

DRIVEWAY AND UTILITY PERMITS

Driveway and utility permits are required prior to installation of any driveway or the excavation for any utility. Driveway and utility permitting has recently moved from the Public Works office in the Borough Administration Building to the Rural Services office in the Transportation Building at 3175 Peger Road. As of July 1, 2008, driveway and utility permit applications can be submitted at the Rural Services counter.

Driveway permits cost \$60 if obtained prior to construction, and \$120 if the permit is obtained after the driveway has already been put in. Utility excavation within the road easement is \$360 per site. Bonding may be required. Once a permit is obtained, a copy is mailed to the chairman of the affected service area. If you, as a Service Area Commissioner, notice work being done in your area and haven't received a copy of the permit authorizing the work, contact Ann Worhatch at 459-1333. Ann is the engineer in charge of approving driveway and utility permits. Information such as the site address, contractor name, etc. is helpful in contacting the home owner or builder responsible for the construction.

CAPITAL PROJECT SUBMITTALS

Rural Services has been compiling project request information for several years. In 2006, the Fairbanks North Star Borough received \$8 million in funding for road projects. Of this, \$2 million was used to set up the Revolving Loan Fund and \$6 million was set aside for road improvements. This summer the first five projects got underway with another 11 projects scheduled for construction in the summer of 2009.

This October, service area commissioners will be receiving a letter requesting new project submittals for consideration in future years. Remaining funds from the \$6 million are scheduled to be used in the summer of 2010 on an undetermined number of projects. Service areas that do not currently have projects scheduled for construction this summer or summer, 2009, should take advantage of this opportunity to bring their projects to the attention of Rural Services. Project submittals will be due for return to our office in November.



Fairbanks North Star Borough
Rural Services Division
 3175 Peger Road
 Fairbanks, AK 99709



THE ROAD REVIEW

FALL ISSUE
 September 2008

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QUARTERLY SERVICE AREA MEETING REMINDER

Did you know that service areas are required to hold one public meeting per quarter? Every service area should be planning a fall meeting to discuss upcoming project submittals and winter planning.

Meetings can be held in a public building or at a private home within your service area. Once the commission has determined a possible date for the meeting, call our office as soon as possible to get the meeting properly advertised according to the Open Meetings Act. The Daily News-Miner carries the Borough News page in its edition every Tuesday and Friday. You should allow 10-14 days between your call to our office to get your meeting advertised in the newspaper and the date you actually want to hold your meeting.

A basic agenda of items to discuss should be made available to members of your service area, and everyone present at the meeting should sign in. Designate one commissioner to take minutes of the meeting. Afterwards, send the sign-up sheet, a copy of the agenda and the meeting minutes to our office. We keep copies in our office and forward the originals on to the Clerks Office.

Quarterly meetings are required by State law, and help everyone stay informed and involved. Following these guidelines will ensure your service area has successful meetings in the future.

SUMMER CAPITAL PROJECTS HAVE GOTTEN UNDERWAY

This summer, work got underway on five capital projects. Old Chena Ridge Road in the Yak Service Area and Roland Road in the Chena Hills Service Area got double chip sealed, Summit Drive in the Summit Drive Service Area was repaved with asphalt concrete, Bias Drive in the Birch Hill Service Area got a gravel restoration, and Conifer Drive in the Newby Park Service Area was paved with asphalt concrete. These five service areas contributed 10% of the cost of their project. The remaining 90% came from the Service Area Grant Program. This program will distribute \$6 million dollars over this summer and the following two summers for capital projects on Fairbanks North Star Borough roads. Currently, eleven service areas are scheduled for capital projects in Summer 2009.



Asphalt paving of Summit Drive



Chip sealing of Old Chena Ridge Road

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ANNEXATIONS AND BOUNDARY CHANGES

The Rural Services office is currently working on 21 requests for service area boundary changes. Of these, the majority are requests pertaining to House Bill 185, passed in the Fall of 2007.

In the past, an attempt by a service area to annex the property of borough residents living outside the service area, but who use the service area's roads for their sole and legally required access often failed because individuals wouldn't vote to join the service area when they could use the maintained roads for free. House Bill 185 amends State law by providing boroughs with a means of altering existing road service area boundaries through the ordinance process. Under House Bill 185, the FNSB Assembly can remove parcels that do not rely on service area roads for their only access and can hold an election where only the residents of the service area vote to annex parcels that use service area roads for their sole access. These boundary changes are being processed for Chena Spur, College, Cordes Drive, Edanella Heights, Lee Lane, McGrath Estates, Moose Meadows, Musk Ox, Parkside, Smallwood Trail, Sunny Hills Terrace, Tungsten, Twenty-three Mile Slough, University Heights and Vista Gold Service Areas.

Four petitions for annexation into College Hills, Six Mile Village, Steamboat Landing and Tan Terra Service Areas from residents outside these service areas are also being processed in Rural Services. Another annexation is taking place because a subdivision going in adjacent to Becker Ridge Service Area is required by Borough Code to request annexation. Finally, Rural Services is working on Haystack Service Area's annexation of the right-of-way of Haystack Drive from their southern boundary to the Elliott Highway.



Ann Worhatch has moved over to the Rural Services office from Public Works. She is responsible for driveway and utility permits. Kevin Hawman has recently joined the staff as Dan Jordan's replacement. Together Ann and Kevin are working closely with Bill Gryder on bids and annexations.

Welcome To All New Service Area Commissioners !

Fifteen new service area commissioners have taken oaths of office in the Borda, Chena Marina, Chena Spur, College, Martin, McGrath, O'Connor, Our, Ridgecrest, Seavy, Secluded Acres, Six Mile Village, Straight Creek, Tungsten and Viewpointe Service Areas.

There are still service areas that do not have full commissions. If you know of anyone in your service areas who would be interested in serving as a commissioner, have them fill out an application (available online at our website) and return it to our office.

TAX CAP PLANNING

It seems that this current fiscal year just got underway and we're already beginning to plan for the next fiscal year (2009-2010). But it's true, and planning now will help prevent problems next construction season were your service area to come up short of funds for a scheduled road project.

Consider what is the minimum amount of money your service area needs to operate. If your service area is thinking of having work done on your roads beyond just annual maintenance, and your anticipated tax revenues will not provide the funding needed for both annual maintenance and the planned project, you might want to participate in tax cap elections this next spring. Preparing to participate in the Spring tax cap elections needs to start now.

Publicizing and conducting a public service area meeting to discuss a special election for the proposed tax cap increase, is essential. Keep a record of phone calls and correspondence received regarding support for or against an increase in taxes leading up to the meeting. At the meeting, circulate a sign-up sheet among attendees at the meeting, discuss the issue of holding an election to increase the tax cap and poll attendees on their preferences. Forward the meeting minutes reflecting the discussion, your log of calls and correspondence and the results of the poll to Rural Services.

This will give our office all the information needed to coordinate with the Clerks Office so your service area can be included in the elections.

WINTER CHECKLIST

Site distance brushing done?

School bus routes cleared?

Sanding purchase order in place?

Street name/stop signs in place?

Encroachments out of the right-of-way?

Vehicles, fences, flower boxes 10' off the shoulder?

Winter trails clearly marked?

Culverts cleared of debris?

CHANGE IN THE PROCEDURE FOR SUBMITTING PAYMENTS

A recent memo issued by the FNSB Financial Services Department dated August 21, 2008, states that payments submitted to Accounts Payable need to adhere to procedure outlined in the FNSB Accounts Payable Manual. Specifically, the procedure requires an original invoice or an original receipt with all payment requests.

Service Area Commissioners need to be aware that, henceforth, only original invoices and original receipts will be accepted by Accounts Payable as backup for a payment.

To comply with this requirement in Accounts Payable procedure, Rural Services has decided that the following changes will be started immediately.

Contractors will be notified that original invoices should be provided directly to the Rural Services office, with copies of the original invoice provided to the commission.

Rural Services will not send the original invoice on to Accounts Payable for payment until the commission contacts our office and authorizes payment. We think this change will ultimately make payment processing easier for commissioners by removing the need to mail invoices and authorizations to us, or bring them by our office in person. With this change, commissioners will be able to authorize payment easily by phone, email or fax.

Please remember it is still the commissioner's responsibility to review purchase bid tabulations once an

on-site inspection of completed work has been done. Your timeliness in contacting our office with this authorization will help foster prompt payment to your contractor for work performed.

Your Commissioner Training Handbook is a vital source of information. Taking the time to read it will help you be a more effective commis-

SCHOOL BUS SAFETY ISSUES



Another school year has begun. If you haven't already done so, we recommend you perform a safety inspection on school bus routes in your service area.

Drive the bus route and pay special attention to what could be safety issues. Make sure roadside brush is cleared 10' off the shoulder. Not only will this improve visibility, but it will also allow room for snow storage once snow plowing begins.

Help the bus drivers focus on driving and not the route by making sure street signs are in place.

Have overhanging branches cut to minimize damage to bus mirrors, windows and beacons.

Install "School Bus Stop Ahead" signs where hills crest and curve visibility problems are an issue.

Lastly, make sure your contractor knows where your bus routes are. These roads will need prompt and frequent sanding and plowing.

Rural Services Office Location



Changes?

Please contact our office if you have any changes in contact information.

Going on Vacation?

- Notify other members of your commission. Designate a call-out person.
- Notify the contractor who will be acting on your behalf.
- Notify Rural Services at 459-1223.

REMEMBER THAT YOUR SERVICE AREA IS REQUIRED TO MEET QUARTERLY. MINUTES OF YOUR MEETINGS, YOUR AGENDA AND THE SIGN-IN SHEET OF ATTENDEES MUST BE SUBMITTED TO RURAL SERVICES FOR FILING WITH THE CLERK'S OFFICE.