

SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY REAPPROPRIATING \$17,500 FROM THE FY2022 PLANNING OPERATING BUDGET AND A RESOLUTION APPROVING THE AMENDED SCOPE OF WORK AND BUDGET FOR THE PLANNING DEPARTMENT ON-CALL POSITIONS.

AGENDA OF: May 3, 2022

Assembly Action:

Adopted without objection

5-17-22

(B)

MANAGER RECOMMENDATION: Introduce and set for public hearing.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER:

MB

Route To:	Department/Individual	Initials	Remarks
	Originator, A. Strawn	<i>(S)</i>	
	Planning and Land Use Director	<i>(S)</i>	
	Finance Director	<i>(S)</i>	
	Borough Attorney	<i>NS</i>	
	Borough Clerk	<i>San 4/25/22</i>	

ATTACHMENT(S): Fiscal Note: YES ☒ NO ☐

Ordinance Serial No. 22-060 (2 pp)

Resolution Serial No. 22-048 (2 pp)

SUMMARY STATEMENT: On June 15, 2021, the Assembly adopted Ordinance No. 21-053 and Resolution No. 21-058 reappropriating operating budget funds to a project account and approved the scope of work and budget for an On-Call Platting Technician due to a surge in platting cases. The Planning Department advertised the position but no applications were submitted by qualified applicants. The Planning Department would like to try a different approach by hiring an On-Call Office Assistant. The On-Call Office Assistant will field calls and in-person questions at the Permit counter and assist all department staff with duties that align with the job description such as mailings, public notices, and proofing documents. This will allow the Platting Technicians and other staff to focus on performing regular duties.

The project account scope of work will be amended to allow the Department to hire two on-call positions based on department need. These possible on-call positions include job titles of Record Technician, Office Assistant, Administrative Assistant, Planner I, Planner II, Platting Technician, or Permit Technician as appropriate.

The account contains funding to cover wages and burdens for the two previously approved positions through June 30, 2023. Due to the difference in pay from a Platting Technician to an Office Assistant we would like to extend the deadline of this project account to June 30, 2025.

The Planning Department's fiscal year 2022 budget contained funding that was not fully expended due to Covid mandates and limitations for training and educational opportunities.

RECOMMENDATION OF ADMINISTRATION: Staff respectfully requests Assembly adoption of the legislation to approve the amended scope of work and amended budget for Project No. 47513, Planning Department On-Call Positions.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: May 3, 2022

SUBJECT: A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY APPROVING THE AMENDED SCOPE OF WORK AND REAPPROPRIATING FUNDS FOR PROJECT NO. 47513, PLANNING DEPARTMENT ON-CALL POSITIONS.

ORIGINATOR: A. Strawn

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <input checked="" type="radio"/> YES <input type="radio"/> NO
AMOUNT REQUESTED <u>\$17,500</u>	FUNDING SOURCE
FROM ACCOUNT # <u>100.130.133 4xx.xxx</u>	PROJECT
TO ACCOUNT: <u>480.00.00 3xx.xxx</u>	PROJECT # <u>47513</u>
VERIFIED BY: <u>Kristi Ueland</u>	CERTIFIED BY:
DATE: <u>4/20/22</u>	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous		<u>17.5</u>				
TOTAL OPERATING		<u>17.5</u>				

CAPITAL						
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund		<u>17.5</u>				
State/Federal Funds						
Other						
TOTAL		<u>17.5</u>				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY:

PHONE:

DEPARTMENT:

DATE:

APPROVED BY:

DATE:

Chesenne Denard

4/20/2022