

SUBJECT: AUTHORIZING THE CONVERSION OF ONE FULL-TIME ASSESSMENT ASSISTANT POSITION TO ONE FULL-TIME ACCOUNTING ASSISTANT.

AGENDA OF: August 18, 2020

ASSEMBLY ACTION:

Approved under the Consent
8-18-20 BSM Agenda

MANAGER RECOMMENDATION: Present to the Assembly for consideration.

APPROVED BY GEORGE HAYS, ACTING BOROUGH MANAGER:

George Hays

Route To:	Department/Individual	Initials	Remarks
	Originator	cy	
	Finance Director	cy	
	Borough Attorney	BS	
	Borough Clerk	BS	June 11/20 (BS)

ATTACHMENT (S): Fiscal Note: Yes X No
Resolution Serial Number 20-081 (1pp)

SUMMARY STATEMENT:

The Fiscal Year 2021 Finance Department operational budget includes a full-time Assessment Assistant position that is vacant. As the department re-aligns workloads and looks for opportunities to find future savings it has been determined that there is a greater need for an Accounting Assistant position at this time. Both positions start at the same rate of pay and conversion will not influence the current budget.

RECOMMENDATION OF ADMINISTRATION:

Approval to authorize the conversion of the vacant full-time Assessment position to a full-time Accounting Assistant position.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: August 18, 2020

SUBJECT: Authorizing the conversion of one full time Assessment Assistant position to one full time Accounting Assistant.

ORIGINATOR: Cheyenne Heindel

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES <u>NO</u>
AMOUNT REQUESTED <u>\$0</u>	FUNDING SOURCE
FROM ACCOUNT #	PROJECT #
TO ACCOUNT:	PROJECT #
VERIFIED BY: <u>Heindel Weindel</u>	CERTIFIED BY:
DATE: <u>7-28-2020</u>	DATE:

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Personnel Services		<u>*</u>				
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL						
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REVENUE						
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FUNDING: (Thousands of Dollars)

General Grant Funds						
State/Federal Funds						
Other						
TOTAL						

POSITIONS:

Full-Time		<u>*</u>				
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary) * Assessment Asst. & Acct. Asst. are both pay grade 6.

PREPARED BY: _____ PHONE: _____
 DEPARTMENT: _____ DATE: _____
 APPROVED BY: Cheyenne Heindel DATE: 7/28/2020