



CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

DATE: December 17, 2024

TO: Mark Washington, City Manager

COMMITTEE: Fiscal Committee

LIAISON: Molly Clarin, Chief Financial Officer

FROM: Molly Clarin, Chief Financial Officer
Fiscal Services Department

SUBJECT: **Budget Amendment Request in the amount of \$1,317,511 (transfer) for reassignment of certain personnel (13) to the Fiscal Services Department and related non labor budget effective January 6, 2025**

Background

The positions and functions performed by employees in the Comptroller Department have been evaluated and it has been determined that under the current structure the City is not in compliance with the City Charter. Additionally, supervision of certain functions within a single department is in tension with the independent audit function of the Comptroller as outlined in the Charter, which presents additional risk to the City. Therefore, it is recommended that several of these functions would more appropriately report to the Chief Financial Officer as part of the City Manager's operational responsibilities. Alignment of departmental responsibilities with the Charter is anticipated to clarify roles and responsibilities for involved managers and staff, which may also help improve focus, morale, and retention within the departments.

To minimize risk and maintain compliance with the Charter, the Law Department recommended that current functions report as follows:

<u>City Comptroller</u>	<u>City Treasurer or City Manager (through CFO)</u>	<u>City Manager (through CFO)</u>
Deputy Comptroller	Financial Analyst III	Payroll Supervisor
Internal Auditor II	Accountant II	Financial Analyst II
Admin. Exec. Assistant	Accountant I (3)	Financial Analyst I (2)
	Accounts Payable Manager	Financial Systems Analyst
	Financial Assistant II (2)	

After discussion with the City Manager and City Attorney, it was determined that changes should be made. At that time, City Treasurer John Globensky was engaged in the conversation to determine the best course of action. The City Treasurer concurred that keeping the former Comptroller staff under the same department would offer the best efficiency and continuity for those affected. The City Treasurer communicated to the City Manager on December 4, 2024, that he would not like to receive additional staff to his

department and supports the reallocation of these functions to the Fiscal Services Department.

Request

It is recommended that all functions and positions identified for reallocation be moved to the Fiscal Services Department as well as any related nonlabor budget, effective date January 6, 2025.

Impact

This budget amendment will move the following positions to a new division in Fiscal Services to be called “Accounting Services” and will also set up three new units where the positions and related nonlabor budget will reside.

Position Title	Position Number	Fiscal Services Unit
Financial Analyst III	59101	2000-Accountants
Accountant II	60602	5000-Payroll Office
Accountant I	60501, 60502, 60506	2000-Accountants
Accounts Payable Manager	11001	4000-Accounts Payable
Financial Assistant II	10980, 10982	4000-Accounts Payable
Payroll Supervisor	11401	5000-Payroll Office
Financial Analyst II	59802	2000-Accountants
Financial Analyst I	60705, 60703	2000-Accountants
Financial Systems Analyst	10201	2000-Accountants

The primary functions of the Comptroller are to sign all checks on authorized amounts, account for money received and disbursed, prepare a detailed account of the funds of the City, and review the City’s records and report any discrepancy to the City Commission. Based on the legal review, the Comptroller will be able to continue to perform all these duties as mandated by the City Charter. With this Amendment the Comptroller will continue to have access to the information necessary to perform his functions and will retain the personnel necessary to accomplish those tasks.

Requested Budget Amendment

<u>Sources/Appropriations</u>	<u>Description</u>	<u>Amount (From)/To</u>
Administration		
Transfer Out		
1010-191-1000-8010	Comptroller Other Services and Charges - Administration	(\$14,000)
1010-191-1000-8284	Comptroller Other Services and Charges - Administration	(\$399,406)
1010-191-1000-8287	Comptroller Other Services and Charges - Administration	(\$51,483)
Transfer In		

1010-212-1000-8010	Fiscal Services Other Services and Charges – Administration	\$14,000
1010-212-1000-8284	Fiscal Services Other Services and Charges – Administration	\$399,406
1010-212-1000-8287	Fiscal Services Other Services and Charges – Administration	\$51,483
Accountants		
Transfer Out		
1010-191-3000-7020	Comptroller Personnel Services - Accountants	(\$504,588)
1010-191-3000-7520	Comptroller Supplies - Accountants	(\$7,450)
1010-191-3000-8010	Comptroller Other Services and Charges - Accountants	(\$20,000)
Transfer In		
1010-212-2000-7020	Fiscal Services Personnel Services – Accountants	\$504,588
1010-212-2000-7520	Fiscal Services Supplies – Accountants	\$7,450
1010-212-2000-8010	Fiscal Services Other Services and Charges – Accountants	\$20,000
Accounts Payable		
Transfer Out		
1010-191-4000-7020	Comptroller Personnel Services - Accounts Payable	(\$169,620)
1010-191-4000-7520	Comptroller Supplies - Accounts Payable	(\$4,000)
1010-191-4000-8010	Comptroller Other Services and Charges - Accounts Payable	(\$9,833)
1010-212-4000-9760	Fiscal Services Capital Outlays – Accounts Payable	(\$8,000)
Transfer In		
1010-212-4000-7020	Fiscal Services Personnel Services – Accounts Payable	\$169,620
1010-212-4000-7520	Fiscal Services Supplies – Accounts Payable	\$4,000
1010-212-4000-8010	Fiscal Services Other Services and Charges – Accounts Payable	\$9,833

1010-212-4000-9760	Fiscal Services Capital Outlays – Accounts Payable	\$8,000
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Payroll Office

Transfer Out

1010-191-5000-7020	Comptroller Personnel Services - Payroll Office	(\$126,131)
1010-191-5000-7520	Comptroller Supplies - Payroll Office	(\$3,000)

Transfer In

1010-212-5000-7020	Fiscal Services Personnel Services – Payroll Office	\$126,131
1010-212-5000-7520	Fiscal Services Supplies – Payroll Office	\$3,000

cc: Scott Saindon

Erica Bills

Tricia Chapman