



# Service Area Commissioner Training

Wednesday, July 14, 2010

**Please sign in.  
Help yourself to coffee  
and snacks.**



# Welcome

## Introductions

### Rural Services Staff

- Bill Gryder, Chief Civil Engineer
- Ann Worhatch, Acting Engineer / Manager
- Kevin Hawman, Service Area Technician
  - April Barnes, Secretary

# Why Submit Projects?

- Number One - \$\$\$
- Other – Longer term planning for your service area

# Back to the Money

- Borough 90/10 Matching Project Grants
- Other funding opportunities
  - FMATS Preventive Maintenance
  - Direct appropriations
  - Be prepared for others
- Backup for funding requests

# Process for 2010/2011

## Project Eligibility

- Project grant funding is limited to a maximum of \$500,000. The maximum grant is \$450,000 with a 10% service area match of \$50,000.
- The project cost must be greater than \$20,000 to be eligible for a grant.
- Service areas may receive only one project grant.
- Service areas that receive a direct state appropriation for a project will not be eligible for a Borough grant in the same year.

# Process for 2010/2011 Scoring Criteria

- Safety Deficiency
- Accessibility
- Maintenance and Operational Cost Reduction
- Road Designation
- Project Feasibility
- Service Area Priority

# Process for 2010/2011

## Schedule

- Project submittals in the summer – July and August – due September 10
- Engineering review before snowfall – September
- Scoring – October / November
- Project grant selection approved by the ARSAC – December

# Process for 2010/2011

## Engineering Review

- Better configuration
  - combine similar projects
  - not too big, not too small
- Project Scope
  - may not be materially changed
  - should be worded to allow a complete, engineered project (for example, include associated drainage improvements)

# Project Submittal

- Packets will be mailed this week.
- Submittals will be accepted through Friday, September 10.



**Fairbanks North Star Borough** Public Works Dept/Rural Services Division  
3175 Peger Road PO Box 71267 Fairbanks, Alaska 99707-1267 (907)459-1223 FAX 459-1499

**Submission Deadline**  
**September 10, 2010**

July 15, 2010

RE: Service Area Project Request Submittals

Dear Service Area Chairperson:

We are soliciting your capital project requests for FY 2011. The annual process includes evaluation and re-approval of previously submitted projects plus identification of new projects. Projects forwarded from Service Areas are reviewed and scored by Public Works and then forwarded to the Assembly Road Service Area Committee (ARSAC) for final selection. The project scoring matrix used last year will be in use this year.

Please be aware that the capital projects request effort serves multiple purposes.

1. It helps you in developing a plan for your service area.
2. It provides the Borough with an estimate of the funding needed for road work in service areas. This helps with our planning and provides important support for the Borough's requests for state or federal funds.
3. It provides a pool from which we can nominate projects for funding that may become available from other sources.
4. Your projects can be eligible for a Borough matching grant for service area road improvements.

You should submit project requests that represent the overall needs of your service area. Don't limit your projects to only those for which you hope to receive a matching grant.

Enclosed in this packet are printouts describing your previously submitted capital improvement project(s). Submit a Project Request Form for each project you are resubmitting and for any new projects. Provide updated information on status, scope, description, priority, etc. as needed. If the previously submitted project information is still applicable, you may attach the info to the project request form. Use 'see attached' in each field of the form that requires no changes. In meeting minutes, record each commissioner's vote to approve/disapprove the revisions and to re-submit as a project or the vote to withdraw the project. For new projects, fill in all the blanks on the Project Request Form. Multiple new projects may be submitted but should each be on a separate set of forms. Again, record in meeting minutes each commissioner's vote to approve/disapprove each individual capital project.

Keep in mind when submitting projects that the ARSAC has adopted the following restrictions for distribution of grant funding:

- Only one capital project will be selected per service area.
- Each project is limited to a \$20,000 minimum project cost.

- Project grants are limited to \$500,000 maximum project cost (\$450,000 grant + \$50,000 match). Your service area will be required to provide the full amount of the project cost over \$500,000.
- Only the highest ranking project for each service area will be selected.

**Service Area Priorities One and Two:** Extra scoring points are given to your top two projects. Your top two projects do not have to be the same as last year. **There should be only two projects selected for your service area**, One singled out as your first priority and the other as your second.

If you identify major work with a cost in excess of \$500,000, we suggest splitting into multiple projects with individual costs below the grant limit. Titles should be similar with Stage 1, Stage 2, etc. to indicate the order of completion. Individual small projects having a cost less than \$20,000 should be combined to total more than the \$20,000 minimum. We suggest a minimum project size of \$50,000 for efficiency in bidding and construction. Please contact our office if you have questions about the costs for your projects.

A word of caution, a number of service area's project requests for 2010 were rejected either because of failure to meet the requirements for open, fully-informed, public participation in the project selection process or because of failure to properly record each commissioner's vote to approve the projects. Please follow the steps on the attached check sheet.

A training session on the project submittal process is scheduled for July 14 in the Borough Assembly Chambers, from 6 to 8:00 pm. We will also be covering the topic of tax cap elections.

Please contact us if you have questions about work to include in a project description, project costs, the scoring criteria, or for any additional information you may need.

Sincerely,

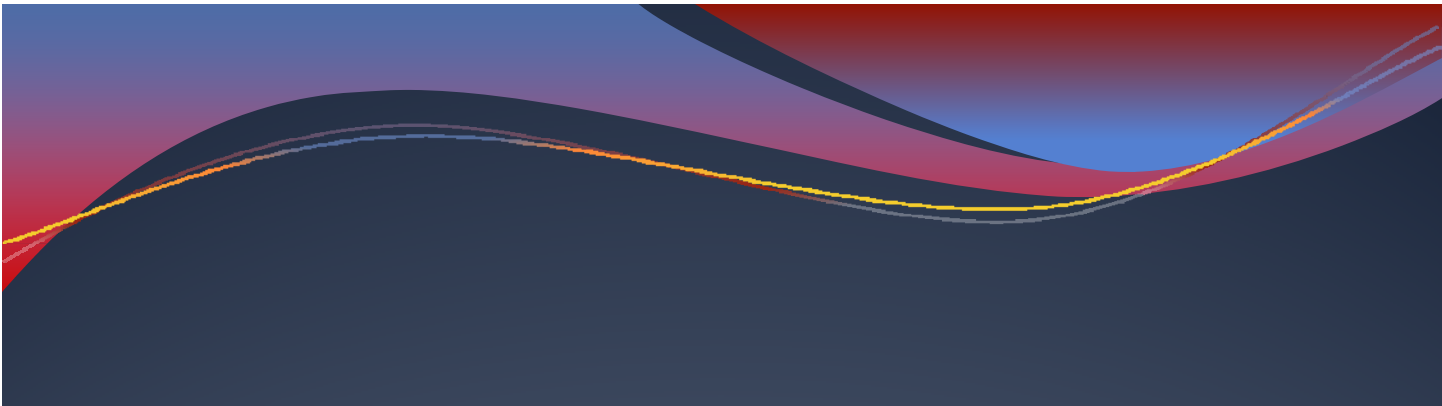
Ann Worhatch  
Acting Manager / Engineer  
FNSB Rural Services

Cc: Service Area Commissioner(s)  
Service Area Alternate Commissioner

Attach:  
Service Area Road List  
Service Area Map  
Construction Cost Estimates  
Blank Project Request Form  
Previously Submitted Project Request Information for Review/Re-approval  
Check Sheet for Soliciting Public Input and Recording Project Review Approval Vote

# ARSAC Project Restrictions

- One capital project selected per service area
- Each project selected limited to a \$500,000 maximum and a \$20,000 minimum
- Only the highest ranking project for each service area will be selected



**Score**

←—————→

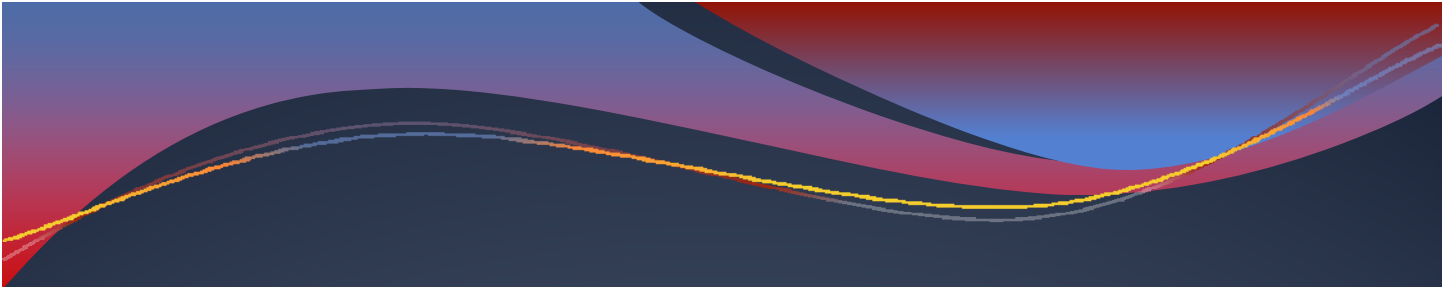
**Weight**

↑—————↓

Criteria	4	3	2	1	0
Safety Deficiency 6	History of accidents involving life or injury	History of accidents involving property damage	Design/condition deficiencies	History of complaints	No safety issues
Accessibility 6	Year round access problems	Emergency service difficult, school buses unable to use road	Seasonally inaccessible	Minimal access problems	No access problems
Maintenance and Operational Cost Reduction 4	Substantial Reduction over 50%	Reduction 25% - 50%	Small Reduction 10% - 25%	Minimal reduction less than 10%	No reduction in M & O
Road Designation 5	Major Collector	Minor Collector	Local Road 2 11-40 lots	Local Road 1 1-10 lots	Pioneer access or alley
Project Feasibility 4	No foreseeable problems	Minimal problems	Physical constraints could impede project	Major realignment required	Requires right-of-way acquisition, unmanageable physical constraints
Service Area Priority 3			1 <sup>st</sup> Priority	2 <sup>nd</sup> Priority	No Priority

Amended by ASRAC, May 2009





# Making Sense of the Forms You'll Be Receiving in Your Packets



# Project Request Form



Public Works Department / Rural Services Division  
3175 Peger Road Fairbanks, AK 99709 (907)459-1217 Fax (907)459-1499

## Project Request Form

We encourage you to break projects having an estimated cost in excess of \$500,000 into multiple projects with individual costs below the cap limit. Similarly, we encourage you to combine small projects with similar improvements into larger projects, as no projects will be considered with cost estimates less than \$20,000. We suggest a minimum project size of \$50,000 for efficiency in bidding and construction.

Do not include general maintenance items, such as brushing, ditch cleaning, etc., in your submittal.

Please attach additional pages as necessary to explain details you feel are important to clearly describe your request and priority selection.

All areas of information are necessary for project submittals. Incomplete submittals may not be considered.

- 1) Service Area: \_\_\_\_\_ 2) Road: \_\_\_\_\_
- 3) Provide a brief, but adequate, description of what your service area believes this project should entail. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4) Has this project been discussed at a publicly noticed service area meeting? \_\_\_ Yes \_\_\_ No
- 5) Do the minutes of the meeting above reflect an understanding of this project by the residents in attendance that is consistent with the description of the project provided above? \_\_\_ Yes \_\_\_ No
- 6) This project is:  a new project **OR**  a previous project being resubmitted. (Select one.)
- 7) Length of Improvement is:  entire road **OR**  portion of road of \_\_\_\_\_ approximate length.
- 8) Funds for individual projects are limited to \$500,000. If your project is selected and exceeds this amount, is the Service Area willing to provide or secure the additional funds? \_\_\_ Yes \_\_\_ No
- 9) Existing Road Conditions  
\_\_\_ paved, drivable year round  
\_\_\_ gravel, drivable year round  
\_\_\_ dirt, drivable year round  
\_\_\_ 4 wheel only, year round  
\_\_\_ 4 wheel drive only during breakup  
\_\_\_ not drivable during breakup  
\_\_\_ no existing road  
\_\_\_ other \_\_\_\_\_
- 10) Issues Concerning Road  
\_\_\_ steep approach grades to intersection  
\_\_\_ poor/limited sight visibility at intersection  
\_\_\_ bus route  
\_\_\_ dust control  
\_\_\_ accessibility  
\_\_\_ spring breakup  
\_\_\_ other \_\_\_\_\_

- 11) **PRIORITY** of this project compared to ALL projects, both existing and new, submitted by your service area  
\_\_\_ First (1st) priority \_\_\_ Second (2nd) priority

12) Ranking Criteria

A.) Safety Deficiency – Provide pertinent data on safety issues. Is there a history of accidents involving life, injury, or property damage? Are there design or condition deficiencies, such as improper construction, insufficient base material, incorrect road width, limited sight distance or acute alignment of intersection? Is there a history of resident complaints? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B.) Accessibility – What accessibility issues exist for this road? Are there problems with year-round or seasonal accessibility? Are there problems with emergency response or school bus services? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C.) Maintenance and Operational Cost Reduction – Will this project reduce your maintenance and operations costs? If so, estimate the reduction. Explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D.) Traffic Volume / Road Designation – Estimate the average daily traffic (ADT) volume on this road. Is there "cut through" traffic (traffic originating from outside the service area) on this road? If so, what percentage of the ADT does this represent? Is there heavy use by commercial vehicles, gravel trucks, recreational vehicles, etc.? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E.) Project Feasibility – Are there any foreseeable problems or physical constraints with the construction of this project? Will it require road realignment? Are there right-of-way issues? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13) How will this project benefit the service area? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14) Please explain any other details pertinent to this request. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15) Commissioner Signatures:

\_\_\_\_\_  
Signature

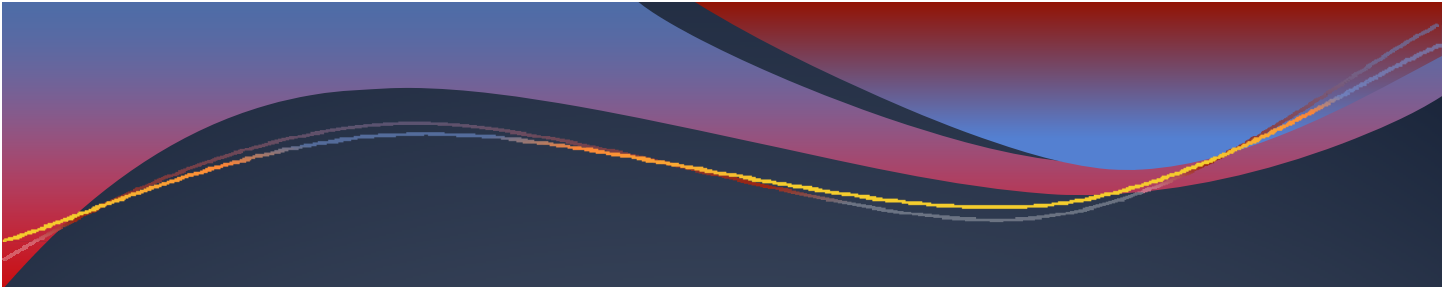
\_\_\_\_\_  
Date

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Previously Submitted Project Information

## DISTRICT 2 - BADGER — PROJECT SUBMITTALS

### Airway

Airway / Flight Intersection

Priority

Project as Submitted:

Reference Code: A3

Safety Deficiency Prior to construction of Drake Subdivision this, this was a 90° turn. Since Flight Street was extended to Hurst Road, it became a 3-way intersection. As such, it is impossible to maintain sufficient crown for adequate drainage. Trees obstruct visibility. The road isn't aligned correctly. Accessibility  N/A  Maintenance and Operational Cost Reduction Reduction in gravel and D-1 applied annually, less grading involved. Fewer accidents, less liability exposure. Traffic Volume / Road Designation  This intersection is the primary feeder for two neighborhoods – Airway and Drake Estates. Average traffic volume is estimated at 250 – 300 vehicles per day. Project Feasibility Perhaps the removal of 5-10 trees, re-establishment of ditch lines, build up of road surface to accommodate drainage. No foreseeable problems. How will this project benefit the service area? Cost reduction and fewer accident. Please explain any other detail pertinent to this request  There have been two motor vehicle accidents at this intersection this year, where visibility and road conditions were cited as a causal factor. Residents won't cut down trees due to dust. There's no effective way to grade a 3-way gravel intersection to accommodate drainage and there's so much traffic volume now, that soon after grading road conditions deteriorates rapidly. Asphalt paving solves most of these problems.

Length / Quantity: 0

Engineer's Estimate: \$21,500

### Arctic Fox

All roads

Priority

Project as Submitted:

Reference Code: A5

Upgrade existing surface with asphalt using existing streets and cul-de-sac as the base material pad. Drainage ditch is eroded and needs reshaped to protect the pavement.

Length / Quantity: 0.8

Engineer's Estimate: \$453,200

Arctic Fox, Ptarmigan Way, Polar Way, Weasel Court and Walrus

Priority

Project as Submitted:

Reference Code: A6

Repair pavement cracking and raveling. Overlay with hot oil and a 3/8" minus aggregate chip coat.

Length / Quantity: 0.8

Engineer's Estimate: \$335,200

## DISTRICT 2 - BADGER — PROJECT SUBMITTALS

### Pleasureland

Feliz St, Pleasure Dr, Goldenwood Dr, Hammock Ave

Priority First

Project as Submitted:

Reference Code: G9

Improve ditches, improve limited sight distance areas of road, install culverts as required, fix road soft spots, widen road in narrow sections and improve roadway surface.

Length / Quantity: 1.51

Engineer's Estimate: \$993,580

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### Seavy

Anton Avenue

Priority

Project as Submitted:

Reference Code: G7

Recondition roadbed and add subbase material as required to raise roadbed and add 4" of material with fines to control dust and provide ample material for future grading on roadbed. PER PROJECT INFO SUBMITTED

Length / Quantity: 0.25

11/25/08: SAFETY DEFICIENCIES:  All roadways are rough, have low areas, poor crown, large rock make it hard to maintain, incorrect width on some arteries. ACCESSIBILITY: None. MAINTENANCE AND OPERATIONAL COST REDUCTION: Estimate 50% decrease in maintenance cost. TRAFFIC VOLUME/ROAD DESIGNATION: 200-300 vehicles per day use these roads.  PROJECT FEASIBILITY: None.  HOW WILL THIS PROJECT BENEFIT THE SERVICE AREA? Reduce maintenance costs, dust mitigation. OTHER DETAILS PERTINENT TO REQUEST:  Existing roads have seen more traffic due to subdivision development. Unknown when the existing roads were resurfaced.

Engineer's Estimate: \$56,000

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Biathalon Avenue

Priority

Project as Submitted:

Reference Code: G7

100 feet from intersection with Seavy recondition roadbed, add subbase material as required to raise roadbed and add 4" of material with fines to provide drainage and better material for future grading. PER PROJECT INFO SUBMITTED 11/25/08: SAFETY DEFICIENCIES: All roadways are rough, have low areas, poor crown, large rock make it hard to maintain, incorrect width on some arteries. ACCESSIBILITY:  None. MAINTENANCE AND OPERATIONAL COST REDUCTION: Estimate 50% decrease in maintenance cost. TRAFFIC VOLUME/ROAD DESIGNATION: 200-300 vehicles per day use these roads. PROJECT FEASIBILITY: None. HOW WILL THIS PROJECT BENEFIT THE SERVICE AREA? Reduce maintenance costs, dust mitigation. OTHER DETAILS PERTINENT TO REQUEST:  Existing roads have seen more traffic due to subdivision development. Unknown when the existing roads were resurfaced.

Length / Quantity: 0.02

Engineer's Estimate: \$4,480

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## DISTRICT 2 - BADGER — PROJECT SUBMITTALS

### Silverleaf Avenue

**Project as Submitted:**

1300 feet from intersection with Newby Road. Recondition roadbed, add subbase material as required to raise roadbed and add 4" of material with fines to control dust and provide drainage. Also, better material for future grading. PER PROJECT INFO SUBMITTED 11/25/08: SAFETY DEFICIENCIES: All roadways are rough, have low areas, poor crown, large rock make it hard to maintain, incorrect width on some arteries. ACCESSIBILITY: None. MAINTENANCE AND OPERATIONAL COST REDUCTION: Estimate 50% decrease in maintenance cost. TRAFFIC VOLUME/ROAD DESIGNATION: 200-300 vehicles per day use these roads. PROJECT FEASIBILITY: None. HOW WILL THIS PROJECT BENEFIT THE SERVICE AREA? Reduce maintenance costs, dust mitigation. OTHER DETAILS PERTINENT TO REQUEST: Existing roads have seen more traffic due to subdivision development. Unknown when the existing roads were resurfaced.

**Priority**

Reference Code: G7  
 Length / Quantity: 0.25  
 Engineer's Estimate: \$56,000

### Secluded Acres

#### Nautilus, Cyclone

**Project as Submitted:**

Install / repair culverts and ditches. There is usually standing water on roadbed. Map attached to hard copy. PER PROJECT SUBMITTAL 11/25/08, THIS PROJECT IS 25% COMPLETE. Original estimate=\$30,250.

**Priority**

Reference Code: M8  
 Length / Quantity: 0  
 Engineer's Estimate: \$22,688

#### Nautilus, Cyclone, Seawolf

**Project as Submitted:**

Road should be bladed up, replace lost gravel with Borrow A and improve roadbed, then top off with D-1, and compacted, to create durable road surface with less dust problem. Need to have the road shaped and compacted properly as this is done.

**Priority**

Priority: First  
 Reference Code: G7  
 Length / Quantity: 1.01  
 Engineer's Estimate: \$226,240

#### Nautilus, Typhoon, Cyclone

**Project as Submitted:**

Construct a guard rail between the road and pond where the road is within 20 feet of the pond.

**Priority**

Priority: Second  
 Reference Code: M5  
 Length / Quantity: 0  
 Engineer's Estimate: \$75,000

# Why a Meeting Requirement?

For EVERY project being submitted:

- To discuss the scope of project
- For the commission to show an affirmative vote for the project
- Meeting minutes must reflect scope of project and vote of commission

# Tax Cap Election Request

- Property taxes collected are capped at the amount collected the previous year
- The cap is adjusted for new construction and inflation
- Your commission can reduce the cap by submitting a reduced budget
- Increasing the cap requires a vote of residents
- The tax cap is a set dollar amount, not a mill rate

# Tax Cap Election Request

- If current funding is inadequate for maintenance needs
- If additional funds are needed for major upgrade projects
- Need to educate and involve your service area residents for success
  - Survey
  - Newsletter
  - Meetings

# Tax Cap Election Request

## For your commission meeting

- Include tax cap increase in the agenda items for the meeting advertisement
- Record minutes with vote by each commissioner
- Submit the request form, minutes and sign-in sheet by the deadline



## Fairbanks North Star Borough

Rural Services Division

Public Works Department • 3175 Peger Road • Fairbanks, Alaska 99709-5499 • (907) 459-1223 • FAX 459-1499 [www.co.fairbanks.ak.us/Rural\\_Services](http://www.co.fairbanks.ak.us/Rural_Services)

Response Required by  
November 24, 2010

July X, 2010

Dear Your Commissioner:

SUBJECT: Election for Tax Cap Adjustment FY 2012

It's time to evaluate your budget needs for the next fiscal year and determine how much money your service area will need to operate. Can you provide adequate services at your current level of funding? Are you considering any special capital projects that cannot be completed at your current tax cap?

If you believe the service area requires additional funding, you may want to participate in the Spring tax cap election to increase the service area tax cap.

The Direct Cost for FY 12 is a projection made in advance of the FY 12 budgeting process. This includes a base fee of \$500 for each service area plus a prorated amount of the average of service area expenditures over the past five years (2006 – 2011).

Your budget planning needs to include these direct costs and the cost of maintenance to your roads. We estimate that "healthy" service areas spend approximately \$4,000 - \$6,000 per mile per year on regular maintenance. The estimates shown below are based on \$5,000 per mile and should assist your commission in determining how much it takes to operate your service area.

### **Your Service Area**

2010 Service Area Net Taxable Assessment ( <i>rounded to thousands</i> ):	\$75,000,000
Road Miles Maintained:	8.00
2010 Tax Cap:	\$75,000
2010 Mill Rate:	1.000
FY2010-2011 Direct Costs:	\$7,400
FY2010-2011 Budgeted Maintenance	\$70,000
FY2010-2011 Operating Budget:	\$77,400
Recommended FY2011-2012 Mill Rate:	0.627
Projected FY2011-2012 Direct Costs:	\$8000
Recommended FY2011-2012 Maintenance:	\$40,000
Recommended FY2011-2012 Operating Budget:	\$48,000
Recommended FY2011-2012 Tax Cap Increase:	\$ 0

Your service area needs to hold an open meeting to discuss whether the tax cap should be adjusted to increase the amount of revenue collected. At the meeting, the commission needs to vote on whether or not to increase the tax cap, and the meeting minutes need to reflect the vote of each commissioner present. If your commission votes to increase your tax cap, complete the enclosed Tax Cap Election Request form to request inclusion in the Spring election, scheduled for March, 2012.

We sincerely appreciate your help and assistance.

TAX CAP ELECTION REQUEST

The Your Service Area is requesting inclusion in the Spring election to increase our 2011 tax (revenue) cap.

2010 Tax Cap: \$75,000.

Our Service Area would like to increase the current tax (revenue) cap by \$\_\_\_\_\_.

The new 2011 tax cap amount for FY 2011-2012, if our election passes, would be \$\_\_\_\_\_.

**CHECK BOX BELOW IF STATEMENT IS CORRECT**

The Service Area Commission held an open meeting and attendees favored increasing the tax cap. Accordingly, commissioners voted at the open meeting to increase the tax cap as specified on this request form. Minutes, reflecting discussion and votes of the commissioners, and the meeting's sign-in sheet are attached to this form.

Please include our service area in the upcoming election.

Thank you,

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

Attachments: Service Area meeting minutes  
Sign-in sheet

Return To: FNSB Rural Services Division  
3175 Peger Road  
Fairbanks, AK 99709

**Response Required by  
November 24, 2010**



QUESTIONS?