

## Legislation Text

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**File #:** BILL NO. 18-177, **Version:** 1

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An Ordinance approving Amendment No. 4 to the budget for the fiscal year ending June 30, 2019, as adopted by Ordinance No. 8405, by revising the authorized amount of Full Time Equivalents for the City of Lee's Summit Finance Department. (F&BC 10-1-18)

**Issue/Request:**

An Ordinance approving Amendment No. 4 to the budget for the fiscal year ending June 30, 2019, as adopted by Ordinance No. 8405, by revising the authorized amount of Full Time Equivalents for the City of Lee's Summit Finance Department.

**Key Issues:**

The Finance Department currently has an authorized position of Account Technician with an annual pay range of \$33,261 to \$54,961. The person occupying that position recently retired after 16 years of service. The vacancy in the position provides the department an opportunity to assess its work assignments and restructure duties to enhance efficiency and effectiveness. As part of the restructuring process, the department desires to modify the Account Technician position to an Accountant position with an annual pay range of \$36,150 to \$57,548. This modification raises the bottom of the range by \$2,889 and raises the top of the range by \$2,587.

It is anticipated that some cost savings will result from filling the position in spite of the increase in the pay range because the retiring employee was near the top of the current pay range and the new employee will likely be hired in the low to mid-range sector of the new pay range.

If this request is approved by the Finance and Budget Committee and the City Council, the Finance Department anticipates posting the position immediately so it can be filled as soon as possible.

**Proposed City Council Motion:**

FIRST MOTION: I move for a second reading of An Ordinance approving Amendment No. 4 to the budget for the fiscal year ending June 30, 2019, as adopted by Ordinance No. 8405, by revising the authorized amount of Full Time Equivalents for the City of Lee's Summit Finance Department.

SECOND MOTION: I move for adoption of An Ordinance approving Amendment No. 4 to the budget for the fiscal year ending June 30, 2019, as adopted by Ordinance No. 8405, by revising the authorized amount of Full Time Equivalents for the City of Lee's Summit Finance Department.

**Background:**

The account technician position in its current form carries the duties of purchasing card reconciliation, reconciliation of certain bank and general ledger accounts, preparation and maintenance of numerous schedules and journal entries for monthly and year-end accruals, preparation of audit confirmations and schedules, monitoring and auditing of petty cash funds, and coverage of the main Finance Department phone line. Some of these duties will be transferred to existing

staff that are already fulfilling closely related duties. That will allow the addition of the additional duties described below.

The Finance Department already has two Accountant positions so this process does not entail the creation of a new title. Rather, it will simply require the minor modification of the Accountant job description to include the duties assigned to the new third Accountant position. Those duties will include functions relating to tax incentive programs, payroll functions, travel authorizations and review, and some elements of the purchasing card program.

Impact/Analysis:

With the modification of the Account Technician position to Accountant, the pay range minimum and maximum changes from \$33,261 to \$54,961 to a slightly higher range of \$36,150 to \$57,548. This modification raises the bottom of the range by \$2,889 and raises the top of the range by \$2,587. However, it is anticipated that some cost savings will result from filling the position. The person retiring from the Account Technician position after 16 years was near the top of the current pay range, and the newly hired employee will likely be hired in the low to mid-range sector of the new pay range.

Bette Wordelman, Deputy Finance Director

Committee Recommendation: On motion by Councilmember Edson, seconded by Councilmember Carlyle, this Ordinance was recommended for approval to the City Council - Regular Session due back on 10/16/2018. The vote was unanimous. (F&BC 10-1-18)