

**SUBJECT:** AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY CONVERTING THE PORT MACKENZIE BUILDING MAINTENANCE SPECIALIST POSITION FROM AN ON-CALL POSITION TO A FULL-TIME POSITION AND ALLOWING FOR THE HIRING OF THIS POSITION PRIOR TO THE BEGINNING OF FISCAL YEAR 2026.

**AGENDA OF:** December 17, 2024

**ASSEMBLY ACTION:** Adopted without objection 01/07/25 - BJH

**AGENDA ACTION REQUESTED:** Introduce and set for public hearing.

| Route To                  | Signatures  |
|---------------------------|---|
| Originator: David Griffin | <div>12/5/2024</div> <div>X David Griffin</div> <div>Signed by: David Griffin</div>       |
| Finance Director          | <div>12/5/2024</div> <div>X Cheyenne Heindel</div> <div>Signed by: Cheyenne Heindel</div> |
| Borough Attorney          | <div>12/5/2024</div> <div>X J A f o r N S</div> <div>Signed by: John Aschenbrenner</div>  |
| Borough Manager           | <div>12/5/2024</div> <div>X Michael Brown</div> <div>Signed by: Mike Brown</div>          |
| Borough Clerk             | <div>12/6/2024</div> <div>X Lonnie McKechnie</div> <div>Signed by: Lonnie McKechnie</div> |

**ATTACHMENT (S):** Ordinance Serial No. 25-003 (2 pp)

**SUMMARY STATEMENT:** The Fiscal Year 2025 operating budget for Port MacKenzie includes an on-call Building Maintenance Specialist position that is currently filled. The conversion of the on-call position to a full-time position will provide on-site support and coverage of port facilities on a year-round basis. We are requesting that the Assembly approve hiring this position prior to the start of Fiscal Year 2026 (FY26). To fund this from now until FY26, a budget adjustment will move existing temp wages (acct 520.100.112.411.200) to permanent wages. The annual cost increase will be approximately \$90,000, considering the total wage/burden.

The Port relies on the Building Maintenance Specialist position to inspect port premises and perform maintenance across the port

property and the terminal building. Examples include custodial duties, security, landscaping, and snow removal. In addition to assigned operation and maintenance tasks, the position also serves as an Alternate Facility Security Officer, as required by the US Coast Guard.

The goal of converting the on-call position to a full-time position is to provide consistent year-round coverage at Port MacKenzie by removing constraints with the limited number of hours available to work as an on-call employee. The port is getting busier, so the on-call position worked through all their available hours. A full-time position will provide the port with flexibility in scheduling staff time during the shipping season of spring, summer and fall, while providing oversight of the facility on a regular and consistent basis, even during winter months when the facility struggles with winter weather and snow removal. The position is also responsible for coordinating activities with terminal operators, contractors, vendors, and the public in the absence of the Port Operations Manager and the Assistant Port Operations Manager.


**RECOMMENDATION OF ADMINISTRATION:** Introduce and set for public hearing.

## MATANUSKA-SUSITNA BOROUGH

## FISCAL NOTE

Agenda Date: December 17, 2024

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|  |   |
|--|---|
| FISCAL ACTION (TO BE COMPLETED BY FINANCE)   | FISCAL IMPACT <b>YES</b> NO               |
| AMOUNT REQUESTED *   | FUNDING SOURCE FY25 Port Operating Budget |
| FROM ACCOUNT # 510.100.112 411.200   | PROJECT                                   |
| TO ACCOUNT: 510.100.112 411.100  | PROJECT #                                 |
| VERIFIED BY:<br> Recoverable Signature<br>X Liesel Weiland<br>Signed by: Liesel Weiland |   |

## EXPENDITURES/REVENUES:

(Thousands of Dollars)

| OPERATING          | FY2024 | FY2025 | FY2026 | FY2027 | FY2028 | FY2029 |
|--------------------|--------|--------|--------|--------|--------|--------|
| Personnel Services |        | *      |        |        |        |        |
| Travel             |        |        |        |        |        |        |
| Contractual        |        |        |        |        |        |        |
| Supplies           |        |        |        |        |        |        |
| Equipment          |        |        |        |        |        |        |
| Land/Structures    |        |        |        |        |        |        |
| Grants, Claims     |        |        |        |        |        |        |
| Miscellaneous      |        |        |        |        |        |        |
| TOTAL OPERATING    |        | *      |        |        |        |        |

|         |  |  |  |  |  |  |
|---------|--|--|--|--|--|--|
| CAPITAL |  |  |  |  |  |  |
|---------|--|--|--|--|--|--|

|         |  |  |  |  |  |  |
|---------|--|--|--|--|--|--|
| REVENUE |  |  |  |  |  |  |
|---------|--|--|--|--|--|--|

## FUNDING:

(Thousands of Dollars)

|                     |  |   |  |  |  |  |
|---------------------|--|---|--|--|--|--|
| General Fund        |  |   |  |  |  |  |
| State/Federal Funds |  |   |  |  |  |  |
| Other               |  | * |  |  |  |  |
| TOTAL               |  | * |  |  |  |  |

## POSITIONS:

|           |  |     |  |  |  |  |
|-----------|--|-----|--|--|--|--|
| Full-Time |  | 1   |  |  |  |  |
| Part-Time |  |     |  |  |  |  |
| Temporary |  | (1) |  |  |  |  |

ANALYSIS: (Attach a separate page if necessary) \* Amount depends on when hired and wage hired at.

|              |  |
|--------------|--|
| APPROVED BY: | <div>12/5/2024</div> <div>X Cheyenne Heindel</div> |
|--------------|--|

Signed by: Cheyenne Heindel