



**FAIRBANKS NORTH STAR BOROUGH**  
Special Assembly Meeting  
Called by Mindy O'Neill, Presiding Officer  
April 15, 2021

This meeting will be held at or hosted from the  
Mona Lisa Drexler Assembly Chambers  
Juanita Helms Administration Center  
907 Terminal Street, Fairbanks, AK  
5:30 p.m.

This meeting will be conducted in-person and by zoom or zoom-only based upon the Borough Risk Matrix FNSB Operational Status and if the Juanita Helms Administration Center is otherwise open to the public. Please visit <https://www.fnsb.gov/415/Stay-Connected-with-the-Assembly> or contact the Borough Clerk's Office (907) 459-1401.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. REQUEST FOR REMOVAL OF ITEMS FROM THE CONSENT AGENDA AND ANY OTHER PROCEDURAL MOTIONS**
- 4. CITIZENS' COMMENTS - EACH PERSON'S COMMENTS LIMITED TO 3 MINUTES**

Limited to items that are scheduled on the agenda only.

**5. APPROVAL OF AGENDA AND CONSENT AGENDA**

Approval of the consent agenda passes all routine items indicated by an asterisk (\*) on the agenda. Consent agenda items are not considered separately unless an Assemblymember so requests. Note: If the consent item to be removed is an ordinance up to be introduced, advanced, or referred, it takes two Assemblymembers to remove the item from the consent agenda. In the event of such a request, the item is returned to the general agenda.

**6. CONSIDERATION OF CALENDAR - NEW BUSINESS - RESOLUTIONS**

**6.a. RESOLUTION NO. 2021-13.**

*A Resolution Opposing The Proposed Changes On The Use Of All-Terrain Vehicles And Snowmobiles On Public Roads In The Regulations Of The Alaska Department Of Public Safety. (Sponsor: Mayor Ward)*

Documents:

[R2021-13 Backup Information.pdf](#)

**7. CONSIDERATION OF CALENDAR - NEW BUSINESS - ORDINANCES TO BE INTRODUCED AND ADVANCED TO PUBLIC HEARING**

**7.a. \*ORDINANCE NO. 2020-20-1T.**

An Ordinance Amending The FY 2020-21 Budget By Authorizing A 0.25 Full-Time Equivalent (FTE) Employee Position For Cross-Training Of The Personnel/Payroll Manager Position. (Sponsor: Mayor Ward)  
(Refer to the Finance Committee on April 15, 2021; Advance to April 22, 2021 for Public Hearing)

Documents:

[2020-20-1T Backup Information.pdf](#)

## **8. ADJOURNMENT**

## **9. AUDIO FILES - SPECIAL ASSEMBLY MEETING**

[04-15-2021 Audio Track 1 \(MP3\)](#)

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE DELETION OF ITEMS OR EXECUTIVE SESSIONS, IF NEEDED.



# Fairbanks North Star Borough


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MAYOR'S OFFICE

mayor@fnsb.gov  
Main: (907) 459-1300  
Fax: (907) 459-1102

## MEMORANDUM

To: Fairbanks North Star Borough Assembly

From: Bryce Ward, Mayor 

Date: April 15, 2021

Subject: Resolution 2021 – 13  
Opposing Proposed Changes on the Use of All-Terrain Vehicles and  
Snowmobiles on Public Roads

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Attached for your consideration is a resolution opposing Alaska Department of Public Safety (DPS) proposed regulation changes that would allow the use of all-terrain vehicles and snowmobiles on public roads. This resolution proposes to the Alaska DPS and alternative approach to crafting proposed regulations that would jointly and equitably include multiple ATV and snowmobile stakeholders.

I urge your adoption of this resolution.

attachment: Resolution

/jw



By: Bryce J. Ward, Mayor  
Introduced: 04/15/2021

FAIRBANKS NORTH STAR BOROUGH

RESOLUTION NO. 2021 – 13

A RESOLUTION OPPOSING THE PROPOSED CHANGES ON THE USE OF ALL-TERRAIN VEHICLES AND SNOWMOBILES ON PUBLIC ROADS IN THE REGULATIONS OF THE ALASKA DEPARTMENT OF PUBLIC SAFETY

WHEREAS, The Alaska Department of Public Safety (DPS) issued a Public Notice on March 17, 2021, with proposed regulation changes to allow the use of all-terrain vehicles (ATVs) and snowmobiles on public roads; and

WHEREAS, The Fairbanks North Star Borough (FNSB) recognizes ATVs and snowmobiles fulfill the basic mobility needs of some Alaska residents, particularly in rural and remote locales, but believes the proposed changes will consequentially increase in the number of fatalities and serious injuries on roads Statewide; and

WHEREAS, The proposed changes are contrary to the recommendations of the Alaska Strategic Highway Safety Plan 2018-2022 (SHSP), which highlights strategies and actions to reduce the number of ATV and snowmobile fatal and serious injury crashes Statewide; and

WHEREAS, Development of the SHSP was led by the Alaska Department of Transportation & Public Facilities (DOT&PF) and a 55-member Steering Committee, including representatives of the Alaska DPS, and meant to affect and be relevant to all State agencies; and

32 WHEREAS, The most recent five-year averages of fatalities and serious  
33 injuries involving ATVs and snowmobile exceed the goals of the SHSP and are trending  
34 upward; and

35

36 WHEREAS, The University of Alaska Fairbanks completed a study in 2019  
37 titled "Safety Evaluation of Statewide Off-Highway Vehicle Use in Alaska"<sup>1</sup> with funding  
38 from the Alaska DOT&PF and Pacific Northwest Transportation Consortium, and  
39 significant findings from this study included:

40

41 The Alaska Trauma Registry indicates that 25% of the 1,352 incidents involving  
42 ATVs and 18% of the 936 incidents involving snowmobiles occurred on highways  
43 and other public roads between 2009 and 2014;

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45 Alaska Department of Motor Vehicles (DMV) records indicate that there was a total  
46 of 317 off-highway vehicle incidents on roadways, 20% of which involved children  
47 16 years of age or younger between 2012 to 2017;

48

49 There were 120 reported on-road crashes involving off-highway vehicles in the  
50 Alaska DMV crash database in 2016 and an average of 80 reported crashes per  
51 year between 2000 and 2016, and Alaska has previously seen years where the  
52 number of snowmobile fatalities on public roadways exceeded the number of  
53 fatalities in conventional automobiles;

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55 Locations were identified where as many as 60 off-highway vehicles used or  
56 crossed a highway in a single day; and

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<sup>1</sup> Belz, N. (2019). Safety Evaluation of Statewide Off-Highway Vehicle Use in Alaska: Crash Review, On- and Off-Road System Use and Conflict Evaluation. DOT&PF Report No. NFHWY00082, USDOT Report No. 400180. <http://dot.alaska.gov/stwddes/research/assets/pdf/4000-180.pdf>

58 Of the 447 total observations, 53% were observed to be using the road unlawfully  
59 of which only 30% were observed to be wearing helmets and 17% were carrying  
60 passengers on vehicles that were not intended for passengers.

61  
62 WHEREAS, Title 28 of Alaska Statutes requires all motor vehicles driving on  
63 a highway or other public parking place be registered, but driver licenses are not required  
64 for operators of ATVs and snowmobiles; and

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66 WHEREAS, The proposed changes do not address the requirements of the  
67 National Highway Traffic Safety Administration and Alaska DMV for equipment, driver  
68 training, licensing, and insurance to make ATVs and snowmobiles "street legal" and  
69 operators eligible to use such vehicles on public roads; and

70  
71 WHEREAS, The same rules of the road must apply to all motor vehicles and  
72 operators on public roads or it could result in sharp increases in ATV and snowmobile  
73 fatal and serious injury crashes, especially with young drivers of ATVs and snowmobiles  
74 that are currently allowed to operate these vehicles without driver training, a license, or  
75 insurance; and

76  
77 WHEREAS, The proposed changes include a provision to allow municipalities  
78 to prohibit snowmobiles or all-purpose vehicles from using roadways, but the FNSB is a  
79 Second-class Borough and has limited road and police powers; therefore there will be  
80 limited, if any, opportunity to implement this provision; and

81  
82 WHEREAS, Other Second-class Boroughs throughout the State will face the  
83 same challenge and most of the State is unincorporated, making this provision useful to  
84 only a few municipalities; and

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86 WHEREAS, In addition to the FNSB's concerns regarding the safety of the  
87 traveling public, the proposed changes may have significant cost implications to  
Fairbanks North Star Borough, Alaska

88 manufacturers, private businesses, consumers, and the State, as well as jeopardize  
89 Federal highway funding opportunities for communities Statewide.

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91 NOW THEREFORE BE IT RESOLVED that the Assembly of the Fairbanks  
92 North Star Borough encourages the Alaska Department of Public Safety to withdraw the  
93 proposed regulation changes on the use of all-terrain vehicles and snowmobiles on public  
94 roads until a working group of relevant and affected agencies and organizations has been  
95 established to jointly author the changes in a comprehensive and equitable manner that  
96 maintains the safety of the traveling public and considers the costs of such changes.

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98 ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2021.

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ATTEST:

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\_\_\_\_\_  
April Trickey, CMC  
Borough Clerk

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\_\_\_\_\_  
Mindy O'Neill  
Presiding Officer

APPROVED:



\_\_\_\_\_  
Jill S. Dolan  
Borough Attorney




**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



By: Bryce Ward, Mayor  
Introduced: April 15, 2021

FAIRBANKS NORTH STAR BOROUGH

ORDINANCE NO. 2020 - 20 - 1T

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

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

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

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

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

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

WHEREAS, The human resources department can cover the salary associated with the additional FTE through the end of FY 2020-21 with department salary 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.

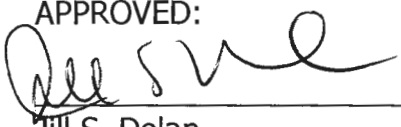
Section 2. Position Authorization. The FY 2020-21 budget is hereby amended by increasing the employee position count by 0.25 full-time equivalent in the human resources department.

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'Neall  
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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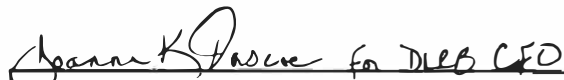
III. Project Purpose:

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: *Tommy Wilke* Date: 3/25/21  
 Chief Financial Officer Signature: *Joanne Krasner 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.