

SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY REPEALING MSB 2.45, CAPITAL PROJECTS DEPARTMENT AND AMENDING MSB 2.44 PUBLIC WORKS DEPARTMENT.

AGENDA OF: November 17, 2020

ASSEMBLY ACTION:

*Adopted without objection
12-1-20 BSM*

MANAGER RECOMMENDATION: Introduce and set for public hearing.

APPROVED BY GEORGE HAYS, ACTING BOROUGH MANAGER:

Route To:	Department/Individual	Initials	Remarks
	Originator G. Hays	<i>G.H.</i>	
	Capital Projects Director	Brad Sworts <small>Digitally signed by Brad Sworts Date: 2020.11.04 09:30:11 -0500</small>	
	Public Works Director	Terry Dolan <small>Digitally signed by Terry Dolan Date: 2020.11.05 09:42:49 -0500</small>	
	Finance Director	<i>CD</i>	
	Borough Attorney	<i>Chad W.S.</i>	<i>11/3/2020</i>
	Borough Clerk	<i>BSM for LRM</i>	<i>11-9-20</i>

ATTACHMENT(S): Fiscal Note: YES ☒ NO ☐
Ordinance Serial No. 20-105 (6 pp)
MSB 2.44 & 2.45 (4pp)

SUMMARY STATEMENT: The intent of this legislation is to cease operations of a separate Capital Projects Department and return the Project Management Division and Pre-design and Engineering Divisions, and Administrative staff to the Public Works Department. These two divisions and other Borough structure were removed from Public Works and moved to the newly established Capital Projects Department by Ordinance 13-162 on December 3, 2013. Returning these divisions to Public Works is expected to save approximately \$230,000 annually or more than \$2.3 million over ten years. The combination is also expected to produce opportunities to standardize contract oversight and execution as well as provide opportunities to develop further efficiencies.

RECOMMENDATION OF ADMINISTRATION: Approve Ordinance Serial No. 20-105.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: November 17, 2020

SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY REPEALING MSB 2.45, CAPITAL PROJECTS DEPARTMENT AND AMENDING MSB 2.44 PUBLIC WORKS DEPARTMENT.

ORIGINATOR: George Hays

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <u>YES</u> NO
AMOUNT REQUESTED <u><230,000> year</u>	FUNDING SOURCE <u>Savings from Consolidating Departments</u>
FROM ACCOUNT #	PROJECT
TO ACCOUNT :	PROJECT #
VERIFIED BY: <u>Line Wiland</u>	CERTIFIED BY:
DATE: <u>11/03/2020</u>	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

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

CAPITAL		<u><230.0></u>				
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		<u><230.0></u>				
TOTAL						

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____
 DEPARTMENT: Chugach Division DATE: 11/13/2020
 APPROVED BY: _____ DATE: _____

CHAPTER 2.44: PUBLIC WORKS DEPARTMENT

Section

2.44.010 Established**2.44.020 Functions****2.44.030 Supervision**

Editor's note:

The prior ordinance history for this chapter is Ord. 74-34, § 3

2.44.010 ESTABLISHED.

There is established a Public Works Department.

(Ord. 83-64, § 5 (part), 1983)

2.44.020 FUNCTIONS.

(A) The functions of the public works department shall include:

- (1) designing of projects associated with the upgrade, maintenance and operation of public facilities and infrastructure including but not limited to buildings, roads, paved pathways, landfills, sewage, water and septage systems, and storm water drainage systems.
- (2) inspecting, monitoring, implementation and contractor supervision during project execution for projects outlined in subsection (A)(1) of this section.
- (3) surveying to determine borough property limits; rights-of-way; facilities, infrastructure or utility locations as required to support facilities or infrastructure upgrades, maintenance, and operation.
- (4) cost estimation, budget analysis and legislation development to support facilities or infrastructure upgrades, maintenance, and operation.
- (5) supervising contractors performing sanitary fill, grounds excavation, road service area and special service area operations and maintenance and other operations and maintenance work for the borough.
- (6) review and modification recommendation for plans and specifications associated with facilities or infrastructure upgrades, maintenance, and operation.
- (7) inspecting borough infrastructure and facilities to ensure compliance with maintenance and

construction standards, compliance with contractual agreements and to identify and mitigate risks to public health and safety.

(8) reviewing of proposed subdivision improvement plans to assure compliance with borough ordinances and regulations.

(9) constructing and maintaining of roads, ditches, sidewalks, sewer and water infrastructure, and related drainage facilities as needed for roads, ditches, sidewalks, sewer and water infrastructure.

(10) *Repealed by Ord. 13-162, § 4, 2014.*

(11) other related functions and duties as may be assigned by the manager.

(12) maintenance, custodial services, repair, minor construction, renovation and upkeep of all rolling stock and buildings including, but not limited to, borough offices, community centers, gyms, and any other structure or building for which the borough has responsibility for care and administration.

(Ord. 13-162, § 4, 2014; Ord. 94-001AM, § 3 (part), 1994; Ord. 89-177, § 3, 1989; Ord. 83-64, § 5 (part), 1983)

2.44.030 SUPERVISION.

The Public Works Director shall head the Public Works Department.

(Ord. 94-001AM, § 3 (part), 1994; Ord. 86-64, § 2, 1986; Ord. 83-64, § 5 (part), 1983)

CHAPTER 2.45: CAPITAL PROJECTS DEPARTMENT

Section

2.45.010 Established**2.45.015 Definitions****2.45.020 Functions****2.45.030 Supervision****2.45.010 ESTABLISHED.**

(A) There is established a capital projects department.

(Ord. 16-027, § 2, 2016; Ord. 13-162, § 2 (part), 2014)

2.45.015 DEFINITIONS.

(A) For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

- "Capital projects" as further used in this chapter refers to design, right-of-way, utility relocation, construction, renovation and major repair of all borough owned buildings, facilities, roads, schools, appurtenances, and all other types of similar public improvements.
- "Construction" means the on-site erection, alteration, extension or repair of improvements to real property, including renovating buildings, roadways or other improvements, under contract for the borough.

(Ord. 17-086, 2017; Ord. 16-027, § 3, 2016)

2.45.020 FUNCTIONS.

(A) The functions of the capital projects department include:

- (1) designing of capital projects, including the preparation of plans, maps and specifications and the review of such engineering work performed by professional consultants to the borough;
- (2) providing project management and oversight of capital project construction to assure compliance with designs and specifications;
- (3) reviewing of surveying performed by consultants in support of capital projects;
- (4) reconnaissance, cost estimation, budget analysis and legislation development to support capital projects;

- (5) reviewing plans and specifications drawn up by architectural and engineering consultants, suggesting changes, and advising the manager, the assembly, and school board on building and grounds designs;
- (6) *[Repealed by Ord. 16-027, § 4, 2016];*
- (7) *[Repealed by Ord. 16-027, § 4, 2016];*
- (8) designing and constructing roads, ditches, bridges, pathways, and related drainage facilities related to capital projects;
- (9) acquiring real property for roads and rights-of-way for any transportation purposes, public or private, and acquiring real property for associated project purposes such as trails, public facilities, utilities, transportation enhancement activities, and environmental mitigation;
- (10) providing planning, rights-of-way acquisition, and engineering support to other borough departments to include assisting in the development of capital improvement plans and road and development plans;
- (11) *[Repealed by Ord. 17-086, § 2, 2017];*
- (12) *[Repealed by Ord. 17-086, § 2, 2017];*
- (13) *[Repealed by Ord. 16-027, § 4, 2016];*
- (14) Inspecting borough infrastructure and facilities to ensure compliance with design and construction standards, compliance with contractual agreements and to identify and mitigate risks to public health and safety;
- (15) providing environmental engineering review of all projects;
- (16) collection and analysis of traffic data: review and approve temporary traffic control plans for the capital projects department; and
- (17) performing other related functions and duties as may be assigned by the manager.

(Ord. 17-086, § 2, 2017; Ord. 16-027, § 4, 2016; Ord. 13-162, § 2 (part), 2014)

2.45.030 SUPERVISION.

- (A) The capital projects director shall head the capital projects department.

(Ord. 13-162, § 2 (part), 2014)