



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Finance Department Contract Employee

MEETING DATE: February 15, 1995

PREPARED BY: Finance Director

RECOMMENDATION: That the City Council consider the following actions: (1) by motion authorize \$20,000 from the City's contingency fund to pay for a contract employee in the Finance Department; and, (2) by motion approve the attached personal services contract with Mr. Tyson Mordhorst for a period not to exceed two years.

BACKGROUND: The City Council approved \$13,500 of contract hours for the Finance Department to contract for technical support and assistance to integrate Department's PC's and PC programs with the programs resident on the AS 400 computer mainframe. The objective of this effort was and is to improve the efficiency of office staff by using the software of PC's and the AS400 in the most efficient manner possible.

The Finance Department contracted with Mr. Tyson Mordhorst to provide these services based on his extensive knowledge and experience with PC's, computer mainframes, accounting systems and local government. The specific projects completed by Mr. Mordhorst in the first six months of his contract include:

- Automating the monthly executive report (estimated saving of 480 hours per year of staff time)
- Automating preparation of the annual financial statements (estimated saving of 200 hours per year in staff time)
- Automating cash flow and revenue estimating reports (estimated savings of 500 hours per year in staff time)
- Developing programs to bill and track miscellaneous accounts receivable (permit fees, delinquent bills, extra refuse, rents, septic tank bills, waste dumping, service fees, loans, development fees, impact mitigation fees, sick leave conversion) (estimated savings of 600 hours per year in staff time plus improved cash flow and fewer errors)

APPROVED: _____

THOMAS A. PETERSON
City Manager



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- Developed queries on the AS 400 to assist staff research financial data for routine reports (estimated savings of 300 hours per year in staff time)

In addition, Mr. Mordhorst has provided invaluable assistance to Finance Department and Police Department staff in setting up PC's to allow this equipment to work interactively with the AS 400 and by answering technical questions regarding PC software and maintenance. This has also saved staff time in effort by preventing errors before they happen and by providing assistance when errors occur.

Over the next six months, the Finance Department would like to continue using Mr. Mordhorst's services to integrate the following AS 400 and PC programs:

- Fund balance projections used in the City's Financial Plan and Budget (estimated savings of 80 hours per year)
- Expenditure summaries shown on the activity budgets in the City's Financial Plan and Budget (estimated savings of 300 hours per year)
- Development of programs and formats to provide summary tables and graphs for the City's Financial Plan and Budget (estimated savings of 40 hours per year)
- Automating the annual State Controller's Report (estimated savings of 80 hours per year).

The cost of these services is outweighed by the improvement of the City's financial reports and the improved efficiency of Finance Department staff. Developing new procedures, automating financial data and reducing paperwork is necessary if the Finance Department's is to continue doing more with less staff and to compensate for the staff cuts approved by Council over the last three years.

Personnel Services Contract

At the time the Finance Department contracted with Mr. Mordhorst , the intent of the agreement was to contract on an as needed basis. However, as we made significant improvements in our reports and saved staff significant time in preparing reports we continued assigning new projects to Mr. Mordhorst Before we realized it, Mr. Mordhorst was actually working as a contract employee and not an independent contractor, which cost more than we initially estimated.

Considering the savings to the City and improved reporting, I believe the best interests of the City will be served by putting Mr. Mordhorst on a personal services contract for two years and providing him with the benefits of a Programmer Analyst. In this time he will complete the projects listed above and be available to assist the Finance Department with the following additional projects which will be presented to the City Council during budget hearings:

- Automating payment systems to allow for City customers to pay for City services by credit card, debit card or direct bank charge.
- Evaluation and implementation of new "off the shelf software" for payroll, accounts payable, accounting, budgeting, cashiering and utility billing.


Dixon Flynn
Finance Director

PERSONAL SERVICES CONTRACT

TYSON MORDHORST
AND
CITY OF LODI

IT IS AGREED between the City of Lodi (City) and the undersigned contract employee, Tyson Mordhorst (Employee) as follows:

1. Employment by the City as a Program Analyst is of a temporary nature (2 years) and may be terminated without cause at any time.
2. Such employment commenced on March 6, 1995.
3. Employee will receive medical benefits as stated in the General Services Memorandum of Understanding.
4. Employee shall accrue vacation leave time at the rate per pay period for full time employees under the same provisions as other City of Lodi employees.
5. Employee shall observe the holidays under the same provisions as other General Service employees.
6. Employee shall receive sick leave with pay at a rate of 3.70 hours per pay period. Such sick leave shall not vest and may only be used for personal illness. Upon termination of this employment contract, all unused sick leave shall divest without compensation.
7. The salary shall be at the Programmer Analyst I range.
8. This contract supersedes and rescinds any and all previous agreements entered into between Employee and the City of Lodi.

CITY OF LODI, a municipal corporation

Thomas A. Peterson
City Manager

Date:

ATTEST:

Jennifer Perrin
City Clerk

Tyson Mordhorst
Programer Analyst

Date:

Approved As To Form:

Bobby W. McNatt
City Attorney