

Non-Code Ordinance

By: Finance Department  
Introduced: July 26, 2021  
Public Hearing: August 9, 2021  
Adopted: August 9, 2021  
Yes: Burney, Harvey, Johnson, Rausa, Velock  
No: None  
Absent: Brown

**City of Wasilla  
Ordinance Serial No. 21-14**

**An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2022 Budget By Appropriating \$27,000 Within The Capital Improvement Fund And Transferring \$27,000 From The General Fund For A Salary Survey Study.**

**Section 1. Classification.** This is a non-code ordinance.

**Section 2. Purpose.** To appropriate \$27,000 in the fiscal year 2022 budget for the purpose of conducting a salary survey study for all positions authorized under the fiscal year 2022 wage tables and transferring \$27,000 from the general fund, fund balance, to fund this appropriation.

**Section 3. Appropriation of Funds.** The funds are appropriated to the following:

Fiscal Studies	110-4181-499.45-04	\$27,000
Transfers/Capital Projects Fund	001-4990-499.99-11	\$27,000

**Section 4. Source of Funds.**

General Fund, Fund Balance	001-0000-253.20-00	\$27,000
Transfers/General Fund	110-0000-391.10-01	\$27,000

**Section 5. Effective Date.** This ordinance shall take effect upon adoption.

ADOPTED by the Wasilla City Council on August 9, 2021.

  
\_\_\_\_\_  
Glenda D. Ledford, Mayor

ATTEST:

  
\_\_\_\_\_  
Jamie Newman, MMC, City Clerk


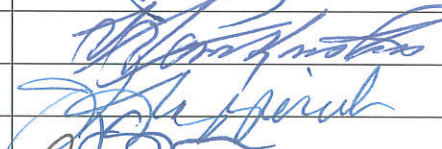

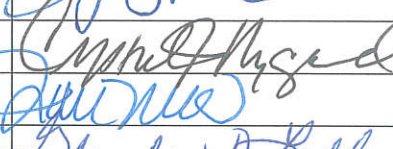
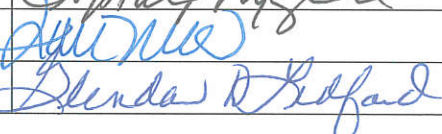

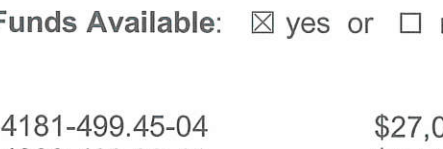
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**City of Wasilla  
Legislative Staff Report  
Ordinance Serial No. 21-14  
(Non-Code Ordinance)**

**An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2022 Budget By Appropriating \$27,000 Within The Capital Improvement Fund And Transferring \$27,000 From The General Fund For A Salary Survey Study.**

Originator: Troy Tankersley, Finance Director  
Date: 7/14/2021

Agenda of: 7/26/2021

Route to:	Department Head	Signature	Date
X	Public Works Director		7/14/21
X	Finance Director		7-14-21
X	Recreational Services Director		7-14-21
X	Police Chief		7/14/21
X	Deputy Administrator		7/14/21
X	City Clerk		7/14/2021
X	Mayor		7-14-21

**Fiscal Impact:**  yes or  no

**Funds Available:**  yes or  no

**Account name/number:**

Fiscal Studies	110-4181-499.45-04	\$27,000
Transfer/Capital Projects Fund	001-4990-499.99-11	\$27,000

**Attachments:** Ordinance Serial No. 21-14 (1 page)  
Northern Economics Salary Survey Study Proposal (2 pages)

**Summary Statement:** Wasilla City Council amended Wasilla Municipal Code (WMC) Chapter 3.55 Salary Administration Plan through Ordinance Serial No. 09-44 on June 22, 2009. This ordinance amended several areas within WMC 3.55, but specifically created the wage scales, grades, and steps the city uses currently. Finance was not able to determine if a salary survey was conducted prior to setting these scales.

In 2008 and 2009, the city implemented three union bargaining agreements whereby wages are negotiated and may be adjusted by adopting a resolution at the conclusion of the negotiating process.

It is the intent of this Ordinance to provide funding for a third party vendor (i.e., Northern Economics Salary Survey Proposal) to conduct a salary survey across all wage scales, non-union and union positions with a final report to be submitted to Administration and Council. In addition, it would further assist in understanding how our current wage scales stack up to other like-kind cities in Alaska.

**Proposed Action:** Introduce and set the Ordinance for public hearing.



June 22, 2021

Troy Tankersley  
Finance Director  
City of Wasilla  
Via e-mail: ttankersley@ci.wasilla.ak.us

Dear Mr. Tankersley:

Thank you for contacting us about your need for a salary survey to benchmark the City of Wasilla's salary schedules. We have prepared this proposal letter to outline our approach to address your need and to propose a schedule and budget for this work.

**Scope of Work**

Our proposed approach comprises the following tasks.

**Develop list of comparable cities to include in salary survey**

We will begin our work with research to identify comparable cities to include in the analysis, based on their being on the road system or in Southeast Alaska with similar population, while taking into account each location's unique factors and cost of living (on a qualitative basis). We will compile our recommended list of comparable cities and the rationale for selecting them in a brief memo. We will send this memo to you for review.

**Deliverable:** Memo with list of recommended cities for comparison (PDF)

**Research salary schedules for selected cities**

After receiving confirmation of the cities to include in our assessment, we will collect the City of Wasilla's salary schedules and any supporting information from you. We will call each city to request salary schedules and ask questions to ensure an appropriate comparison based on specific job descriptions. We will follow up with e-mails and calls as needed to request their salary schedules and ask questions.

**Analyze salary schedules and make comparisons**

As we collect salary schedules, we will capture the information in an Excel workbook. We will analyze schedules to determine the best fit for comparisons and use scenarios or hypothetical persons to make comparisons despite differences. We will develop basic statistics for comparable schedules, including the range, mean, and median, and how Wasilla's schedule compares.

### **Develop draft report**

We will document our findings in a report, which we will submit in draft form for your review.

**Deliverable:** Draft report (PDF)

### **Schedule and conduct review meeting**

After you have had adequate time to review the findings, we will schedule and conduct a review meeting with you.

### **Develop final report**

After collecting comments from you, we will finalize the analysis and report. We will submit the final report and a copy of the Excel workbook containing all of the data and analysis for your use.

**Deliverables:** Final report (PDF), workbook with data and analysis (Excel)

### **Schedule**

We expect it will take 1–2 weeks to develop the list of cities we recommend for comparison. Once we have your approval, we anticipate it will take 3–4 weeks to gather salary schedules from each community, though this will depend on the responsiveness of our contacts. We will keep in touch with you about responses we have received and work with you to decide if we should continue to request information if we're not able to get it in a timely manner. After we have finished the collection effort, it will take 4–5 weeks to conduct our analysis and send you a draft report. Following our discussion about the draft report and the receipt of any comments, we will aim to deliver the final report with 1 week, though this will depend on the number and nature of your comments.

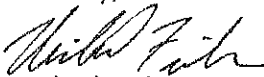
### **Budget and Staffing**

For budgeting purposes, we have assumed that we will compare the City of Wasilla's salary schedules with no more than 8–10 other cities. If we analyze fewer or more than that number, after you have confirmed the cities to be included, we can submit a change request to adjust our budget accordingly.

We propose to complete this work on a time and materials (T&M) basis with a not-to-exceed (NTE) amount of \$27,000. I will oversee this work, with other Northern Economics staff leading on data collection, conducting the analysis, and writing a brief memo with our findings. This will be a desktop study, with no budget for travel. This proposal is valid for 60 days.

Thank you again for contacting us to help with a salary survey. We welcome your feedback on this proposal. Please let us know if you would like to propose changes to the approach. If this proposal is acceptable, we'll look forward to working with you on the next steps.

Sincerely,



Michael (Mike) Fisher

Vice President and Principal Consultant