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**REQUESTED COUNCIL MEETING DATE: MAY 15, 2017**

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**ITEM: COUNCIL BILL No. 2017-509**

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**Finance Director: Leslie Haase**  
**Human Resources Director: Dave Allgood**  
**City Attorney: Peter Edwards**  
**City Manager: Sam Anselm**

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**INTRODUCTION:**

This Council Bill approves the job description for Utility Billing Supervisor in the Finance Department and the placement within the Salary Administration Plan.

**DISCUSSION:**

Missouri-American Water Company notified the City of their intent to cease the wastewater and trash billing services in December of 2012. The finance department performed this function until it was outsourced to the water company in 1998. Following the notification, the finance department analyzed the cost of outsourcing this service to another vendor versus bringing the service in-house again.

It was determined that bringing the service back in-house was the most cost effective and efficient option. In January of 2013, the City began the billing and collecting for this service. There are currently two billers and two collectors for this service. These duties must be separated for proper accounting internal controls. Utility Billing currently sends approximately 21,000 bills per month or 252,000 bills per year. There are an additional 6,000 delinquent notices sent per month. The current cost of this service is \$2.75 per bill.

It has been apparent that a Utility Billing Supervisor is needed for this service for some time. Currently, the Finance Director and Assistant Finance Director are partially serving this function. The Assistant Finance Director spends approximately 50% of his time in this capacity, which takes away from the accounting duties that should be performed. Additionally, the Supervisor will be establishing policies and procedures, as well as evaluating new cost savings measures. As a result, the Utility Billing Supervisor was added to the 2016 fiscal year budget, but was put on hold. With the addition of this position, the cost of the service will be approximately \$3.20 per bill.

The City Manager has given approval to move forward with the position. As such, a new job description was created. The Personnel Board reviewed and approved the job description at their meeting on April 27, 2017. The position will be placed in Range 200 of the Salary Administration Plan. The sewer fees cover the cost of this service.

**RECOMMENDATION:**

City Staff recommends this Council Bill be approved on first reading.