alternative #4. The City of Hermiston is itself growing in population and projects and even without EOTEC duties I am being stretched thin. It is not feasible to make no changes at all. Nor do I believe it would be cost-effective for the Authority to create a position or number of positions to perform the duties the City is currently doing for them. In addition, the City staff understands the operations of EOTEC and can do them more efficiently than working with an outside contractor.

Requested Action/Motion

Authorize the City Manager to hire a 0.50 position to assist the finance department in providing financial support to the EOTEC Authority with one-half of the funding provided by EOTEC.

Reviewed by:

Department Head



City Manager Approval



Estimate of Staff Time/Salaries & Wages Spent on EOTEC

Budget & Accounting Tasks	Staff(s)	Frequency	Hours/Yr	Fully Loaded Rate/hr	Total Salaries
<u>Perform Budget Officer Duties</u> Coordinate and participate in budget meetings; prepare budget message; prepare and publish budget notifications; compile budget document; present budget to EOTEC Board	Amy Palmer	Annually	80	\$72.41	\$5,792.80
<u>Publish Proposed Budget</u>	Amy Palmer / Barb McMahan	Annually	20 20	72.41 32.54	1,448.20 650.80
<u>Publish Adopted Budget</u>	Amy Palmer / Barb McMahan	Annually	5 5	72.41 32.54	362.05 162.70
<u>Accounts Payable/GL Duties</u> Code invoices and process for payment; prepare disbursement requests; prepare checks; perform bank reconciliation; enter journal entries	Barb McMahan	Monthly	96	32.54	3,123.84
<u>Monthly Financial Duties</u> Review and approve disbursement requests; prepare journal entries; monitor cash and process cash transfers; review bank reconciliation; prepare monthly financial packets for Board	Amy Palmer	Monthly	96	72.41	6,951.36
<u>Present Financial Reports</u>	Amy Palmer	Monthly	12	72.41	868.92
<u>Annual Financial Reports</u> Assist with prep of annual financial report; review financial report	Amy Palmer	Annually	16	72.41	1,158.56
<u>Annual Audit</u> Reply to Auditor Inquiries	Amy Palmer / Barb McMahan	Annually	4 4	72.41 32.54	289.64 130.16
TOTAL			358		\$20,939.03
Assistant Recorder Tasks	Staff	Frequency	Hours/Yr	Fully Loaded Rate/hr	Total Salaries
<u>Recorder Duties</u> Prepare agendas; attend meetings; prepare and route minutes; post meeting notices; track board terms	Lilly Alarcon-Strong	Monthly	60	42.84	2,570.40
TOTAL			60		2,570.40
GRAND TOTAL			418		\$23,509.43

Estimate of Cost for Additional Half-time FTE

Scenario 1	Num of		
	Hrs	Pay Rate	Total Cost
Express Employment provided personnel	1,040	19.50	20,280
EOTEC's portion (not to exceed \$12,000/yr)			<u>(10,140)</u>
Total cost to City			10,140