




Fairbanks North Star Borough Department of Human Resources

907 Terminal Street * PO Box 71267 * Fairbanks, Alaska 99707-1267 * (907) 459-1202 * FAX 459-1187

M E M O R A N D U M

TO: Fairbanks North Star Borough Assembly

THRU: Bryce Ward, Borough Mayor 

FROM: Michelle Michel, Director
Department of Human Resources

DATE: April 15, 2021

SUBJECT: Ordinance 2020 - 20 - 1T
Authorize 0.25 FTE for Personnel/Payroll Manager
Cross-Training

The Personnel/Payroll division, in the Human Resources department, handles the processing of payroll and associated liabilities.

Attached for your approval is a proposed budget ordinance. The ordinance amends the FY 2020-21 budget by authorizing a 0.25 Full-Time Equivalent (FTE) position in the Department of Human Resources for cross-training for the Personnel/Payroll Manager.

There is no fiscal impact to FY 2020-21 budgeted amounts.

I appreciate your consideration of this request and I urge its adoption.

Attachment

1 By: Bryce Ward, Mayor
2 Introduced: April 15, 2021
3

4 FAIRBANKS NORTH STAR BOROUGH

5
6 ORDINANCE NO. 2020 - 20 - 1T
7

8 AN ORDINANCE AMENDING THE FY 2020-21 BUDGET BY AUTHORIZING A 0.25
9 FULL-TIME EQUIVALENT (FTE) EMPLOYEE POSITION FOR CROSS-TRAINING OF THE
10 PERSONNEL/PAYROLL MANAGER POSITION
11

12 WHEREAS, The human resources Personnel/Payroll Manager has notified
13 the Fairbanks North Star Borough (Borough) of her intent to retire on July 30, 2021; and
14

15 WHEREAS, The Personnel/Payroll Manager position is a critical position that
16 requires significant cross-training to ensure a smooth transition; and
17

18 WHEREAS, The Borough has found a Personnel/Payroll Manager
19 replacement and offered the position to one of the Personnel/Payroll Technicians, with
20 an effective date of March 22, 2021; and
21

22 WHEREAS, The human resources department needs to fill the vacant
23 Personnel/Payroll Technician position as quickly as possible; and
24

25 WHEREAS, During the transition period, an additional 0.25 FTE is required
26 for the last three months of FY 2020-21 to allow the new Personnel/Payroll Manager to
27 cross-train with the outgoing manager; and
28

29 WHEREAS, The human resources department can cover the salary
30 associated with the additional FTE through the end of FY 2020-21 with department salary
31 savings from position vacancies; and

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

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WHEREAS, The FTE position count and funding for the last month of cross-training will be incorporated into the FY 2021-22 annual budget.

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

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

Section 2. Position Authorization. The FY 2020-21 budget is hereby amended by increasing the employee position count by 0.25 full-time equivalent in the human resources department.

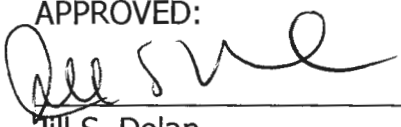
Section 3. Effective Date. This ordinance is effective at 5:00 p.m. on the first Borough business day following its adoption.

ADOPTED THE _____ DAY OF _____ 2021.

Mindy O’Neill
Presiding Officer

ATTEST:

April Trickey, CMC
Borough Clerk

APPROVED:


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: 2020-20-1T Date Introduced: April 15, 2021

Abbreviated Title: Authorizing a 0.25 FTE Position in the Department of Human Resources for Cross-Training of the Personnel/Payroll Manager Position

II. Financial Detail

Department/Division Affected: Human Resources / Personnel/Payroll

EXPENDITURE	General Fund	
	FY 20/21	
Awaiting Budget		
Personnel Services		
Contribution to Multi-Year General Subfund		
Total		

SOURCE OF FUNDING

Contribution from General Fund		
Contribution from Fund Balance		
State Grants		
Total		

Specify Funding Sources: Department of Human Resources, personnel services budget

OTHER FUNDING (PREVIOUSLY APPROPRIATED)

Ord. No. 2020-20 Human Resources /Personnel Services	1,642,940	
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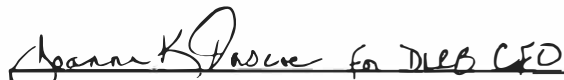
III. Project Purpose:

To authorize a 0.25 FTE position in the Department of Human Resources due to cross-training of the Personnel/Payroll Manager




IV. Analysis of Future Liabilities and Funding Sources:

None

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


Debra L. R. Brady for DLB CFO
 Chief Financial Officer

3/31/2021
 Date

FA	SrGLA	
GA	CA	
SpA	C	
 TBM	SA	

**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: Michele Michel Department: Human Resources
 To Be Introduced/Sponsored By: Bryce J. Ward, Mayor
 Abbreviated Ordinance Title: Authorize a 0.25 FTE for crossover training for the Personnel/Payroll Manager
 Department(s)/Division(s) Affected: Human Resources/Personnel/Payroll
 Proposed Introduction Date: April 15, 2021 Ordinance No.: 2020-20-1T

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: Michelle Michel Extension: 1207
 Director(s) Signature(s): *Michelle Michel* Date: 3/25/21
 Mayor's Office or Assembly Member Signature: *James W. Wells* Date: 3/25/21
 Chief Financial Officer Signature: *Joanne K. Kase for DLB CFO* Date: 3/31/21

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.