

SUBJECT: APPROVING THE RECLASSIFICATION OF A REGULAR, FULL-TIME ACCOUNTING ASSISTANT I FOR THE FINANCE DEPARTMENT, REVENUE & BUDGET DIVISION TO A REGULAR, FULL-TIME DIVISION ADMINISTRATIVE SPECIALIST.

AGENDA OF:

Assembly Action: *Approved under the consent Agenda.
12/20/22 SP*

MANAGER RECOMMENDATION: Present to the Assembly for consideration.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: *WB*

Route To:	Department/Individual	Initials	Remarks
	Originator	<i>WB</i>	
	Finance Director	<i>CV</i>	
	Borough Attorney	<i>NS</i>	
	Borough Clerk	<i>JM 12/13/22</i>	

ATTACHMENT (S): Fiscal Note: YES ☒ NO ☐
Resolution Serial No. 22-122 (pp)

SUMMARY STATEMENT: The Fiscal Year 2023 Revenue & Budget Division operational budget includes one full-time Accounting Assistant I position. The Revenue & Budget Division requests authorization to reclassify the occupied, budgeted Accounting Assistant I position to a Division Administrative Specialist, effective January 1, 2023 to reflect the work the employee in this position is performing. As the department and division realign workloads, the current Accounting Assistant employee will be better utilized in a greater capacity and role. This is part of our workload realignment and adjustments to the Finance department. Due to vacancies in the Revenue & Budget division, we have adequate funding in this year's budget to accommodate this reclassification.

RECOMMENDATION OF ADMINISTRATION: Adopt the legislation as presented.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: December 20, 2022

SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY AMENDING MSB 15.39.070, COMPENSATION AND REIMBURSEMENT, FOR THE BOARD OF ADJUSTMENT AND APPEALS TO BE EQUAL WITH THE INCREASE ADOPTED WITH THE FISCAL YEAR 2023 BUDGET.

ORIGINATOR: Lyndsey Brisard

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <u>YES</u> NO
AMOUNT REQUESTED <u>≈ \$6,317 *</u>	FUNDING SOURCE <u>Rd B Operating Budget</u>
FROM ACCOUNT # <u>100.20.20 4x1x1x1</u>	PROJECT
TO ACCOUNT :	PROJECT #
VERIFIED BY: <u>Kim M. M. M.</u>	CERTIFIED BY:
DATE:	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL			<u>6.3*</u>			
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund			<u>6.3*</u>			
State/Federal Funds						
Other						
TOTAL			<u>6.3*</u>			

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary) * actual amt. of inc. wages based on actual hrs. worked.

PREPARED BY:

PHONE:

DEPARTMENT:

DATE:

APPROVED BY:

DATE: