

Non-Code Ordinance

By: Public Works
Introduced: June 27, 2022
Public Hearing: July 11, 2022
Adopted: July 11, 2022

Yes: Brown, Graham, Johnson, Rubeo, Sullivan-Leonard, Velock
No: None
Absent: None

**City of Wasilla
Ordinance Serial No. 22-25**

An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2023 Budget By Transferring Funds In The Amount Of \$4,959 From The Water Fund To The Sewer Fund For A Temporary Utility Laborer.

Section 1. Classification. This is a non-code ordinance.

Section 2. Purpose. To transfer funds from the water fund to the sewer fund for a temporary utility laborer.

Section 3. Appropriation of Funds. The funds are appropriated to the following:

Sewer Fund - Personnel Services	310-4351-435.10-20	\$4,959
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Section 4. Source of Funds.

Water Fund - Personnel Services	320-4361-436.10-20	\$4,959
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Section 5. Effective Date. This ordinance shall take effect upon adoption.

ADOPTED by the Wasilla City Council on July 11, 2022.


Glenda D. Ledford, Mayor

ATTEST:


Jamie Newman, MMC, City Clerk

[SEAL]

City of Wasilla
Legislative Staff Report
Ordinance Serial No. 22-25
(Non-Code Ordinance)

Amending The Fiscal Year 2023 Budget By Transferring Funds In The Amount Of \$4,959 From The Water Fund To The Sewer Fund For A Temporary Utility Laborer.

Originator: Director of Public Works
Date: 6/14/2022

Agenda of: 6/27/2022

Route to:	Department Head	Signature	Date
X	Public Works Director	<i>Danielle d. Bischoff</i>	6/15/22
X	Finance Director	<i>John P. Kelly</i>	6/15/22
X	Deputy Administrator	<i>[Signature]</i>	
X	City Clerk	<i>[Signature]</i>	6/16/2022
X	Mayor	<i>Dwight W. Buford</i>	6-16-22

Fiscal Impact: yes or no

Funds Available: yes or no

Account name/number:

Sewer Fund - Personnel Services	310-4351-435.10-20	\$ 4,959
Water Fund - Personnel Services	320-4361-436.10-20	\$ 4,959

Attachments: Ordinance Serial No. 22-25 (1 page)
City of Wasilla Budget - Sewer Fund, Expense Summary (1 page)
City of Wasilla Budget - Water Fund, Expense Summary (1 page)
Temporary Utility Laborer Job Description (2 pages)

Summary Statement:

Current funding for a temporary laborer is available in the Water Fund. This ordinance transfers half of the budgeted funding for a temporary laborer from the water fund to the sewer fund. Funding the temporary laborer in both funds will allow flexibility in meeting both water and sewer needs using the same resource.

The flexibility to identify tasks across both utilities that can be delegated will ease the burden of staff and better utilize our temporary employee.

Proposed Action: Introduce and set the Ordinance for public hearing.

City of Westlila
Budget Detail
For Fiscal Year 2023 and 2024

Sewer Fund
Expense Summary

Account	Description	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	Difference	% Diff	Difference	% Diff
		Actual	Actual	Adopted Budget	Amended Budget	Adopted Budget	Adopted Plan	Between FY2023 AB FY2022 AMB	Between FY2023 AB FY2022 AMB	Between FY2024 AP FY2023 AB	Between FY2024 AP FY2023 AB
10 10	Regular	\$ 404,803	\$ 442,983	\$ 452,769	\$ 452,769	\$ 459,544	\$ 516,153	\$ 16,775	3.70%	\$ 46,609	9.93%
10 30	Overtime	21,745	25,083	38,030	38,030	29,910	34,028	(8,120)	-21.35%	4,118	13.77%
10 99	Salary Allocation	(796)	-	-	-	-	-	-	0.00%	-	0.00%
	Personnel Services	425,752	468,066	490,799	490,799	499,454	550,181	8,655	1.76%	50,727	10.16%
20 10	Group Insurance	103,583	118,246	133,576	133,576	138,919	161,849	5,343	4.00%	22,930	16.51%
20 20	FICA	5,967	6,536	7,118	7,118	7,244	7,980	126	1.77%	736	10.16%
20 30	PERS	120,805	137,341	107,977	107,977	109,883	121,042	1,906	1.77%	11,159	10.16%
20 31	PERS-GASB 68 Contra Exp.	(108,724)	(7,540)	-	-	-	-	-	0.00%	-	0.00%
20 40	SBS	25,305	27,528	30,084	30,084	30,617	33,723	533	1.77%	3,106	10.14%
20 50	Unemployment	2,467	2,586	2,746	2,746	2,746	2,992	-	0.00%	246	8.96%
20 60	Workers' Compensation	6,952	7,190	9,900	9,900	9,816	10,963	(84)	-0.85%	1,147	11.69%
20 99	Benefit Allocation	(243)	-	-	-	-	-	-	0.00%	-	0.00%
	Personnel Svcs-Benefit	156,112	291,887	291,401	291,401	299,225	338,549	7,824	2.68%	39,324	13.14%
30 31	Accounting & Auditing	5,762	6,016	6,277	6,277	3,167	3,325	(3,110)	-49.55%	158	4.99%
30 34	Other	4,174	2,941	11,830	11,830	11,830	11,830	-	0.00%	-	0.00%
	Professional Services	9,936	8,957	18,107	18,107	14,997	15,155	(3,110)	-17.18%	158	1.05%
40 12	Waste Disposal	1,949	1,784	2,200	2,200	2,200	2,200	-	0.00%	-	0.00%
40 20	Cleaning	563	-	700	700	700	700	-	0.00%	-	0.00%
40 30	Repair & Maintenance	28,328	19,594	30,350	30,350	33,350	30,350	3,000	9.88%	(3,000)	-9.00%
40 31	Computer Software Maint	10,867	12,244	14,180	14,401	14,780	14,500	379	2.63%	(280)	-1.89%
40 40	Rentals	-	-	1,000	1,000	1,000	1,000	-	0.00%	-	0.00%
40 91	Contractual Services	10,386	-	24,100	24,100	24,100	24,100	-	0.00%	-	0.00%
	Purchased-Property	52,093	33,622	72,530	72,751	76,130	72,850	3,379	4.64%	(3,280)	-4.31%
45 2	Septic Tank Replacement	29,690	35,832	100,000	199,478	100,000	100,000	(99,478)	-49.87%	-	0.00%
45 20	Sewer Repairs	16,891	21,839	50,000	76,270	75,000	75,000	(1,270)	-1.67%	-	0.00%
45 29	Treatment Plant Imp-State	609,039	242,884	-	123,635	-	-	(123,635)	0.00%	-	0.00%
45 31	Security Cameras/Repairs	2,061	-	15,000	42,939	15,000	15,000	(27,939)	-65.07%	-	0.00%
45 33	Rebuild Pumper Truck	56,049	-	-	-	-	-	-	0.00%	-	0.00%
45 34	Land Acquisition	45,000	-	-	-	-	-	-	0.00%	-	0.00%
45 35	Sewer Treatment Plant Imp	-	62,002	300,000	652,998	-	100,000	(652,998)	0.00%	100,000	#DIV/0!
45 36	ARPA NEU Sewer	-	-	-	616,209	-	-	(616,209)	0.00%	-	0.00%
45 37	Hurly Cir Sewer Ext	-	-	-	27,000	-	-	(27,000)	0.00%	-	0.00%
45 98	Proposed Budget	-	-	-	-	180,000	135,000	180,000	100.00%	(45,000)	-25.00%
45 99	Contra Clearing Account	(283,142)	(62,002)	-	-	-	-	-	0.00%	-	0.00%
	Construction Services	475,588	300,555	465,000	1,738,529	370,000	725,000	(1,368,529)	-78.72%	355,000	95.95%
50 20	Insurance	23,978	29,882	35,850	35,850	33,377	36,699	(2,473)	-6.90%	3,322	9.95%
50 30	Communications	13,546	12,284	13,650	13,650	14,050	5,570	400	2.93%	(8,480)	-60.36%
50 50	Printing & Binding	2,153	389	1,500	1,500	1,500	1,500	-	0.00%	-	0.00%
50 81	Travel	224	-	300	300	300	300	-	0.00%	-	0.00%
50 82	Staff Development	840	2,028	4,300	4,300	4,300	4,300	-	0.00%	-	0.00%
50 85	Dues & Subscriptions	1,480	1,492	1,895	1,895	1,895	1,895	-	0.00%	-	0.00%
50 90	Other Purchased Services	18,045	13,990	19,580	19,330	19,580	19,580	250	1.29%	-	0.00%
	Other Purchased Services	60,266	60,065	77,075	76,825	75,002	69,844	(1,823)	-2.37%	(5,158)	-6.88%
60 10	General Supplies	10,468	11,912	19,565	19,565	19,565	19,565	-	0.00%	-	0.00%
60 15	Small Tools & Equipment	5,086	7,446	13,625	13,625	13,625	13,625	-	0.00%	-	0.00%
60 16	Uniforms & Clothing	1,020	571	800	829	2,000	2,000	1,171	141.25%	-	0.00%
60 21	Natural Gas	21,843	21,518	28,500	28,500	25,000	25,000	(3,500)	-12.28%	-	0.00%
60 22	Electricity	125,316	127,874	119,900	119,900	126,900	128,900	7,000	5.84%	2,000	1.58%
60 25	Gasoline	15,020	14,567	20,000	20,000	26,000	26,000	6,000	30.00%	-	0.00%
60 99	Inventory Clearing	34,274	47,245	50,000	50,000	50,000	50,000	-	0.00%	-	0.00%
	Supplies	213,027	231,133	252,390	252,419	263,090	265,090	10,671	4.23%	2,000	0.76%
80 60	Depreciation	520,857	528,084	-	-	-	-	-	0.00%	-	0.00%
80 70	Uncollectible Accounts	4,463	3,951	2,000	2,000	2,000	2,000	-	0.00%	-	0.00%
	Other Expenses	525,320	532,035	2,000	2,000	2,000	2,000	-	0.00%	-	0.00%
99 12	Vehicle Fund	15,000	30,000	30,000	30,000	30,000	30,000	-	0.00%	-	0.00%
99 17	Technology Replacement	1,250	2,100	2,100	2,100	2,100	2,100	-	0.00%	-	0.00%
	Interfund Transfers	16,250	32,100	32,100	32,100	32,100	32,100	-	0.00%	-	0.00%
	Division Total:	\$ 1,934,344	\$ 1,958,420	\$ 1,701,402	\$ 2,974,931	\$ 1,631,998	\$ 2,070,769	\$ (1,342,933)	-45.14%	\$ 438,771	26.89%

City of Wasilla
Budget Detail
For Fiscal Year 2023 and 2024

Water Fund
Expense Summary

Account	Description	FY2020	FY2021	FY2022	FY2022	FY2023	FY2024	Difference	% Diff	Difference	% Diff
		Actual	Actual	Adopted Budget	Amended Budget	Adopted Budget	Adopted Plan	Between FY2023 AB FY2022 AMB	Between FY2023 AB FY2022 AMB	Between FY2024 AP FY2023 AB	Between FY2024 AP FY2023 AB
10 10	Regular	\$ 373,446	\$ 356,311	\$ 381,504	\$ 381,504	\$ 392,584	\$ 435,737	\$ 11,080	2.90%	\$ 43,153	10.99%
10 20	Temporary	3,611	-	9,726	9,726	9,918	10,170	192	1.97%	252	2.54%
10 30	Overtime	21,847	19,062	25,543	25,543	24,598	28,466	(945)	-3.70%	3,868	15.72%
10 99	Salary Allocation	-	(960)	-	-	-	-	-	0.00%	-	0.00%
	Personnel Services	398,904	374,413	416,773	416,773	427,100	474,373	10,327	2.48%	47,273	11.07%
20 10	Group Insurance	97,587	101,868	112,366	112,366	116,858	138,034	4,492	4.00%	21,176	18.12%
20 20	FICA	5,751	5,348	6,044	6,044	6,194	6,878	150	2.48%	684	11.04%
20 30	PERS	112,104	111,803	89,552	89,552	91,780	102,124	2,228	2.49%	10,344	11.27%
20 31	PERS-GASB 68 Contra Exp.	(92,254)	34,884	-	-	-	-	-	0.00%	-	0.00%
20 40	SBS	24,398	22,507	25,547	25,547	26,183	29,077	636	2.49%	2,894	11.05%
20 50	Unemployment	2,516	2,079	2,407	2,407	2,409	2,654	2	0.08%	245	10.17%
20 60	Workers' Compensation	6,730	5,381	7,719	7,719	7,542	8,582	(177)	-2.29%	1,040	13.79%
20 99	Benefit Allocation	-	(1,112)	-	-	-	-	-	0.00%	-	0.00%
	Personnel Svcs-Benefit	156,832	282,758	243,635	243,635	250,966	287,349	7,331	3.01%	36,383	14.50%
30 31	Accounting & Auditing	7,081	7,393	7,715	7,715	3,502	3,677	(4,213)	-54.61%	175	5.00%
30 34	Other	41,742	33,377	33,824	33,824	38,824	38,824	5,000	14.78%	-	0.00%
	Professional Services	48,823	40,770	41,539	41,539	42,326	42,501	787	1.89%	175	0.41%
40 30	Repair & Maintenance	22,647	28,930	35,745	35,745	35,745	35,745	-	0.00%	-	0.00%
40 31	Computer Software Maint	12,067	13,624	15,580	15,801	16,180	15,900	379	2.40%	(280)	-1.73%
40 40	Rentals	756	518	840	840	840	840	-	0.00%	-	0.00%
40 91	Contractual Services	-	-	10,500	10,500	10,500	10,500	-	0.00%	-	0.00%
	Purchased-Property	35,470	43,072	62,665	62,886	63,265	62,985	379	0.60%	(280)	-0.44%
45 27	Richmond Hills B Station	-	34,981	500,000	730,019	-	-	(730,019)	0.00%	-	0.00%
45 39	Water Repairs	63,564	81,104	65,000	66,171	75,000	75,000	8,829	13.34%	-	0.00%
45 59	SCADA	-	8,197	-	11,519	-	-	(11,519)	0.00%	-	0.00%
45 60	Oversize Water Main	-	-	20,000	78,165	25,000	25,000	(53,165)	-68.02%	-	0.00%
45 63	Spruce Ave Water Tank Rpr	-	220,223	-	339,777	-	-	(339,777)	0.00%	-	0.00%
45 66	Water Meter Upgrades	4,312	-	-	-	-	-	-	0.00%	-	0.00%
45 68	Security Cameras/Repairs	7,040	9,093	20,000	43,865	20,000	20,000	(23,865)	-54.41%	-	0.00%
45 69	Mission Hills Fire Hydrant	-	-	50,000	100,000	50,000	50,000	(50,000)	-50.00%	-	0.00%
45 70	Reservoir Repairs	25,800	60,200	50,000	50,000	50,000	50,000	-	0.00%	-	0.00%
45 71	The Ranch Water Quality	-	37,214	-	207,786	-	-	(207,786)	0.00%	-	0.00%
45 72	ARPA NEU Water	-	-	-	2,000,000	-	-	(2,000,000)	0.00%	-	0.00%
45 73	Hurly Cir Sewer Ext	-	-	-	27,000	-	-	(27,000)	0.00%	-	0.00%
45 99	Contra Clearing Account	-	(255,204)	-	-	-	-	-	0.00%	-	0.00%
	Construction Services	100,716	195,808	705,000	3,654,302	220,000	220,000	(3,434,302)	-93.98%	-	0.00%
50 20	Insurance	24,094	25,391	31,020	31,020	29,279	32,165	(1,741)	-5.61%	2,886	9.86%
50 30	Communications	38,330	34,692	42,075	42,075	42,019	41,155	(56)	-0.13%	(864)	-2.06%
50 50	Printing & Binding	2,153	389	1,500	1,500	1,500	1,500	-	0.00%	-	0.00%
50 81	Travel	200	-	200	240	200	200	(40)	-16.67%	-	0.00%
50 82	Staff Development	2,540	2,324	4,850	4,810	4,850	4,850	40	0.83%	-	0.00%
50 85	Dues & Subscriptions	4,357	3,796	3,845	3,845	3,845	3,845	-	0.00%	-	0.00%
50 90	Other Purchased Services	20,977	17,295	21,980	21,788	21,980	21,980	192	0.88%	-	0.00%
	Other Purchased Services	92,651	83,887	105,470	105,278	103,673	105,695	(1,605)	-1.52%	2,022	1.95%
60 10	General Supplies	21,718	34,678	24,340	24,340	27,390	27,390	3,050	12.53%	-	0.00%
60 15	Small Tools & Equipment	10,234	12,825	12,075	12,046	12,075	12,075	29	0.24%	-	0.00%
60 16	Uniforms & Clothing	660	542	1,500	1,500	2,000	2,000	500	33.33%	-	0.00%
60 21	Natural Gas	16,598	16,127	20,150	20,150	19,000	19,000	(1,150)	-5.71%	-	0.00%
60 22	Electricity	116,216	126,433	108,000	108,000	145,000	147,000	37,000	34.26%	2,000	1.38%
60 25	Gasoline	16,881	15,894	12,500	12,500	16,250	16,250	3,750	30.00%	-	0.00%
60 99	Inventory Clearing	13,577	15,004	50,000	50,000	50,000	50,000	-	0.00%	-	0.00%
	Supplies	195,884	221,503	228,565	228,536	271,715	273,715	43,179	18.89%	2,000	0.74%
80 10	Debt Service - Principal	-	-	496,350	496,350	-	-	(496,350)	0.00%	-	0.00%
80 20	Debt Service - Interest	11,606	9,125	7,446	7,446	-	-	(7,446)	0.00%	-	0.00%
80 60	Depreciation	853,645	853,643	-	-	-	-	-	0.00%	-	0.00%
80 70	Uncollectible Accounts	6,029	5,855	3,000	3,000	3,000	3,000	-	0.00%	-	0.00%
	Capital Purchases	871,280	868,623	506,796	506,796	3,000	3,000	(503,796)	-99.41%	-	0.00%
99 12	Vehicle Fund	15,000	30,000	30,000	30,000	30,000	30,000	-	0.00%	-	0.00%
99 17	Technology Replacement	4,250	4,400	4,400	4,400	4,400	4,400	-	0.00%	-	0.00%
	Interfund Transfers	19,250	34,400	34,400	34,400	34,400	34,400	-	0.00%	-	0.00%
	Division Total:	\$ 1,919,810	\$ 2,145,234	\$ 2,344,843	\$ 5,294,145	\$ 1,416,445	\$ 1,504,018	\$ (3,877,700)	-73.25%	\$ 87,573	6.18%



City of Wasilla

Job Description

Job Title	Utility Labor	Department	Public Works
Reports To	Utility Maintenance Supervisor	Salary Grade	3
FLSA Classification	Non-exempt	Effective Date	June 1, 2022
City Classification	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Confidential	<input type="checkbox"/> Union (Local 302)	<input checked="" type="checkbox"/> Non-Union

Mission Statement

It is the mission of the City of Wasilla to provide optimum service levels to the public as cost effectively as possible to ensure a stable and thriving economy, promote a healthy community, provide a safe environment and a quality lifestyle, and promote maximum citizen participation in government.

Summary:

Operated and maintains the City of Wasilla Water distribution / Wastewater collection systems. Ensure systems are kept in excellent working order by following a recurring work maintenance plan that provides a safe work environment and keeping the facilities in a safe and fully functional capacity.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

The responsibilities listed below are illustrative of the various types of duties that may be performed with or without reasonable accommodation.

- Operate sewer pump truck in the maintenance of septic tank pumping and cleaning.
- Performs fire hydrant maintenance by exercising system, oiling, winterizing, and painting.
- Perform main line and residential valve exercise program and make repairs as required.
- Performs seasonal maintenance on facilities such as painting and grounds keeping.
- Performs equipment & vehicle maintenance, detects and repairs leaks, trouble shoot electrical pumps and controls.
- Repair security fencing, assisting others as needed.
- Learn to maintain distribution of mains by exercising valves, service fire hydrants, detecting and repairing leaks, and trouble shoot electrical pumps and controls.
- Learn to maintain collection systems by exercising valves, service septic lift pumps, detecting and repairing leaks, and trouble shoot electrical pumps and controls.
- Vector main line valve boxes and service key box by operating a vacuum jetting truck.
- Locate service utility lines by reading as-built and engineer drawings, use electronic equipment to find/bury mains and services.

Scope and Accountability/Supervisory Responsibility:

- This position also contains some customer contact when making repairs with their septic system, establishing new service connections and answers questions regarding service outages.

Knowledge, Skills, and Abilities:

- Knowledge of standard methods in water/wastewater fields and the State and Federal regulation that is associated with it.
- Excellent verbal and written communication.
- Basic computer skills along with the skill of effectively reading equipment and construction schematics.
- Ability to operate basic vehicles, sewer pump truck, rodder vacuum, dump truck, front end loader, backhoe, and a forklift.



City of Wasilla

Experience and/or Education:

- High school diploma or equivalent.
- One year experience in water distribution or sewer collection preferred.
- Experience operating mechanical devices, pumps, motors, and hydraulic pressures.

Certificates, Licenses, Registrations:

- Must possess a valid Class A or B Commercial Driver's License with Tanker endorsement at time of application. Must provide a current driving record (dated within 30 days of application) from the state in which driver's license is held with satisfactory driving record. Must obtained a State of Alaska driver's license within 30 days from date of hire from the State of Alaska Department of Motor Vehicles.
- State of Alaska Operator in Training provisional certification in water distribution and/or wastewater collections preferred.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include distance, close, color, peripheral, and depth vision along with the ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee may be exposed to extreme cold or heat and humid or wet conditions not always due to the weather. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock and vibration. The noise level in the work environment is usually loud. Evening, weekend, and holiday hours may be required.

"The City of Wasilla believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the City of Wasilla to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors."

APPROVED:

Department Head: *Daniel C. Bischoff* Date: 6/16/2022
 Human Resources: *Janis Harris* Date: 5/20/2022
 Mayor: *Dorinda Leifard* Date: 6/16/22

Employee Acknowledgement:

Employee Printed Name _____

Employee Signature: _____

Date: _____