

TO: Mayor and City Council

FROM: David Chanski, City Administrator/Clerk

RE: Finance Director/Clerk Position

DATE: August 19, 2024



Background

Assistant City Administrator Daniel Eick resigned on August 5, and his final day of employment will be September 6. As I do with all positions when they are vacated, I took some time to evaluate the ACA position and the needs of the City prior to requesting formal authorization to fill the position.

Current ACA Duties

The primary duties currently being conducted by ACA Eick include:

- Marketing & Communications
- Special Projects Management
- Research & Policy Analysis
- Parks & Recreation Support
- IT Coordination
- Acting City Administrator in Administrator's Absence

As I analyzed the current tasks being split between the ACA Eick and myself, I came to the conclusion that the greatest need for the City at this time is not to fill the ACA position in its current capacity but to reorganize the position into a Finance Director/Clerk position.

Finance Director/Clerk

While the Finance Specialist position executes day-to-day financial duties such as payroll, accounts payable, accounts receivable, and utility billing, the position is not an accountant level position. As the city clerk and treasurer, the City Administrator is left to serve as finance director and conduct higher level financial analysis, investment administration, and overall fund management. However, while I have an extensive background in municipal finance, I am not an accountant or financial expert (in fact no Breezy Point City Administrator has been an accountant, and it is not a requirement of the position).

With the increased demand for financial expertise due to the transition from a cash basis of accounting to an accrual basis along with the significant projects that the City is currently undertaking and projected to undertake in the future, I believe it is time for the City to have an in-house Finance Director who would also act as City Clerk.

With the reorganization of the Assistant City Administrator into a Finance Director/Clerk, this would allow me to take back the functions that should belong to the City Administrator such as research & policy analysis and special project management. Additionally, I do not believe that there is a significant need for a position to be formally designated as Acting City Administrator except for periods in which the City Administrator position is vacant or the Administrator is on an extensive leave of absence. With this change, the Finance Specialist and the Deputy Clerk/Office Manager would also report to the Finance Director/Clerk, leaving all the City Administrator's direct reports as department head level positions.

Finally, I conducted the same type of job description and wage analysis for this position as was done for all positions during the 2024 Budget process when the Council most recently updated wages. The proposed 2025 salary range for this position would be \$94,120 - \$122,824, which is about \$5/hr lower than the current 2025 Assistant City Administrator salary range.

Council Action

Staff is seeking to get input from the City Council on the reorganization of the Assistant City Administrator position into a Finance Director/Clerk position. If the Council is agreeable to this change, staff will bring a formal job description for approval and request authorization to post the position during the September 3 City Council meeting.