



CITY OF WASILLA

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COUNCIL MEMORANDUM NO. 94-43

From: Deputy Administrator
Date: July 20, 1994
Subject: Combining FY95 Budget Approved 1/2 Time Planning/Public Works Clerk Positions

The FY95 Budget process resulted in Council approval of two (2) half-time Clerk positions - one each in the Planning Office and the Department of Public Works.

The Planning Office and the Department of Public Works operate very closely together with many aspects of their respective responsibilities and share the data base concerned with comprehensive planning efforts, the development code, the City's infrastructure improvements and Capital projects planning.

The Planning Director and the Public Works Director have met with the Mayor to discuss the benefits of having one (1) full-time regular employee as opposed to having the two (2) half-time regular/temporary employees. It was mutually agreed that having one person that could work between the two departments on a regular, full-time, daily basis would be of greater value than not having the two half-day people readily available during their off hours. This arrangement would allow for flexible scheduling between departments as work load and special projects may warrant.

It was originally intended to request a regular, part-time position in the Public Works Department to coincide with, and match up with the regular part-time position in the Planning Department, however, when presented at the last minute, it was an oversight that the request was for a "temporary" employee instead of a "regular", part-time employee.

The following is a breakdown of existing budgeted costs for the two (2) half-time regular/temporary employees as approved in the budget, and proposed cost for the one (1) regular full-time employee as proposed.

1/2 time Planning Clerk (3A - Regular, Part-Time)

Base	Benefits	Sub-Total
\$14,033	\$8,791	\$22,824

1/2 time Public Works Clerk (1A - Temporary)

Base	Benefits	Sub-Total
\$15,790	\$1,637	\$17,427

Totals	Base	Benefits	Sub-Totals
	\$29,823	\$10,428	\$40,251

Proposed full-time Public Works/Planning Clerk (3A - Regular, Full-time)

Base	Benefits	Total
\$29,543	\$11,718	\$41,261

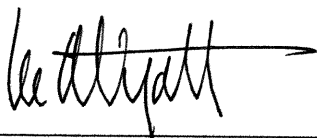
Difference	Base	Benefits	<u>Total amount difference required</u>
-	\$280	+ \$1,290	+ <u>\$1,010</u>

As a result of extending our recruitment period for the four (4) approved positions in the Public Works Department in order to make sure we have the "right" employees for the positions and have conducted the "right" recruitment process, we have monies available in these budgeted salary accounts to make up the difference in the above request. In addition, since we have not yet begun to recruit for the Planning Clerk position, but, have used the services of the current Public Works temporary clerk in the Planning office, we also have those budgeted Planning Clerk monies available to finance the differences of \$1,010 as noted above.

Recommendation: Council approval for Administration to combine the two (2) half-time clerk positions into one (1) regular, full-time position which will be shared by the Planning Office and the Department of Public Works, and, delete all references to the two (2) 1/2 time positions.

Proposed full-time Public Works/Planning Clerk (3A - Regular, Full-time)

Base	Benefits	Total
\$29,543	\$11,718	\$41,261



Failed 7/25/94

Lee A. Wyatt
Deputy Administrator