

STAFF REPORT UTILITY MEETING

AGENDA DATE: February 28, 2023

DEPARTMENT: Electric Utility

TITLE:

Conversion of Part-Time Meter Reader position to Full-Time Meter Service Worker position

SUMMARY:

Request for approval to convert the currently vacant Part-Time Meter Reader position to an additional Full-Time Meter Service worker position and fill accordingly. The positions are both part of the Electric Utility's Meter Shop.

BACKGROUND AND JUSTIFICATION:

The City's Electric Utility Meter Shop is requesting approval to convert the recently vacated Part-Time Meter Reader position to a Full-Time Meter Service Worker position, increasing the overall headcount by 0.5, and fill accordingly. The change in title will increase the versatility of the position and provide for more efficient utilization of staff within the Utility Meter Shop which provides both electric and water metering services. For example, the Meter Service Worker is not only be able to read meters, but can also replace meters to prevent repeat trips or multiple truck rolls to the same location.

The increased cost will be absorbed within the current Utility budget.

MOTION:

Move to approve/disapprove conversion of currently vacant Part-Time Meter Reader position to Full-Time Meter Service Worker position, increasing overall headcount by 0.5, and fill accordingly.

ATTACHMENT(S):

Fiscal Impact Analysis
Position Change Form

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

| Fiscal Years | 2023 | 2024 | 2025 | 2026 | 2027 |
|--|-------------|-------------|-------------|-------------|-------------|
| Inflows | | | | | |
| Current Appropriation | 0 | 0 | 0 | 0 | 0 |
| Program Income | 0 | 0 | 0 | 0 | 0 |
| Grants | 0 | 0 | 0 | 0 | 0 |
| In Kind | 0 | 0 | 0 | 0 | 0 |
| Outflows | | | | | |
| Operating | \$20,400 | 0 | 0 | 0 | 0 |
| Capital | 0 | 0 | 0 | 0 | 0 |
| Net Fiscal Impact | \$20,400 | 0 | 0 | 0 | 0 |
| No. of Addn'l Full-Time Employee Positions | 0.5 | 0 | 0 | 0 | 0 |

| New Appropriation Fiscal Impact: | | |
|----------------------------------|--------------------------|-------------|
| | | Expenditure |
| Department | Water | |
| Division | Administration | |
| GL Description | Salaries & Wages | |
| GL Account Number | 402-7010-533.12-10 – 50% | |
| | 403-7010-535.12-10 – 50% | |
| Project Number | N/A | |
| Requested Funds | \$20,400 | |