

October 2010

# WHAT YOUR SERVICE AREA NEEDS TO KNOW

## Title 12, SIGNS

### RURAL SERVICES

A Division of  
FNSB Public Works

### Managing Title 12 Changes

The Assembly changed title 12 of the Fairbanks North Star Borough Code of Ordinance on September 23, 2010. The change is the addition of 12.03.010 Road and Street Maintenance paragraph C. which adds to roads that may be maintained:

...“C. (Roads that) Were not constructed to Title 17 minimum standards but are used by residents of the road service area for year-round automotive access. Maintenance permitted in this subsection, however, must be requested in writing by the Commission of the Road Service Area to address a hazard to public safety, shall be subject to available funding, and the road must otherwise be eligible as determined by the Department of Public Works;

**If the service area wants to provide maintenance for roads not currently on the list of roads eligible for maintenance, here are step-by-step instructions for proceeding:**

- Advertise a meeting. Add discussion of providing road maintenance on roads not previously authorized for maintenance to the agenda items.
- Gather your current financial status. Rural Services will provide current soft ledgers upon request.
- Have your meeting, discuss the possible costs, discuss the amount available in the budget to cover the additional maintenance costs, and record the discussion in the minutes. When the commission calls for a vote on assuming maintenance responsibility on a section of road, note the section of road AND record the vote of each commissioner in the minutes.
- If a budget transfer is required to add funds to the working budget from savings, discuss the amount to transfer, record it in the minutes, call for the vote of the commission, and record the vote of each commissioner.
- **Let us know the meeting minutes contain a request for public safety maintenance! We do not act on minutes unless the commission tells us they would like action.**
- Rural Services will review the request to confirm that the section of road is a public road. Rural Services will then prepare an amendment to your service area contract.
- Rural Services will then notify you that you may request maintenance work for this section of road from your maintenance contractor.

**The Commissioner Training Handbook inserts were mailed out in August. If you have not received the inserts, please let us know. We also have 3-Ring Binders available for your use.**

*Change is the law of life. And those who look only to the past or present are certain to miss the future.*  
John F. Kennedy (1917-1963) Thirty-fifth President

## Signs in Your Service Area

Many things have happened since the spring newsletter information about signs. At that time it was believed that the sign inventory was done and reports would be coming out with the start of work by the engineer intern for the summer. It was quickly discovered that more work was needed to put the information gathered over the preceding two summers into a usable form and verify sign changes performed during the period of data collection. This reinforced the need for all sign requests and purchases to be coordinated by Rural Services, as stated in the spring newsletter, in order to keep the sign inventory correct. No petty cash requests for sign purchases or purchase orders to sign companies will be allowed. That was the part you didn't want to hear, now for the good news.

New street and other required signs will be paid for by safety grant money rather than service area funds. You will need to submit a sign request form which is available in the rural services office or on line at <http://co.fairbanks.ak.us/RuralServices/Forms> as "RSA Request for Signs". Stop and yield signs as well as sign posts and sleeves are available at Rural Services for approved sign locations now. Street signs will have to be ordered by our office after your request is reviewed. All new signs will also have a tracking bar code affixed for future verification of the sign inventory.

The State DOT&PF as well as the cities of Fairbanks and North Pole have been working on sign inventories as well. While service area roads meeting city roads are rare, almost every service area has at least one intersection with a State maintained road. To eliminate duplication, the State will be responsible for all stop and street signs at intersections with roads maintained by them. If your service area has a sign issue at these intersections, please contact Colleen Ackiss (451-5179) or Shannon Stein (451-2205) at DOT. Please call Kevin Hawman (459-1217) if you have questions about maintenance responsibility for specific roads or for sign issues in your service area.



Website Under Construction:

Rural Services is in the process of updating and reorganizing our website. New and Improved forms are now available. Look for our FAQ's Section and Calendar of events in the near future.

### REMINDER

**COMMISSIONERS:  
ALL PAYMENT REQUESTS MUST HAVE THE NEW  
FNSB SERVICE AREA INVOICE APPROVAL FORM  
SIGNED AND RECEIVED BY APRIL. FAXED OR  
SCANNED SIGNED COPIES ARE ACCEPTABLE.  
OTHERWISE THE PAYMENT WILL NOT BE  
PROCESSED AND YOUR CONTRACTOR  
WILL NOT BE PAID .**

The New Invoice Approval form can be found on the  
Rural Services Website @  
<http://co.fairbanks.ak.us/RuralServices/Forms>



## **ROAD SERVICE AREA COMMISSIONERS ANNUAL MEETING**

**\*\*\*\*\*PLEASE NOTE NEW DATE\*\*\*\*\***

**SATURDAY,  
OCTOBER 30TH, 2010  
9:00—1:00**

**IN THE ASSEMBLY CHAMBERS**

**Held by the Assembly Presiding Officer, the  
Mayor, and the Chair of the Assembly Road  
Service Area Committee**