

SUBJECT: Amending the FY00 Budget by Appropriating Funds to the General Fund for Professional Services Funding for the MBL Group.

PREPARED BY: Administration

DATE: January 5, 2000

FOR AGENDA OF: January 10, 2000

SUMMARY: Administration is requesting Council consideration to appropriate funds to the General Fund for the MBL Group, Inc. for services the MBL Group has provided to the City of Wasilla through December 1999 in the amount of \$15,000.

In order to complete additional work, estimates are broken down for Council consideration:

1. Employees with questions about their job matches complete PDQ, and if necessary, a Time Analysis. It is anticipated that 15 employees may request this process. Once the PDQ/Time Analysis is complete and the employee and manager sign off on the content, that information is sent to MBL for review. MBL reviews content, makes necessary amendments, prepares summary of findings by job and sends back to Administration. This option assumes no more than 15 analyses.

Cost: \$2,000 (maximum)

2. Have a Special Meeting or Work Session with City Council and Employee's/Employee Committee via teleconference to explain the mechanics of the study in great detail.

Cost: \$250 (approximately 2-hour meeting; time above 2 hours billed at \$120/hour).

- In person presentation - \$2,000

3. Manager Training:

- Two 4-hour training sessions on:
 - Performance Management – greater depth and hands-on practice – recommends March 2000.
 - Employment Law – covering ADA, FLSA, Civil Rights, etc. – recommend July or August 2000.

Cost - \$150 per manager plus expenses (approx. \$1,000)

4. Update the 2000 City of Wasilla grades & ranges by the cost of labor percentage. Use these adjusted grades and ranges for 2001.

Cost: \$250

5. On-going Human Resources Support:

- Need to have further discussions about expectations and needs prior to being able to provide an accurate quote on this service.

Presented with: Ord 00-11
 Date: 1/24/2000 Verified by: HV.

6. Keep moving forward answering questions that arise.

Cost: unknown, however, we should establish a ceiling. Currently running \$90 - \$120 per hour

FISCAL IMPACT: No Yes,

amount requested: \$15,000

Fund: General Fund

01.51.413.334.00 Other Professional Funds

RECOMMENDED ACTION: Council consideration.



Reviewed by: SARAH PALIN, Mayor