



Fairbanks North Star Borough

DEPARTMENT OF PUBLIC WORKS
Rural Services Division

Service Area Public Meeting Request Form

Service Area: _____

Contact Name: _____ Contact Phone: _____

Meeting Location: _____

Location Address: _____

Meeting Date: _____ Meeting Time: _____

Complete the Following if an Agenda is not Attached

Regular Agenda Items:
(Check for every meeting)

- Approval of Agenda Financial Update
 Approval of Previous Minutes Road Maintenance

.....
1st Quarter (January-March)

- Budget Planning Maintenance Contract Renewal

Specialty Items:
(Depending on quarter)

.....
3rd Quarter (July-September)

- Election of Officers Tax Cap Election Request
 Project Request Submittal

Other:
(Accepting 90/10 grant Project, Emergency Access Maintenance, SA Boundary Review, etc.)

How would you like to receive a copy of published agenda?

- Email Mail Pick up at Office

-DEADLINES AND PROCESS-

* It's recommended to submit your forms at least two weeks prior to the meeting. This allows for all deadlines to be met and provides a buffer for unexpected situations like staff absences or holiday schedule changes. *

Notices to public must be published five days before the meeting. Not including the day of the meeting.

Step	Process	Deadline No. 1	Deadline No. 2
1	Chairman Submits Request to Rural Services by:	Tuesday at 9am	Thursday at 9am
2	Borough Publishes in Newspaper on:	Friday of the same week	Tuesday of the following week
3	Earliest Service Area Meeting Date is:	Wednesday of the following week	Sunday of the following week

Return to Rural Services, fax to 459-1499, or email to Rural_Services@fnsb.gov