

By: Finance Department
Adopted: January 10, 2022
Yes: Brown, Graham, Harvey, Velock
No: None
Absent: Johnson, Sullivan-Leonard

**City of Wasilla
Resolution Serial No. 22-01**

A Resolution Of The Wasilla City Council Authorizing The Addition Of One Staff Accountant Position And The Removal Of One Finance Clerk I, Cashier Position Within The General Fund, Finance Department.

WHEREAS, with staff attrition, promotions, the COVID-19 pandemic, and the CARES Act funding, the workload within the Finance Department has been restructured due to online capabilities for sales tax and utilities that has changed the accounting, reconciling and Finance I, Cashier duties; and

WHEREAS, the duties for a full-time Finance I, Cashier has been reduced to half-time and has been combined with a Finance II, Cashier & Utilities position leaving the full-time cashier position unfilled; and

WHEREAS, the Finance Department is needing a full-time Staff Accountant position to pick up the extra duties required of the on-line systems and support other functions within the Finance Department; and

WHEREAS, funding for the Staff Accountant position will be through the fiscal year 2022 adopted budget with the vacancy and removal of the Finance I, Cashier position, with no additional appropriation being necessary for fiscal year 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Wasilla City Council authorizes the addition of one Staff Accountant position and the removal of one Finance I, Cashier position with funding through the fiscal year 2022 adopted budget.

Effective Date. This resolution takes effect upon adoption.

ADOPTED by the Wasilla City Council on January 10, 2022.


Glenda D. Ledford, Mayor

ATTEST:


Jamie Newman, MMC, City Clerk

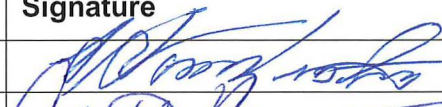

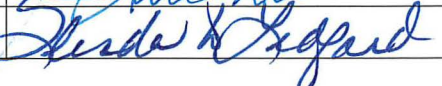
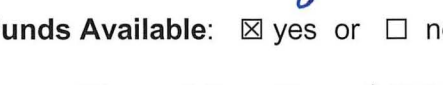
[SEAL]

**City of Wasilla
Legislative Staff Report
Resolution Serial No. 22-01**

A Resolution Of The Wasilla City Council Authorizing The Addition Of One Staff Accountant Position And The Removal Of One Finance Clerk I, Cashier Position Within The General Fund, Finance Department.

Originator: Troy Tankersley, Finance Director
Date: 12/29/2021

Agenda of: 1/10/2022

Route to:	Department Head	Signature	Date
X	Finance Director		12/29/21
X	Deputy Administrator		12/29/21
X	City Clerk		12/30/2021
X	Mayor		12/29/21

Fiscal Impact: yes or no

Funds Available: yes or no

Account name/number: 001-4150-415-xx-xx Wages & Benefits \$45,000

Attachments: Resolution Serial No. 22-01 (2 pages)

Summary Statement: Through staff attrition, promotions, the COVID-19 pandemic, and the CARES Act Funding has caused the workload duties to shift within the Finance Department. With the implementation of the MuniRevs Sales Tax System and the Utilities System, the amount of cashier type transactions over the counter had been diminished, with less public entering the Finance Department to make their payments. Both systems allow for payments through their own individual sites.

The Finance Department attempted to fill the vacancy of the Finance I, Cashier position on two separate occasions, however knowing the cashier position had diminished to at most half-time, a Finance II, Cashier & Utilities position was created to facilitate both cashier and utilities in May 2021.

As the Finance Department has now moved through the Annual Comprehensive Financial Report work, it was very clear the additional work created by the on-line systems, and with internal staff changes, the training requirements necessary, where the need for an additional Staff Accountant would have been desired to pick up those duties and support other positions within the Finance Department.

The funding for the Finance I, Cashier position has already been approved and funded through the FY2022 Adopted Budget. The Finance Department is requesting the removal of the Finance Clerk I, Cashier position and funding and adding a Staff Accountant position and funding for FY2022 (i.e., estimated funding for 5-months would be \$45,000) and will then continue for future budget processes.

Proposed Action: Adopt Resolution Serial No. 22-01.