

## **ASSEMBLY FINANCE COMMITTEE AGENDA**

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

\*Immediately following the Special Assembly Meeting\*

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. MEMORANDA/REPORTS/PRESENTATIONS**

- 3.a. Presentation of the Fairbanks North Star Borough School District's 2021-2022 Recommended Budget by Dr. Karen Gaborik, Superintendent; Andreau Degraw, Chief Operations Officer; and Tim Doran, School Board President, to include a question and answer period.

### **4. CONTRACTS/BID AWARDS**

NONE

### **5. ADVANCED ORDINANCES AND RESOLUTIONS**

#### **5.a. ORDINANCE NO. 2021-17.**

An Ordinance Amending FNSBC Title 5 To Provide For Ranked Choice Voting In Municipal Elections; And Amending The FY 2020-21 Budget By Appropriating \$75,000 From The General Fund Fund Balance To The Multi-Year General Subfund For The Implementation Of And Voter Education About Ranked Choice Voting In Municipal Elections. (Sponsors: Assemblymembers Williams and Cooper)

Documents:

[2021-17 Backup Information.pdf](#)

#### **5.b. 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)

Documents:

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

### **6. OTHER COMMITTEE BUSINESS/DISCUSSION ITEMS**

6.a. Monthly Budget and Fund Balance Reports.

**7. MAYOR/ASSEMBLY COMMENTS**

**8. ADJOURNMENT**

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.

1 By: Leah Berman Williams  
2 Matt Cooper  
3 Introduced: 04/08/2021  
4

5 FAIRBANKS NORTH STAR BOROUGH

6  
7 ORDINANCE NO. 2021 – 17  
8

9 AN ORDINANCE AMENDING FNSBC TITLE 5 TO PROVIDE FOR RANKED CHOICE  
10 VOTING IN MUNICIPAL ELECTIONS; AND AMENDING THE FY 2020-21 BUDGET BY  
11 APPROPRIATING \$75,000 FROM THE GENERAL FUND FUND BALANCE TO THE  
12 MULTI-YEAR GENERAL SUBFUND FOR THE IMPLEMENTATION OF AND VOTER  
13 EDUCATION ABOUT RANKED CHOICE VOTING IN MUNICIPAL ELECTIONS  
14

15 WHEREAS, The current process for determining the winner of a municipal  
16 election in the Fairbanks North Star Borough (Borough), called “first past the post voting”  
17 allows for the winning candidate for Assembly, School Board, and Interior Gas Utility  
18 Board (IGU) seats to be elected if they receive the greatest number of votes but less than  
19 a majority of the votes cast and requires expensive runoff elections for the Mayoral races  
20 if a mayoral candidate does not receive over 40 percent of the votes cast for that seat;  
21 and  
22

23 WHEREAS, The winner of an election should be preferred by a majority of  
24 the voters casting ballots; and  
25

26 WHEREAS, The Borough has had 107 separate races (combining mayoral,  
27 Assembly, School Board, and IGU races) in the 16 elections since 2005, of which 27 (or  
28 25.2%, just over one race in four) were won by candidates who did not receive a majority  
29 of the votes cast; specifically:

- 30 • Of the 51 races for Assembly seats since 2005, 16 races, or 31%, have  
31 been won by candidates who received less than 50% of the votes cast

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- 32 (comprising 84% of the 19 races which had three or more candidates);  
33 and  
34 • Of the 40 races for School Board since 2005, nine elections (23%) have  
35 been won by candidates who received less than 50% of the votes cast  
36 (comprising 89% of the nine races which had three or more candidates);  
37 and  
38 • Of the ten races for IGU since 2014, all 3 elections (38%) with more  
39 than three candidates were won by a candidate who received less than  
40 50% of the votes cast; and  
41 • Of the six mayoral races held since 2005, where if a candidate does not  
42 receive 40% of the votes cast a runoff is required, five had more than  
43 two candidates running, and one required a runoff election, at a cost to  
44 the Borough of approximately \$75,000 per runoff, and one narrowly  
45 missed the cutoff for a runoff; and  
46

47 WHEREAS, Ranked Choice Voting, also known as Instant Runoff Voting, is  
48 a voting process that ensures that the winner of a race is preferred by a majority of the  
49 voters casting ballots, by use of the following process:

- 50 • Voters are given a ballot listing all candidates for a given race;  
51 • Each voter ranks each of the candidates in order of their preference;  
52 • In the first round of vote tabulation, if a candidate receives a majority  
53 of the votes, then that candidate is declared the winner of that race;  
54 • However, if in the first round of tabulation, no candidate receives a  
55 majority of the votes, then the votes for the candidate who received the  
56 least number of first-choice votes are redistributed to those voters'  
57 second choice candidates, and totals are retabulated;  
58 • This process continues until one candidate receives a majority of the  
59 votes cast; and

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WHEREAS, Municipalities in five other states are already using Ranked Choice Voting for their municipal elections, and the state of Maine has adopted Ranked Choice Voting for statewide elections, so that Ranked Choice Voting has been used successfully in elections similar to those in the Borough; and

WHEREAS In communities that have adopted Ranked Choice Voting, analyses have shown that voting errors are low and voters find the voting process straightforward; and

WHEREAS, In 2020, the voters in the State of Alaska approved the use of Ranked Choice Voting for statewide elections; and

WHEREAS, With Ranked Choice Voting, runoff elections for mayoral races will no longer be needed, and the Borough’s Division of Elections allocates \$80,000 every three years to pay for mayoral run-off elections; and

WHEREAS, The total cost for implementing Ranked Choice Voting per year on a recurring basis is estimated to be slightly less than \$20,000 per year, so the recurring total over three years is less than the amount to hold a single runoff election; and

WHEREAS, The State of Alaska and the Borough have purchased voting machines that have the technical capability to implement Ranked Choice Voting; and

WHEREAS, Since Ranked Choice Voting will be a new way of voting in the Borough, it is important to educate voters,; this ordinance proposes to allocate money on a one-time basis for this purpose, specifically to include a postcard campaign and booths at the Midnight Sun Festival and Tanana Valley State Fair; and

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WHEREAS, In addition, there are one-time costs required for the initial set-up and training of elections staff.

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

Section 1. Sections 2 through 11 of this ordinance are of a general and permanent nature and shall be codified. All other sections of this ordinance are not of a general and permanent nature and shall not be codified.

Section 2. FNSBC 5.04.010, Definitions, is hereby amended to add the following definitions [the Clerk shall add the definition in alphabetical order]:

"Continuing candidate" means a candidate who has been neither elected nor defeated.

"Duplicate candidate" means a single candidate has been selected for more than one ranking.

"Exhausted ballot" means a ballot that cannot be advanced because no further candidate is ranked on the ballot.

"Ranked choice voting" means an election method in which voters rank candidates for an office in order of their preference and the ballots are counted in rounds that simulate a series of runoffs until one candidate receives a majority of votes.

"Ranking" means the number assigned by a voter to a candidate to express the voter's preference for that candidate, with a lower numerical value indicating a greater preference for a candidate than a higher numerical value.

"Skipped ranking" means a voter leaves a ranking blank and ranks a candidate at a subsequent ranking.

Section 3. FNSBC 5.04.050, Election times, is hereby amended as follows:

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116 A. Time of Regular Election. Annually, on the first Tuesday of October, a regular  
117 election shall be held in the borough for the election of vacant borough offices, and for  
118 the determination of other matters as may be placed on the ballot.

119 B. [TIME OF RUN-OFF ELECTION. WHEN A RUN-OFF ELECTION IS REQUIRED BY  
120 LAW, THE ELECTION SHALL BE HELD ON THE THIRD TUESDAY FOLLOWING THE  
121 REGULAR ELECTION OR WITHIN TWO WEEKS AFTER CERTIFICATION OF THE RESULTS  
122 OF THE REGULAR ELECTION. THE RUN-OFF ELECTION SHALL NOT BE CONSIDERED A  
123 SPECIAL ELECTION WITHIN THE MEANING OF AS 29.71.

124 C.] Time of Service Area Elections.

125 1. Annually, on the third Tuesday of November, an election shall be held for  
126 establishing new service areas, annexation to existing service areas, dissolving a service  
127 area, or to consolidate or merge two or more service areas.

128 2. Annually, on the fourth Tuesday of March, an election shall be held for any  
129 service area desiring to increase their mill levy for services provided within the boundaries  
130 of the service area.

131 [D.]C. Time of Special Elections. The assembly, by motion, resolution, or adoption of an  
132 ordinance, may call a special election at any time at least 75 days prior to the date of the  
133 election. Unless the assembly has set a date for a required special election, the borough  
134 clerk shall call a special election when required by law or ordinance to place an initiative,  
135 referendum, recall or other question before the voters.

136

137 Section 4. FNSBC 5.04.060, Notice of elections, is hereby amended as  
138 follows:

139 A. The borough clerk shall publish a notice of each election at least twice in one or  
140 more newspapers of general circulation in the borough. The borough clerk shall also post  
141 such a notice in two conspicuous places in each precinct. The first such publication, and  
142 the posting in each precinct, shall be accomplished at least 30 days prior to a regular  
143 election or at least 20 days before a special election.

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- 144 B. Each notice of election shall include:
- 145 1. The type of election, whether regular[, ] or special [OR RUN-OFF];
  - 146 2. The date of the election;
  - 147 3. The hours the polls will be open;
  - 148 4. The offices to which candidates are to be elected;
  - 149 5. The subjects of propositions to be voted upon;
  - 150 6. Voter qualifications and instructions for registration;
  - 151 7. Instructions for application for absentee voting;
  - 152 8. Early voting instructions, including station location and hours;
  - 153 9. Precinct polling places.
- 154 C. Service Area Elections.
- 155 1. The borough clerk shall publish a notice of each service area election at  
156 least twice in one or more newspapers of general circulation in the borough, and on the  
157 borough website.
  - 158 2. Each notice of election shall include:
    - 159 a. The type of election;
    - 160 b. The date of the election;
    - 161 c. The polling place location and hours the poll(s) will be open;
    - 162 d. The subjects of propositions to be voted upon;
    - 163 e. Voter qualifications as set forth in FNSBC 5.08.010 and instructions  
164 for registration; and
    - 165 f. The notice of election shall state a service area resident may vote in  
166 person at the borough clerk's office or request a ballot by mail or electronic transmission.
- 167 D. [FOR RUN-OFF ELECTIONS, THE NOTICE OF THE LOCATIONS OF THE PRECINCT  
168 POLLING PLACES MAY BE INCLUDED OR SEPARATE FROM THE NOTICE OF THE  
169 ELECTION AND PUBLICATION SHALL BE MADE AT LEAST ONCE, NO LATER THAN FIVE  
170 DAYS PRIOR TO THE RUN-OFF ELECTION. THE NOTICE OF ELECTION SHALL BE POSTED  
171 AT TWO PLACES WITHIN EACH PRECINCT.

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172 E.] Notice of Bonded Indebtedness.

173 1. Before a general obligation bond issue election, the borough clerk shall  
174 publish notice of the borough's total existing bonded indebtedness at least once a week  
175 for three weeks.

176 2. The notice of the borough's total existing bonded indebtedness shall state:

177 a. The current total general obligation bonded indebtedness, including  
178 authorized but unsold bonds, of the borough;

179 b. The cost of the debt service on the current indebtedness; and

180 c. The total assessed valuation within the borough.

181

182 Section 5. FNSBC 5.04.070, Votes required for election to office, is hereby  
183 amended as follows:

184 A. [ELECTION TO THE OFFICE OF BOROUGH MAYOR IS WHEN A CANDIDATE  
185 RECEIVES THE GREATEST NUMBER OF VOTES AND OVER 40 PERCENT OF THE VOTES  
186 CAST FOR THAT SEAT. A RUN-OFF ELECTION FOR THE OFFICE OF MAYOR SHALL BE  
187 HELD BETWEEN THE TWO CANDIDATES RECEIVING THE HIGHEST NUMBER OF VOTES  
188 IF NO CANDIDATE RECEIVES OVER 40 PERCENT OF THE VOTES CAST.

189 B.] The candidate for [AN] Borough Mayor, Assembly, Interior Alaska Natural Gas  
190 Utility Board (IGU) at large or School Board seat receiving the [GREATEST NUMBER]  
191 majority of votes cast for that seat is elected unless provided otherwise in this section.

192 B. When there are two qualified candidates on the ballot running for the same seat  
193 and it is mathematically impossible for a candidate to receive the majority of the votes  
194 cast due to declared or undeclared write-in votes, the candidate receiving the greatest  
195 number of votes cast for that seat shall be elected.

196 C. If more than two qualified candidates are running for the same seat, the majority  
197 of votes cast for that seat shall be determined using ranked choice voting.

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199 Section 6. FNSBC 5.16.010, Ballot form, is hereby by amended as follows:

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- 200 A. The ballot shall be designed with the position of names of the candidates set out  
201 in the same order in each section on each ballot used in that election. The order for  
202 placement of candidate names for each [OFFICE]seat shall be randomly determined by  
203 the borough clerk.
- 204 B. The title of the office and seat to be filled shall be followed by the printed names  
205 of the candidates for such office and seat, below which shall be blank lines equal in  
206 number to the candidates to be elected to such [OFFICE]seat, upon which the voter may  
207 write the names of persons not listed on the ballot. [THE WORDS "VOTE FOR NO MORE  
208 THAN \_\_\_\_\_," WITH THE APPROPRIATE NUMBER REPLACING THE BLANK, SHALL  
209 BE PLACED BEFORE THE LIST OF CANDIDATES FOR EACH OFFICE.] Names of candidates  
210 shall be printed as they appear upon the declaration filed with the borough clerk, except  
211 that any honorary or assumed title or prefix shall be omitted. A candidate's name  
212 appearing on the ballot may include a nickname or familiar form of a proper name. The  
213 names of candidates shall be set out in order as provided in subsection (A) of this section.
- 214 C. When there are two or less qualified candidates, the words "Vote for no more than  
215 one candidate," shall be placed before the list of candidates for each such seat.
- 216 D. When there are more than two qualified candidates, the ballot shall allow for  
217 ranked choice voting. The ballot shall include instructions to voters that clearly indicate  
218 how to rank candidates in order of the voter's preference.
- 219 E. Mixed-election method ballots. If elections are held in which ranked choice voting  
220 is used in addition to other methods of voting, the ranked choice voting and non-ranked  
221 choice voting elections shall be on the same ballot if possible, with ranked choice voting  
222 and non-ranked choice voting portions clearly separated on the ballot. If placement of all  
223 offices to be elected cannot be placed on a single ballot, a separate ballot may be used  
224 for those seats to be elected using ranked choice voting. The borough may deviate from  
225 the standard ballot order of offices to allow separation of ranked choice voting and non-  
226 ranked choice voting elections.

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227 F. The propositions to be voted on shall follow the candidates for office or shall be  
228 on separate ballots, as the borough clerk may determine. The words "yes" and "no" shall  
229 appear below each proposition.

230 [D.]G. Each ballot shall bear the words "Official Ballot" and the date of the election.

231 [E.]H. A ballot shall be printed on paper as provided in this title.

232 [F.]I. The ballots shall be consecutively numbered.

233

234 Section 7. FNSBC 5.16.020, Preparation and distribution, is hereby amended  
235 as follows:

236 A. The borough clerk may contract for the preparation and printing of the ballots,  
237 preparation, printing and distribution of ballots without obtaining competitive bids.

238 B. The borough clerk shall obtain the printing of all ballots for borough elections. The  
239 borough clerk shall possess the printed ballots at least 15 days before each regular  
240 election and at least 10 days before each special [AND RUN-OFF] election. After receipt  
241 of ballot proofs, the clerk shall notify candidates and make the proof available for  
242 inspection by any candidate whose name is on the ballot, or by their authorized agent,  
243 and any discovered mistake shall be corrected immediately.

244 C. The borough clerk shall arrange for delivery of ballots to the early voting station  
245 prior to or on the date early voting begins and to each election board prior to or on the  
246 date of the election before the opening of the polls. The ballots shall be delivered in  
247 separate containers, with the number of ballots enclosed in each container clearly marked  
248 on the outside of it. A receipt for each package shall be taken from the election board to  
249 which it is delivered.

250

251 Section 8. FNSBC 5.24.010, Commencement of ballot count, is hereby  
252 amended as follows:

253 A. Day of the election. In optical scan or other computer-read or electronic ballot  
254 precincts, when the polls have closed and the last vote has been cast, the election board

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255 shall immediately transmit election results to the borough clerk following the written  
256 instructions provided to each precinct. Once the elections results have been transmitted,  
257 the election board shall open the ballot box and place all ballots in the tamper-proof  
258 containers provided. The election board shall remove all questioned ballots and place  
259 them in the container provided. The election board shall proceed with the ballot  
260 accountability and poll-closing procedures provided by the borough clerk.

261 B. Tuesday following the election. All questioned and absentee ballots determined to  
262 be valid by the canvass board shall be counted and tabulation of ranked choice voting  
263 racers shall commence.

264 C. Tabulation of ranked choice voting races.

265 1. If a candidate receives a majority of the first-choice votes cast, that  
266 candidate shall be declared elected. If no candidate receives a majority, the candidate  
267 who received the fewest first-choice votes shall be eliminated and each vote cast for that  
268 candidate shall be transferred to the next ranked candidate on the voter's ballot. If after  
269 this transfer of votes a candidate has a majority of the votes from the continuing ballots,  
270 that candidate shall be declared elected.

271 2. If no candidate receives a majority of votes from the continuing ballots after  
272 a candidate has been eliminated and their votes have been transferred to the next-ranked  
273 candidate, the continuing candidate with the fewest votes from the continuing ballots  
274 shall be eliminated. All votes cast for that candidate shall be transferred to the next-  
275 ranked continuing candidate on each voter's ballot. This process of eliminating candidates  
276 and transferring their votes to the next-ranked continuing candidates shall be repeated  
277 until a candidate receives a majority of the votes from the continuing ballots.

278 3. If the total number of votes of the two or more candidates credited with  
279 the lowest number of votes is less than the number of votes credited to the candidate  
280 with the next highest number of votes, those candidates with the lowest number of votes  
281 shall be eliminated simultaneously and their votes transferred to the next-ranked  
282 continuing candidate on each ballot in a single counting operation.

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283           4. If two or more candidates tie for the least number of votes the candidate  
284 to eliminate shall be chosen by lot.

285           5. A ballot with a skipped ranking shall immediately be advanced to the next  
286 ranking for that race.

287           6. A ballot that has been undervoted, overvoted, contains a duplicate  
288 candidate or is an exhausted ballot shall not count towards any candidate in that round  
289 or in subsequent rounds for that race.

290

291           Section 9. FNSBC 5.24.070, Reporting results, is hereby added as follows:

292 5.24.070 Reporting results

293 A. Precinct summary statement. A printed precinct summary statement shall be made  
294 available and minimally include the number of votes cast for each candidate, the number  
295 of votes cast in the first ranking for each candidate, if applicable, and number of votes  
296 cast for or against each proposition or question.

297 B. Ranked choice voting summary statement, if applicable. A printed ranked choice  
298 voting summary statement shall be made available and minimally include total votes cast,  
299 total first choice ranking for all candidates and round-by-round tabulation results.

300

301           Section 10. FNSBC 5.32.050, Certification of the election results, is hereby  
302 amended as follows:

303 A. The assembly shall meet in public session to receive the report of the canvass  
304 board, as soon as is practicable. If, after considering the report, the assembly determines  
305 that the election was validly held, the election shall be certified and entered upon the  
306 minutes of the meeting, together with the precinct summary statement, ranked choice  
307 voting summary statement and the total number of votes cast [FOR EACH CANDIDATE  
308 AND] for or against each proposition or question.

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309 B. Upon certification of a valid election, the borough clerk shall deliver to each person  
310 elected to office a certificate of election, signed by the borough clerk and authenticated  
311 by the seal of the borough clerk.

312

313 Section 11. FNSBC 5.36.010, Recount application, is hereby amended as  
314 follows:

315 A. A defeated candidate, or 10 qualified voters who believe there has been a mistake  
316 made by an election official or by the canvass board in counting the votes in an election,  
317 may file an application with the borough clerk requesting a recount. The application shall  
318 be filed with the borough clerk no later than 5:00 p.m. on the Monday following the  
319 election or one business day after completion of the canvass, whichever is later.

320 B. The date on which the borough clerk receives an application, rather than the date  
321 of mailing or transmission, determines whether the application is filed within the time  
322 allowed under this subsection.

323 C. The application shall include a deposit in cash or certified check for \$200.00 per  
324 election precinct to be recounted. The deposit shall be applied against any costs incurred.  
325 The applicant(s) shall pay all costs and expenses incurred in recount of an election if the  
326 recount fails to reverse a result of the election or the difference between the winning and  
327 losing vote on the result contested is more than two percent.

328 D. If two or more candidates having the highest number of votes for the same  
329 [OFFICE]seat, to which only one candidate is to be elected, are separated by 10 votes or  
330 less the borough clerk shall initiate a recount of that race. In a race using ranked choice  
331 voting, a recount shall only be initiated based on the tabulation of the final round. The  
332 clerk shall cease a recount under this subsection if a defeated candidate concedes the  
333 election in writing no later than the close of business two *days* after completion of the  
334 canvass.

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336 Section 12. General Fund Appropriation. The FY 2020-21 budget is hereby  
337 amended by appropriating \$75,000 to the General Fund budgetary guideline entitled  
338 "Contribution to Multi-Year General Subfund" and by increasing Contribution from Fund  
339 Balance by a like amount.

341 Section 13. Multi-Year General Subfund Appropriation. The FY 2020-21  
342 budget is hereby amended by appropriating \$75,000 to the Multi-Year General Subfund  
343 budgetary guideline entitled "Ranked Choice Voting Implementation and Voter Education"  
344 and by increasing Contribution from General Fund by a like amount.

346 Section 14. Lapse of Funds. Upon completion or abandonment of the  
347 project, any unexpended, unencumbered balance will lapse to the General Fund fund  
348 balance.

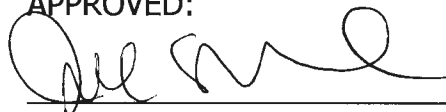
350 Section 15. Effective Date. This ordinance is effective at 5:00 p.m. on the  
351 first Borough business day following its adoption.

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

355 \_\_\_\_\_  
356 Mindy O'Neall  
357 Presiding Officer

359 ATTEST:

APPROVED:



361 \_\_\_\_\_  
362 Jill S. Dolan  
363 Borough Attorney

361 \_\_\_\_\_  
362 April Trickey, CMC  
363 Borough Clerk

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FAIRBANKS NORTH STAR BOROUGH  
FISCAL NOTE

I. Request

Ordinance No: 2021- Date Introduced: April 8, 2021

Abbreviated Title: Appropriating \$75,000 from the General Fund Fund Balance to the Multi-Year General Subfund for Ranked Choice Voting Implementation and Voter Education

II. Financial Detail

Department/Division Affected: Assembly

EXPENDITURE	General Fund	Multi-Year General Subfund	Total
	FY 20/21	FY 20/21	FY 20/21
Awaiting Budget		75,000	
Personnel Services			
Contribution to Multi-Year General Subfund	75,000		
Total	75,000	75,000	

SOURCE OF FUNDING

Contribution from General Fund		75,000	
Contribution from Fund Balance	75,000		
State Grants			
Total	75,000	75,000	

Specify Funding Sources: General Fund fund balance

OTHER FUNDING (PREVIOUSLY APPROPRIATED)

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III. Project Purpose:

To implement Ranked Choice Voting and educate voters in the Borough

IV. Analysis of Future Liabilities and Funding Sources:

Annual setup fees and software licenses

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

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

3/17/2021  
Date

FA	SrGLA	<i>[Signature]</i>
GA	CA	<i>[Signature]</i>
SpA	C	<i>[Signature]</i>
TBN	SA	<i>[Signature]</i>



## Budget for Rank Choice Voting Ordinance

### Multi-Year Project Funds for implementataion and October 5, 2021 Regular Municipal Election:

#### Election Vendor Support & RCV Software License:

Support Services (Project Management, Implementation, On-Site Services LAT & Final Count Day)	\$ 16,500.00
Staff Training on RCV Software	\$ 4,500.00
Election Support Services for RCV (Election Setup/Ballot Setup in addition to current annual cost of \$5,000)	\$ 3,500.00
RCV Software License Fee	\$ 10,000.00
<b>Total Election Vendor Support &amp; RCV Software License</b>	<b>\$ 34,500.00</b>

#### Voter Education on RCV:

Design Services for Postcard, Flyers, Posters	\$ 1,500.00
Printing and Full Mail Services to mail approximately 77,000 postcards	\$ 14,500.00
Postage Cost for Postcards	\$ 17,500.00
Midnight Sun Festival Booth	\$ 110.00
2021 Tanana Valley State Fair Booth Rental (10 days 7/30/2021 to 8/8/2021)	\$ 845.00
Supplies for Booths and for conducting Mock RCV Election during TV State Fair (Pens, Paper for Ballots, supplies to set up booth)	\$ 2,000.00
<b>Total Voter Education on RCV</b>	<b>\$ 36,455.00</b>

#### Other Election Budget Inceaes for RCV Election:

Additional Cost of Larger Ballots for RCV Races (\$0.04 to move to 11" to 14" ballot and additional \$0.04 to move from 14" to 17" ballot)	\$ 4,000.00
<b>Total Other Election Budget Increase for RCV Election</b>	<b>\$ 4,000.00</b>

**Total Multi-Year Project Funds \$ 74,955.00**

#### Additional Annual Recurring Cost for RCV

Annual Election Setup / Ballot Setup	\$ 3,500.00
Annual Licenses RCV Software	\$ 10,000.00
Additional Cost for Larger Ballots for RCV Races	\$ 4,000.00
<b>Total Estimated Additional Annual Recurring Cost for RCV</b>	<b>\$ 17,500.00</b>

*Note: The Additional Annual Setup/Ballot Setup fee would increase if more than 4 races are conducted by RCV, as additional time would be needed for ballot design.*

**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:** April Trickey **Department:** Assembly

**To Be Introduced/Sponsored By:** Leah Berman Williams

**Abbreviated Ordinance Title:** Amending Title 5 providing for Rank Choice Voting in Municipal Elections

**Department(s)/Division(s) Affected:** Assembly/Elections

**Proposed Introduction Date:** 04/08/2021 **Ordinance No.:** 2021-


**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  \*

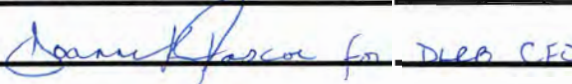
Required Information/Estimates	FISCAL IMPACT PRO FORMA SUMMARY - BEST ESTIMATE				
	Remainder of Current FY	1st Full FY of Operations	2nd Full FY of Operations	3rd Full FY of Operations	4th Full FY of Operations
	FY 20__ / __	FY 20__ / __	FY 20__ / __	FY 20__ / __	FY 20__ / __
1. Timeline inclusive of 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:** April Trickey **Extension:** 1402

**Director(s) Signature(s):**  **Date:** 3-3-2021

**Mayor's Office or Assembly Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chief Financial Officer Signature:**  **Date:** 3/17/2021

## 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.




**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.

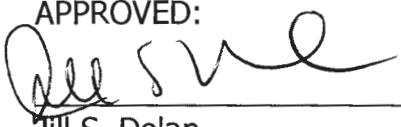
Section 2. Position Authorization. The FY 2020-21 budget is hereby amended by increasing the employee position count by 0.25 full-time equivalent in the human resources department.

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'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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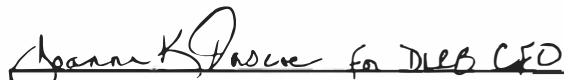
III. Project Purpose:




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      3/31/2021  
 Chief Financial Officer      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	
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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:**

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Required Information/Estimates	FISCAL IMPACT PRO FORMA SUMMARY - BEST ESTIMATE				
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	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					
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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



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