

1 By: Bryce J. Ward, Mayor
2 Introduced: 04/15/2021
3 Advanced: 04/15/2021
4 Adopted: 04/29/2021
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6 FAIRBANKS NORTH STAR BOROUGH

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8 ORDINANCE NO. 2020 - 20 – 1T
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10 AN ORDINANCE AMENDING THE FY 2020-21 BUDGET BY AUTHORIZING A 0.25
11 FULL-TIME EQUIVALENT (FTE) EMPLOYEE POSITION FOR CROSS-TRAINING OF THE
12 PERSONNEL/PAYROLL MANAGER POSITION
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14 WHEREAS, The human resources Personnel/Payroll Manager has notified
15 the Fairbanks North Star Borough (Borough) of her intent to retire on July 30, 2021; and
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17 WHEREAS, The Personnel/Payroll Manager position is a critical position that
18 requires significant cross-training to ensure a smooth transition; and
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20 WHEREAS, The Borough has found a Personnel/Payroll Manager
21 replacement and offered the position to one of the Personnel/Payroll Technicians, with
22 an effective date of March 22, 2021; and
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24 WHEREAS, The human resources department needs to fill the vacant
25 Personnel/Payroll Technician position as quickly as possible; and
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27 WHEREAS, During the transition period, an additional 0.25 FTE is required
28 for the last three months of FY 2020-21 to allow the new Personnel/Payroll Manager to
29 cross-train with the outgoing manager; and
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31 WHEREAS, The human resources department can cover the salary
32 associated with the additional FTE through the end of FY 2020-21 with department salary
33 savings from position vacancies; and
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35 WHEREAS, The FTE position count and funding for the last month of
36 cross-training will be incorporated into the FY 2021-22 annual budget.
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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
42 permanent nature and shall not be codified.

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

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

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50 ADOPTED THE 29TH DAY OF APRIL 2021.

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Mindy O'Neall
Presiding Officer

ATTEST:



April Trickey, CMC
Borough Clerk

Yeses: Cash, Williams, Wilson, Tomaszewski, Cooper, Lyke, Lojewski, O'Neall
Noes: None
Other: Sanford (Excused)

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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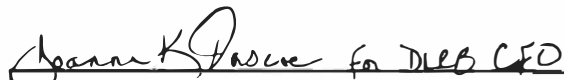
III. Project Purpose:

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	