



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	January 26, 2023
Originating Department	Finance Department
Contact Person	Lindsey Vaughn, Finance Department Director
Title	Ordinance 23-1262, Amending the 2023-2024 Budgeted Positions and Salary Schedule for the Finance Department

Legislative History

- First Presentation Work Session January 12, 2023
 - Second Presentation & Action Regular City Council Meeting January 26, 2023
-

Attachments:

1. Ordinance 23-1262
 2. Exhibit A 2023-2024 Budgeted Positions and Salary Schedule
-

Executive Summary

The Finance Department is currently reviewing the budgeted position titles with the recently approved addition of the 0.4 full time equivalent (FTE) expansion in the 2023/2024 Adopted Biennial Budget and a recent retirement announcement in the Finance Department of a 20-year employee. The result of these two significant changes caused the Finance Department to re-evaluate the current organizational structure of position titles, job descriptions, and duties performed within the Finance Department. This ordinance proposes to have two positions titled Finance Specialist on the same pay scale that will eventually have the ability to perform a multitude of the Department's daily, weekly, monthly, quarterly, and annual duties. The current position of Utility Billing & Payroll Analyst and one of the two Accounting Clerk positions would be eliminated.

Background

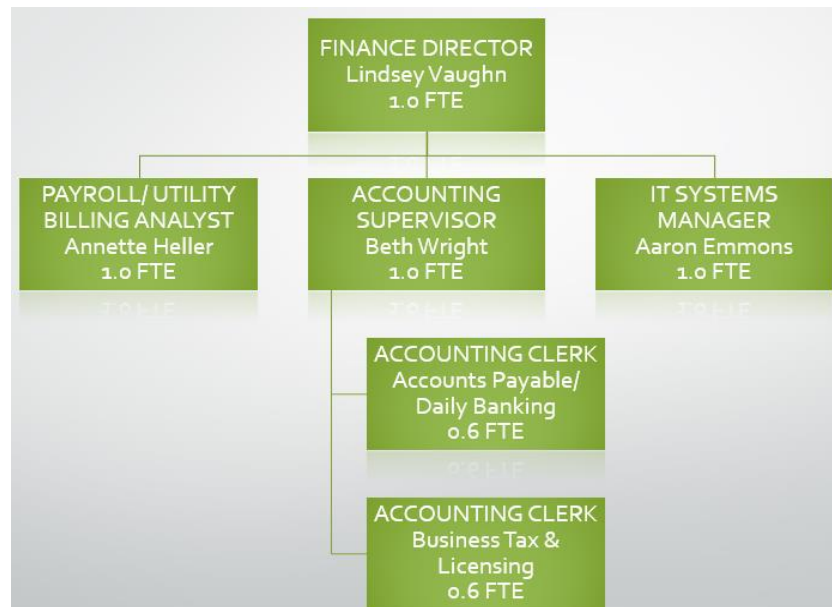
In the recently adopted 2023-2024 Biennial Budget, the Finance Department was allocated an additional 0.4 FTE to expand the already budgeted Accountant from a 0.6 FTE to a 1.0 FTE. The expansion of the additional 0.4 FTE in the Finance Department was increased to assist the Municipal Court. The Finance Department was also notified of the pending retirement of the current Utility Billing

& Payroll Analyst as of January 31, 2023. Due to these two changes occurring at the same time, it was appropriate to re-evaluate the Finance Department's budgeted position titles, job descriptions, and wages in the current organizational chart.

Cities with limited staff adjust job titles, descriptions, and duties due to current abilities of existing staff which becomes a challenge when staff retire. The role of payroll and utility billing are two skills sets within a finance department that are not generally combined into one position. Therefore, the Finance Department is requesting to revise its current organizational structure.

With the proposed revision the Finance Department is hoping to create efficiencies in having two positions titled Finance Specialist on the same pay scale that will eventually have the ability to perform a multitude of Department's daily, weekly, monthly, quarterly, and annual duties.

Below is the current organizational chart of the Finance Department:



Below is the proposed organizational chart of the Finance Department:



Fiscal & Policy Implications

The proposed organizational chart revision will not have a financial impact to the recently adopted 2023-2024 Biennial Budget as shown in the tables below.

2023 Budgeted Positions and Salary Schedule Monthly:

Finance	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Accountant	1.00	\$ 4,534	\$ 4,836	\$ 5,137	\$ 5,441	\$ 5,742	\$ 6,044
Utility and Payroll Analyst	1.00	\$ 5,278	\$ 5,630	\$ 5,982	\$ 6,334	\$ 6,686	\$ 7,037
Finance Specialist	2.00	\$ 4,906	\$ 5,233	\$ 5,560	\$ 5,887	\$ 6,214	\$ 6,541

2024 Budgeted Positions and Salary Schedule Annually:

Finance	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Accountant	1.00	\$ 54,405	\$ 58,027	\$ 61,649	\$ 65,286	\$ 68,908	\$ 72,530
Utility and Payroll Analyst	1.00	\$ 63,341	\$ 67,561	\$ 71,780	\$ 76,008	\$ 80,227	\$ 84,450
							\$ 156,980
Finance Specialist	2.00	\$ 58,873	\$ 62,794	\$ 66,715	\$ 70,647	\$ 74,568	\$ 78,490
							\$ 156,980

Alternatives

Options	Results
Approve the proposed position name changes for the Finance Department	Efficiencies of workload resulting in all finance related operations having the ability to cross-

	train and backup all duties performed within the Finance Department
Do not approve the Finance Department structure change	Inefficiencies of workload, cross training, and backup abilities in the Finance Department

Staff Recommendation

Adopt Ordinance 23-1262 revising the Adopted 2023-2024 Budgeted Positions and Salary Schedule.