



## RURAL SERVICES

A Division of  
FNSB Public Works

December 2011

# WHAT YOUR SERVICE AREA NEEDS TO KNOW

## Capital Improvement Policy, Prevailing Wage, Changes to Meeting Request Notice

### CAPITAL IMPROVEMENT POLICY

In general, work to maintain a road in its current condition or to restore a road to its previous condition is not a capital improvement and does not require assembly appropriation of funds.

Appropriation may be required for the following cases, which may or may not involve maintaining a road in its current condition or restoring a road to its previous condition.

- Funding is from a grant or a service area match is required for a grant.
- The work will span fiscal years (for example, work will be done in June and July).
- The road is being changed – engineering is required, permitting may be required.
  - Road width
  - Road alignment (vertical, horizontal)
  - Major drainage changes (ditches, culverts)
  - Traffic calming devices (round-a-bouts, humps, etc)
  - New surface type (gravel to pavement/AST)
  - New road construction

### PREVAILING WAGE

As of July 1, 2012 anything over \$25,000 will be considered Prevailing Wage work. So what is Prevailing Wage Work?

- Prevailing wage is a required minimum wage that your contractor pays their employees
- Anything non-maintenance is considered prevailing wage work
- Anything under the 800 specifications in your handbook is *road maintenance* and therefore NOT prevailing wage

What is required of your contractor for prevailing wage work?

- Certified Payroll reports must be turned in to the State of Alaska Department of Labor with a copy to Rural Services for any prevailing wage work
- An Owner/Operator must turn in certified payrolls reflecting the hours worked

## CHANGE TO THE MEETING REQUEST PROCESS

Note the earliest day your service area can hold a meeting after advertisement has changed.

Commissioners need to have their meeting requests into Rural Services by the following deadlines in order to have the meeting publicly advertised. It's in your best interest to get your notice to us before the deadline in order for us to make sure all of the necessary information is included, the agenda items are clear, and the date of the meeting meets the deadline criteria. Receiving notices at the last minute does not allow enough time for changes to be made to the notice if required.

|               |                               |   |
|---------------|-------------------------------|---|
| Deadline:     | To Be Published:              | For Meeting to be held at the earliest: |
| Tuesday, 9AM  | Friday of the same week       | WEDNESDAY of the following week         |
| Thursday, 9AM | Tuesday of the following week | SUNDAY of the following week            |

The revised form can be found on our website:  
<http://co.fairbanks.ak.us/RuralServices/Forms/Meeting Advertising Notice>

## PAYMENT APPROVALS

It is the commissioners responsibility to approve invoices for payment for work done by your contractor. Contractors are required to send invoices no later than 30 days from the date work was completed. If you do not receive an invoice from your contractor within that 30 day timeframe, let them know. Once you do receive an invoice for work ordered and agree with the billed charges, the approval for payment needs to be completed in a timely manner by the commission. April needs to have your payment approval by Tuesday at 9:00 am in order to meet the deadline set by the Borough's accounts payable department. Payment requests received by Tuesdays deadline will be processed by accounts payable with checks being mailed on Friday of the same week.

The invoice approval form can be found at our website:  
<http://co.fairbanks.ak.us/RuralServices/Forms/Invoice approval>

**BE ON THE LOOKOUT FOR OUR NEXT FLYER COMING SOON.....**

**OVERVIEW OF THE BUDGETING PROCESS**

**START THINKING ABOUT YOUR FIRST QUARTER MEETING TO DISCUSS YOUR  
SERVICE AREAS BUDGET NEEDS**

**BOROUGH OFFICE CLOSURES:**

**December 23rd and 26th**

**January 2nd and 16th**