



# Fairbanks North Star Borough

MAYOR'S OFFICE

Main: (907) 459-1300

Fax: (907) 459-1102

## MEMORANDUM

**TO: Assembly**  
**FROM: Bryce Ward, Mayor** *BW for BW*  
**DATE: May 6, 2021**  
**SUBJECT: Modifications and/or Waivers of FNSB Code Provisions and Rules Governing Boards and Commission Meetings during the COVID-19 Pandemic**

As permitted by FNSBC 2.16.150, the following modifications and/or waivers of Fairbanks North Star Borough code provisions governing Board and Commission meetings during the COVID-19 pandemic have been developed. This memorandum applies to all FNSB Boards and Commissions that are subject to Title 4 of the FNSB Code, as set forth by FNSBC 4.04.010 (all Boards and Commissions excluding the Board of Equalization). This supersedes the March 25, 2021 memorandum.

As used in this memorandum, "teleconference" includes telephone, videoconferencing, or similar technology. Telephonic participation shall be by telephone or via Zoom.

1. Depending upon the FNSB Operational Status and the status of the Juanita Helms Administration Center, all meetings of Boards and Commissions will be conducted either (a) in-person and by Zoom or (b) by Zoom only.
2. Rules for public and party participation at Board or Commission meetings:
  - a. Citizen's comments and public hearing items. Any requirement for members of the public to sign up in person to testify on both citizen's comments and public hearing items is waived.
  - b. Quasi-judicial testimony. Any requirement that parties (including staff, applicant, appellant, interested person, and person aggrieved) testify in person on a quasi-judicial matter is waived.
    - i. Party status determinations are modified as follows: no pre-hearing determination of interested person or other party status will be made unless the person is seeking to testify by affidavit. Interested person or other party status will be determined at the hearing.
    - ii. Testimony by Affidavit procedures are unchanged. Under certain circumstances, a person may apply and be permitted to testify by affidavit, subject to the parties' right of cross-examination. These applications have strict deadlines, which are not modified by this memorandum.



- c. Any requirement that testimony or comments be made in person is waived. Testimony and comment may be given telephonically.
  - d. Any requirement that telephonic participation be from a landline phone is waived.
  - e. Anyone wishing to participate telephonically may do so by signing up in advance: (i) online by completing the online "sign-up for telephonic testimony" form at the website indicated in the table attached to this memorandum; or (ii) by phone or email as indicated in the table attached to this memorandum.
  - f. In-person participation will be allowed if they are able to do so in conformance with the Mona Lisa Drexler Assembly Chambers COVID-19 Operational Mitigation Plan and provided the Juanita Helms Administration Center is otherwise open to the public.
3. Board and Commission member participation via teleconferencing:
- a. Notwithstanding anything in FNSBC 4.04.155 and any Board or Commission rules to the contrary, Board and Commission members, including the chair, may participate in all meetings by teleconferencing; such participation shall be counted for purposes of establishing a quorum. The requirements for and limitations on such participation set forth in FNSBC 4.04.155 are waived.
  - b. Board and Commission members may attend meetings in person if allowable under any applicable health mandates and when the Juanita Helms Administration Center is otherwise open to the public.
    - i. When participating in a meeting in person, Board and Commission members shall participate in the meeting using the Zoom platform on Borough-issued devices; the device microphone and speaker must be muted. If all members are not present in person, in-person members shall use the raise-hand feature for recognition of the floor.
    - ii. The chair of a meeting may participate by teleconference if they are able to fulfill their duties as chair.
    - iii. In-person attendance may be limited or disallowed by the Mayor if, in his reasonable judgment, it is necessary to comply with health guidance provided by the State of Alaska or the Centers for Disease Control and Prevention, for technological reasons, or other similar reasons.
  - c. Action on items of business before the Board or Commission, including quasi- judicial matters, shall be taken by roll-call vote.
  - d. A Board or Commission member should notify the Board or Commission's assigned clerk no later than 5 p.m. the day prior to a meeting whether they will attend in- person or by teleconference.
  - e. FNSB staff, sponsors, and other presenters shall be allowed to participate or otherwise present by teleconference. Such attendees should notify the Board or Commission's assigned clerk no later than 5 p.m. the day prior to a meeting whether they will attend in-person or by teleconference.
4. All meeting notifications shall contain the following language:

This meeting will be conducted in-person and by Zoom or Zoom-only, to be determined after considering the FNSB Operational Status as determined by the FNSB Risk Matrix and if the Juanita Helms Administration Center is otherwise open to the public. Please visit [*insert webpage*] or contact [*insert appropriate contact information, including phone number*].

5. The Borough will continue to update Board and Commission webpages informing the public if in-person participation is available.
6. This memorandum is effective until there is no longer a local, state or federal disaster emergency or if rescinded by the Mayor.

Attachments:

- Board and Commission contact information table



# Fairbanks North Star Borough

## MAYOR'S OFFICE

Main: (907) 459-1300  
 Fax: (907) 459-1102

Board or Commission	Phone Number	Email Address	Website
Planning Commission*	907-459-1260	<a href="mailto:FNSBPC@fnsb.gov">FNSBPC@fnsb.gov</a>	<a href="https://ak-fairbanksnorthstarborough.civicplus.com/FormCenter/Boards-Commissions-12/SignUp-for-Telephonic-Testimony-Planning-79">https://ak-fairbanksnorthstarborough.civicplus.com/FormCenter/Boards-Commissions-12/SignUp-for-Telephonic-Testimony-Planning-79</a>
Platting Board*	907-459-1260	<a href="mailto:FNSBPB@fnsb.gov">FNSBPB@fnsb.gov</a>	<a href="https://www.fnsb.gov/FormCenter/Boards-Commissions-12/SignUp-for-Telephonic-Testimony-Platting-81">https://www.fnsb.gov/FormCenter/Boards-Commissions-12/SignUp-for-Telephonic-Testimony-Platting-81</a>
Air Pollution Control Commission*	907-459-1260	<a href="mailto:planning@fnsb.gov">planning@fnsb.gov</a>	<a href="https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86">https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86</a>
Animal Control Commission*	907-459-1260	<a href="mailto:planning@fnsb.gov">planning@fnsb.gov</a>	<a href="https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86">https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86</a>
Chena Riverfront Commission*	907-459-1260	<a href="mailto:planning@fnsb.gov">planning@fnsb.gov</a>	<a href="https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86">https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86</a>
Economic Development Commission*	907-459-1260	<a href="mailto:planning@fnsb.gov">planning@fnsb.gov</a>	<a href="https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86">https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86</a>
Early Childhood Development Commission*	907-459-1260	<a href="mailto:FNSBPC@fnsb.us">FNSBPC@fnsb.us</a>	<a href="https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86">https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86</a>
Health & Social Services Commission*	907-459-1260	<a href="mailto:planning@fnsb.gov">planning@fnsb.gov</a>	<a href="https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86">https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86</a>
Historic Preservation Commission*	907-459-1260	<a href="mailto:planning@fnsb.gov">planning@fnsb.gov</a>	<a href="https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86">https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86</a>
Parks & Recreation Commission	907-459-1260	<a href="mailto:planning@fnsb.gov">planning@fnsb.gov</a>	<a href="https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86">https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86</a>
Sustainability Commission*	907-459-1260	<a href="mailto:planning@fnsb.gov">planning@fnsb.gov</a>	<a href="https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86">https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86</a>
Trails Advisory Commission*	907-459-1260	<a href="mailto:planning@fnsb.gov">planning@fnsb.gov</a>	<a href="https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86">https://www.fnsb.gov/FormCenter/Community-Planning-Boards-and-Commission-27/SignUp-for-Telephonic-Testimony-Boards-a-86</a>
Carlson Center Advisory Board	907-459-1070	<a href="mailto:parks@fnsb.gov">parks@fnsb.gov</a>	<a href="https://ak-fairbanksnorthstarborough.civicplus.com/419/Carlson-Center-Advisory-Board">https://ak-fairbanksnorthstarborough.civicplus.com/419/Carlson-Center-Advisory-Board</a>



Investment Advisory Commission	907-459-1376	<a href="mailto:finance@fnsb.gov">finance@fnsb.gov</a>	<a href="https://ak-fairbanksnorthstarborough.civicplus.com/421/Investment-Advisory-Commission">https://ak-fairbanksnorthstarborough.civicplus.com/421/ Investment-Advisory-Commission</a>
Library Commission	907-459-1029	<a href="mailto:melissa.harter@fnsb.gov">melissa.harter@fnsb.gov</a>	<a href="https://ak-fairbanksnorthstarborough.civicplus.com/425/Library-Commission">https://ak-fairbanksnorthstarborough.civicplus.com/425/Library- Commission</a>
Public Transportation Advisory Commission	907-459-1002	<a href="mailto:transportation@fnsb.gov">transportation@fnsb.gov</a>	<a href="https://ak-fairbanksnorthstarborough.civicplus.com/427/Public-Transportation-Advisory-Commission">https://ak-fairbanksnorthstarborough.civicplus.com/427/ Public-Transportation-Advisory-Commission</a>
Salaries & Emoluments Commission	907-459-1202	<a href="mailto:hr@fnsb.gov">hr@fnsb.gov</a>	<a href="https://ak-fairbanksnorthstarborough.civicplus.com/428/Salaries-Emoluments-Commission">https://ak-fairbanksnorthstarborough.civicplus.com/428/ Salaries-Emoluments-Commission</a>
Senior Citizens Advisory Commission	907-459-1070	<a href="mailto:parks@fnsb.gov">parks@fnsb.gov</a>	<a href="https://ak-fairbanksnorthstarborough.civicplus.com/429/Senior-Citizens-Advisory-Commission">https://ak-fairbanksnorthstarborough.civicplus.com/429/ Senior-Citizens-Advisory-Commission</a>