




Fairbanks North Star Borough

MAYOR'S OFFICE

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MEMORANDUM

TO: Fairbanks North Star Borough Assembly

From: Bryce Ward, Mayor 

Date: June 10, 2021

Subject: Ordinance 2021 - 21
Creating a Boards and Commissions Division in the Clerks Office and transferring certain activities from the Community Planning Department to the Clerks Office

Attached for your consideration is an ordinance that if adopted would establish a new division in the Clerks office named "Boards and Commissions Clerks." This ordinance would also appoint the Borough Clerk as the secretary to boards and commissions, including the Planning Commission and the Platting Board.

I urge your adoption of this ordinance.

Attachments: Ordinance

/jw



1 By: Bryce J. Ward, Mayor
2 Introduced: June 10, 2021

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4 FAIRBANKS NORTH STAR BOROUGH

5
6 ORDINANCE NO. 2021 – 21
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8 AN ORDINANCE AMENDING FNSBC 2.08.030, FNSBC 4.04.170, FNSBC 4.80.060, AND
9 FNSBC 4.84.040 TO CREATE A BOARDS AND COMMISSIONS DIVISION OF THE CLERKS
10 OFFICE AND TO RECOGNIZE THE TRANSFER OF CERTAIN ACTIVITIES FROM THE
11 COMMUNITY PLANNING DEPARTMENT TO THE OFFICE OF THE BOROUGH CLERK
12

13 WHEREAS, Meeting management duties for all Fairbanks North Star
14 Borough boards and commissions are transferred to the Borough Clerk's Office, effective
15 July 1, 2021; and
16

17 WHEREAS, Meeting management includes all administrative tasks typically
18 associated with the position of secretary as set forth by Roberts Rules of Order; and
19

20 WHEREAS, It is appropriate that a new division of the clerk's office be
21 created that separately accounts for boards and commissions meeting management.
22

23 NOW, THEREFORE, BE IT ORDAINED by the Assembly of the Fairbanks
24 North Star Borough:
25

26 Section 1. This ordinance is of a general and permanent nature and shall
27 be codified.
28

29 Section 2. Subsection B of FNSBC 2.08.030, Classification of departments,
30 is hereby amended as follows:

31 B. The following departments and divisions are direct public service departments:

32 1. Department of community planning;

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
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Text to be *deleted* is [BRACKETED, CAPITALIZED]

- 33 2. Department of library services;
34 3. Department of parks and recreation;
35 4. Department of emergency operations;
36 5. The following divisions within departments listed under subsection (C) or
37 (D) of this section:
38 a. Air quality program,
39 b. Health and social services,
40 c. Transit operations including Van Tran,
41 d. Solid waste collection and disposal, including hazardous waste,
42 e. Rural services,
43 f. Economic development,
44 g. Natural resources development,
45 h. Boards and commissions clerks.

46
47 Section 3. Subsection D of FNSBC 2.08.030, Classification of departments,
48 is hereby amended as follows:

- 49
50 D. The following departments and divisions are designed as governance departments:
51 1. Borough assembly;
52 2. Office of the borough clerk including elections, except for any divisions listed
53 in subsection B or C of this section;
54 3. Office of the mayor, except for any divisions listed in subsection (B)(5) of
55 this section.

56
57 Section 4. FNSBC 4.04.170, Ex officio members and staff, is hereby
58 amended as follows:

59 The mayor may appoint an employee of the borough who shall be an ex officio member
60 of a board or commission [FOR THE PURPOSE OF ACTING AS SECRETARY TO THE BOARD

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61 OR COMMISSION OR] to furnish technical advice and information if not so provided for
62 in the specific provisions pertaining to the board or commission. An ex officio member is
63 not entitled to vote on any question to be determined by the board or commission nor is
64 an ex officio member a member for the purpose of establishing a quorum of any board
65 or commission. The borough clerk shall serve as the secretary to boards and commissions.
66 Unless otherwise provided in the section establishing the board or commission, the mayor
67 shall provide or designate any required staff for the board or commission.

68
69 Section 5. FNSBC 4.80.060, Planning Staff, is hereby amended as follows:
70 The staff of the department of community planning shall act in an advisory and support
71 capacity to the planning commission, and shall review or coordinate the review of all
72 applications to it. [THE COMMUNITY PLANNING DIRECTOR, OR THEIR DESIGNEE, SHALL
73 BE THE SECRETARY OF THE COMMISSION.] In those cases where an application must
74 be considered by the commission at a public hearing, the staff shall have the authority to
75 reject from consideration those applications which do not meet the minimum submission
76 requirements established by ordinance. If the application is insufficient, the department
77 shall return the application to the applicant setting out the reasons.

78
79 Section 6. FNSBC 4.84.040, Organization, is hereby amended as follows:
80 [A.]Annually the platting board shall select from its members a chairperson and a vice
81 chairperson. The chairperson shall preside at meetings. The vice chairperson shall act in
82 the absence of the chairperson.
83 [B. THE PLANNING DIRECTOR OR THEIR DESIGNEE SHALL BE SECRETARY TO THE
84 PLATTING BOARD.]

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86 Section 7. As of the effective date of this ordinance, a portion of the FY
87 2021-22 budget for the Borough Clerk division will be allocated to the Boards and
88 Commissions Clerks division.

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Section 8. Effective Date. This ordinance is effective on July 1, 2021.

ADOPTED THE _____ DAY OF _____ 2021.

Mindy O'Neall
Presiding Officer

ATTEST:

APPROVED:



Jill S. Dolan
Borough Attorney

April Trickey, CMC
Borough Clerk

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