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MEMORANDUM

TO: Rebecca Grill
Michelle Wachtel

FROM: Peggy Steeno, Finance Director

DATE: May 3, 2019

SUBJECT: Request to fill Accountant Position - Finance Department

BACKGROUND

With the departure of Chris Phinney, a Grant Accounting Specialist, who was with the City for more than twenty-eight years, and the re-defining of roles and goals process that the Finance Department completed in 2018, I am making a request to promote an existing employee from an Accounting Specialist to an Accountant.

The table of organization for the Finance Department currently includes two vacant positions, one (1) Accountant and one (1) Accounting Specialist. If authorized, this promotion will adjust the current vacancies to two (2) Accounting Specialists.

ANALYSIS

In evaluating overall staffing needs, the following items were considered:

- The current needs of the department in regard to workload, current areas of weakness, current and future initiatives, and skills needed;
- The current make-up of the Finance staff, including education, experience, and performance; and
- The current positions authorized in the City's pay schedule.

Since the departure of our Grant Accounting Specialist last November, other department staff, led by Kris Moen, has been completing the duties of the two vacant positions, which has been extremely challenging. However, through this process, we have identified an existing staff member who has the education, skills, and abilities as well as has been pitching in to assist in completing the grant work and is a great fit for the position. That employee, Katie Miller, who has been with the City since September of 2018, is interested and willing to work as the Grant Accountant. Katie came to the City in September of 2018, with a four year accounting degree as well as three (3) years of professional experience. Since joining the Finance Team, Katie has primarily worked with Accounts Payable and in our Treasury Management Services, and she has stepped up in the absence of our Grant Accounting Specialist and learned and assisted with some of the grant work as well as



other needed back-office accounting work that needed to be completed for the City's annual audit. This provided leadership a chance to evaluate Katie's skills firsthand and ultimately led to this recommendation, which will more fully utilize Katie's skills and abilities.

In regard to budgetary capacity, there is more than sufficient funding in place to accommodate this recommendation, and the recommendation will not require a substantial budget increase in 2020.

FISCAL IMPACT

There is a small fiscal impact in implementing this recommendation, which promotes an Accounting Specialist to an Accountant; however, it is well within budget, and even with the subsequent hiring of the two (2) Accounting Specialists, Finance will remain within budgeted authority.

RECOMMENDATION

Staff recommends approval of this item, authorizing the promotion of Katie Miller from Accounting Specialist to (Grant) Accountant.