

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Department of Public Works, Bureau of Streets

- **Summary and Facts of the Bill**

To improve office practices at the Streets Bureau

- **Purpose – Please include the following in your explanation:**
  - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
  - **What are the Benefits of doing this/Down-side of doing this**
  - **How does this Bill related to the City's Vision/Mission/Priorities**

The benefit of this upgrade will allow this Clerk to perform a wide variety of specialized clerical activities to support the fuctions of the Streets Bureau such as: Preparing payroll, processing invoices against established blanket orders, assist in compiling and preparing income and expense reports.

- **Financial Impact – Please include the following in your explanation:**
  - **Cost (Initial and ongoing)**
  - **Benefits (initial and ongoing)**

While eliminating the existing Clerk II position and budgeting a Clerk III position in its place, there is a potential cost savings of \$959, dependent on the cadidate accepting the position.

All benefits will remain as budgeted.

- **Funding Sources – Please include the following in your explanation:**
  - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

At this point a transfer of funds will not be necessary

- **Priority status/Deadlines, if any**

The position will become vacant as of 2/5/16, our goal is to have the position posted and filled sometime in March to avoid a backlog of work and reporting.

- **Why should Council unanimously support this bill?**

By implementing this change it will allow the Streets Bureau to have a backup for payroll entry and other specialized clerical activities in the absence of the Public Works Operations Manager.