

WHAT YOUR SERVICE AREA NEEDS TO KNOW

TRAINING, BUDGETS, CONTRACTS AND MORE!



Service Area Budgets

Service area budget season is approaching fast. After the start of the new calendar year, commissioners will need to begin examining their budgets and determine whether changes need to be made for the next fiscal year.

Proposed FY2023 Service Area Budgets worksheets are scheduled to be mailed out the first week of February. Service areas that wish to adjust their budget will need to schedule and hold a service area meeting and have their budget worksheet turned into the Rural Services office no later than Friday, February 26, 2021 by 5pm. ***Please be aware that the turnaround for budget adjustments is extremely short.*** Please plan accordingly!

ONLY SERVICE AREAS THAT WISH TO *CHANGE* THE RECOMMENDED BUDGET NEED TO HOLD A MEETING.

Commissions that accept the recommended budget ***do not need to hold a meeting.*** Recommended budgets are automatically accepted in the absence of a changed budget worksheet.

Please call Xena or Jamie at 459-1223 with any questions.

Unsure of how to fill out the budget work sheet? Or if you even need to submit one? Consider attending January's training on the budget process!

Commissioner Training Update

Rural Services is excited to announce that in-person training will resume in January 2022!

In-person training sessions will be limited to **3 guests per session**. We will be holding numerous sessions to ensure that everyone can attend while still maintaining social distancing requirements.

Commissioners are **required to sign up** prior to the training session to ensure that there is a seat available. To sign up, commissioners can:

- Call Rural Services to inquire about available spots, times and/or to sign up
- Request a sign-up link be sent via email
- Sign up using the link provided on the training notice postcard sent via usps.

Training notices are sent via usps the month prior to the session (e.g. training notices for February sessions are sent in January)

If you prefer to receive training notices, sign up requests and reminders via email, please contact us!

In an effort to promote training attendance, we have begun using Signup.com as a way to notify commissioners of upcoming trainings, view available times, manage spots and attendance. Please note that the use of Signup.com is **NOT REQUIRED**. It is simply another tool for those who are comfortable to do so and prefer this type of communication. Commissioners can still call our office to inquire about available seats and to sign up.

January training will focus on an overview of service area budgets, scenarios on when changes would need to be made and how to submit those changes. This training would be particularly useful for chairs wishing to learn more about the budget process and how to fill out and submit the annual budget worksheet.

For questions regarding training opportunities, please contact Jamie at 459-1222 or via email at Jamie.Fleming@fnsb.gov.

IN THIS ISSUE

BUDGET

CONTRACT RENEWAL

WORK ORDERS

Maintenance Contract Renewal

Commissions that wish to end their service area maintenance contracts will need to schedule a meeting to discuss and cast votes to not renew their contracts. Reminders will be sent to all chair in January.

Service area's that wish to retain their contractors do not need to take any action. Contracts are automatically renewed unless the commission requests otherwise.

Contracts that are not renewed will be solicited for new bids in April.

ONLY SERVICE AREAS THAT WISH TO NOT RENEW THEIR ANNUAL MAINTENANCE CONTRACT NEED TO HOLD A MEETING.

It is important to remind commissioners that ending a contract *does not prevent that same contractor from bidding again on your maintenance contract*. All contracts are chosen by lowest bid. There is NO guarantee that you will receive a new contractor or lower unit prices.

For questions regarding contracts please contact Jamie at 459-1222 or Jamie.fleming@fnsb.gov

ANNEXATION ELECTION RESULTS

Service Area	Individual Results	Results
Seavy – Existing	Failed 0 Yes, 2 No, 1 Not Counted	FAILED
Seavy – Annexation	Passed 8 Yes, 2 No, 0 Not Counted	
Timberlane Road – Existing	Failed 0 Yes, 3 No, 0 Not Counted	FAILED
Timberlane Road – Annexation	Passed 6 Yes, 1 No, 0 Not Counted	
Vienna Wood – Existing	Passed 5 Yes, 2 No, 0 Not Counted	PASSED
Vienna Wood – Annexation	Passed 4 Yes, 0 No, 0 Not Counted	

COMMUNICATION PREFERENCE

Rural Services is requesting that commissioners contact our office to update their communication preferences.

Many commissioners have expressed their desire to receive information primarily via email. Historically, our policy has been to send all important documents and information to commissioners via usps. However, in an effort to modernize our communication channels we have determined that various documents and information can be sent via email instead of regular mail. *Please be aware that some documents may still be required to send via regular mail.*

Please be sure to update your communication preferences with our office!

COMMISSIONER EMAIL ACCOUNTS

If you utilize your borough email account, you may be experiencing log in issues. Please bear with us as Digital Services upgrades all commissioner email accounts. If you are having issues, please contact Xena at 459-1223 to receive updated log in information.

To log in to your borough email account, please use the link below:

<https://fnsbmail.fnsb.us/owa>



WORK ORDER REQUIREMENTS

Over the past 24 months, Rural Service has witnessed an increase in varying degrees of contract violations. In order to ensure quick resolution of disputes, Rural Services is requesting all future work orders be requested **in writing** to the contractor. Verbal quotes have proven to be unsuccessful and are considered nonbinding.

In an effort promote the successful use of written work orders, Rural Services will contact contractors who fail to respond in writing with a written quote within 5 working days. Rural Services is requesting commissioners to communicate with staff regarding contractor work order response times

Please read the workorder specifications below to become familiar with work orders– specifically when they are required, when they are not and the importance of providing a copy to Rural Services:

- A work order must be initiated by the commissioner, usually the chair, and given to the contractor for **any work that is NOT considered routine**. The work order can be submitted to the contractor using our Service Area Work Order Form or through an email – which needs to include description of work needed and location of work. An example of a work order would be installing a new culvert or placing material. **No work shall begin until the commissioner has approved the work order cost estimate provided by the contractor**. If the requested work is estimated to be over \$10,000, Michael Bredlie must sign the work order before the contractor begins.
- Per specifications, upon receipt of a work order from the Commission, contractors shall respond with a signed quote to the Commission within five (5) working days. Failure to respond after five (5) working days will consider the contractor non-compliant.
- **A work order is NOT required for routine maintenance requests**. Work that is considered routine will include an “800” pay item number on either the bid tab or in the Specifications for Local Road Maintenance handbook. Requests such as regular snow plowing, or spring grading are routine. Keeping a record of all work requests is highly recommended.
- Any invoice that includes public construction work must include the corresponding signed work order to be submitted for payment. Any invoice that includes public construction and does not have a corresponding work order **will not be paid**, per contract specifications. The amount of the invoice must not exceed the quote given on the work order.
- Per Section 103 titled WORK RESPONSIBILITIES, contractors are required to respond to all RSA maintenance requests within the timeframe listed in the specification. If no timeframe is listed, the contractor shall respond within 7 days. If the contractor cannot respond within the specified response time, an expected time must be provided to the Commission. Failure to communicate with the commission is considered a deficiency. For work requiring a work order, the 7 days would start once the work order is approved by the commission.

Should you have any questions or concerns, please contact our office at 459-1223 or via email at Ruralservices@fnsb.gov.

Happy Holidays



Rural Services will be closed on the following days:

- Thursday & Friday, December 24th & 25th
- Friday, December 31st, 2021
- Monday, January 20th, 2021
- Monday, February 15th, 2021



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CONTACT US

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