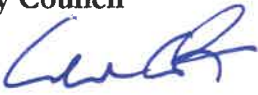




MEMORANDUM

TO: Mayor Diane Wolfe Marlin and Members of City Council
FROM: Todd E. Rent, Sr., Human Resources Director 
DATE: May 30, 2018
RE: FY2019 City Staffing Changes

Introduction

As the City of Urbana moves forward to build foundations for the future, efforts to achieve a balanced budget through the reduction of expenditures must involve a critical examination of staffing levels. Fiscal Year 2019 personnel costs are projected to account for approximately 73.0% of the City of Urbana's General Operating Fund expenditures. As staff have evaluated opportunities for cost savings, attention has also been given to improving efficiency while maintaining a high level of service to the public. This memorandum is intended to provide an overview of proposed staffing changes in the upcoming fiscal year.

Urbana Civic Center Closure

The Urbana Civic Center is currently staffed by three part-time positions (1.75 FTE) comprised of one, three-quarter time Civic Center Coordinator and two, half-time Civic Center Attendants. Civic Center staff are responsible for general maintenance of the facility and assisting patrons during rental events. This assistance includes reservations and scheduling, collection of rental fees, administration of rental agreements, as well as janitorial services, facility maintenance, and set up and break down of tables, chairs, and other equipment.

Upon approval of the proposed closure, the Human Resources Division will partner with the Public Facilities Division of Public Works to provide adequate notice to the affected staff, and discuss potential employment alternatives within the City. The closure of the Center will result in a net reduction in General Operating Fund expenditures of approximately \$40,000 annually.

Fire Prevention Permit (FPP) Program Inspections

Under the Urbana Fire Department's Fire Prevention Permit Program, any commercial property which engages in any business involving the handling, storage, or use of hazardous substances, materials or devices; or that conducts processes that produce conditions hazardous to life or property is required to be inspected for Fire Code compliance annually and to obtain a Fire Prevention Permit.

In December 2014, the Urbana Fire Department hired a former building inspector to serve as a part-time (0.45 FTE) Fire Inspector tasked to perform approximately 450 FPP annual inspections under the direction of the City's Fire Marshal. In March 2018, the part-time Fire Inspector retired from his position. Staff

performed a review of the position and determined that the duties could be absorbed by existing City staff. The staffing reduction resulting from the absorption of these duties will reduce General Operating Fund expenditures by approximately \$35,000 annually.

Adjusted Staffing for the Human Relations Office

Prior to January 2017, the Human Relations Office was staffed by one full-time Human Relations Officer and one-half of an Administrative Assistant line (1.5 FTE). In January 2017, the City added a full-time Community Outreach Coordinator position to focus primarily on police-community relations. At that time, the City also retained a half-time Human Relations Officer to fill the vacancy created when the former HRO transferred to the Human Resources Division. The proposed budget seeks to adjust the budgeted level of the Human Relations Officer to reflect the current staffing level of the position (0.5 FTE). Please note however that should the proposed adjustment be approved, the Office's staffing level would be 2.0 FTEs, and as such represents a net expansion of 0.5 FTEs over previous staffing levels. This adjustment would be reflected in the budget as a reduction in General Operating Fund expenditures totaling approximately \$36,000.

Finance Department Reorganization

The Finance Department will be reorganized to provide an enhanced level of financial services and oversight. In particular, this allows for a more appropriate segregation of certain duties, which will address issues raised by the City's auditors. In May 2018, the City Accountant informed the Finance Director that she plans to vacate her position in July 2018. Upon vacation of this position, the Finance Department will reassign certain finance-related functions to a newly created Financial Analyst position. The Financial Analyst position will be created by merging an existing Administrative Assistant (0.5 FTE) line in the Finance Department with a Grants Compliance Specialist (0.5 FTE) line from the Community Development Services Department. The reassignment of finance-related functions will result in a reclassification of the City Accountant position to a Staff Accountant. The reorganization will result in no net change in budgeted FTEs and as such is projected to be budget neutral. However, Finance will take on additional responsibility for tracking and reporting on grants funds using the new financial system.

Voluntary Separation Incentive Program

In July 2017, the City implemented a Voluntary Separation Incentive Program (VSIP). VSIP initiatives offer a cash incentive to qualifying applicants who agree to voluntarily separate from their position. The City's VSIP program resulted in a net reduction in staffing of two full-time equivalent positions, bringing annual savings of approximately \$100,000. Based on those results, the City has decided to offer another VSIP opportunity in the upcoming fiscal year. We will use the feedback received during the initial VSIP offering to refine the program features in a manner that provides a more compelling opportunity for those employees who wish to apply. These refinements will bring greater flexibility in the program's timeframes, payment structures, and qualifying criteria.

Staffing Request Review Process

As of January 2017, requests to fill either vacant or newly-created staff positions must be reviewed and approved by the applicable Department Head, the Finance Director, the Human Resources Director, and the Mayor. In the upcoming fiscal year, staffing requests will be subject to a higher level of scrutiny. This scrutiny will ensure careful review of each vacancy to determine the feasibility of staffing reduction through the reassignment or reorganization of work.