



Fairbanks North Star Borough

Parks and Recreation Department
Project Office

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MEMORANDUM

To: Fairbanks North Star Borough Assembly

Through: Bryce Ward, Borough Mayor *Aw for BW*

From: Michael Bork, Director, Parks and Recreation

Date: March 11, 2021

Subject: Ordinance No. 2020 - 20 - 1Q
Growden Area Accessibility Improvements Project, Parks and Recreation Project
Coordinator Funds

Attached for your approval is an Ordinance amending the FY 2020-21 budget by appropriating \$22,239 in grant funding awarded by the Alaska Department of Transportation and Public Facilities (AKDOT&PF) to the Fairbanks North Star Borough (Borough) Parks and Recreation department, Parks Maintenance division.

The Growden Area Accessibility Improvements Project was awarded an Alaska Transportation Alternatives Program grant in 2019 and the project is being managed by AKDOT&PF. The Borough's Department of Parks and Recreation's role on this project includes design support, furnishing of wayfinding sign panels, design and furnishing interpretive panels, providing support during construction for the project, and ensuring the project is coordinated with the needed Borough departments for oversight and review. One of the Borough Parks Project Coordinator positions is partially project funded. AKDOT&PF is providing the \$22,239 to allow for this position to provide the necessary project support.

I request your consideration, and urge your approval of this Ordinance.

Attachment

By: Bryce J. Ward, Mayor
Introduced: 03/11/2021

FAIRBANKS NORTH STAR BOROUGH

ORDINANCE NO. 2020 - 20 - 1Q

AN ORDINANCE AMENDING THE FY 2020-21 BUDGET BY APPROPRIATING \$22,239 IN FEDERAL PASS-THROUGH GRANT FUNDING TO THE CAPITAL PROJECTS FUND FOR THE GROWDEN AREA ACCESSIBILITY IMPROVEMENTS PROJECT FOR THE PURPOSE OF PROVIDING PARKS AND RECREATION PROJECT SUPPORT, DESIGNING AND FURNISHING INTERPRETIVE PANELS, AND PROVIDING DESIGN SUPPORT FOR WAYFINDING SIGNS

WHEREAS, The Federal Highways Administration (FHWA), through the Alaska Department of Transportation and Public Facilities (AKDOT&PF), has selected the Growden Area Accessibility Improvements Project for the Alaska Transportation Alternatives Program (ATAP) award; and

WHEREAS, The Fairbanks North Star Borough (Borough) Assembly adopted ordinance No. 2019-20-1B, which appropriated funds for the Growden Area Accessibility Improvements Project; and

WHEREAS, This project is currently under agreement between the Borough and AKDOT&PF; and

WHEREAS, AKDOT&PF will manage and design the project with FHWA funds and previously appropriated matching funds from the Borough; and

WHEREAS, The Borough Department of Parks and Recreation (Parks & Recreation) will provide support to the AKDOT&PF design and construction team and ensure the project receives necessary Borough coordination and review; and

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT

Text to be *added* is underlined

Text to be *deleted* is [BRACKETED, CAPITALIZED]

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34 WHEREAS, Parks & Recreation’s role on this project includes design support
35 of wayfinding sign panels, designing and furnishing interpretive panels, and providing
36 support during the project’s construction.

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38 NOW, THEREFORE, BE IT ORDAINED by the Assembly of the Fairbanks
39 North Star Borough:

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41 Section 1. Classification. This ordinance is not of a general and permanent
42 nature and shall not be codified.

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44 Section 2. Acceptance of Federal Pass-Through Grant Funding. The
45 Borough accepts the award of \$22,239 in federal pass-through grant funding from FHWA,
46 passed through AKDOT&PF, to support project coordination and facilitate the design and
47 procurement of park signage on the Growden Area Accessibility Improvements project.

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49 Section 3. Capital Projects Fund Appropriation. The FY 2020-21 budget is
50 hereby amended by appropriating \$22,239 to the Capital Projects Fund budgetary
51 guideline entitled “Growden Area Accessibility Improvements-Project Support and Park
52 Signage” and increasing estimated revenue from federal pass-through grants by a like
53 amount.

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55 Section 4. Indirect Fee Waiver. In accordance with the signed
56 Memorandum of Agreement (MOA), indirect is waived for this appropriation.

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58 Section 5. Eligible Expenditure Period. Expenditures incurred within the
59 effective dates of the signed MOA between AKDOT&PF and the Borough are eligible for
60 reimbursement.

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be *added* is underlined
Text to be *deleted* is [BRACKETED, CAPITALIZED]

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62 Section 6. Provision for Appropriation Estimate. This appropriation is for
63 an estimated amount. The actual amount will be appropriated contingent, and based,
64 upon the signed MOA between ADOT&PF and the Borough. Any material difference, as
65 determined by the Chief Financial Officer, will be communicated to the Assembly.

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67 Section 7. Contingency. This appropriation is contingent upon the receipt
68 of a signed MOA with AKDOT&PF.

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70 Section 8. Effective Date. This ordinance is effective at 5:00 p.m. on the
71 first Borough business day following its adoption.

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73 ADOPTED THE _____ DAY OF _____ 2021.

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ATTEST:

April Trickey, CMC
Borough Clerk

Mindy O'Neill
Presiding Officer

APPROVED:

Approved by JSD

Jill S. Dolan
Borough Attorney

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be *added* is underlined
Text to be *deleted* is [BRACKETED, CAPITALIZED]

FAIRBANKS NORTH STAR BOROUGH
FISCAL NOTE

I. Request

Ordinance No: 2020-20-1Q Date Introduced: February 25, 2021

Abbreviated Title: Appropriating \$22,239 in Federal Pass-Through Grant Funding for Project Support and Park Signage for the Growden Area Accessibility Improvements Project

II. Financial Detail

Department/Division Affected: Parks and Recreation/Parks Maintenance

EXPENDITURE	Capital Projects Fund		
	FY 20/21		
Awaiting Budget	22,239		
Indirect			
Total	22,239		

SOURCE OF FUNDING

Federal Grant Revenue	22,239		
Contribution from Fund Balance			
Total	22,239		

Specify Funding Sources: U.S. Department of Transportation, Federal Highways Administration; State of Alaska, Department of Transportation and Public Facilities (AKDOT&PF)

OTHER FUNDING (PREVIOUSLY APPROPRIATED)

Ord No. 2019-20-1B	87,862		
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III. Project Purpose:

Provide funds to the department of Parks & Recreation for project support and park signage for the AKDOT&PF Growden Area Project

IV. Analysis of Future Liabilities and Funding Sources:

Ongoing maintenance of the signage

V. Fund Certification: I certify that funding sources are available as detailed in II above.


Debra L. R. Brady Date
 Chief Financial Officer

<i>mk</i>	EA	SrGLA	<i>Brady</i>
	SrGA	CA	
	GLSA	C	
<i>DM</i>	TBM		

**Fairbanks North Star Borough Fiscal
Impact Statement (FIS) (FNSBC 3.20.010 C.)**

Check	Date
Version 1	
Version 2	
Version 3	
Version 4	

Originator's Name: Laura Minski **Department:** Parks and Recreation

To Be Introduced/Sponsored By: Mayor Ward

Abbreviated Ordinance Title: Growden Area Accessibility Improvements Project FNSB Funds

Department(s)/Division(s) Affected: Parks and Recreation / Parks Maintenance

Proposed Introduction Date: February 25, 2021 **Ordinance No.:** 2020-20-1Q

Does this ordinance authorize:

- 1) a new or expansion of services which entails additional costs beyond that approved in the current adopted budget? Yes ___ No *
- 2) a project that is capital in nature and increases operational costs of the Borough in the current or any future fiscal year? Yes ___ No *

Required Information/Estimates	FISCAL IMPACT PRO FORMA SUMMARY - BEST ESTIMATE				
	Remainder of Current FY	1st Full FY of Operations	2nd Full FY of Operations	3rd Full FY of Operations	4th Full FY of Operations
	FY 2020 / 21	FY 2021 / 22	FY 2022 / 23	FY 2023 / 24	FY 2024 / 25
1. Timeline inclusive of all phases					
2. Number and type of new positions which may be required					
3. Cost of operations and maintenance					
4. Future costs to complete capital assets					
5. Estimated revenue impact					
6. Estimated non-Borough funds that may be received:					
a. to fund the ordinance					
b. to fund future phases					
c. to fund future operations and maintenance costs					
7. Anticipated annual tax subsidy					

Is backup attached? Yes ___ No ___

Contact Person's Name, for FIS questions: Laura Minski **Extension:** 1099

Director(s) Signature(s): [Signature] **Date:** 1/21/21

Mayor's Office or Assembly Member Signature: [Signature] **Date:** 1/22/2021

Chief Financial Officer Signature: [Signature] **Date:** 2/9/21

Process/Instructions

To prepare a Fiscal Impact Statement (FIS):

Complete the top section of the FIS.

Answer the two questions, Yes or No.

* If the answer to either question on page 1 is **Yes**, complete the Pro Forma Summary and provide the FIS contact person's information and the Director's signature.

- **To avoid uncertainty, fill in every solid box; if an answer is zero or none, enter 0 or None.**

- **Attach backup detail to support your estimates, as necessary.**

* If the answer to both questions is **No**, provide the FIS contact person's information and if Administration initiated Director's signature. Continue to next block.

Ordinance from a department:

Department submits FIS to Mayor's Office for signature and for concurrence to be the ordinance sponsor.

Mayor's Office dates and signs FIS Version 1.

After Mayor's Office OK, department drafts ordinance and prepares a Finance Checklist for the appropriating ordinance.

Department submits an FIS Version 1 signed by the Mayor's Office, to Finance along with the draft ordinance and Finance Checklist for the appropriating ordinance.

Ordinance from the Mayor:

Mayor's Office works with affected department(s) to prepare the FIS.

Mayor's Office dates and signs FIS Version 1.

If the Law department will be drafting the ordinance, the Mayor's Office will submit the signed FIS Version 1 to Law along with the request for Law to draft the ordinance.

- Law drafts the ordinance.

- Law requests department(s) to revise FIS if needed, to match the ordinance.

- Mayor's Office concurs with, and dates and signs the new FIS version.

Otherwise, the Mayor's Office drafts the ordinance and prepares a Finance Checklist for the appropriating ordinance. Mayor's Office submits latest FIS version to Finance along with the draft ordinance and Finance Checklist.

Ordinance from an Assembly Member:

If Assembly Member/Clerk's Office/Law requires assistance in preparing the FIS, a request shall be submitted to the Mayor's Office for scheduling/coordination with affected department(s) to assist in preparing the FIS.

Department(s) work with Assembly Member/Clerk's Office/Law to prepare the FIS.

Assembly Member/Clerk's Office dates and signs FIS Version 1.

If the Law department will be drafting the ordinance, the Assembly Member/Clerk's Office will submit the signed FIS Version 1 to Law along with the request for Law to draft the ordinance.

- Law drafts the ordinance.

- Law requests department(s) to revise FIS if needed, to match the ordinance.

- Assembly Member/Clerk's Office concurs with, and dates and signs the new FIS version.

Otherwise, the Assembly Member drafts the ordinance.

Assembly Member/Clerk's Office/Law submits latest FIS version to Finance along with the draft ordinance.

Chief Financial Officer (CFO) reviews FIS:

CFO reviews FIS version submitted to Finance with ordinance.

CFO consults with affected department(s) and/or ordinance sponsor, and requests FIS revisions if needed.

CFO dates and signs FIS and routes it to Law, along with the draft ordinance and Finance Checklist, if any.