

FAIRBANKS  
AREA  
SURFACE  
TRANSPORTATION  
PLANNING

# FAST PLANNING

## POLICIES & PROCEDURES



revised & approved august 21, 2019



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## FAST PLANNING POLICIES & PROCEDURES

### INTRODUCTION

The following policies exist to aid the operation of FAST Planning. As needed, the policies are reviewed and revised by the Policy Board.

## ADMINISTRATIVE POLICY

### Safety and Risk Management Policy

FAST Planning will provide safety and risk management, through third party vendors, to employees and the corporation for workers compensation, directors and officers insurance, and general liability insurance; safety training, loss prevention; OSHA record keeping and administration; accident recording; and claim investigation and administration.

### Record Keeping Policy

FAST Planning will retain all federal aid project files for three years after audit per 49 CFR 18.42b. These files constitute the complete record documenting all expenditures and financial activity of federal projects including contract and billing records, expenditure reports, claims for reimbursement, final voucher, etc.

### Public Record Requests

A request for Public Records from FAST Planning must be made in writing to the Executive Director. The request should be as specific as possible in order to satisfy the request. After a request has been made, the records shall be provided no later than the 10<sup>th</sup> working day. FAST Planning may not always be able to accommodate requested formats. Exemptions from public records requests are established by state and federal law. There are no fees for doing a record search.

### Website and Social Media Policy

To aid in public participation FAST Planning, will host and support a website and various social media outlets.

#### Website

All meetings, agendas and packets will be posted in a timely manner on the FAST Planning Website.

- A. All attempts will be made to make these sources accessible.
- B. Current copies of the required Metropolitan Planning documents will be available including:
  - a. Unified Planning Work Program
  - b. Transportation Improvement Program
  - c. Public Participation Plan
  - d. Metropolitan Transportation Plan
  - e. Transportation & Air Quality Conformity

- f. Annual Listing of Obligated Projects
- g. All planning efforts

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### Social Media

The FAST Planning Social Media presence will exist to inform the public of upcoming events, planning efforts, or other activities in conjunction with the website.

FAST Planning will maintain accounts with Facebook, LinkedIn, Twitter and Instagram. As new forms of social media arise, FAST Planning will adopt new accounts as practical. This is where the most recent news stories, videos, photos and project information will be located.

While this is an open forum, it is also a family friendly one, so comments and wall posts must be clean. Additionally, all comments must follow the posting guidelines below. If you do not comply, your message may be removed:

- No profane, graphic, obscene, explicit, or racist comments or submissions, nor do we allow comments that are abusive, hateful, or potentially libelous.
- No solicitations. This includes promotion or endorsement of any financial, commercial, or non-governmental agency.
- No comments suggesting or encouraging illegal activity.
- No comments related to campaigns or elections, as Alaska law prohibits use of State equipment or resources for campaign or partisan political purposes.
- No comments that are not topically related to the posting being commented upon.

You participate at your own risk, taking personal responsibility for your comments, your Username, and any information provided.

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### Policy Last Updated

June 20, 2018

## PERSONNEL POLICY

### Policy Statement

This policy of Fairbanks Area Surface Transportation Planning (“**FAST Planning**”) seeks to establish a system of personnel administration for the organization based upon equitable merit principles and professional methods.

As circumstances warrant, FAST Planning may, in its sole discretion, deviate from the terms stated herein as it sees fit. FAST Planning has the express right to amend, modify, revoke, or add to the terms of this policy. The terms of this policy may only be altered through official written notice. No terms of this policy may be altered via oral statements or other informal representations.

Unless expressly prohibited by statute, all employees without a written employment agreement to the contrary are employed on an “at-will” basis. Either FAST Planning or the at-will employee may conclude the employment relationship with or without advance notice at any time and for any reason, and no term in this policy will alter or restrict the right of FAST Planning or of an at-will employee to end the employment relationship accordingly. Nothing in this policy impairs the right of FAST Planning to make changes in employment status, including, without limitation, wage and benefit changes.

FAST Planning may enter into an employment relationship that is not on an at-will basis only through a written employment agreement signed by the Executive Director or by the Chair of the FAST Planning Policy Board.

## EMPLOYMENT PRACTICES

### Equal Employment Opportunity

FAST Planning provides equal employment opportunities (“**EEO**”) in all our employment practices to all employees and applicants for employment, without regard to race, color, religion, national origin, gender, age, sexual orientation, gender identity, disability, genetic information, marital status, military status, or any other category protected by federal, state, or local law. This includes prohibiting discrimination against those employees or individuals associated with or perceived to belong to a protected class, whether or not an employee actually falls into such class. FAST Planning strives to uphold EEO principles in all aspects of the employment relationship.

All FAST Planning employees must make every effort to uphold the EEO policy. This includes reporting all instances of discrimination or harassment to management. FAST Planning will promptly and thoroughly investigate any report. FAST Planning prohibits retaliation against reporters or investigators.

Employees with protected characteristics, such as individuals with disabilities or individuals needing

accommodation of their religious practices, should notify their supervisor well in advance. FAST Planning will take reasonable measures to accommodate such employees' needs.

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### Disabilities

FAST Planning does not discriminate against employees and applicants with disabilities and will provide reasonable accommodations to these individuals so that they may perform the essential duties of their position. An employee who is currently disabled or becomes disabled should notify their supervisor promptly. FAST Planning reserves the right to require that a disabled employee provides certification from their healthcare provider of their disability and need for a specific accommodation.

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### Categories of Employees

Under state and federal wage and hour laws, including the Fair Labor Standards Act ("FLSA"), all the employees of FAST Planning are either classified as exempt or nonexempt:

- **Exempt Employees** – Employees who fall within the criteria for exemption from the minimum wage and overtime provisions of the FLSA.
- **Nonexempt Employees** - Employees who are NOT exempt from the minimum wage and overtime provisions of the FLSA.

The following additional classifications apply both to exempt and nonexempt employees to determine an employee's status and eligibility for employee benefits, however does not guarantee continued employment for any particular length of time:

- **Regular Fulltime Employees** - Employees who are normally scheduled to work at least 32 hours per week.
- **Regular Part-Time Employees** - Employees who are NOT normally scheduled to work at least 32 hours per week or who only irregularly work such hours.
- **Temporary Employees** - Fulltime or part-time employees hired for a limited duration, generally for three months or fewer. The employment of a temporary employee may be extended upon written permission; an employee's status as a temporary employee may only be changed in a written employment agreement. Temporary employees are employed on an at-will basis and are not eligible for benefits.

FAST Planning shall designate, as part of the application and hiring process, whether an employee is exempt or nonexempt, and whether they are a regular fulltime or regular part-time employee, or a temporary employee.



Independent contractors and consultants are self-employed individuals working with FAST Planning and are not employees of the organization. These individuals control the manner in which they complete assigned tasks, whereas FAST Planning assigns the tasks to them and defines the specific outcomes for each task.

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### Hiring

FAST Planning is an equal opportunity employer and does not discriminate when hiring. Employment actions taken to fill position vacancies shall be based solely on merit; employees do not become “entitled” to a promotion through length of service alone and must go through an identical hiring process as do outside applicants. To ensure an impartial hiring process, the organization will review the applicant’s training, education, and on-the-job experience relative to the minimum requirements of the position vacancy. Reasonable accommodations will be made to enable a qualified applicant with a disability to go through the interview and hiring process.

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### Background and Reference Checks

FAST Planning may conduct background and reference checks on potential or current employees. The information it collects becomes part of the employee’s personnel record and may include the individual’s educational achievements, employment history, criminal record (“rap sheet”), motor vehicle records, and credit report. Any employment offer or offer for promotion or reassignment to another position is contingent upon verification of information the applicant or employee provides during the hiring, promotion, or reassignment process, as permitted by state and federal law.

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### Employment Eligibility

In compliance with federal law, all new employees must complete the U.S. Citizenship and Immigration Services (“**USCIS**”) Form I-9 by the first day of hire to verify personal identity and employment eligibility.

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### Probationary Period

All appointments shall be tentative, subject to a probation of six months. During the initial six-month employment period, an employee may be terminated at any time if the Executive Director is dissatisfied with the employee’s performance. Similarly, the FAST Planning Policy Board may terminate an Executive Director within the initial six-month employment period if it is dissatisfied with their performance.

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### Personnel Records

The Executive Director shall provide for the maintenance of personnel records to document an employee’s tenure from hire to termination. These records include: their application; interview and

hiring notes and documents; status changes; performance reviews; progress reports; disciplinary actions; EEO/affirmative action data; benefit plan choices and enrollments; dependent and beneficiary information; resignations and rehire determinations; and reports of legal actions, including EEO complaints. Employees shall have access to their personnel records at any reasonable time. A written report of all disciplinary actions, excluding oral reprimands, must be placed in an employee's personnel record. No document shall be removed from an employee's personnel without the Executive Director's authorization and the employee's concurrence. FAST Planning shall give government agents limited access to employee files as required by law.

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### Healthcare Information

Information related to an employee's healthcare enrollment or plan, if any, will be managed in conformance with the Health Insurance Portability and Accountability Act ("HIPAA"). FAST Planning does not regularly maintain records of its employees' healthcare information, and any such information voluntarily shared by an employee will be kept confidential.

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### Employment Status Changes/Separation

A change in an employee's status may occur for different reasons, including termination, resignation, abandonment, or retirement. These are the four employment status changes:

- **Termination** - Employees without a written employment agreement to the contrary are employed at-will. FAST Planning may conclude the employment relationship with or without advance notice at any time and for any reason.
- **Resignation** - Any at-will employee may choose to conclude the employment relationship with FAST Planning at any time and for any reason. Employees who are considering resignation are encouraged to consult their supervisor to discuss whether other options are available for accommodation. FAST Planning requests that resigning employees provide at least two weeks' advance written notice. FAST Planning will confirm all employee resignations in writing within one business day.
- **Abandonment** - Abandonment occurs where an employee fails to report to work for five work days in a row (regardless whether there is an intervening weekend or holiday) without prior approval. FAST Planning will consider this employee as having voluntarily resigned their employment as of the close of business on the fifth day.
- **Retirement** - Employees seeking to retire are requested to provide at least four weeks' advance written notice. This will allow FAST Planning sufficient time to finalize any payroll and benefits issues, determine and prepare for any replacement hiring needs, and wrap up all other

outstanding employment matters relating to the planned retirement.

FAST Planning will schedule an exit interview with a separating employee to provide them with an opportunity to reflect upon their tenure with the organization. Separating employees will be asked to confirm their forwarding address to ensure that they receive their final paycheck and any tax or health insurance information in a timely manner.

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### Return of Company Equipment and Property

An employee who is separating from FAST Planning must return all the organization's equipment and property in their possession. This may include ID cards, keys, cell phones, laptops, computer accessories, and office supplies. FAST Planning may deduct from the employee's final paycheck the value of all unreturned property, in accordance with state law. An employee who fails to return such property upon separating may be deemed ineligible for rehire or may be subject to legal proceedings.

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### Rehire

To be rehired, a former employee must have separated from FAST Planning in good standing. Employees lose good standing when the reason for separation is a policy violation. Former employees in good standing are still required to go through the regular hiring process, including the submission of an employment application. A rehired former employee will begin accruing benefits at the same rate and in the same manner as new a new hire, and FAST Planning will calculate their tenure for all purposes starting from the date of rehire.

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### Protection for Whistleblowers

FAST Planning will not take retaliatory action against any employee because they have disclosed information to the Policy Board or to the authorities, even confidential information, that they believe reasonably demonstrates a violation of a law, rule or regulation; gross mismanagement or waste of funds; an abuse of authority; or a substantial and specific danger to employee health or safety.

## STANDARDS OF EMPLOYEE CONDUCT

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### Standards of Employee Conduct and Discipline

FAST Planning employees are responsible for knowing and abiding by the organization's rules and policies, which are intended to ensure high standards of ethical and personal conduct throughout its operations. Employees are expected to maintain the highest ethical standards and to perform their duties in good faith and to the best of their abilities. They are expected to use good judgment in all their actions and to consult a supervisor if there is any doubt whether their intended conduct meets

FAST Planning's standards.

Where warranted under the circumstances, FAST Planning will use progressive discipline to correct, improve, or prevent future recurrences of employee conduct falling below our standards. At FAST Planning's discretion, employee discipline may proceed as follows: verbal warning, written warning, institution of a conduct evaluation period, and termination.

A conduct evaluation period, if instituted for an employee, is a set period not to exceed 90 days during which the employee will receive counseling and monitoring by a supervisor or a member of the Policy Board for the purpose of targeting the possible causes of employee misconduct or correcting their poor performance. Depending upon the employee's conduct or performance during the conduct evaluation period, further discipline or corrective action may occur at its conclusion, including termination of the employee.

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#### Dress Code

Employees are expected to maintain a clean, orderly, and well-groomed appearance and are requested to ask their supervisor if they are unsure what is appropriate. Employees displaying improper dress or appearance will be notified. Repeated inappropriate appearance is grounds for discipline.

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#### Smoke-Free Workplace

Except in designated smoking areas and in conformance with state law, FAST Planning prohibits smoking on all work premises. Contractors, visitors, and other persons who are present on FAST Planning's work premises are expected to abide by this policy as well.

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#### Drug-Free Workplace

FAST Planning's drug and alcohol policy applies to all employees and applicants for employment and is designed to identify and eliminate instances of substance abuse in the workplace.

Employees may not consume alcohol or use marijuana at any time on property managed by FAST Planning or while engaged in FAST Planning business off site, nor may they have any detectable amount of alcohol, marijuana or illegal drugs present in their body. Furthermore, employees are prohibited from consuming, possessing, selling, or purchasing illegal drugs at any time on property managed by FAST Planning or while engaged in FAST Planning business.

Any violation of this policy may result in disciplinary action and possible termination of the employee, even for an employee's first offense.

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### Personal Phone Calls and Cell Phone Use

To minimize disruptions in the workplace and to keep productivity high, FAST Planning employees may not make personal phone calls or use their personal cell phones at work except during breaks and emergencies, and on the rare occasion to handle pressing personal matters. Employees are requested to keep their cell phones silenced or on low volume so as not to disturb their co-workers, and when on a call, to keep their voice low and to move away from others if possible.

FAST Planning retains the right to outright prohibit all personal calls and personnel cell phone use, except during emergencies, and to regulate individual employees who abuse their privilege. Personal calls are not allowed on FAST Planning-issued cell phones.

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### Company Equipment and Property

Any equipment and property, including cell phones, that FAST Planning issues to employees or makes available to them will remain the sole property of the organization, may not be used for personal reasons, and must be returned promptly at the end of employment.

Employees are responsible for following all operating instructions and safety guidelines, performing regular maintenance, and taking care not to damage or destroy any FAST Planning equipment or property. Employees must notify their supervisor if they discover that any equipment or property in the workplace is damaged, defective, hazardous, or in need of repair.

FAST Planning may discipline employees who handle FAST Planning equipment or property improperly, negligently, or in an unsafe manner, and employees may be required to reimburse FAST Planning for any damage they cause to equipment or property. Employees must report the theft of any FAST Planning equipment or property immediately to a supervisor.

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### Confidentiality

Employees of FAST Planning are prohibited from disclosing confidential information belonging to FAST Planning to any external parties without prior authorization, or to other employees, independent contractors, or consultants who do not have a legitimate business reason to know such information. **“External parties”** are any person or entity besides FAST Planning’s employees, board members, contractors, and consultants. **“Confidential information”** includes information that is generally not known to the public.

Employees must maintain confidentiality in all locations, all modes of communication (including social media), and at all times, continuing indefinitely after termination of their employment relationship with FAST Planning. Employees are responsible for knowing what information should be treated as confidential and are advised to consult their supervisor for clarification as necessary.

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### Relatives and Close Personal Relationships

Employees are prohibited from supervising, reporting on, or otherwise working with their relatives or other persons with whom they have close personal relationships. **“Relatives”** include spouses, domestic partners, (step-) children, adopted children, domestic partners, (step-) parents and siblings, grandparents, uncles, aunts, cousins, nieces, nephews, in-laws, and relatives of domestic partners. **“Close personal relationships”** include relationships with persons with whom an employee shares a household. An employee must disclose to their supervisor any relatives or close personal relationships in the workplace. Where possible, FAST Planning will strive to neutralize the conflicts of interest posed by relatives and personal relationships, however it reserves the right to take any action necessary to address the issue.

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### Conflicts of Interest

Employees are required to avoid conflicts of interest and must take measures to avoid the appearance of having a conflict of interest. In general, an employee avoids conflicts of interest by not using or appearing to use FAST Planning’s confidential information, property, or business opportunities for personal gain. Employees must disclose any actual or potential conflicts of interest to their supervisor.

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### Gifts and Gratuities

Employees of FAST Planning are prohibited from accepting gifts or gratuities from the individuals and companies with which FAST Planning does business. This does not include gifts of insignificant value meant to commemorate a holiday function or a specific business-related event such as a conference or presentation. Each employee is responsible to keep themselves free from indebtedness or favors, which tend to create a conflict of interest between personal and official interests or might affect their impartiality. Employees must avoid any appearance of impropriety.

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### Outside Employment

Employees shall declare any outside employment to the Executive Director, and the Executive Director shall declare any outside employment to the Policy Board. That said, no employee of FAST Planning shall accept outside employment or engage in a financial activity that:

1. Conflicts with FAST Planning’s interests or in any way reflects unfavorably upon the organization;
2. Is not compatible with the employee’s work for FAST Planning; or
3. Detracts from the employee’s efficiency or availability during their regular work hours.

No employee shall be a contractor of FAST Planning or be employed by a contractor on FAST Planning matters.

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### Political Activities

Employees shall not solicit contributions or services during work hours, from other employees or visitors to FAST Planning, on behalf of any political party or candidate. Also they may not participate during work hours in any political activities not considered part of their normal job duties. Employees, however, may be members of and support a political party or candidate, vote as they choose, privately express their opinions on all political subjects and candidates, maintain neutrality, or attend political meetings.

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### Solicitations in the Workplace

Soliciting for causes in the workplace may be disruptive and interfere with productivity. Therefore, employees of FAST Planning and visitors to its work premises are prohibited from requesting donations, selling products or services, gathering signatures, posting on employee bulletin boards, sending non-work-related emails, distributing literature, and soliciting for causes on FAST Planning online spaces. FAST Planning may make exceptions to this policy for charitable activities or employee organized events.

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### Searches

FAST Planning reserves the right to monitor, inspect, or search FAST Planning equipment and property.

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### Safety

Each employee is tasked with helping to maintain a safe work environment and to comply with all applicable state and federal health and safety laws and regulations. Employees must report all injuries, accidents, illnesses, safety hazards, and health concerns that they observe or experience to their supervisor or to a member of the Policy Board.

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### Workplace Bullying

The employees of FAST Planning are to be treated with courtesy and respect at all times. Bullying of one employee by another, or by a FAST Planning contractor, consultant, or visitor, will not be tolerated.

Bullying may be defined as repeated abuse, whether physical, verbal, or unspoken, and whether subtle or blatant. Employees who are the victim of bullying or who witness bullying on work premises or off-site must report the incident(s) to their supervisor or to the Policy Board. FAST Planning will promptly investigate reports of bullying, while at the same time keeping all communications and the identities of

those individuals involved as confidential as possible under the circumstances. Employees who are suspected of bullying may be placed on administrative leave during the investigation. An employee who has been found to bully other employees will be subject to discipline.

FAST Planning will not tolerate any retaliation against an employee who reports bullying to their supervisor or to the Policy Board or who cooperates in the investigation of a report of bullying.

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### Workplace Violence

FAST Planning does not tolerate violence or dangerous behavior of any kind in the workplace, including but not limited to physical abuse, threats, intimidation, coercion, or stalking.

Employees who are the victim of violence by another employee, or by a FAST Planning contractor, consultant, or visitor, on work premises or off-site, must report the incident(s) to their supervisor or to the Policy Board as soon as possible. This may prevent a situation from escalating and becoming even more dangerous. An employee should never attempt to handle a violent situation themselves.

FAST Planning will promptly investigate reports of violence or dangerous behavior, while at the same time keeping all communications and the identities of those individuals involved as confidential as possible under the circumstances. Employees who are suspected of violence or dangerous behavior may be placed on administrative leave during the investigation. An employee who has been found to be violent or dangerous will be subject to discipline.

FAST Planning will not tolerate any retaliation against an employee who reports violence or dangerous behavior to their supervisor or to the Policy Board or who cooperates in the investigation of a report of violence or dangerous behavior.

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### Workplace Sexual Harassment

FAST Planning believes that all employees are entitled to a workplace free of harassment, and expects that all employees will treat each other and our contractors, consultants, and visitors with courtesy, dignity, and respect. Sexual harassment is serious misconduct. Employee offenders may be subject to disciplinary action, up to and including termination.

Unwelcome sexual advances; requests for sexual favors; sexual demands; or other verbal, physical, or unspoken conduct of a sexual nature among employees or between an employee and a contractor, consultant, or visitor to FAST Planning, whether subtle or blatant, will constitute sexual harassment when:

1. Submission to the conduct is either an explicit or implicit term or condition of employment;



2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct;
3. The conduct has the purpose or effect of interfering with an employee's or individual's work performance, or creating an intimidating, hostile, or offensive work environment; or
4. Third-party situations arise whereby an employee is offended by the sexual interaction, conduct, or communication among other employees or between an employee and a contractor, consultant, or visitor to FAST Planning.

Employees who experience or witness sexual harassment in the workplace or off-site must report it immediately to their supervisor, the Executive Director of FAST Planning, or any member of the FAST Planning Policy Board. FAST Planning will promptly investigate reports of sexual harassment, while at the same time keeping all communications and the identities of those individuals involved as confidential as possible under the circumstances. Employees who are suspected of sexual harassment may be placed on administrative leave during the investigation. An employee who has been found to engage in sexual harassment will be subject to discipline.

FAST Planning will not tolerate any retaliation against an employee who reports sexual harassment to their supervisor or to the Policy Board or who cooperates in the investigation of a report of sexual harassment.

## PAYROLL PRACTICES

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### Work Hours

The FAST Planning work week consists of five (5) eight (8) hour days. Ordinary work hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, including one unpaid hour for lunch.

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### Time Reporting

All employees are required to keep accurate and complete time records of their daily hours worked. Employees may not count meal breaks or off-duty time toward hours worked. It is prohibited to falsify time records; doing so may result in discipline or termination. Time worked is recorded in fifteen minute increments through the timekeeping system provided by FAST Planning.

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### Attendance

Employees shall not absent themselves from their scheduled workday without the prior approval of their supervisor. Employees who fail to report for work at the designated time shall make every reasonable effort to notify their supervisor as to the circumstances requiring such absence.

Any unauthorized absence of an employee from duty shall be deemed leave without pay, notwithstanding that the employee may have accrued leave available at the time.

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### Overtime

Employees classified as nonexempt will be paid overtime according to the FLSA and state law for hours worked over 8 hours per day or 40 hours per week. Their supervisor must approve all overtime in advance and may adjust an employee's work schedule during the workweek to avoid overtime. Overtime is paid at one and one-half an employee's normal base pay rate. The workweek is calculated beginning at 12:00 a.m. on Sunday morning and ending at 11:59 p.m. on Saturday night. Only actual hours worked will be counted for overtime pay. Meal breaks, time off for holidays, personal leave, family and medical leave, administrative leave, and leave without pay will not be used to calculate overtime. Exempt employees are not eligible for overtime.

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### Payment of Wages

Employees are paid semimonthly. Paydays fall on the 15th and last day of the month. Employees will be paid on the last business day prior to any payday which happens to fall on a weekend or holiday.

Employees must submit a new Form W-4 if their marital status or number of exemptions change.

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### Deductions

FAST Planning will make deductions from an employee's pay according to state and federal law. These may include federal income tax withholding, Social Security, Medicare, garnishments pursuant to valid court orders, other deductions pursuant to law, or voluntary deductions.

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### Travel

FAST Planning reimburses employee expenses incurred while traveling on FAST Planning business as set forth in the organization's fiscal policy. Per diem shall be \$51 (fifty one dollars) per day for travel outside the boundaries of the Fairbanks North Star Borough.

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### Mileage Reimbursement

Employees shall be paid for business mileage at a rate equivalent to the current Internal Revenue Service mileage allowance. Business mileage is the travel an employee incurs beyond their normal commuting mileage (from home to the office and home again) on a typical workday. The mileage shall be documented on the FAST Planning business mileage reimbursement form and will be reimbursed through payroll on the employee's next paycheck.

Employees using a personal vehicle must have a valid driver's license, current proof of an auto policy meeting State-mandated insurance requirements, and an acceptable motor vehicle record. FAST Planning will secure a \$1 million Uninsured Motorist policy for all employees using personal vehicles for business purposes. The employee's personal insurance policy is primary for coverage, and FAST Planning's policy is for excess only.

If at any time an employee's driving privileges are revoked, suspended or restricted, they must immediately notify their supervisor and shall not be authorized to drive for FAST Planning until their driving privileges are reinstated and they can demonstrate to their supervisor an acceptable motor vehicle record.

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### Relocation Allowance

FAST Planning may reimburse employees who have been recruited outside the Fairbanks North Star Borough for their documented relocation expenses (travel + shipment of household goods). This one-time relocation allowance will be limited to the equivalent of one month's salary.

Before recruiting an individual outside the Fairbanks North Star Borough, FAST Planning will consider current and future staffing needs and urgency in filling the position, the pay ranges involved, and other peripheral management considerations.

An employee who has received a relocation allowance and who terminates their employment with FAST Planning before 12 months are up shall be required to repay the organization on a prorated basis for each month of the 12 months remaining after their date of hire. This repayment amount shall be deducted from the employee's final paycheck. Alaska Statute 23.10.380 may apply.

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### Separation

When an employee separates from FAST Planning, their wages accrue only up to their effective date of separation, except where expressly stated to the contrary in a written employment agreement or in state law. Assuming that the employee has returned all equipment or property which has been issued to them, their final paycheck will be made available within three business days of the separation or mailed per employee request by certified mail to their confirmed forwarding address. Accrued but unused leave will be paid out consistent with the FAST Planning personal leave policy.

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## EMPLOYEE PAY

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### Pay

Employee compensation at the start of FAST Planning employment or internal promotion is determined based on the applicant's prior work experience, credentials, and education; the local job market; the organization's budget; and peripheral management considerations. The Executive Director shall recommend employee compensation for approval by the Policy Board, and the Policy Board shall determine compensation for the Executive Director position.

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### Cost of Living Adjustment

At the beginning of FAST Planning's fiscal year (October 1), all regular fulltime and part-time employees shall receive a Cost of Living Adjustment (COLA) added to their gross wages based on the U.S. Department of Labor Consumer Price Index for All Urban Consumers (CPI-U) for Anchorage. The COLA shall reflect the average of the CPI-U for the second half of the previous calendar year and first half of the current calendar year. If the CPI-U average is a negative amount, employees' wages will not change. Temporary employees are not eligible for COLA.

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### Performance Review

The Executive Director of FAST Planning shall implement a formal system by which each employee's job performance is evaluated in accordance with the following schedule:

1. Probationary employees will be evaluated after completing six months of service.
2. After completing the probation period, all employees will be evaluated annually, as calculated from the last date of evaluation.
3. Employees will be evaluated at the time of separation and their rehire status documented.

Each employee will be evaluated by their supervisor, and the Executive Director will be evaluated by the Policy Board. Employees will be furnished their evaluation and allowed to respond to it. The evaluation and any written responses by the employee will be placed in the employee's personnel record.

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### Merit Increases

The Policy Board will meet near the end of FAST Planning's fiscal year to review its actual-to-proposed budget and to determine compensation for employees, also taking into account such factors as longevity, loyalty, and exceptional performance. The Policy Board may grant a merit increase to an employee of no more than 3% of their gross wages after the COLA has been applied.

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### Severance Pay

When substantial changes to the organization, a shortage of funds, or a lack of work necessitates a reduction in the workforce, FAST Planning will offer severance pay for any terminated employee equivalent to one month of wages for each year of service, not to exceed four months' wages.

## EMPLOYEE BENEFITS

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### General Information

In addition to those benefits required by state and federal law, permanent fulltime employees of FAST Planning may be entitled to additional benefits as outlined in the subsections below. Certain benefits are governed by their specific plan documents, which are controlling over this policy. Any statement of FAST Planning that contradicts or does not align with official benefit documentation shall be void.

Employees are advised to consult official documentation respecting specific benefits or to contact their supervisor with any questions or concerns. The organization reserves the right to alter, supplement, amend, or end these employee benefits at any time.

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### Health Insurance

FAST Planning will provide 80% of health insurance premiums for fulltime permanent employees to participate in a family health insurance plan, including vision and dental coverage. Employees should refer to official plan documentation for benefit details or contact their supervisor for more information.

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### COBRA

Employees who are enrolled in FAST Planning's family health insurance plan may qualify under the Consolidated Omnibus Budget Reconciliation Act (COBRA) when they separate from the organization. FAST Planning will provide employees, within thirty days of their departure, written notification of their eligibility to continue coverage.

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### Worker's Compensation

FAST Planning carries workers' compensation insurance for all employees. Workers' compensation generally covers medical, surgical, and hospital expenses for a work-related injury or illness in addition to lost wages and disability. An employee who experiences a work-related injury or illness, no matter how small, must seek medical evaluation at once. They also must notify their supervisor, who will assist them in completing an incident report.

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### Social Security

FAST Planning contributes to Social Security on behalf of all its employees. Social security is designed to provide benefits to employees, or to their spouses or dependents, upon the employee's retirement, disability, unemployment, or death.

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### Retirement Savings Plan

FAST Planning provides a 401(k) Retirement Savings Plan for employees, which has two parts.

First, beginning at the start of their employment with the organization, an employee may contribute a portion of their salary to their 401(k) account, up to the maximum amount contributable. They are entitled to the entirety of their contribution upon separation.

Second, beginning at the start of their employment with the organization, FAST Planning shall contribute an equivalent of 3% of an employee's gross wages to their 401(k) account. The employee is 100% vested after two years of service and would be entitled to the entirety of the employer's contribution upon separation. The Policy Board shall review the amount of the employer contribution annually.

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### Unemployment Insurance

FAST Planning pays taxes toward unemployment insurance for all employees in accordance with federal and state law. Unemployment insurance provides eligible workers with supplemental income to bridge the time that they are unemployed.

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### Trainings and Conferences

FAST Planning encourages employees to avail themselves of professional trainings and conferences to help them serve the organization and the public more effectively. Professional trainings may include a semester-long course at the University of Alaska Fairbanks or the Tanana Valley Community College, or online. Trainings and conferences are taken on work time, as is the travel to and from the training or conference venue.

To be approved for attendance, the employee must first submit a request to the Executive Director, prior to enrollment, that: identifies the sponsor and describes the content of the training or conference, explains the benefit to FAST Planning and its stakeholders of the employee attending the training or conference, and provides a detailed breakdown of all costs associated with traveling to and attending the training or conference.

FAST Planning may propose to reimburse less than 100% of the costs associated with attending the training or conference depending on the nature of the opportunity, the organization's finances at the time, and other peripheral management considerations.

The Policy Board shall consider the Executive Director's requests to attend trainings and conferences.

## TIME OFF AND LEAVES OF ABSENCE

### Requesting Leave

FAST Planning relies upon a dependable and consistent workforce to operate smoothly. However, it is understood that circumstances will at times require employees to take time off work. Employees may be entitled to various types of leave, either as mandated by law or as offered by FAST Planning. Unless a specific type of leave in this policy provides for a specific notice period, or a specific notice period is required by law, employees must provide as much notice as possible prior to taking leave.

Employees must properly submit all requests for leave and receive authorization prior to taking time off work. Unless the leave is required by law, the employee's supervisor retains discretion as to whether to approve the requested leave. Any unauthorized absence of an employee from duty shall be deemed leave without pay, notwithstanding that they may have accrued leave available at the time.

Unless otherwise noted or required by law, employees who receive paid time off will be compensated at their normal base pay rate for the hours absent. Employees are advised to consult their supervisor if they are unsure as to which types of leave might be available to them.

### Personal Leave

Regular fulltime employees shall accrue personal leave as follows:

1. Date of hire to 2 years of service – 160 hours per calendar year.
2. Two to 5 years of service – 200 hours per calendar year.
3. More than 5 years of service – 240 hours per calendar year.

Part-time employees shall accrue leave on the same schedule as fulltime employees, however proportionate to the number of hours they are regularly scheduled to work. (*i.e.*, if a part-time employee works 20 hours per week, the number of hours of leave will be granted at half the amount listed in the schedule above).

Leave accrues from year to year with a maximum accrual of 240 hours. When an employee's leave accrual reaches the maximum limit, they must elect either to receive monetary compensation ("**leave cash out**") or to take leave to reduce their accrued leave below the maximum limit.

Upon request, a supervisor may authorize monetary compensation for accrued leave at the employee's current rate of pay, up to 80 hours per year. The Policy Board will consider the Executive Director's request to cash out their accrued leave. Employees are advised to build up and to maintain 40 hours of accrued personal leave in order to cover unexpected needs.

All an employee's accrued leave shall be compensated at their current rate of pay at the time of their separation and paid in full.

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### Donating Leave

An employee may voluntarily donate their accrued leave to another employee, provided the donating employee will have 40 hours of accrued leave remaining after the donation. In computing the leave now available to the second employee, the donated leave will be valued at the normal base pay rate of the donating employee and converted into accrued leave at the normal base pay rate of the employee receiving the donation.

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### Holidays

Regular employees of FAST Planning are entitled to the holidays listed below as paid time off. Part-time employees have paid holidays on the same schedule as fulltime employees proportionate to the number of hours they are regularly scheduled to work. (*i.e.*, if a part-time employee works 20 hours per week, their holiday day pay will be equivalent to 4 hours at their normal base pay rate.) An employee who is required to work on a holiday will be paid two times their normal base pay rate. (*i.e.*, double time, which equates to the normal base pay rate for the holiday plus the normal base pay rate for working).

1. News Year's Day (January 1<sup>st</sup>)
2. Martin Luther King, Jr. Day (third Monday in January)
3. President's Day (third Monday in February)
4. Seward's Day (last Monday in March)
5. Memorial Day (last Monday in May)
6. Independence Day (July 4<sup>th</sup>)
7. Labor Day (first Monday in September)



8. Alaska Day (October 18<sup>th</sup>)
9. Veterans Day (November 11<sup>th</sup>)
10. Thanksgiving Day (fourth Thursday in November)
11. Christmas Day (December 25<sup>th</sup>)

If any of these listed holidays falls on Sunday, the following Monday will be given as a holiday for pay purposes. If any holiday falls on a Saturday, the preceding Friday shall be given as a holiday for pay purposes. When a holiday falls on an employee's regular day off, the next working day is considered a holiday for pay purposes.

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### Family and Medical Leave

Due to its size, FAST Planning is not required to comply with the Family and Medical Leave Act (FMLA), a federal statute which mandates family and medical leave under certain circumstances.

However, FAST Planning will consider granting employee requests for paid leave or a combination of paid and unpaid leave to manage the birth and care of a newborn; to adopt or foster a child; to care for the employee's spouse, child, or parent who has a serious health condition; to seek care for the employee's own serious health condition; or to manage an exigency arising from the fact that the employee's spouse, son, daughter, or parent is a service member on active duty.

When possible, such requests must be made at least 30 days prior to the anticipated leave and provide an estimate of the duration of the leave. Requests will be granted on a case-by-case basis in consideration of the needs of both FAST Planning and the employee. Employees must plan to exhaust their paid leave prior to taking unpaid leave.

FAST Planning also will provide employees with information regarding any relevant state family and medical leave law, as may be required by law.

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### Administrative Leave

Administrative leave may be granted by the Executive Director or the Policy Board for the following reasons:

1. Court Leave. Employees who are summoned for jury duty or are subpoenaed as a witness in a civil or criminal matter shall be granted administrative leave and will not suffer a loss of pay for their participation. However, such employees will remit to FAST Planning any compensation they receive from the court system.

2. **Voting Leave.** FAST Planning encourages employees to fulfill their civic duty to vote in elections. Whenever possible, employees must vote outside ordinary work hours. Paid voting leave must be authorized in advance by an employee's supervisor or by the Policy Board.
3. **Military Leave.** Employees who are absent from employment due to uniformed military service shall be entitled to reemployment rights and benefits and health insurance protection employment in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and, when the employee is a member of the Alaska National Guard or the Alaska Naval Militia, in accordance with state law.
4. **Bereavement Leave.** Employees shall be allowed time off work without loss of pay, not to exceed three days, in the event of a death in the employee's immediate family, for attending the funeral or for making necessary arrangements.
5. **Workers' Compensation.** Employees who are unable to work due to a work-related injury or illness may be eligible for workers' compensation leave and benefits in accordance with state law.
6. **Disciplinary Leave.** An employee who is suspended from work during an investigation of their alleged violation of the personnel policy may be required to take personal leave or leave without pay for the duration of the investigation.

The Policy Board shall consider the Executive Director's requests for administrative leave.

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#### Leave Without Pay

Employees may be granted leave without pay for periods not to exceed three months, provided that such leave may be scheduled without adversely affecting the operations of FAST Planning. All requests for leave must be submitted in writing and approved by the Executive Director.

Employees on leave without pay are not eligible for holiday pay and do not accrue personal leave. FAST Planning will pay their health care premiums only for the first 30 days of their time on leave without pay.

The Policy Board will consider the Executive Director's requests for leave without pay.

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#### Policy Last Updated

August 21, 2019

## FISCAL POLICY

### Policy Statement

The purpose of this policy is to detail the accounting procedures for FAST Planning and to ensure that; financial records and statements conform to generally accepted accounting principles, assets are safeguarded, and finances are managed with accuracy, efficiency, and transparency.

### Division of Responsibilities

The following individuals have fiscal and accounting responsibilities:

#### *Policy Board*

- a. Reviews and approves the annual budget
- b. Reviews quarterly and annual financial statements
- c. Four members of the board will be appointed by the board to be authorized signers on the bank account
  - i. All checks must have two signatures
- d. Reviews and approves all contracts over \$25,000
- e. Reviews and approves all individual expenditures over \$5,000
- f. Selects an independent Certified Public Accountant (CPA) to conduct an annual audit of all revenues and expenditures of FAST Planning

#### *FAST Planning Staff*

- a. Executive Director
  - i. Reviews and approves all financial reports and manages cash flow
  - ii. Develops and monitors annual budget
  - iii. Reviews and approves all expenditures
  - iv. Serves as an authorized signer on the bank account
  - v. Reviews and approves all contracts under \$25,000
  - vi. Opens all bank statements, reviews for any irregularities, and reviews completed monthly bank reconciliations
  - vii. Reviews all payrolls and is responsible for all personnel files

- viii. Reviews and approves all reimbursements and other fund requests
  - ix. Reviews all incoming and outgoing invoices
  - x. Monitors and manages all expenses to ensure most effective use of assets
  - xi. Monitors grant reporting and appropriate release of temporarily restricted funds
  - xii. Oversees expense allocations
  - xiii. Monitors and makes recommendations for asset retirement and replacement
  - xiv. Reviews, revises, and maintains internal accounting controls and procedures
- b. Transportation Planner
- i. Assists Executive Director with the development of annual budgets and review of all financial reports
- c. Administrative Assistant
- i. Responsible for data entry into accounting system and integrity of accounting system data
  - ii. Processes invoices and prepares checks for signature
  - iii. Makes bank deposits
  - iv. Maintains general ledger
  - v. Prepares monthly and year-end financial reports
  - vi. Reconciles all bank accounts
  - vii. Mails vendor checks
  - viii. Manages Accounts Receivable

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### Bank Accounts

All cash accounts owned by FAST Planning will be held in financial institutions which are insured by the Federal Deposit Insurance Corporation (FDIC). If the cash account exceeds the standard deposit insurance coverage limit (typically \$250,000), an additional security will be purchased to cover all excess funds. No bank account will carry a balance over the insured amount at any time.

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## Chart of Accounts & General Ledger

FAST Planning has designated a Chart of Accounts specific to its operational needs and the needs of its financial statements. The Chart of Accounts is structured so that financial statements can be shown by classification (expense type) in coordination with the annual budget as follows:

1. Wages
2. Benefits
3. Training
4. Supplies
5. Utilities
6. Advertising
7. Meetings
8. Contracts

The general ledger is automated and maintained using accounting software (QuickBooks). All input and balancing is the responsibility of the Administrative Assistant with final approval by the Executive Director.

The Executive Director and Chair of the Policy Board should review the general ledger on a periodic basis for any unusual transactions.

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## Accrual Accounting

FAST Planning utilizes the accrual basis of accounting in which revenues are recorded in the period in which they are earned and expenses are recorded in the period in which they are incurred regardless of when cash is received or disbursed.

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## Cash Receipts

Cash receipts generally arise from the following sources:

1. Membership Fees and Annual Dues from the City of Fairbanks, City of North Pole, Fairbanks North Star Borough, and State of Alaska

2. Reimbursement of Quarterly Expense Reports submitted to the Alaska Department of Transportation & Public Facilities
3. Other contracts and grants

The principal steps in the cash receipts process are:

The Administrative Assistant and Transportation Planner receive incoming mail and enters all checks into a log, stamps all checks “for deposit only,” and makes a copy of each check. The checks are kept in a locked cabinet until processed and deposited. The Administrative Assistant processes the deposit and takes it to the bank for deposit. The deposit receipt is put in a file to attach to the deposit log for review by the Executive Director with the monthly bank reconciliation review.

All cash received will be counted by the Administrative Assistant and verified by the Transportation Planner. The cash will immediately be posted using the appropriate allocation. A receipt will be given to the paying party and a copy kept for internal purposes. The cash will be kept in a locked, secure location and deposited within 24 business hours. The deposit receipt associated with the cash deposits will be put into a file and attached to the appropriate deposit log for review by the Executive Director with the monthly bank reconciliation.

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### Cash Disbursements & Expense Allocations

All cash disbursements must be approved by the Executive Director, and are generally made for:

1. Payments to vendors for goods and services
2. License fees
3. Staff training and development
4. Memberships and subscriptions
5. Employee reimbursements

Payments are processed weekly.

All invoices received must have the account code written on them and be reviewed by the Executive Director prior to being submitted to Administrative Assistant for processing.

Every employee reimbursement or purchase request must be documented on the approved form with travel authorization, receipts, nature of business, and expense type before approving for reimbursement. The Executive Director reviews all requests for payment and:

1. Verifies expenditure and amount
2. Approves for payment if in accordance with budget
3. Provides or verifies appropriate allocation information
4. Provides date of payment taking into account cash flow projections
5. Submits to the Administrative Assistant for processing

The Administrative Assistant processes all payments as follows:

1. Immediately enters them into the Accounts Payable module for the Executive Director to approve
2. Prints checks or makes payment using the organization's credit/debit card according to allocation and payment date provided by the Executive Director
3. Submits checks, with attached backup documentation, to Executive Director for approval and signature. All checks require a second signature.
4. Stamps invoice "paid"
5. Mails checks and appropriate backup documentation
6. Files all backup documentation in the appropriate file
7. Runs an accounts payable aging at the middle and end of each month and submits to the Executive Director to assure timely payment of all invoices

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## Procurement

FAST Planning hereby adopts the following purchase limits and approval process specific to the organization:

Value	Quotation	Payment	Approval
Less than \$1,000	Best available price; no quotes required	Credit/debit Card <or> Check	Executive Director

\$1,000 to \$5,000	Minimum of 3 written quotes, if applicable	Credit/debit Card <or> Check	Executive Director
\$5,000 to \$25,000	Minimum of 3 written quotes	Check	Policy Board
Over \$25,000	Invitation to Bid <or> Request for Proposal	Check	Policy Board

Purchases may not be split into multiple transactions to stay within a single purchase limit. All contracts awarded which exceed \$25,000 must have a formal written contract. All contracts, Invitations to Bid, and Request for Proposals shall follow the format and content of the most current version of forms used by the Alaska Department of Transportation & Public Facilities.

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#### Credit/Debit Card Policy & Charges

All staff members who are authorized to carry an organization credit/debit card will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by budgets, laws, and regulations, and the entities from which FAST Planning receives funds.

The receipts for all credit card charges will be given to the Administrative Assistant within one week of the purchase along with proper documentation. The Executive Director will verify all credit card charges with the monthly statements. A record of all charges will be given to the Administrative Assistant with applicable allocation information for posting. A copy of all charges will be attached to the monthly credit card statement when submitted to the Executive Director for approval and signing.

The Executive Director's credit/debit card usage will be provided to the Chair of the Policy Board for periodic review.

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#### Bank Account Reconciliations

The Executive Director will give bank statements to the Administrative Assistant for timely reconciliation as follows:



1. The Administrative Assistance will compare dates and amounts of deposits and withdrawals as shown in the accounting system to those listed on the statement, including comparison of cleared checks with the accounting record including amount, payee, and sequential check numbers.
2. The Administrative Assistant will verify that voided checks, if returned, are appropriately defaced and filed.
3. The Administrative Assistant will investigate any checks that are outstanding over three months.
4. The Administrative Assistant will attach the completed bank reconciliation to the applicable bank statement, along with all documentation.

The reconciliation report will be reviewed, approved, dated, and initialed by the Executive Director.

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### Property and Equipment

Property and equipment include items such as:

1. Office furniture and equipment
2. Computer hardware
3. Computer software

It is the organization's policy to capitalize all items which have a unit cost greater than or equal to \$1,000 and a useful life of more than one year as property or equipment. Items purchased with a value or cost less than \$1,000 will be expensed as a supply.

The depreciation period for capitalized assets is as follows:

Computer Hardware	36 months
Office Equipment	60 months
Office Furniture	60 months
Computer Software	36 months

A Fixed Asset Log is maintained by the Administrative Assistant including date of purchase, asset description, purchase/donation information, cost/fair market value, donor/funding source, identification number, life of asset.

1. The Log will be reviewed by the Executive Director.
2. Annually, a physical inspection and inventory will be taken of all fixed assets and reconciled to the general ledger balances.

3. The Executive Director shall be informed in writing of any change in status or condition of any property or equipment.
4. Depreciation is recorded at least annually. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets. Any impaired assets discovered during the inventory will be written down to their actual value.

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### Donations

All donations to FAST Planning will be recorded in financial statements, and a letter acknowledging the donation will be sent to the donor within two weeks of the receipt of the donation. Donations of equipment will be recorded at the fair market value of the asset on the date of donation. Donation of professional services performed as part of FAST Planning's Unified Planning Work Program will be recorded as in-kind contribution for time that would otherwise be compensated by FAST Planning.

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### Personnel Records

Personnel files for each employee will contain the following documents: application and/or resume, start date of employment, position and pay rate, I-9 form with copies of allowable forms of identification, authorization of payroll deductions, W-4 withholding authorization, emergency contact form, and other forms as deemed appropriate by the Executive Director.

All personnel files are to be kept in a secure, locked file cabinet and accessed only by authorized personnel in accordance with FAST Planning's Personnel Policy. Personnel files will be retained for 5 years.

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### Payroll Processing

FAST Planning will provide payroll services to employees through a third-party vendor for timekeeping, issuance of paychecks, vacation and holiday pay, per diem, expense reimbursements, tax deductions and payments, federal and state compliance/reporting, W-2s, and unemployment insurance. Payroll will be processed as follows:

1. Timesheets are to be prepared by all staff electronically in the timesheet program and submitted semi-monthly on the 1st and 16th of the month. If the 1st and/or 16th of the month fall on a weekend or holiday, the timesheets are to be submitted the day after the weekend or holiday.
2. Time entry will be recorded on a daily basis.

3. Timesheets for the Transportation Planner and Administrative Assistant will be reviewed and approved by the Executive Director.
4. Any changes to the standing information of the payroll register from the prior pay period, including addition of new employees, deletion of employees, or changes in base pay rate must be accompanied by an Employment Information Form and signed by the Executive Director before the change can be made.
5. The third-party vendor will process payroll in a timely manner and record vacation time, holiday hours, sick time, and any other information deemed necessary to properly reflect time worked.
6. Paychecks will be delivered on the 15th and 30th/31st of each month. If 15th and/or 30th/31st fall on a weekend or holiday the direct deposit will be delivered the day before.
7. If the employee requests that his/her check be turned over to a third party, the request must be made in writing prior to distribution.
8. Employees may choose direct deposit to a designated bank account. Their paycheck is deposited directly into the designated account on the payroll date. The employee will receive a verification stub.
9. The Executive Director will review payroll expenditures and allocations monthly, including payroll tax deposits.
10. Quarterly federal and state payroll reports will be prepared by the third-party vendor, reviewed by the Executive Director, and filed by either the third-party vendor or Executive Director.
11. All W-2 statements are issued to employees prior to January 31st of the following year for the prior calendar year.

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#### End of Month and Fiscal Year-End Close

1. The Executive Director will review and sign off on all month- and year-end journal entries. They will be printed and filed for audit purposes.
2. At the end of each month and fiscal year end, the Executive Director will review all balance sheet accounts including verification of the following balances: cash accounts match the bank reconciliations, fixed assets accounts reflect all purchases, write-downs and retirements, and accounts receivable and payable accounts match outstanding amounts due and owed.
3. The income and expense accounts review will include reconciliation to amounts received and expended and verification that payroll expenses match the payroll reports including federal and state payroll tax filings.

4. Once the final monthly and fiscal year-end financial statements are run, reviewed, and approved by the Executive Director, no more entries or adjustments will be made into that month or year's ledgers.
5. At the end of the fiscal year, an outside CPA will prepare the annual Return for Organization Exempt from Income Tax (IRS Form 990). The return will be presented to the Policy Board for their review and approval. The Executive Director will then file the return with the Internal Revenue Service by the annual deadline.
6. All other appropriate government filings including those required by the attorney general's office will be completed and filed with the appropriate agency.

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### Financial Reports

The Administrative Assistant will prepare the monthly and annual financial reports for distribution to the Executive Director. The reports will include: balance sheet, statement of income and expenses, budget versus actual report for each program which has an established budget, a budget versus actual report for the organization, accounts receivable aging, accounts payable register and aging, cash flow projection, and any other requested reports.

Periodic and annual financial reports will be submitted to the Policy Board for review and approval.

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### Annual Audits

The Policy Board will select an independent CPA to conduct an annual audit of all revenues and expenditures of FAST Planning. The audit will be completed within three months of the end of each fiscal year. The Executive Director will have direct responsibility in providing necessary financial records and statements for the CPA to complete the audit. The CPA will provide a presentation of the audit findings to the Policy Board at the conclusion of the audit.

FAST Planning will additionally participate in an internal compliance review performed annually by the Alaska Department of Transportation & Public Facilities. FAST Planning will also participate in a state and/or federal single audit as requested.

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### Policy Last Updated

June 20, 2018

## TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

### TIP Scoring Process

Roadway projects will be scored using the latest FAST Planning Policy Board approved scoring criteria. All publicly owned roadways, regardless of ownership (City, FNSB or State) and regardless of classification (National Highway System or Non-National Highway System) will be ranked and scored using the same criteria. The scoring of FAST Planning' projects will assist in prioritizing projects for the development of the TIP. Non-FAST Planning funded projects will be scored in order to convey the MPOs priority projects for the ADOT&PF's consideration in the STIP. ADOT&PF will consider the proposed NHS scoring and ranking, and ADOT&PF will continue to establish the funding for NHS projects in cooperation with FAST Planning in accordance with USC title 23 Section 134 (i)(4)(B).

The approved FAST Planning Public Participation Plan, requires all project nominations be scored by the Technical Committee regardless of the funding type to ensure the proper vetting of all projects. Specific projects that receive direct general funding appropriations will not be scored unless additional appropriations are required. Nominations for projects to include in the TIP may be received at any time and are encouraged. However, projects will be scored and ranked only during the development of a new TIP. Any project scored between TIP cycles will be done at the direction of the Policy Board.

The Technical Committee will score all projects, in the short-term time frame of the MTP, using the appropriate approved criteria. If a road is planned to be rehabilitated, the adjoining sidewalk or path should be evaluated for rehabilitation as well. Since bicycle and pedestrian projects within the MPA should have the same priority as Roadway projects, rehabilitation, reconstruction and maintenance of these facilities should be similar. If the sidewalk or path is deemed to need more extensive reconstruction under a separate effort, a project will be immediately started to correct the deficiencies in the facility. If a new road is to be built, accommodations for a bicycle and a pedestrian facility should be investigated and the FAST Planning Technical Committee and Policy Board should be consulted.

Scoring criteria will only be modified and used prior to the development of a new TIP. Subsequent refinement to scoring criteria will be approved and used in the next TIP cycle unless implementation of new criteria is required by law. New projects added to the TIP by the Policy Board that require scoring, shall use the same scoring criteria as the other projects within the TIP. Projects that have already been initiated with the State (approved preliminary engineering phase) will not be re-scored, as these are considered On-going projects. A project that has already been scored but has a significant scope change must be re-scored, per the direction of the Policy Board.

The Policy Board may place a new project in the TIP, after the TIP has been developed. Placement of the new project may be at the discretion of the Policy Board after the new project is scored by the Technical Committee. If not directed specifically by the Policy Board, new projects added to the TIP, after a TIP has

been developed, will be the next highest ranked project from the appropriate Needs List, if maintenance and match issues have been sufficiently addressed.

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Policy Last Updated

July 15, 2015

## TIP FUNDING TABLE

80% of the FAST Planning STP allocation should be used for roads and associated appurtenances and 20% should fund Non-Motorized projects, averaged over four years. The following programs and projects are funded with these allocations listed above.

### Surface Transportation Program (STP) Projects

1. All items listed as STP Projects, except the FAST Planning Improvement Program, the Sidewalk Improvement Program, the Safety and Efficiency Improvements Program, the Intersection Improvement Program and planning efforts, will be ranked and scored with the approved scoring criteria and projects will be prioritized according to score.
2. Once a project has been initiated, it will remain a TIP priority until it is complete or otherwise closed.
3. STP Projects may include other items besides specific road projects that benefit the road network, landscaping, beautification or may include planning efforts.

### FAST Planning Programs

1. The FAST Planning Improvement Program, the Sidewalk Improvement Program, the Safety and Efficiency Improvements Program, the Intersection Improvement Program and planning efforts fall in a separate category as these projects will not be scored. These projects will be addressed as follows:
  - a. FAST Planning Improvement Program
    - i. A subcommittee will meet each April or May to develop a wish list of projects to include in the following year's program.
    - ii. DOT&PF will develop estimates for the projects nominated based on the scope of work cost.
    - iii. After Scope, Schedule's and Estimate's (SSE's) are developed, the Technical Committee will review the list and make recommendations as to which projects to bring forth to the Policy Board for approval. All projects will be brought forth with the recommendations clearly identified.
  - b. FAST Planning Sidewalk Improvements Program
    - i. Sidewalk improvements for the MPA will first be nominated based on those projects included in the short-term of the MTP. Other sidewalk improvements can be brought forward for consideration as program funding allocations allow. Individual sidewalk improvement projects may come directly from the MTP but may also arise as needs are identified.
  - c. FAST Planning Safety and Efficiency Improvement Program





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### NHS Project Table

This project table will be provided for informational purposes to the ADOT&PF for their consideration. These projects are not funded through FAST Planning.

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### High Priority Projects

1. Illustrating High Priority Projects. High Priority Projects are federally funded projects that are direct appropriations to particular capital projects. The source of the Earmark requests are from a variety of sources and typically not known to FAST Planning until they appear in an appropriation bill. As a federal requirement that all federally funded transportation improvements be illustrated in the TIP, the following will apply for an earmark:
  - a. The project will be illustrated in the TIP for information and administrative approval so that they may proceed.
  - b. It will be the responsibility of the source of the earmark to notify FAST Planning and ADOT&PF of such High Priority Projects and to identify the source of local match.
  - c. If additional STP funds are required to complete the project, the project must be scored by the Technical Committee, unless directed otherwise by the Policy Board.

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### Other Projects and Illustrative General Fund Projects

1. Other projects of regional significance and Illustrative General Fund projects will be listed in the TIP for informational purposes only. These projects are not funded through FAST Planning.

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### Federal Transit Administration (FTA) Project Table

1. The FTA Project Table will be developed in cooperation with the transit provider(s) and shall reflect the short and long range transit plans.

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### CMAQ – Flexible

1. Any flexible CMAQ available to FAST Planning will be considered for use first on modeling and planning efforts that do not directly lead to air quality benefits, as necessary.
2. Remaining funds can be used for eligible Roadway and Non-Motorized projects

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### Congestion Mitigation and Air Quality Table for PM<sub>2.5</sub>

1. This table is for informational purposes only as these projects are funded directly from the STIP and are ranked, scored and recommended by the CMAQ Project Evaluation Board as defined in

*the Memorandum of Agreement for the Selection and Funding of Projects Funded by CMAQ within the Fairbanks Nonattainment Area for PM<sub>2.5</sub> – Amendment No. 1 (08/27/2019)*

2. Policies for project selection can be found in the MOA for the Selection and Funding of Project Funded by CMAQ within the Fairbanks Nonattainment Area for PM<sub>2.5</sub> and related policies developed by the CMAQ Project Evaluation Board.

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Policy Last Updated

December 20, 2017

## MAINTENANCE

Maintenance agreements for FAST Planning projects outline the responsibilities associated with each agency entering the agreement. Typically these agreements are between the DOT&PF and the governmental project sponsor. All projects require a tentative maintenance commitment before initiating PH2 with a final agreement before PH4. (FAST Planning Policy Board Action Items 03.20.13). However, the ADOT&PF has the final determination on whether a project can move forward.

Maintenance of the sidewalks and paths, particularly snow clearing and sweeping, should occur at the same time or as close to as practicable, as the clearing or sweeping of the adjacent roadway.

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### Policy Last Updated

July 15, 2015

## SCOPE AND FUNDING CHANGES

FAST Planning Policy Board approval is required when projects or the program as a whole require adjustments with Scope Changes, Deliverability or Cost Estimate Revisions as outlined below.

### A. Definitions

- a. **Project Scope Changes:** Scope changes are anything outside of the original scope of work as defined during the nomination and ranking process, excluding those things necessary to deliver the project as originally scoped. Examples of scope change: project expansion, change in termini, HSIP or Repave Project becomes full Reconstruction. (FAST Planning Policy Board Action Item 05.15.13)
- b. **Project Deliverability Concerns:** Due to ROW/Utility concerns or other unforeseen issues a project's ability to obligate is delayed or estimated to push back beyond ability to obligate current year funding. The FAST Planning Coordinator will meet monthly with the DOT&PF Preconstruction Engineer and Planning Chief to discuss obligations for the current year and their status in order to make adjustments in a timely manner. The FAST Planning Coordinator will also attend the full Design Status Meetings held quarterly at DOT&PF. The FAST Planning Coordinator will report these concerns to the TC and PC.
- c. **Cost Estimate Revisions:** Project needs additional funding to complete a phase in order to move into the next phase of development. Examples of situations that may require additional funding are unforeseen environmental, design, public involvement, survey/mapping, ROW/Utilities costs, or estimated construction costs. Latest engineer's construction estimates may change because of these changes in previous phases or from the need to increase or upgrade materials during late design phases. The Policy Board approves all funding revisions prior to obligation of the construction phase (PH4), regardless of the amount.
- d. **Project Funding Increases:** The following table outlines the authority levels for approval of funding increases for projects included in FAST Planning's Transportation Improvement Program (TIP). The approval authority is per project and cumulative for each project phase. For example, if there are multiple funding increases over time for the design phase of a project, the approval authority applies to the combined amount of increases for that phase. (FAST Planning Policy Board Action Item 08.21.19)

## Approval Authority for Project Funding Increases

Approval Authority	Project Phase	
	Planning, Design, Right-of-Way, & Utilities	Construction
Executive Director	\$50,000	\$250,000
Technical Committee	\$150,000	\$500,000
Policy Board	>\$150,000	>\$500,000

Policy Last Updated

August 21, 2019

## AIR QUALITY CONFORMITY

### Interagency Coordination

Interagency consultation is required for all TIP amendments and MTP approval (18 AAC 50.715).

- A. For the TIP Amendments:**
- a.** Compile the list of TIP changes and compare them against the exempt list of projects to see if a conformity analysis is required.
  - b.** If staff determines that all the projects are exempt, develop an email to the air quality agencies (DEC, FHWA, FTA, EPA, FNSB Transportation and CC: NR Planning) to that effect. Make sure to give them at least two weeks to comment and provide a deadline for comment. See Attachment 2 for an example.
  - c.** Document the process in the cover letter of the TIP Transmittal. See Attachment 3.
  - d.** If a conformity analysis is required for an amendment, during the initial interagency consultation on conformity, the air quality agencies must agree that the planning assumptions used previously are sufficient. Use the DEC Checklist found at: [http://dec.alaska.gov/air/anpms/conf/trans\\_inter.htm](http://dec.alaska.gov/air/anpms/conf/trans_inter.htm). Or new assumptions may need to be developed and the process outlined for the MTP and TIP should be followed.
- B. For the MTP and TIP:**
- a.** The travel model must be updated using the latest planning assumptions, unless, during the initial interagency consultation on conformity, the air quality agencies agree that the planning assumptions used previously are sufficient. The projections for households, population and employment are developed by the FNSB in consultation with FAST Planning, DOT&PF, and others as deemed appropriate.
  - b.** Hold an interagency consultation early in the process to alert the air quality agencies to any issues that may affect the timely completion of the conformity analysis.
  - c.** Use the DEC provided checklist for the agenda. [http://dec.alaska.gov/air/anpms/conf/trans\\_inter.htm](http://dec.alaska.gov/air/anpms/conf/trans_inter.htm).
  - d.** Distribute the conformity analysis to the air quality agencies and offer to hold another consultation process if there are any concerns regarding the analysis. If not, offer a deadline for comments and a statement that no response received by the deadline will be interpreted as concurrence.

### Project Level Conformity

Project level conformity shall be performed according to the Environmental Protection Agency's conformity rule requiring a qualitative PM hot-spot analysis under 40 CFR 93.123(b). FAST Planning and

DOT&PF, in consultation with the air quality agencies, have worked together to develop a process that fulfills this requirements and is cited here: *PM<sub>2.5</sub> Conformity Hot-Spot Analysis for Fairbanks, Alaska* dated November 24, 2010 and attached as Appendix C.

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Policy Last Updated

July 15, 2015

## COMPLETE STREETS

This policy shall be used if a signature street is “incomplete” and does not provide for all users and all modes of transportation.

### Principles of Complete Streets

The following are the key principles of Complete Street policies:

- b. They are context-sensitive,
- c. Emphasize connectivity,
- d. Ensures that the entire right-of-way is planned, designed, funded and operated with consideration of safe access for users of all ages and mobility and all users being equally deserving of safe facilities to accommodate their travel,
- e. Encourage the use of the latest and best design standards,
- f. Allow flexibility in balancing user needs including maintenance needs and temporary snow storage
- g. Meet performance standards, and
- h. Meet implementation steps.

### Policy Statement

FAST Planning promotes that the above principles of Complete Streets be considered at all phases of planning and project development in the establishment and development of a multi-modal transportation system. This policy is a commitment that future transportation projects will take into account the needs of everyone using the road right-of-way as early as practicable and throughout the process. This policy helps integrate the needs of all users into everyday transportation planning practices so that, gradually, a complete network of roads serves all users.



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## Consistency

This policy is consistent with the goals of FAST Planning:

1. Coordinate planning efforts to provide an integrated transportation and land use system that embodies smart growth principles and stimulates the economy to grow.
2. Provide a safe, efficient, secure and interconnected multi-modal transportation system for all users.
3. Protect the environment, improve air quality and promote energy efficiency.
4. Optimize the utility and lifespan of the existing transportation system.
5. Ensure adequate transportation facilities to support economic development.

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## Principal Points

- Complete Streets reflect the transportation policy and design approach that promotes streets to be planned, designed, operated, and maintained to enable safe, convenient and comfortable travel and access for users of all ages and abilities regardless of their mode of transportation. Complete Streets allow for safe travel by those walking, bicycling, driving automobiles, riding public transportation, or delivering goods, as practicable.
- FAST Planning will not subscribe to one singular design prescription for Complete Streets; each street is different in function and context. Context-sensitive solutions involve stakeholders in considering a transportation facility in its entire social, environmental and aesthetic context and this Complete Streets policy is a reminder that providing for safe travel by users of all modes is the primary function of the corridor. Roadways that are planned and designed using a Complete Street approach may include: sidewalks, bike lanes, wide paved shoulders, special bus lanes, comfortable and accessible transit stops, frequent and safe crossing opportunities, median islands, accessible pedestrian signals, curb extensions, narrower travel lanes, roundabouts and more. One particular street may not include all elements of Complete Street requirements but may be part of a larger “Complete Network”.
- Consideration of Complete Streets, competing objectives and creation of new assets must be balanced with asset preservation needs and other constraints (fiscal, right of way, etc.) in order to manage risks associated with diminishing asset preservation capabilities and effectiveness.

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## Distribution

This policy should inform Alaska Department of Transportation and Public Facilities (ADOT&PF) personnel, local agency representatives, and consultants responsible for planning, designing, constructing or maintaining projects with the Metropolitan Planning Area. Procurement for consulting

services for the planning or design of an FAST Planning area project or plan will be assisted by this policy, when appropriate.

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## Procedures

The procedures for implementing “Complete Streets” in planning and project scoping, operations, and maintenance and measurement and evaluation are specified below.

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### Planning Guidelines

- Development of the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) shall consider needs for all users.
- FAST Planning’ MTP catalogs system conditions and needs so that projects may prioritize and work towards systems and networks that eliminate or minimize the impact of system and network gaps and barriers for all users. This is consistent with FHWA’s Planning Emphasis Area to identify transportation gaps in access to essential services and identification of solutions to address those gaps, for the public including traditionally underserved populations.
- Successful implementation of complete streets requires multi-jurisdictional coordination, collaboration, partnering and planning with ADOT&PF, local governments and other implementing agencies to accomplish efficient and effective system planning for all modes and the connectivity that should be addressed at network, corridor and project levels. Coordination should also ensure cooperation with local entities to look for opportunities to address complete streets on their systems.
- FAST Planning, with the assistance of ADOT&PF, shall look to bring training opportunities to collaboratively support local governments and state personnel in the implementation of complete streets principles and best practices.
- FAST Planning shall employ early, continuous and meaningful involvement of the public and the full range of affected stakeholders and shall reach out to populations who may be underrepresented or underserved by the transportation system. The stakeholders should include all populations covered under Title VI, ADA and other Civil Rights laws. Community and stakeholder interests will be addressed using transparent, effective and project appropriate public involvement processes.
- Roads with excess vehicular capacity will be identified for possible reconfiguration to improve access for all users. FAST Planning shall involve DOT and local government in partnering and planning when considering a Complete Streets Network Plan.

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#### i. Development of Project Scope

- Considerations in regards to all modes and all users shall be documented in the project development process scoping documents.
- Modify project selection criteria to reflect the importance of this policy
- Plans and projects should consider future demand from all users and across all corridors. These needs might be met in phased projects in the corridor when it's more advantageous.
- FAST Planning shall consider all impacted users in project safety reviews, road safety audits and intersection control evaluations.
- Employ the use of a Complete Streets Checklist. Projects that do not address an identified user group need must document in the complete streets project report the reasons for not incorporating improvements.

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#### j. Maintenance and Operations

- Work with local jurisdictions and transit providers to identify and coordinate with the jurisdictions responsible for or with capacity to provide appropriate maintenance and snow removal on all facilities including sidewalks, crossings, bridges, underpasses and transit stops and hubs.
- Complete streets considerations are not required for emergency and routine or localized maintenance and repair work (debris removal, sweeping, pothole patching, sidewalk patching, joint and crack repair, resurfacing, etc).

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### Exemptions to Policy

FAST Planning is not obligated to address the needs of a user group when one or more of the following apply:

- Users are legally prohibited from using a roadway. (Where access is legally prohibited, project managers should consider opportunities to address or remove barriers to network connectivity and crossings that are important for serving non-motorized and other modes).
- Because of the long life of bridge structures, careful consideration should be given before determining whether to provide for other modes at the time a new structure is constructed.
- Detrimental environmental or safety impacts outweigh the benefits of enhanced multimodal access.
- Providing accommodations for non-motorized users reduces the level-of-service for motorized vehicles below the guidelines found in the AASHTO "Green Book", A Policy on Geometric Design of Highways and Streets.

- Constraints related to right of way acquisition requiring excessive expenditure of time, money and resources.
- Inability to enter into an agreement to assume operations and maintenance of the facility.
- Cost of accommodation is excessively disproportionate to the need or probable use.
- Funding limitations.

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### Measurement and Evaluation

- Establish process indicators to evaluate the implementation of complete streets.
- Track established performance indicators that contribute to complete street goals. Consider:
  - Linear feet of new or reconstructed sidewalk
  - Miles of new or restriped on-street bicycle facilities
  - Number of new or reconstructed curb ramps
  - Number of new or repainted crosswalks
  - Percentage completion of bicycle and pedestrian networks as envisioned in plans
  - Percentage of transit stops with shelters
  - Multimodal Level of Service (MMLoS)
  - Decrease in rate of crashes, injuries and fatalities by mode

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### Guidance and References

[http://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/legislation/sec217.cfm](http://www.fhwa.dot.gov/environment/bicycle_pedestrian/legislation/sec217.cfm)

<http://contextsensitivesolutions.org/>

<http://www.smartgrowthamerica.org/complete-streets>

[http://www.dot.state.ak.us/stwddes/dcsprecon/assets/pdf/preconhwy/preconstruction\\_all.pdf](http://www.dot.state.ak.us/stwddes/dcsprecon/assets/pdf/preconhwy/preconstruction_all.pdf), 430-9, 1190-2

AASHTO's [A Policy on Geometric Design of Highways and Streets](#)

[https://bookstore.transportation.org/collection\\_detail.aspx?id=110](https://bookstore.transportation.org/collection_detail.aspx?id=110)

[Urban Street Design Guide.](#)

[FAST Planning' Non-Motorized Design Solutions Toolkit](#)

[Complete Streets Complete Networks: A Manual for the Design of Active Transportation](#)

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Policy Last Updated

October 21, 2015

## GREEN STREETS

### Policy Statement

FAST Planning endorses the concept of Green Streets for all projects within the Metropolitan Planning Area. It strongly encourages its member jurisdictions and agencies that do not already have a Green Streets Policy to adopt a policy that includes current best practices for the management of stormwater, or urban runoff. All projects financed and approved by FAST Planning should, where practicable, use native and site-adapted vegetation, landscaping and related environmental site design features to capture and filter stormwater runoff within the right-of-way, in a manner appropriate to the function and context of the facility. Green Streets is an essential part of the urbanized ecosystem that not only enhances the aesthetics of the street, but also help protect water quality of the Chena River, Noyes Slough, Chena Slough, and other local water bodies.

### Consistency

This policy is consistent with the adopted goals of FAST Planning:

- Coordinate planning efforts to provide an integrated transportation and land use system that embodies smart growth principles and stimulates the economy to grow.
- Provide a safe, efficient, secure and interconnected multi-modal transportation system for all users.
- Protect the environment, improve air quality and promote energy efficiency.
- Optimize the utility and lifespan of the existing transportation system.
- Ensure adequate transportation facilities to support economic development.

This policy helps local government agencies meet compliance requirements with Alaska Pollutant Discharge Elimination System (APDES) Municipal Storm Water Permit collectively held by the City of Fairbanks, City of North Pole, University of Alaska Fairbanks, and Alaska Department of Transportation & Public Facilities – Northern Region; and APDES Permit held by the Fairbanks North Star Borough. Under the terms of both Permits, the permittees are required to:

- Develop and implement strategies, which include a combination of structural and/or non-structural best management practices appropriate for projects within their community for all new development and redevelopment that will reduce the discharge of pollutants and the volume and velocity of stormwater flow to the maximum extent practical; and
- Implement controls for reducing or eliminating the discharge of pollutants from areas owned or operated by each permittee, including but not limited to streets, roads, and highways; municipal parking lots; maintenance and storage yards; waste transfer stations; fleet or maintenance

shops with outdoor storage areas; salt/sand storage locations; and snow disposal sites operated by the permittees.

This policy is also consistent with the 2015 Fixing America's Surface Transportation (FAST) Act, Section 1201, which includes a new planning factor for the reduction or mitigation of stormwater impacts on surface transportation.

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### Principal Points

The primary area of concern is the Metropolitan Planning Area designated by the current U.S. Census and adjusted to reflect what is anticipated to be urban in the next twenty years.

Green Streets reflect the transportation policy and design approach that minimizes environmental impact by focusing on efforts to retain, treat and eliminate runoff at the source using green infrastructure applications. Green infrastructure helps replicate natural hydrologic functions like storage, detention, infiltration, filtration, evaporation, transpiration, and uptake by plants, and can improve water quality and reduce runoff volumes. These natural functions are often lost in transportation projects where impervious road surfaces prevent rain water from soaking into the ground. Managing stormwater with green infrastructure is generally more cost effective than traditional drainage design approaches. Implementation of Green Street policies may save money by reducing the size of treatment units necessary due to a reduced volume of urban runoff. The maintenance cost of Green Infrastructure may be less than the maintenance cost of an oversized traditional system.

Over time the amount of impervious surfaces in the Fairbanks area have increased, and is continuing to increase, with the construction of buildings, parking lots, and paved streets. A combination of ditches and piped storm drain system carries stormwater runoff from these surfaces directly to local water bodies with little or no filtration. Green infrastructure filters and reduces the amount of this runoff. Examples of green infrastructure applications include;

- vegetated swales
- retention areas
- constructed wetlands
- tree wells and planters
- rain gardens
- permeable pavers
- re-vegetation/rehabilitation efforts.

The Chena River, Noyes Slough, and Chena Slough are currently on Alaska's List of Impaired Water Bodies for sediment. Noyes Slough is additionally listed for petroleum products and debris (litter). The

source of these pollutants is listed as urban runoff. FAST Planning and its member jurisdictions and agencies can help reduce these impairments through implementation of a Green Streets policy.

Green Streets enhance and/or improve;

- aesthetics
- local water quality
- economic development
- property values
- motorized and non-motorized road user experience,
- green space linkages to improve ecological resilience
- recreational opportunities
- community livability/ quality of life

Green Streets design elements may also incorporate;

- energy efficient lighting
- recycled materials
- educational signage
- curb breaks/ diversions
- other sustainable transportation and environmental features

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## Distribution

All FAST Planning member jurisdictions and agencies should be involved in the implementation of Green Streets through a collaborative process. Partners include, but are not limited to: City of Fairbanks, City of North Pole, Fairbanks North Star Borough, Alaska Department of Transportation & Public Facilities, Alaska Department of Environmental Conservation, Alaska Department of Natural Resources, Alaska Department of Fish and Game, U.S. Fish and Wildlife Service, Tanana Valley Watershed Association, and Fairbanks Soil and Water Conservation District as well as other interested parties.

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## Procedures

### Project Planning and Design

- Foster communication and coordination to encourage consideration of watershed health and improved water quality through use of green infrastructure applications



- Coordinate programs and projects to implement Green Streets as an integrated aspect of road right-of-way infrastructure, and where feasible, maintenance-level or rehabilitation projects
- Consider implementing programs and projects in a systematic manner to maximize water quality benefits through a prioritized infrastructure plan within the Metropolitan Planning Area
- Strive to develop new and innovative means to cost-effectively construct new green street facilities
- Consider the following during project scoping: vegetated swales, rain gardens, retention areas, constructed wetlands, permeable pavers, tree wells and planters, re-vegetation/rehabilitation efforts and other best management practices. Resources to consult include: EPA's [Managing Wet Weather with Green Infrastructure Municipal Handbook](#), and the many resources found at the Fairbanks Green Infrastructure Group [website](#).
- If vegetation is included in project design, priority should be given to native and site-adaptive species.
- It is not the intent of the Green Streets policy to reduce the capacity of drainage systems or to compromise the requirements of engineered structures.

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#### k. Project and Program Funding

- Seek opportunities to leverage the work and associated funding of projects to create Green Street Opportunities
- Develop partnerships with municipal jurisdictions, agency representatives, and non-profits to identify innovative financing options for Green Streets

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#### Measurement and Evaluation

Conduct ongoing monitoring of Green Street facilities to evaluate effectiveness as well as performance.

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#### References

<https://www.epa.gov/npdes/npdes-stormwater-program>

23 U.S.C. § 134

[https://ofmpub.epa.gov/sor\\_internet/registry/termreg/searchandretrieve/glossariesandkeywordlists/search.do?details=&glossaryName=Runoff%20Control%20Econ%20Ben%20%281995%29](https://ofmpub.epa.gov/sor_internet/registry/termreg/searchandretrieve/glossariesandkeywordlists/search.do?details=&glossaryName=Runoff%20Control%20Econ%20Ben%20%281995%29)

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Policy Last Updated

June 15, 2016

## LANDSCAPE POLICY

### Policy Statement

It is FAST Planning Policy to encourage landscaping associated with transportation improvement projects within the Metropolitan Planning Area to promote quality of life, livable communities, water quality and quantity benefits, long term viability and maintenance of the project.

The use of landscaping on projects is closely related to the use of green infrastructure applications. Many green infrastructure applications are a specific use of landscaping that promotes stormwater infiltration. By supporting landscaping, this policy can be seen to support FAST Planning Green Street and Complete Street policies.

### Consistency

This policy is consistent with the adopted goals of FAST Planning:

- Coordinate planning efforts to provide an integrated transportation and land use system that embodies smart growth principles and stimulates the economy to grow.
- Provide a safe, efficient, secure and interconnected multi-modal transportation system for all users.
- Protect the environment, improve air quality and promote energy efficiency.
- Optimize the utility and lifespan of the existing transportation system.
- Ensure adequate transportation facilities to support economic development.

### Principal Points

This policy affects the preferred design approach that provides long-term financial benefits while minimizing environmental impact by focusing on efforts to retain, treat and eliminate runoff at the source using landscaping elements, or green infrastructure applications. When used in green infrastructure, landscaping helps replicate natural hydrologic functions like storage, detention, infiltration, filtration, evaporation, transpiration, and uptake by plants, and can improve water quality and reduce runoff volumes. It can also reduce the urban heat island effect and improve air quality.

Landscaping can also be used as a purely aesthetic enhancement of a project. The value that aesthetics can add to a project or community can be measured quantitatively in terms of:

- property value increases
- recreational opportunities
- quality of life enhancement

- creation of habitat
- energy savings
- rainfall interception
- carbon storage

The primary area of concern is the Metropolitan Planning Area, including the “urbanized area” designated by the current U.S. Census and adjusted to reflect what is anticipated to be urbanized in the next twenty years.

The use of plant material native to the Interior Alaska ecosystem is desirable as stated in the FAST Planning Green Streets Policy and should be encouraged. It is recognized that availability of native landscape plant material is often not reliable so it is encouraged when available but not required. Any native plant materials utilized shall still meet ANSI Z60.1.

When vegetation mat from another site is used as transplanted groundcover, it should be recognized that this mat will require several years of increased weeding maintenance, as transplanting vegetation mat to a new site often opens up the seed bank in the soil to more sun conditions and weeds that were previously dormant will grow and can out-compete the desirable vegetation unless maintained.

The use of certain non-plant materials as a part of the landscape plan may be necessary.

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### Project Planning and Design

- If vegetation is included in project design, priority should be given to native and site-adaptive species.
- Planting design shall still meet jurisdictional requirements (for the Fairbanks North Star Borough, City of Fairbanks, City of North Pole and State of Alaska) in accordance with applicable regulations.
- On transportation projects, it is strongly recommended that a qualified or experienced designer is employed to develop the landscape plan.
- On smaller projects where detailed design is not conducted, ensure proper slope and drainage and encourage landscaping solutions where possible.
- Opportunities for long-term landscaping sponsors shall be explored.
- Preliminary plans should be reviewed by the FAST Planning Staff for consistency of the Policy.
- Plant selection should include only those that do not attract wildlife that could cause a collision within the right-of-way.
- Plant design should consider safety and not conflict or impact utilities or other infrastructure within or above the right-of-way.

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### I. Maintenance

- Landscaping shall only be done where a sponsor for maintenance is identified.
- Low-maintenance solutions are preferred such as chemical free and annual mowing.

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### m. Project and Program Funding

- Develop partnerships with municipal jurisdictions, agency representatives, and non-profits to identify innovative financing options for landscaping and maintenance of the landscape.

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## Distribution

All FAST Planning member jurisdictions and agencies should be involved in the implementation of the Landscape Policy through a collaborative process. Partners include, but are not limited to: City of Fairbanks, City of North Pole, Fairbanks North Star Borough, Alaska Department of Transportation & Public Facilities, Alaska Department of Environmental Conservation, Alaska Department of Natural Resources, Alaska Department of Fish and Game, U.S. Fish and Wildlife Service, Tanana Valley Watershed Association, and Fairbanks Soil and Water Conservation District as well as other interested parties.

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## Measurement and Evaluation

Conduct ongoing monitoring of landscaped areas and track maintenance efforts. Problems and successes with installed features should be noted and lessons learned to be relayed to member agencies. Quantifying the quality of life enhancements will be done by partnering with others to perform a visual community preference survey.

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## Procedures

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### Approved Plant Materials

The following are plants that have proven hardy and reliable in the Fairbanks area. All plant material shall meet ANSI Z60.1. It is noted that this list may vary from the City of Fairbanks or Fairbanks North Star Borough's landscape ordinances. This list provides suggestions for planting but other species may be appropriate on an individual project based on site conditions.

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#### Trees, evergreen:

- White Spruce (native)
- Black Spruce (native)

- Lodgepole Pine
- Scotch Pine
- Siberian Pine

#### Trees, deciduous:

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- Paper Birch (native)
- Showy Mountain Ash (*Sorbus decora*)
- European Mountain Ash (*Sorbus aucuparia*)
- Green Mountain Ash (*Sorbus scopulina*)
- Canada Red Cherry – Choke Cherry
- Amur Choke Cherry
- Crabapple- Dolgo, Siberian
- Eastern Larch (Tamarack) (native)
- Siberian Larch
- Ussurian Pear
- Quaking Aspen
- Siberian Elm
- Greene's Mountain Ask

#### Shrubs:

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- Cotoneaster
- Silverberry (native)
- Amur Maple
- Gooseberry
- Rose Tree of China
- Black Currant
- Spireas
- Prickly Rose (native)
- Potentilla (potentially native)
- Lilacs
- Nanking Cherry
- Common Juniper (potentially native)
- Mugho Pine
- Dogwoods, Red-osier (native), Siberian, or Dwarf
- Serviceberry (native)
- Honeysuckle
- Soapberry (native)

- Willows (bebbiana, lasiandra – native)
- Labrador Tea (native)
- Honeyberry
- Snowberry (native)
- Dwarf Birch (native)
- Soapberry/Buffalo berry (native)

### Groundcovers

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Groundcover may include grasses, perennials, low-growing shrubs, mulch (shredded bark, cobble, or rock) and annuals. If a seed mix is used, it should be low-maintenance and locally adapted; native species are preferred.

The use of landscape fabric is determined by client preference but is generally not recommended as it can encourage shallow surface rooting which will in turn decrease tree stability as the tree matures. It also impedes air and water exchange to some degree. While there are claims that it may keep weeds out of a landscaped bed for several years, weeds will eventually move into a bed with landscape fabric either by seed and silt deposited by air or by rhizomes underground through holes in the fabric. Once weeds are established in a bed with landscape fabric, they are difficult to remove. If used it needs to stay covered by groundcover or plant bedding.

When vegetation mat is used as transplanted groundcover from another site, it should be recognized that this mat will require several years of increased weeding maintenance, as transplanting veg mat to a new site often opens up the seed bank in the soil to more sun conditions and weeds that were previously dormant will shoot up and can out-compete the desirable vegetation unless maintained.

Some example of species that would work well as desired groundcovers:

- Lapland Rosebay (native - *Rhododendron lapponicum*)
- Bearberry (native - *Arctostaphylos alpine or rubra*, *Arctostaphylos uva-ursa*)
- Diapensia spp
- Dryas
- Creeping Juniper (potentially native)

Seed mixes should be developed with help from the Palmer Plant Materials Center.

### n. Unapproved Plant Materials

The following are species that should not be planted in the Fairbanks area due to concerns that they are spreading to natural areas and threatening to push out several native species within our subarctic

ecosystems. Some of these plants have cost communities economic loss and environmental damage to areas of similar environmental conditions in the lower 48.

Care should be taken when approving topsoil to ensure that it is free of weed seeds. The spread of weeds can quickly happen via contaminated topsoil, even when it appears to be weed free. Contractors should obtain or manufacture their topsoil from reputable sources and wash equipment when traveling between multiple sites.

### Trees and Shrubs

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- Mayday Tree (*Prunus padus*)
- Siberian Peashrub (*Caragana arborescens*)

### Perennials and Grasses

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- Rampion Bellflower
- Creeping Charlie
- Orange Hawkweed
- Butter and Eggs
- Purple Loosetrife
- Ornamental Ribbongrass
- Japanese knotweed
- Common Tansy
- Common Mullein
- Ornamental Jewelweed

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#### o. Non-Plant Materials and Features

- Non-plant materials include permeable pavers or pavement, large landscape quality boulders, wood or concrete soil retaining devices, hillocks, swales, gravels, and approved mulch materials.

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## References

[www.alaskaplants.org](http://www.alaskaplants.org)

<http://plants.alaska.gov/nativeplantindex.htm>

Alaska Exotic Plants Information Clearinghouse (AKEPIC): <http://accs.uaa.alaska.edu/invasive-species/non-native-plants/>



[www.uaf.edu/files/ces/publications-db/catalog/anr/FGV-00146.pdf](http://www.uaf.edu/files/ces/publications-db/catalog/anr/FGV-00146.pdf)

[http://accs.uaa.alaska.edu/files/invasive-species/publications/2016/AKEPIC\\_ID\\_Book.pdf](http://accs.uaa.alaska.edu/files/invasive-species/publications/2016/AKEPIC_ID_Book.pdf)

<https://www.epa.gov/npdes/npdes-stormwater-program>

23 U.S.C. § 134

[https://ofmpub.epa.gov/sor\\_internet/registry/termreg/searchandretrieve/glossariesandkeywordlists/search.do?details=&glossaryName=Runoff%20Control%20Econ%20Ben%20%281995%29](https://ofmpub.epa.gov/sor_internet/registry/termreg/searchandretrieve/glossariesandkeywordlists/search.do?details=&glossaryName=Runoff%20Control%20Econ%20Ben%20%281995%29)

<http://landscapeforlife.org/plants/use-native-and-adapted-plants/>

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Policy Last Updated

September 20, 2017