



## Request for City Council Committee Action from the Department of Finance

March 22, 2006

To: Ways and Means/Budget Committee

**Subject:** Approval of Contract Administrator position hired at Step three.

### Recommendation

Hire Contract Manager, Finance Department at step 3 which allows the Finance department to retain a current employee in a role that will have tremendous impact as she will use her analytical skills and sound judgment in this role as Contract Administrator as this position negotiates contracts for good and services for the City of Minneapolis.

### Previous Directives

Prepared or Submitted by: Gary Warnberg, Director Purchasing 673-2177

Approved by:

\_\_\_\_\_ Patrick Born, Chief Financial Officer

\_\_\_\_\_ Steven Bosacker, City Coordinator

Permanent Review Committee Approval \_\_\_\_ Not Applicable X

**Policy Review Group (PRG)** Approval \_\_\_\_ Date of Approval \_\_\_\_ Not Applicable X Note: The Policy Review Group is a committee co-chaired by the City Clerk and the City Coordinator that must review all requests related to establishing or changing enterprise policies.

Presenters in Committee: Patrick Born, Chief Financial Officer

### Financial Impact (Check those that apply)

X No financial impact - or - Action is within current department budget.

(If checked, go directly to Background/Supporting Information)

\_\_\_ Action requires an appropriation increase to the Capital Budget

\_\_\_ Action requires an appropriation increase to the Operating Budget

\_\_\_ Action provides increased revenue for appropriation increase

\_\_\_ Action requires use of contingency or reserves

\_\_\_ Other financial impact (Explain):

\_\_\_ Request provided to the Budget Office when provided to the Committee Coordinator

**Community Impact (use any categories that apply)**

Neighborhood Notification

City Goals

Comprehensive Plan

Zoning Code

Other

**Background/Supporting Information Attached**

We are requesting to hire Pamela Fernandez at Step 3 (\$57,710) for the position of Contract Administrator. Pamela is a current City employee who has over eight years of service with the City of Minneapolis. During her tenure she has displayed not only strong knowledge of Accounting and Finance principles, but the analytical skills she has developed have become outstanding along with her sound judgment. She has approximately five years of experience managing financial systems, developing revenue reports, and conducting audits. Her analytical skills have become highly desirable with other city departments as evidenced by the financial impact they have on the entire City (also by the two other departments seeking to hire her). Offering her this salary this allows the Finance department to retain Pamela in a role that will have tremendous impact as she will use her analytical skill and sound judgment in this role as Contract Administrator as she negotiates contracts for good and services for the City of Minneapolis.