

1 By: Bryce J. Ward, Mayor
2 Introduced: 06/10/2021
3 Advanced: 06/10/2021
4 Amended: 06/24/2021
5 Adopted: 06/24/2021
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7 FAIRBANKS NORTH STAR BOROUGH

8
9 ORDINANCE NO. 2021 – 21
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11 AN ORDINANCE AMENDING FNSBC 2.08.030, FNSBC 4.04.170, FNSBC 4.80.060, AND
12 FNSBC 4.84.040 TO CREATE A BOARDS AND COMMISSIONS DIVISION OF THE CLERKS
13 OFFICE AND TO RECOGNIZE THE TRANSFER OF CERTAIN ACTIVITIES FROM THE
14 COMMUNITY PLANNING DEPARTMENT TO THE OFFICE OF THE BOROUGH CLERK
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16 WHEREAS, Meeting management duties for all Fairbanks North Star
17 Borough boards and commissions are transferred to the Borough Clerk's Office, effective
18 July 1, 2021; and
19

20 WHEREAS, Meeting management includes all administrative tasks typically
21 associated with the position of secretary as set forth by Roberts Rules of Order; and
22

23 WHEREAS, It is appropriate that a new division of the clerk's office be
24 created that separately accounts for boards and commissions meeting management.
25

26 NOW, THEREFORE, BE IT ORDAINED by the Assembly of the Fairbanks
27 North Star Borough:
28

29 Section 1. This ordinance is of a general and permanent nature and shall
30 be codified.
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32 Section 2. Subsection B of FNSBC 2.08.030, Classification of departments,
33 is hereby amended as follows:

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

- 35 1. Department of community planning;
- 36 2. Department of library services;
- 37 3. Department of parks and recreation;
- 38 4. Department of emergency operations;

39 5. The following divisions within departments listed under subsection (C) or
40 (D) of this section:

- 41 a. Air quality program,
- 42 b. Health and social services,

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Text to be *added* is underlined

Text to be *deleted* is [BRACKETED, CAPITALIZED]

- 43 c. Transit operations including Van Tran,
- 44 d. Solid waste collection and disposal, including hazardous waste,
- 45 e. Rural services,
- 46 f. Economic development,
- 47 g. Natural resources development,
- 48 h. Boards and commissions clerks.

49
50 Section 3. Subsection D of FNSBC 2.08.030, Classification of departments,
51 is hereby amended as follows:

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

59
60 Section 4. FNSBC 4.04.170, Ex officio members and staff, is hereby
61 amended as follows:

62 The mayor may appoint an employee of the borough who shall be an ex officio member
63 of a board or commission [FOR THE PURPOSE OF ACTING AS SECRETARY TO THE BOARD
64 OR COMMISSION OR] to furnish technical advice and information if not so provided for
65 in the specific provisions pertaining to the board or commission. An ex officio member is
66 not entitled to vote on any question to be determined by the board or commission nor is
67 an ex officio member a member for the purpose of establishing a quorum of any board
68 or commission. The borough clerk, or their designee, shall serve as the secretary to
69 boards and commissions. Unless otherwise provided in the section establishing the board
70 or commission, the mayor shall provide or designate any required staff for the board or
71 commission.

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73 Section 5. FNSBC 4.80.060, Planning Staff, is hereby amended as follows:

74 The staff of the department of community planning shall act in an advisory and support
75 capacity to the planning commission, and shall review or coordinate the review of all
76 applications to it. [THE COMMUNITY PLANNING DIRECTOR, OR THEIR DESIGNEE, SHALL
77 BE THE SECRETARY OF THE COMMISSION.] In those cases where an application must
78 be considered by the commission at a public hearing, the staff shall have the authority to
79 reject from consideration those applications which do not meet the minimum submission
80 requirements established by ordinance. If the application is insufficient, the department
81 shall return the application to the applicant setting out the reasons.

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83 Section 6. FNSBC 4.84.040, Organization, is hereby amended as follows:

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84 [A.]Annually the platting board shall select from its members a chairperson and a vice
85 chairperson. The chairperson shall preside at meetings. The vice chairperson shall act in
86 the absence of the chairperson.

87 [B. THE PLANNING DIRECTOR OR THEIR DESIGNEE SHALL BE SECRETARY TO THE
88 PLATTING BOARD.]

89

90 Section 7. As of the effective date of this ordinance, a portion of the FY
91 2021-22 budget for the Borough Clerk division will be allocated to the Boards and
92 Commissions Clerks division.

93

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

95

96 ADOPTED THE 24TH DAY OF JUNE, 2021.

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Mindy O'Neall
Presiding Officer

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ATTEST:

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April Trickey, CMC
Borough Clerk

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Yeses: Cash, Williams, Wilson, Sanford, Cooper, Lyke, Lojewski, O'Neall

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Noes: Tomaszewski

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