



Fairbanks North Star Borough

RURAL SERVICES

A Division of Public Works

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<http://fnsb.us/pw/pages/Service-Area-Resident-Resources.aspx>

Hello Spring!
You were missed.

THE ROAD REVIEW

SPRING ISSUE, APRIL 2019

Highlights

- Heartfelt Thank You!
- Fiscal Year End Activities
- Tax Cap Election Results
- Upcoming Commissioner Trainings
- Commissioner Term Expiration & Renewals
- Revolving Loan Fund
- Permits



- Rural Services Staff**
- Michael Bredlie, - 459-1233
Manager
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- Floyd Sheesley, P.E. -459-1203
Engineer
Construction/excavation permits, bids, road problems, project questions
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- Robert Breazeale - 459-1217
ServiceArea Technician
Bids, maps, annexations, road problems, projects
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- Michelle Martin - 459-1223
Administrative Assistant
Purchase orders, payments, commission appointments, advertising of meeting, general questions
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- Jamie Fleming-Olson 459-1222
Administrative Assistant
Budgets, bids, tax cap, grants, project submittals, training, administrative questions
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Important

FISCAL YEAR END ACTIVITIES
FY 2018-2019 Cut-Off Dates

Important

The fiscal year end (FY 2018-2019) deadlines listed below are presented here so commissions can plan accordingly.

Purchase Orders (PO)

The last day to request a new PO or Change Notice for FY 19 is Friday, May 17, 2019. This cut-off applies only to purchase orders for items or services that will be received or performed prior to June 30, 2019.

Miscellaneous Purchase Orders

Service area chairmen needing miscellaneous PO's for next fiscal year for any work other than annual maintenance should contact Michelle Martin to set up the PO ahead of time. (We are trying to avoid procurement violations arising from non-contracted work being ordered before funds are made available).

Petty Cash

Petty cash reimbursement for FY 18-19 must be received in our office by Noon, Monday, June 17, 2019.

Reimbursement requests received after this date/time may not be eligible for reimbursement.

Payment Requests

All FY 18-19 payment authorizations and supporting invoices must be received in our office by 5:00 p.m., Friday, June 28, 2019. (continued to the right on this page)

(continued)

This is a very busy time of year as we process payments and close purchase orders for all 105 service areas, while at the same time opening new purchase orders for the next fiscal year.

Here are a few things you can do to help us:

- Authorize payment as soon as you receive any outstanding invoices from the contractor.
- If you have completed work, but have not yet received an invoice, please request one from your contractor immediately.
- If you have paid all outstanding bills and do not intend to order any more work before June 30th, **contact us so we can close your purchase order.** You can email, fax or call us to authorize closing out a purchase order.

Each year we spend many hours tracking down commissioners and contractors to verify any outstanding invoices. Taking a moment to contact us with this information enables us to provide more efficient service to all parties involved.

Thank you for your help in this matter.

2019 TAX CAP ELECTION RESULTS

On Thursday, April 11, 2019, the Borough Assembly certified the results of this Spring's tax cap elections.

Two tax cap elections were held March 26, 2019, including Pleasureland Service area and Seavy Service Area. Below are election results as certified by the Assembly:

Service Area	Amount	Passed/Failed	Vote: Yes	Vote: No
Pleasureland	\$3,850 increase	Failed	6- Yes	12 - No
Seavy	\$11,780 increase	Failed	3 - Yes	4 - No



UPCOMING COMMISSIONER TRAININGS

Insurance & Risk

- May 8, 2019 Wednesday 12:00 p.m.
- May 8, 2019 Wednesday 5:30 p.m.*
- May 15, 2019 Wednesday 12:30 p.m.

Note: We will not hold the 5:30pm evening class if no one has pre-registered**

Location: Rural Services Training Room, 520 5th Avenue, 1st Floor, Suite D.

Call to Register: 459-1223

**The deadline to pre-register for the evening class is 5pm the day prior (Tuesday).



REVOLVING LOAN FUND FOR \$ERVICE AREAS\$

Applications are being accepted from road service area commissions to fund capital improvement, major upgrades and similar projects from the FNSB Road Service Revolving Loan Fund. **The application deadline is June 30, 2019.** Interested commissioners should contact the Rural Services Division for additional information and a loan application by phoning 459-1223.

Loans from the Revolving Loan Fund are awarded based on availability of funds and applications submitted.

Loans are for the purpose of funding capital projects:

- Loans for service area funded capital projects.
- Loans to provide the 10% match for grant funded capital projects.



All loans are secured by a pledge of taxes levied in the service area. Prior to any loan being approved, a vote is required by qualified voters in the service area.

Construction / Excavation in the Right-of-Way Permits

Another season of construction and maintenance is drawing near.

Below are some points about construction/excavation permits for Service Area Commissioners to keep in mind:

- Permits are required for any (non-service area contracted) excavation taking place in a service area right-of-way within the Fairbanks North Star Borough. This includes, but is not limited to, new driveway excavations, utility installations and maintenance activities requiring excavation in the road right-of-way.
- A copy of the permit and conditions are sent to the Service Area Chairperson.
- The Service Area Chairperson needs to contact Floyd Sheesly, Engineer (by phone 459-1203, or by e-mail at fsheesley@fnsb.us), if work is taking place and you have not seen a permit.
- PLEASE DO NOT wait until the work is completed to call and ask about permit information. It is much easier to get problems corrected during construction, than afterwards.
- A Service Area Commissioner may approach the constructor about not having a permit, but should still follow up with a call to Rural Services. Sometimes the constructor will say he will get the permit, but doesn't follow through.
- Please try to provide enough information when you call in non-permitted work so that we can contact the constructor.
- Let service area residents know permits are needed for any construction to take place within the right-of-way. This is to help them understand they can contact you, the Chairperson, about new construction taking place in the future.
- Don't expect any road improvements from a permit, the Permittee is only required to match the existing conditions.



RURAL SERVICES OFFICE WILL BE CLOSED

Memorial Day Monday, May 27, 2019

Independence Day Thursday, July 4, 2019

Reminder

Please check with Rural Services for the most current balance on the Service Area's soft ledger. This will help prevent purchasing violations and payment delays when unavailable funds are spent!

SERVICE AREA MEETINGS

REMEMBER: SERVICE AREAS ARE REQUIRED TO HOLD A PUBLIC MEETING A MINIMUM OF TWICE EACH CALENDAR YEAR.

You must advertise your Public Meeting, followed by turning in your Meeting Agenda, Meeting Minutes, and Sign-in Sheet of Attendees to Rural Services for filing with the Clerk's Office in order to comply with public records policy and procedure.

UPCOMING MEETING DEADLINES

Meeting Date	Publish Date	Submittal Deadline Due to R.S. by 9 AM
April 28, 29, 30	4/23/2019	4/18/2019
May 1, 2, 3, 4	4/26/2019	4/23/2019
May 5, 6, 7	4/30/2019	4/25/2019
May 8, 9, 10, 11	5/3/2019	4/30/2019
May 12, 13, 14	5/7/2019	5/2/2019
May 15, 16, 17, 18	5/10/2019	5/7/2019
May 19, 20, 21	5/14/2019	5/9/2019
May 22, 23, 24, 25	5/17/2019	5/14/2019
May 26, 27, 28	5/21/2019	5/16/2019
May 29, 30, 31 June 1	5/24/2019	5/21/2019
June 2, 3, 4	5/28/2019	5/22/2019*
June 5, 6, 7, 8	5/31/2019	5/28/2019
June 9, 10, 11	6/4/2019	5/30/2019
June 12, 13, 14, 15	6/7/2019	6/4/2019
June 16, 17, 18	6/11/2019	6/6/2019
June 19, 20, 21, 22	6/14/2019	6/11/2019
June 23, 24, 25	6/18/2019	6/13/2019
June 26, 27, 28, 29	6/21/2019	6/18/2019

COMMISSIONER TERM EXPIRATION

APPLICATIONS DUE!

Commissioners whose terms will expire on **June 30, 2019** should have already received notification by mail from Rural Services. The 2-year terms are designated by seat, not application date.



Renewals are due back to Rural Services Wednesday, May 1st.

The Assembly Meeting will be held on June 13, 2019. Expect to see your Oath of Office from the Clerk's Office the following week.

Our office can notarize these as well.

Please note that failure to submit commission renewal applications will result in a lapse of service.

Don't forget to turn in your signed Financial Disclosure form (page 2) with your renewal!

NOTICE:

All budget and contract questions will need to be directed to either Michelle Martin or Michael Bredlie for the months of April & May. Any emails or phone calls directed to Jamie during this time will go unanswered. Thank you for your patience and understanding!