



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Valentino Perez, Public Works Director

DATE: April 4, 2024

RE: Consideration of reclassifying one (1) part-time Stock Clerk to full-time (\$14,379 for the remainder of Fiscal Year 2024, Fleet Service Fund) and the additional of one (1) new full-time Administrative Secretary position (\$22,733 for the remainder of Fiscal Year 2024, General Fund Undesignated Fund Balance) within the Public Works Department.

SUMMARY:

Public Works is requesting the reclassification of the part-time Stock Clerk position to full-time. The current part-time position allows 25 hours per week for assigned tasks. The Stock Clerk works diligently with the Fleet Division to maintain inventory levels to ensure parts are in stock to keep the City's vehicles in service. The addition of full-time hours will expand the timeframe the employee is accessible to communicate with other departments and increase the productivity of reporting within the Public Works Department. The Stock Clerk is responsible for receiving, distributing, and maintaining stock inventory and maintaining the warehouse for the Public Works Fleet Division. These activities include but are not limited to the following:

- Stocks warehouse and maintains inventory and stock records.
- Retrieves parts, supplies, materials, etc. from the warehouse.
- Picks up parts from vendors to shorten delays when no delivery is available or delayed.
- Prepares and maintains logs and items issued.
- Maintains the warehouse in clean and neat order.
- Receives, unpacks, and inspects received materials for conformance with quantity, specifications, and other information provided on purchase order; compares against packing list/invoice, stores material, and forwards documentation to proper location.

The annual cost for the part-time position is \$24,504; the annual cost for the full-time position is \$58,489, including salary and benefits. The estimated cost increase for the remainder of FY 24 is \$14,379, which can be covered by available funds.

Public Works would also like to request the addition of a full-time Administrative Secretary position. As part of the effort to bring Public Works up to capacity, the department has contracted a temporary employee through an employment agency to assist with administrative secretary duties such as creating meetings, preparing agendas, and preparing minutes for pre-construction meetings, construction progress meetings, post-project review meetings, and evening board meetings, as well as other general meetings and correspondence required throughout the Engineering Division of Public Works. Having someone in this position has been very beneficial and has increased staff efficiency allowing Engineering staff and Project Managers additional time to perform their primary duties. This temporary position has allowed the department to confirm the need for this permanent full-time position. The salary range for this position is \$38,984 – \$64,324. The anticipated annual cost for this new position, including salary, benefits, uniforms and software licenses is \$63,939. The estimated cost for the remainder of FY 24 to fill this new position will be \$22,733.

REQUESTING DEPARTMENTS:

Public Works

FISCAL IMPACT:

Based on an estimated effective date of 4/6/2024, the fiscal impact for transitioning the Part-Time Stock Clerk to Full Time (FTE) position in FY 2024, based on 11 remaining pay periods, is \$14,379. Funding for this increase is available in the Fleet Service Fund due to vacancies as follows: Salary/Wages \$6,245; Benefit Credit \$260; Social Security/Medicare \$498; Retirement \$1,429; Employee Health Insurance Premium \$4,885; Other Employee Insurance Premiums \$357; Workers Compensation \$705.

The estimated fiscal impact to fund the new Administrative Secretary position for the remaining FY 2024 pay periods totals \$22,733. Funding is requested from General Fund undesignated fund balance to support this request.

STAFF RECOMMENDATION:

Motion to approve the reclassification of the Stock Clerk position from part-time to full-time and the addition of a full-time Administrative Secretary to the Public Works Department, including the allocation of \$22,733 in undesignated General Fund dollars for FY 2024.

ATTACHMENTS:

1. Stock Clerk Budgetary Impact
2. Administrative Secretary Budgetary Impact
3. Stock Clerk Position Control Form
4. Administrative Secretary Position Control Form