



Fairbanks North Star Borough

DEPARTMENT OF THE ASSEMBLY

Assembly Division

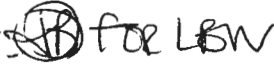
assembly@fnsb.gov

Main: (907) 459-1401

Fax: (907) 459-1224

MEMORANDUM

To: Assembly Finance Committee

From: Leah Berman Williams, Finance Committee Chair 

Date: March 4, 2021

Subject: **Transfer of Meeting Management Duties for all Borough Boards and Commissions to the Department of the Assembly**

Mayor Ward has proposed the following:

- Transfer meeting management duties for all borough Boards and Commissions (B&C) to the Borough Clerk's Office, effective July 1, 2021. Meeting management includes all administrative tasks associated with scheduling agenda settings; working with B&C chairs and Borough technical staff to draft agendas; ensuring proper meeting notice to B&C members and the public; "clerking" meetings by ensuring a quorum, keeping a proper record of actions taken, offering procedural and parliamentary guidance in accordance with borough code, state law and the B&C policy; and finalizing and storing records according to the records retention schedule.
- Transfer 2 FTE's (including wages and benefits) from the Department of Community Planning to the Division of the Borough Clerk. It is anticipated that the new job descriptions within the Borough Clerk's Office will be classified as Administrative Assistant III positions.
- Transfer \$18,000 from the Department of Community Planning to the Division of the Borough Clerk and allocate an additional \$7,000 to the Division of the Borough Clerk for a total increase of \$25,000 to cover costs for overtime and professional development of the new FTE's, training for Planning Commission and Platting Board members, tablets for Planning Commission members, meal expenses and an increase in office and meeting supplies.
- Transfer the Grants Coordinator position from the Mayor's Office to the Department of Community Planning and reclassify the FTE to a Planner.



In order to assume the functions as proposed, April Trickey, Borough Clerk, has requested the following addition:

- Designate 1 current Administrative Assistant III FTE in the Borough Clerk's Division as a Lead Person to oversee the day-to-day tasks of 3 FTE's. Designation of a Lead Person includes a "lead pay" premium of 10% of their base salary, which is an anticipated increase of approximately \$8,900 per year in wages and benefits.

The Borough Clerk is under the supervision of the Assembly, and this proposal entails significant additional supervisory responsibilities and a more complicated departmental structure. This proposal includes a step increase for the Borough Clerk of three steps, in addition to the normal step increase (anticipated to be approximately \$7125 per year in wages).

The proper motion to consider the proposal is as follows:

Move to recommend approval of the transfer of meeting management duties for all borough Boards and Commissions to the Division of the Borough Clerk, and move to direct the Administration and Borough Clerk to include the proposed changes within the Administration and Department of the Assembly's proposed FY21/22 budgets respectively.