

Kenai Peninsula Borough

Office of the Borough Mayor

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Assembly

FROM: Charlie Pierce, Mayor *JCB*

DATE: January 19, 2021

RE: Confirmation of Melanie Aeschliman as Borough Director of Planning

Pursuant to Chapter 2.20 of the Kenai Peninsula Borough Code, the name of Melanie Aeschliman is hereby submitted for confirmation as the Borough Director of Planning.

KPB 2.20.030 states:

The assembly shall examine the qualifications of the executive for the purpose of determining whether they comply with the requirements prescribed by statute or ordinance for the position occupied. If they comply, the assembly shall so find and shall confirm the appointment. If they find the executive not qualified, they shall deny confirmation and the mayor shall thereafter hire a qualified person. No more than 31 days shall pass after the mayor has submitted the name of a new executive officer before the assembly shall determine by majority vote whether or not the qualifications set by statute and ordinance have been met. Failure to consider the matter within this time shall be deemed to constitute a finding that the officer possesses the requisite qualifications.

Ms. Aeschliman's resumé and job description are attached. Based on her qualifications, past experience, accomplishments, and proven performance, I strongly recommend confirmation.

MELANIE AESCHLIMAN

Soldotna, AK 99669 | 701-425-4292 | melanie@live.com | www.linkedin.com/in/melanie-aeschliman-4a7b36138

Planning Director

Relationship Building | Collaborative Leadership | Process Improvement

- ✓ Detail-oriented, motivated leader with experience directing and executing property and tax assessment operations including team leadership, budget management, and strategic planning.
- ✓ Collaborative communicator demonstrating ability to partner with cross-functional teams and agencies, community members, and leaders to align priorities and achieve goals.
- ✓ Analytical professional skilled in leveraging data to implement process improvements and capitalize on best practices.
- ✓ **Technical Proficiencies:** *Microsoft Word, Excel, PowerPoint, Proval, CAMA, GIS, AS400, Vanguard, Mobile Assessor, Innoprise, Aumentum, Pictometry*

CORE PROFICIENCIES

Office Administration | Property Appraisal & Assessment | Team Leadership & Development | Documentation
Interpersonal Skills | Record Management | Program Management | Problem Solving

PROFESSIONAL EXPERIENCE

DIRECTOR OF ASSESSMENTS

Kenai Peninsula Borough

01/2019 to Present

- Direct assessing operations across two departments with a team of 23 direct reports and a \$3.4M budget.
- Manage a parcel county of 66K for real property parcels and 7K for personal property accounts.
- Assess and value oil and gas totaling \$350M annually.
- Contribute to implementation of mobile assessor software.

Noted Accomplishments:

- Implemented process improvements reducing annual assessment cycle by 14% to six-years with an anticipated additional reduction of 16% to five-year assessment review cycle.

CITY ASSESSOR

City of Mandan, ND

11/2017 to 12/2018

- Oversaw 6.6K residential parcels, 1.6K commercial parcels, 537 exempt parcels, and 3 Ag land parcels while managing an annual operating budget of \$365K.

Noted Accomplishments:

- Identified \$13M worth of structures previously treated as exempt and partnered with attorney to transition them back into tax roles.

COMMERCIAL/RESIDENTIAL APPRAISER

City of Mandan, ND

10/2015 to 11/2017

- Demonstrated meticulous attention to detail in the appraising and assessing all residential and commercial parcels within the jurisdiction to deliver fair and equitable assessments.

PROPERTY APPRAISER

City of Bismarck, ND

08/2014 to 10/2015

- Identified, mapped, classified, appraised, and assessed residential, commercial, agricultural, and vacant property.

TAX DIRECTOR

LaMoure County

02/2014 to 08/2014

- Spearheaded tax activities with a team of 15 county assessors including team leadership, training and development, and performance management.
- Managed a parcel count of 9.1K and an annual operating budget of \$147K.

ELIGIBILITY TECHNICIAN

LaMoure County Social Services

09/2013 to 01/2014

- Provided compassionate support to youth and families including mentoring and education related to de-escalation techniques, appropriate behaviors, and life skills.

Additional Experience:

- **HUMAN SERVICE AIDE** | West Central Human Services Center

EDUCATION & CREDENTIALS

Master of Arts, Public Administration | Colorado Christian University (anticipated 12/2021)

Bachelor of Science, Organizational Management/Human Resources | Colorado Christian University

Dean's List Colorado Christian University – GPA 3.8, Honors Graduate

Associate of Arts, Human Services | Bismarck State College

Coursework | Appraisal (101, 102, 202, 204), IAAO Course 300, Teaching Appraisal Techniques 303, IAAO 400, Ag Land Valuation, 800 Series IAAO, 15-Hour USPAP

Certifications | Alaska Association of Assessing Officials (AAAO) Level IV Certificate (2019), Class I City Assessor ND (2016), Class II City Assessor Certificate ND (2014), Correctional Officer Certification SD, NCIC Warrant Search Certification SD

Training | Safe Management Principles & Techniques Crisis Prevention (2013), STAR Academy Pre-Service Training, STAR Academy Teaching "Emotional Intelligence": Skills for Success in Life, STAR Academy Facilitating Group Trainer

Affiliations | Member of Phi-Theta Kappa Honor Society, Member of International Association of Assessing Officials (IAAO), Member of Alaska Association of Assessing Officials (AAAO), Member of North Dakota Association of Assessment Officials (NDAAO)



Position Description

Kenai Peninsula Borough

Director of Planning

Service Type: Administrative, Level 6

Definition: Under the general direction and supervision of the borough mayor and/or his or her designee, the ***Director of Planning*** is responsible for the operation, management and administration of the Department of Planning as set forth in KPB 2.36.

Minimum Qualifications: A bachelor's degree in urban, regional, or community planning or a related field. Must have ten years of experience in the planning field, five of which involved land management, surveying, and/or economic and resource development work at the management level. Related postgraduate education may be substituted for the experience requirement on a year-for-year basis. Knowledge of relevant state and federal laws, data processing, geographic information systems, and the borough's economic/geographic/demographic/ social composition and energy issues highly desirable. Must possess leadership abilities, interpersonal skills, and written and verbal communication skills to be able to perform in a professional manner. Must have a valid Alaska driver's license to perform all job functions.

Essential Functions:

1. Responsible for organizing and supervising the duties of the planning department in accordance with the provisions of Chapter 2.36 of the borough code of ordinances.
2. Establishes departmental policies, procedures, goals, schedules, and budgets.
3. Provides administrative, investigative, research, and other executive services to the planning commission.
4. Provides recommendations to the planning commission on land uses issues, appeals and exceptions, plats, replats, vacation of public rights-of-way, and all other matters requiring planning commission action.
5. Administers and enforces the regulatory ordinances assigned to the department by the assembly and the regulations and orders of the planning commission.

Position Description – Director of Planning
Essential Functions (continued)

6. Provides administrative and support services for the acquisition, management, and disposal of borough lands.
7. Provides information regarding resources, regulations, procedures and opportunities for development to the general public and other agencies.
8. Maintains coordination activities with federal, state, and local government agencies and utility firms.
9. Oversees the land management and geographic information systems divisions.
10. Provides support to other borough departments as needed.
11. Promotes healthy and safe work environment.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Description Record:

Date Updated: 02.12.2020

Reason for Update: Reformatted

Date Updated: 10.2017

Reason for Update: Updated, SSB