




Fairbanks North Star Borough

DEPARTMENT OF THE ASSEMBLY
Assembly

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MEMORANDUM

TO: Fairbanks North Star Borough Assembly
FROM: Mindy O’Neall, Presiding Officer 
DATE: May 6, 2021
SUBJECT: MODIFICATIONS AND/OR WAIVERS OF FNSB CODE PROVISIONS GOVERNING ASSEMBLY AND BOARD OF EQUALIZATION PUBLIC MEETINGS DURING THE COVID-19 PANDEMIC

As permitted by FNSB Code 2.16.150, the following modifications and/or waivers of Fairbanks North Star Borough code provisions governing assembly and board of equalization public meetings during the COVID-19 pandemic have been developed. This memorandum supersedes the March 11, 2021 memorandum approved by the assembly.

1. All meetings of the Assembly, including regular, special, and committee meetings, and Board of Equalization will be conducted either in-person and by zoom or by zoom-only, based upon the decision of the presiding officer in accordance with this memorandum and after consideration of the FNSB Operational Status, the status of the Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska, and applicable public health guidance.
2. Assembly: FNSBC 3.16.040 Rules for public testimony:
 - a. The requirement for members of the public to sign up in person to testify on both citizen’s comments and public hearing items is waived. Members of the public may sign up to testify on both citizen’s comments and public hearing items by calling the Borough Clerk’s Office or completing the online “sign-up for telephonic testimony” form on the “Stay Connected with the Assembly” webpage.
 - b. Members of the public may testify in person if they are able to do so in conformance with the Mona Lisa Drexler Assembly Chambers COVID-19 Operational Mitigation Plan and the Juanita Helms Administration Center is otherwise open to the public.
3. Assembly: FNSBC 3.16.060, Teleconferencing:
 - a. Notwithstanding anything in FNSBC 3.16.060 to the contrary, Assemblymembers may participate in all assembly meetings, worksessions, executive sessions, committee meetings and board of adjustment meetings by teleconferencing.
 - b. Assemblymembers may attend meetings in person if allowable under any applicable health mandates and the Juanita Helms Administration Center is otherwise open to the public.



- i. Assemblymembers will be required to participate via the chosen online platform and use the raise-hand feature for recognition of the floor. The device microphone and speaker must be muted.
 - ii. The chair of a meeting may participate remotely if they are able to fulfill their duties as chair.
 - iii. In-person attendance may be limited by the chair if, in their reasonable judgment, it is necessary to comply with health guidance provided by the State of Alaska or the Centers for Disease Control and Prevention.
 - c. An assemblymember should notify the Clerk's office the day prior to a meeting if they will attend in-person or by teleconference.
 - d. Administration, staff, and presenters will be allowed to present virtually for any reason. Notification of attendance intent should be provided to the Clerk's office the day prior to the meeting.
4. Board of Equalization: The rules governing Board of Equalization meetings shall be modified as follows:
 - a. Board of equalization members, staff, parties and their representatives may participate in all meetings by teleconferencing.
 - b. All code provisions requiring applications for telephonic testimony are waived.
 - c. Board members, staff, parties, and representatives may attend meetings in person if they are able to do so in conformance with the adopted mitigation plan for the Chambers and the Juanita Helms Administration Center is otherwise open to the public.
5. All meeting notifications will contain the following:

This meeting will be conducted in-person and by zoom or zoom-only with consideration given to the Borough Operational Status and if the Juanita Helms Administration Center is otherwise open to the public. Please visit "insert webpage" or contact the Borough Clerk's Office (907) 459-1401.
6. The Borough Clerk's Office will continue to update the "Stay Connected With The Assembly" webpage and the "Board of Equalization" webpage informing the public if in-person testimony and attendance is available.
7. This memorandum is effective until November 30, 2021.

Reference:

Mona Lisa Drexler Assembly Chambers COVID-19 Operational Mitigation Plan

Supersedes: Memorandum dated March 11, 2021, Approval of Extending Modifications and/or Waiver of FNSB Code Provisions Governing Assembly and Board of Equalization Public Meetings During COVID-19 Pandemic

AMENDED/APPROVED: MAY 6, 2021