



HOUSTON CITY HALL
PO Box 940027
13878 W. Armstrong Rd
Houston AK 99694

Carter Cole Mayor Seat C
Dave Childs Dep. Mayor Seat E
Lisa Johansen Seat A
Jeffrey Brasel Seat B
Kent Mitchell Seat D
Laurie Faubert Seat G
Sandy McDonald Seat F

Regular City Council Meeting Agenda

February 13, 2025, at 6:00 pm

1. Call to Order
2. Roll Call
3. Invocation & Pledge of Allegiance
4. Approval of Agenda
5. Special Orders of the Day
6. Reports/Correspondence
 - A. State Legislators
 - B. Mat-Su Borough Assembly District Representative
 - C. Mayor's Report
 - D. Commission/Committee Reports
 - Planning Commission
 - Parks & Recreation Advisory Committee
 - Airport Committee
 - E. Department Reports
 - City Clerk
 - Finance Director
 - Public Work's Director
 - Public Safety Director
 - F. Information Memorandums
7. Public Participation

Public Hearings – 3 minutes per person – A member of the public may address the council for a maximum of 3 minutes before Council discussion and action on Ordinances.

A. Public Hearing, Thursday February 13, 2025, at Houston City Hall Regular Council Meeting at 6:00pm. Comments from Citizens, Council, and an Action Vote by the Council:

1. ORDINANCE NO. 25-01: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING MUNICIPAL CODE TITLE 1 GENERAL PROVISIONS TO ENACT CHAPTER 1.18 TRANSFER OF POWER TO PERMIT THE MATANUSKA-SUSITNA BOROUGH TO EXPEND NATIONAL OPIOID SETTLEMENT AGREEMENTS FUNDS.
2. AM NO. 25-04: City Council Statement of Non-Protest for renewal of Limited Marijuana Cultivation Facility License#25721 held by Coopulation LLC DBA Gold Leaf Farms.

B. Persons to be Heard: Presentations from Citizens/Businesses who requested to be on the agenda: None

C. Audience Comments: *Three minutes per person on other matters.*

8. Consent Agenda: *With one vote everything under the consent agenda can be approved and or an item may be removed and placed elsewhere on the agenda.*

A. Introduction of Ordinances: *Council introduces the ordinances and sets public hearing for March 13, 2025.*

1. ORDINANCE NO. 25-02: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING THE FISCAL YEAR 2025 BUDGET BY ACCEPTING AND APPROPRIATING \$9,900.00 FROM THE VOLUNTEER FIRE CAPACITY GRANT TO THE GENERAL ACCOUNT FOR THE HOUSTON FIRE DEPARTMENT.

B. Minutes of Previous Meeting:

1. January 29, 2025

9. Unfinished Business

10. New Business:

1. AM NO. 25-03: Authorizing the Mayor to sign an agreement with NetBusters Solutions for \$72,444.57 to implement work on Cyber Security, with Labor, Hardware & Software upgrades city wide IT System.
2. RESOULTION 25-01: A RESOLUTION ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY25 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRUBUTION OF SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FMA 14: COOK INLET AREA

11. Record of Items Placed on the Table: None

12. Audience Comments – *3 minutes per person*

13. Executive Session:

Executive Session with the City Attorney to receive advice about how the City Council and its members might avoid legal liability. Attorney Client Privilege Applies.

14. Council, Clerk, & Mayor Comments

15. Adjournment

Disabled Persons Needing Reasonable Accommodation in Order to Participate at a Council Meeting should Contact the City Clerk at 892.6869 at Least 5 Days in Advance of the Meeting



OFFICE OF MAYOR
CITY OF HOUSTON, ALASKA

Carter R. Cole
Mayor

David Childs
Deputy Mayor

January 2025

Councilmembers and Citizens of Houston,

I would like to thank Deputy Mayor Childs for assuming Mayor duties while I was away on a vacation. It was a needed break in which I was thankful to be able to get away.

While away the fires in Los Angeles were raging, and I was able to see some of the devastation and talk to one gentleman who had lost everything. His family's four generation-built home was ravaged by the fire. They were not able to fully insure their home because of the city's lack of fire management and poor ISO rating with Insurance Companies.

Chief Hartley in early 2023 brought to my attention the need to install fire breaks and clean out clumps of beetle killed tree. We immediately started action on that and sought funding for long term fire mitigation. The Public Works Department was instrumental in getting what progress has been made this far on fire mitigation.

Chief Hartley will be updating the Council on our ISO rating, that he worked on this past summer. All early preliminary information I have seen this far, the City will retain the same rating, which means your insurance should not get canceled or be derated, which is what happened in parts of California.

I want to assure the Houston citizens we have applied for additional funding to help mitigate beetle kill tree removal to reduce the risk of wildfire in Houston. We are going to address the problem head on. I would also like to thank those on the City Council that supported the wood innovation grant from the US Forestry. After seeing the devastation in California, I am motivated to establish long term wildfire mitigation here for Houston.

In the month of March, we will be holding a work session for the City Council on a five-year Road Improvement Program. It will be open to the public to attend and will be very educational if you're interested in road improvements. I will also be introducing a sales tax initiative to the Council for approval to put on the ballot this year to fund the five-year period of road reconstruction by the voters.

Office of Mayor

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OFFICE OF MAYOR
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The road improvement plan is designed to work with roads that have gas lines installed or are to have gas lines installed in the next five years. The city has been in contact with Senator Murkowski Office for funding support of the Natural Gas projects. The Federal Government under the Trump Administration is in support of these type projects.

An informative work session was put on by the Airport Commissioners on the land they identified as a potential site. Very positive input from the aviation community on the location, and I would like to thank all the Commissioners for all the work they have done so far. There were a few additional questions identified during the work session that the Commissioners are getting additional answers for.

The Resolution that is before the City Council was simply done to allow the Commissioners to start discussion with the Alaska State District 30 State Representatives. The District 30 Representatives maintain a neutral position on an airport. However, they remain willing to help the community in whatever we decide to do. The resolution purpose was to help complete fact-finding information for the Houston City Council to start a public conversation once the fact-finding process is complete.

Why is there no airport plan? I heard that several times at the work session, "there is no plan because". We are still gathering facts to see if land is available for an airport and see if it could be built for a reasonable cost at this location. Unfortunately, some people have the wrong idea and don't understand the process but already render a final opinion. This type of thinking is unhealthy for the community. It could take a few years to gather all the information that is required to make a good determination about the location.

Before you get caught up in all the misinformation, please attend or listen to the airport commissioner's meeting and provide your input to them in a civilized manner. They have put a lot of effort into this and can keep you up to date with what they are finding out.

There is no right or wrong side to having an airport, there are pros and cons to every decision a community must make. History will be the judgement on whether we provided good planning for Houston's future generations to come.

Even road improvements have pros and cons, better roads mean faster traffic, which will lead to more vehicles in the ditches. Take the time to understand all the pros and cons so history will smile on our decisions.

We have applied for several grants and in the next couple of months we should hear what has been approved. With the shake up in Washington DC it may take a little longer this year. The

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OFFICE OF MAYOR
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grants will have to be approved by the City Council so watch for those in the monthly meeting packets. Let us know what you think.

February will have the State Legislature in full session and communities from around the state will be there fighting for their goals. This year I have asked Deputy Mayor Childs to attend and represent Houston. Thank you, Councilmember Childs for going there and keeping Houston in the front of their minds.

God Bless!

Carter R. Cole

Carter R. Cole
Mayor

Checks Over 5K for the Month of November.

\$5,776.10 EFTPS
\$6,743.15 EFPTS
\$18,000 Matanuska Susitna Borough
\$240,086.74 QAP
\$14,915.16 Yukon Equipment
\$13,653.92 Aetna
\$22,618.39 Landye Bennette Blumstein LLP
\$200,000.00 QAP
\$7,955.48 EFPTS

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To: Honorable Mayor and Houston City Council
From: Tani Schoneman, City Clerk
Date: January 2025
Subject: City Clerk's Report – January 2025

Licenses, Excise Tax, Sales Tax, and Permanent Fund Levies:

Business Licenses 2025 – 116	Business Licenses 2024 – 199	Business License 2023 - 270
Marijuana Licenses – Active/Operating		
<ul style="list-style-type: none"> • #10799 Alaska Buds LLC – Standard Cultivation • #21021 Choice Extracts – Limited Cultivation • #21022 Choice Extracts – Concentrate Manufacturing • #28795 Cold Creek Gardens – Standard Cultivation • #24871 DDIII – Standard Cultivation • #10316 Denali 420 Recreationals – Retail • #17873 Freedom 49 Farms – Standard Cultivation • #25271 Gold Leaf Farms – Limited Cultivation • #22396 Greensleeves Genetics – Standard Cultivation • #16225 Green Ghost Farms – Limited Cultivation • #13588 High North LLC – Standard Cultivation • #11050 Houston Grass Station – Retail • #14885 Karma Grown Gardens LLC – Limited Cultivation • #17409 Kine Co – Standard Cultivation • #30422 Magic Flower – Standard Cultivation 		
Liquor Licenses Active/Operating		
<ul style="list-style-type: none"> • # 533 Houston Lodge- Beverage Dispensary • # 534 Bears Den – Package Store • # 4380 Jazco Investment, LLC. DBA Susitna Bar & Grill – Restaurant or eating place • # 4526 Jazco Investment, LLC. DBA Susitna Bar & Grill – Beverage Dispensary 		

Business Licenses and New Sales Tax Forms: Online Payments are now available on the website. The Clerk's office has been working with Finance on creating the online forms and implementing new internal procedures for payments made online. The Clerk's office has also started to implement QR codes for permits for faster and easier processing for the public.

January: 44 Business Licenses were issued in January 2025. We are still receiving renewal business licenses and processing them; we took in a total of \$34,712.44 in sales tax revenue

and \$.85 in penalties and interest.

Appeals: No appeals currently.

City Hall Office Closures:

February 17, 2025, in Observance of Presidents Day

Other Office Administration: The Clerk's office is very busy with renewals of business licenses, sending letters to businesses who haven't yet renewed or may be delinquent and providing information needed for the auditors.

Minutes were emailed to Council on February 3, 2025. One request was received by the Clerk's office and the change was made.

Title 3 is in process of rewrites, and I am in discussions with the attorney's office. Introduction will be on March 13, 2025, regular meeting.

Department overview report

- Your long-range goal for your department.
 - We will be creating new procedures for our department regarding determination letters for business licenses, and delinquent sales tax. We will be reviewing sections of code and rewriting and or updating them. This will allow us to create more efficient processes.
- Equipment needs.
 - The Clerk's office would like a new desk for the Deputy Clerk. We would also like to have a larger counter area in the clerk's office with shelving underneath to provide a better working space and reduce clutter.
- Funding opportunities with or without matching funds. (if none, state non-found at that time)
 - We do not currently have any funding opportunities currently.
- Training opportunities for workforce.
 - The Clerks will continue to attend the training provided at the annual AAMC and future IIMC conferences. There will also be training opportunities in June of 2026 and yearly after that for the Clerks to obtain the CMC certification MMC certification. There are scholarship opportunities to help with costs but not always a guarantee.
- Councilmembers can call to meet with the Clerk's office anytime and we will do our best to accommodate them.
 - We are available M-F by appointment, please feel free to call or email us at clerk@houston-ak.gov.



CITY OF HOUSTON

P.O. Box 940027
Houston, Alaska 99694

Treasurer's Report for February 2024-2025

For Council Review:

Main Acct December 2024: \$648,842.85

Cap Acct December 2024: \$216,348.43

Reserve Acct December 2024: \$514,238.39

Parks Acct December 2024: \$38,553.94

Honorable Council,

The month of January was very busy for Finance. We focused on processing our end-of-year filing for 1099's, W-2's and 4th quarter reports. We also prioritized prepping for the scheduled February audit. We have earned \$14,680.92 from June-December 2024 of interest on our investments and bank accounts.

We continued with our duties of processing AP, AR, and Payroll.

Samantha Jones

Treasurer

Approved by: Mayor Carter Cole

Signature: Date: 2/7/2025



December 2024

Account	Account Description	24-25Budget	24-25YTD Amt
R 01-4000	R 01-4000 REVENUE TAXES	\$0.00	\$0.00
R 01-4001	R 01-4001 MJ Excise Tax Cult	\$160,000.00	\$95,874.07
R 01-4002	R 01-4002 MJ Penalty Interest Fines Fees	\$2,500.00	\$1,304.77
R 01-4003	R 01-4003 Utility Coop Tax	\$18,000.00	\$17,582.59
R 01-4004	R 01-4004 Liquor License Tax	\$0.00	\$0.00
R 01-4005	R 01-4005 Sales Tax	\$650,000.00	\$299,403.37
R 01-4006	R 01-4006 Sales Tax Penalty Interest Fin	\$2,500.00	\$894.12
R 01-4007	R 01-4007 Shared Fisheries Business Tax	\$372.65	\$0.00
R 01-4008	R 01-4008 Property Tax	\$600,000.00	\$374,459.98
R 01-4009	R 01-4009 Motor Vehicle Tax	\$54,000.00	\$10,230.00
R 01-4010	R 01-4010 Remote Sales Tax	\$40,000.00	\$19,604.74
R 01-4100	R 01-4100 LICENSES & PERMITS	\$0.00	\$0.00
R 01-4101	R 01-4101 Vendor Permit	\$300.00	\$140.00
R 01-4102	R 01-4102 Animal Control Register Vacin	\$500.00	\$120.00
R 01-4103	R 01-4103 Business Licenses	\$5,600.00	\$2,075.00
R 01-4104	R 01-4104 Permits Other	\$25,000.00	\$21,990.00
R 01-4105	R 01-4105 MJ Excise Tax License	\$4,000.00	\$250.00
R 01-4106	R 01-4106 SOA MJ License Fee/ Renew	\$6,500.00	\$500.00
R 01-4200	R 01-4200 FINES & PENALTIES	\$0.00	\$0.00
R 01-4201	R 01-4201 PFD Levy	\$4,000.00	\$2,942.16
R 01-4202	R 01-4202 Fines & Citations	\$0.00	\$0.00
R 01-4300	R 01-4300 MISCELLANEOUS	\$0.00	\$0.00
R 01-4301	R 01-4301 Fire Equip/Gear From Capital	\$0.00	\$0.00
R 01-4302	R 01-4302 Computer System Upgrade From C	\$0.00	\$0.00
R 01-4303	R 01-4303 Penalty Interest Late Fee	\$1,000.00	\$1,250.00
R 01-4304	R 01-4304 Administrative Fees	\$1,000.00	\$54.00
R 01-4305	R 01-4305 Office Fees	\$0.00	\$4.50
R 01-4306	R 01-4306 Reimburse for City Services	\$0.00	\$0.00
R 01-4307	R 01-4307 Appeals	\$0.00	\$250.00
R 01-4308	R 01-4308 Rental of Public Works Equip	\$0.00	\$0.00
R 01-4309	R 01-4309 Rental of Fire Truck Equip	\$0.00	\$0.00
R 01-4310	R 01-4310 Other Revenues	\$0.00	\$0.00
R 01-4311	R 01-4311 Safety Equipment/Training	\$0.00	\$0.00
R 01-4312	R 01-4312 Rescue Funding	\$0.00	\$0.00
R 01-4313	R 01-4313 Animal Donations	\$0.00	\$0.00
R 01-4314	R 01-4314 Founders Day Donations	\$0.00	\$0.00
R 01-4315	R 01-4315 Donations Other	\$0.00	\$0.00
R 01-4316	R 01-4316 Interest on Bank Accounts	\$11,500.00	\$2,677.19
R 01-4317	R 01-4317 Fireworks Public Education	\$1,800.00	\$2,018.76
R 01-4318	R 01-4318 Candidate Filing Fee	\$100.00	\$100.00



December 2024

R 01-4319	R 01-4319 NCI Reimbursement Clerks Schol	\$0.00	\$0.00
R 01-4320	R 01-4320 Noticing Fee For Rezoning	\$1,000.00	\$0.00
R 01-4321	R 01-4321 Transfer To Parks Cover Expens	\$0.00	\$0.00
R 01-4322	R 01-4322 Transfer From Parks	\$0.00	\$0.00
R 01-4323	R 01-4323 Interest Income	\$0.00	\$0.00
R 01-4324	R 01-4324 Miscellaneous Income	\$0.00	\$0.00
R 01-4325	R 01-4325 Insurance Claims	\$0.00	\$0.00
R 01-4700	R 01-4700 InterGovernmental Revenue	\$0.00	\$0.00
R 01-4701	R 01-4701 Community Assistant Program	\$101,437.13	\$0.00
R 01-4702	R 01-4702 FEMA Earthquake	\$0.00	\$0.00
R 01-4703	R 01-4703 Volunteer Fire Assistance Gran	\$6,840.00	\$0.00
R 01-4800	R 01-4800 Covid Act Funding Program	\$0.00	\$0.00
R 01-4806	R 01-4806 Morvro Lake Natural Gas	\$0.00	\$0.00
R 01-4810	R 01-4810 Coronavirus Local Fiscal Recov	\$0.00	\$0.00
R 01-4901	R 01-4901 Reserve	\$0.00	\$0.00
R 01-4999	R 01-4999 Transfer of Funds	\$0.00	(\$65,000.00)
R 02-4316	R 02-4316 Interest on Bank Accounts	\$0.00	\$2,043.61
R 02-4318	R 02-4318 Candidate Filing Fee	\$0.00	\$0.00
R 02-4324	R 02-4324 Miscellaneous Income	\$0.00	\$433.78
R 02-4400	R 02-4400 Miscellaneous Capital	\$0.00	\$0.00
R 02-4401	R 02-4401 Capital Public Safety Excise	\$0.00	\$0.00
R 02-4402	R 02-4402 Capital Public Safety Firework	\$0.00	\$0.00
R 02-4403	R 02-4403 Capital Vehicle/Equip Auction	\$0.00	\$8,692.68
R 02-4404	R 02-4404 Capital Land/Property Sales	\$0.00	\$0.00
R 02-4405	R 02-4405 Capital Vehicle/Equip Sales	\$0.00	\$0.00
R 02-4406	R 02-4406 Capital Enstar Gas Refund	\$0.00	\$2,380.00
R 02-4407	R 02-4407 Capital App to Purchase Land	\$0.00	\$0.00
R 02-4408	R 02-4408 Capital Reclam Bond Forfeiture	\$0.00	\$0.00
R 02-4409	R 02-4409 Capital Levesque Refund	\$0.00	\$0.00
R 02-4600	R 02-4600 Capital Leases	\$0.00	\$0.00
R 02-4601	R 02-4601 Capital Lease App Fee City Pro	\$0.00	\$0.00
R 02-4602	R 02-4602 Capital AK Wildbird Lease Fee	\$0.00	\$100.00
R 02-4603	R 02-4603 Capital Office 9-1 Lease	\$0.00	\$0.00
R 02-4604	R 02-4604 Capital Cell Tower Lease	\$0.00	\$5,247.06
R 02-4605	R 02-4605 Capital Carrie McKee Lease	\$0.00	\$0.00
R 02-4606	R 02-4606 Capital Visitor Center Lease	\$0.00	\$0.00
R 02-4607	R 02-4607 Capital Dillon Gilroy Lease	\$0.00	\$0.00
R 02-4608	R 02-4608 MTA Capital Credit	\$0.00	\$0.00
R 02-4609	R 02-4609 Lease Receivables	\$0.00	\$0.00
R 02-4810	R 02-4810 Coronavirus Local Fiscal Recov	\$0.00	\$0.00
R 02-4999	R 02-4999 Transfer of Funds	\$0.00	\$0.00



December 2024

R 03-4104	R 03-4104 Permits Other	\$0.00	\$0.00
R 03-4300	R 03-4300 MISCELLANEOUS	\$0.00	\$0.00
R 03-4314	R 03-4314 Founders Day Donations	\$18,000.00	\$2,500.00
R 03-4315	R 03-4315 Donations Other	\$0.00	\$0.00
R 03-4316	R 03-4316 Interest on Bank Accounts	\$600.00	\$431.73
R 03-4321	R 03-4321 Transfer To Parks Cover Expens	\$0.00	\$0.00
R 03-4322	R 03-4322 Transfer From Parks	\$0.00	\$0.00
R 03-4323	R 03-4323 Interest Income	\$0.00	\$0.00
R 03-4500	R 03-4500 Parks & Recreation	\$0.00	\$0.00
R 03-4501	R 03-4501 Houston/Willow Crk Parking	\$50.00	\$0.00
R 03-4502	R 03-4502 Bear Paw Park	\$0.00	\$0.00
R 03-4503	R 03-4503 Little Su Park Fees	\$10,000.00	\$3,773.00
R 03-4504	R 03-4504 Dump Fees	\$1,400.00	\$1,026.00
R 03-4505	R 03-4505 Wood Sales	\$1,000.00	\$0.00
R 03-4506	R 03-4506 Pavilion Rental	\$0.00	\$195.00
R 03-4507	R 03-4507 Little Su Day Park	\$40.00	\$15.00
R 03-4508	R 03-4508 Houston/Willow Creek Parking	\$0.00	\$0.00
R 03-4999	R 03-4999 Transfer of Funds	\$0.00	\$0.00
R 04-4316	R 04-4316 Interest on Bank Accounts	\$0.00	\$9,472.86
R 04-4900	R 04-4900 Reserve	\$0.00	\$0.00
R 04-4901	R 04-4901 Reserve	\$0.00	\$0.00
R 04-4999	R 04-4999 Transfer of Funds	\$0.00	\$65,000.00
R 06-4311	R 06-4311 Safety Equipment/Training	\$0.00	\$0.00
R 06-4316	R 06-4316 Interest on Bank Accounts	\$0.00	\$0.00
R 06-4326	R 06-4326 MSHF Covid 19 Grant	\$0.00	\$0.00
R 06-4327	R 06-4327 VFD Fed Pass Thru SOA Grant	\$0.00	\$0.00
R 06-4328	R 06-4328 Wood Innovation24DG11100106814	\$0.00	\$70,000.00
R 06-4700	R 06-4700 InterGovernmental Revenue	\$0.00	\$0.00
R 06-4704	R 06-4704 Healthy & Equitable Community	\$0.00	\$10,539.61
R 06-4800	R 06-4800 Covid Act Funding Program	\$0.00	\$0.00
R 06-4801	R 06-4801 Small Business Relief Grant	\$0.00	\$0.00
R 06-4802	R 06-4802 PPE Personal Protective Gr	\$0.00	\$0.00
R 06-4803	R 06-4803 City Mitigation Reimbursement	\$0.00	\$0.00
R 06-4804	R 06-4804 City Resiliency & Recovery	\$0.00	\$0.00
R 06-4805	R 06-4805 Non Profit Grant	\$0.00	\$0.00
R 06-4807	R 06-4807 Cybersecurity 22SLCGP-GY22	\$121,586.00	\$0.00
R 06-4810	R 06-4810 Coronavirus Local Fiscal Recov	\$0.00	\$0.00
R 06-4999	R 06-4999 Transfer of Funds	\$0.00	\$0.00
R 13-4329	R 13-4329 9 Road repairs	\$0.00	\$1,106,675.55
E 01-100-5000	E 01-100-5000 Personal Services Expenses	\$0.00	\$0.00
E 01-100-5001	E 01-100-5001 Salaries & Wages	\$263,211.20	\$144,378.66



December 2024

E 01-100-5002	E 01-100-5002 Payroll Taxes SS & Medicare	\$18,856.74	\$11,045.05
E 01-100-5003	E 01-100-5003 ESC Unemployment	\$2,452.11	\$1,442.28
E 01-100-5004	E 01-100-5004 Retirement Deduction Emp	\$0.00	\$0.00
E 01-100-5005	E 01-100-5005 Retirement Co Paid	\$1,622.40	\$0.00
E 01-100-5006	E 01-100-5006 Health & Life Insurance Co	\$76,283.18	\$31,173.05
E 01-100-5007	E 01-100-5007 Workers Compensation	\$9,100.00	\$9,219.12
E 01-100-5009	E 01-100-5009 Background Check & Drug Test	\$0.00	\$0.00
E 01-100-5100	E 01-100-5100 Travel Expense	\$0.00	\$0.00
E 01-100-5101	E 01-100-5101 Travel, Training, Errands, Per	\$4,000.00	\$3,129.20
E 01-100-5102	E 01-100-5102 Safety Security & Training	\$0.00	\$0.00
E 01-100-5200	E 01-100-5200 Facility Expenses	\$0.00	\$0.00
E 01-100-5201	E 01-100-5201 Telephone Expense	\$3,500.00	\$1,921.94
E 01-100-5202	E 01-100-5202 Electric Expense	\$3,550.00	\$1,722.22
E 01-100-5203	E 01-100-5203 Heating Fuel Expense	\$2,000.00	\$0.00
E 01-100-5205	E 01-100-5205 Solid Waste - Garbage	\$1,100.00	\$463.16
E 01-100-5206	E 01-100-5206 Building Repair & Maintenance	\$0.00	\$0.00
E 01-100-5207	E 01-100-5207 Postage& Delivery	\$1,000.00	\$557.98
E 01-100-5208	E 01-100-5208 Licenses & Permits	\$1,000.00	\$1,173.00
E 01-100-5209	E 01-100-5209 Subscriptions & Dues	\$500.00	\$179.94
E 01-100-5210	E 01-100-5210 Certifications & Renewals	\$500.00	\$0.00
E 01-100-5211	E 01-100-5211 Operating Expenses	\$0.00	\$0.00
E 01-100-5212	E 01-100-5212 Advertising & Promotions	\$0.00	\$0.00
E 01-100-5213	E 01-100-5213 Printing & Signage	\$200.00	\$0.00
E 01-100-5214	E 01-100-5214 Bank Fees, Merch Fees, Bad CK	\$1,200.00	\$260.61
E 01-100-5215	E 01-100-5215 Court & State Fees	\$250.00	\$0.00
E 01-100-5216	E 01-100-5216 Penalties & Interest Charges	\$200.00	\$0.00
E 01-100-5217	E 01-100-5217 Discretionary Fund	\$0.00	\$0.00
E 01-100-5218	E 01-100-5218 Bad Debt Return CKs& Unpd Chg	\$0.00	\$0.00
E 01-100-5219	E 01-100-5219 Credit Card Fees & Bank Fees	\$400.00	\$122.16
E 01-100-5220	E 01-100-5220 Donations & Special Events	\$100.00	\$625.00
E 01-100-5221	E 01-100-5221 Founders Day Expenses	\$0.00	\$0.00
E 01-100-5224	E 01-100-5224 Remote Sales Tax Fees	\$3,000.00	\$1,930.97
E 01-100-5300	E 01-100-5300 Supplies	\$0.00	\$0.00
E 01-100-5301	E 01-100-5301 Supplies & Consumables	\$2,000.00	\$1,285.47
E 01-100-5302	E 01-100-5302 Janitorial Supplies	\$0.00	\$0.00
E 01-100-5304	E 01-100-5304 Equipment & Gear Purchases	\$0.00	\$0.00
E 01-100-5305	E 01-100-5305 Training Supplies & Equipment	\$0.00	\$0.00
E 01-100-5306	E 01-100-5306 Miscellaneous Expenses	\$0.00	\$0.00
E 01-100-5400	E 01-100-5400 Vehicle & Equipment Expenses	\$0.00	\$0.00
E 01-100-5402	E 01-100-5402 Vehicle & Equipment Rental	\$0.00	\$0.00
E 01-100-5403	E 01-100-5403 Vehicle & Equipment Fuel	\$0.00	\$0.00



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E 01-100-5500	E 01-100-5500 Insurance Expenses	\$0.00	\$0.00
E 01-100-5501	E 01-100-5501 Mobile Equipment Insurance	\$0.00	\$0.00
E 01-100-5502	E 01-100-5502 General Liability Insurance	\$4,500.00	\$6,056.96
E 01-100-5503	E 01-100-5503 Property Insurance	\$0.00	\$0.00
E 01-100-5504	E 01-100-5504 Vehicle Insurance	\$0.00	\$0.00
E 01-100-5505	E 01-100-5505 Insurance Claim Deduction	\$0.00	\$0.00
E 01-100-5600	E 01-100-5600 Contractual	\$0.00	\$0.00
E 01-100-5601	E 01-100-5601 Contractual Software Expense	\$2,000.00	\$1,986.25
E 01-100-5602	E 01-100-5602 Contractual Leases Office Equi	\$4,000.00	\$1,396.25
E 01-100-5604	E 01-100-5604 Contractual Legal Advice	\$5,000.00	\$2,665.69
E 01-100-5605	E 01-100-5605 Contractual Accounting & Audit	\$8,500.00	\$1,938.83
E 01-100-5606	E 01-100-5606 Contractual Internet, Servers,	\$4,800.00	\$4,492.98
E 01-100-5607	E 01-100-5607 Contractual Engineer Services	\$0.00	\$0.00
E 01-100-5608	E 01-100-5608 Contractual Towing Services	\$0.00	\$0.00
E 01-100-5609	E 01-100-5609 Contractual Veterinary Service	\$0.00	\$0.00
E 01-100-5610	E 01-100-5610 Contractual Security Monitorin	\$250.00	\$166.00
E 01-100-5611	E 01-100-5611 Contractual LID	\$0.00	\$0.00
E 01-100-5612	E 01-100-5612 Contractual Planner	\$0.00	\$0.00
E 01-100-5617	E 01-100-5617 Contractual Janitorial Service	\$7,000.00	\$3,730.00
E 01-100-5700	E 01-100-5700 Founders Day Expenses	\$0.00	\$0.00
E 01-100-5904	E 01-100-5904 Hearing Officer	\$100.00	\$0.00
E 01-100-5905	E 01-100-5905 Transcripts & Expenses	\$0.00	\$0.00
E 01-100-6101	E 01-100-6101 Bank Service Charges	\$0.00	\$0.00
E 01-100-6102	E 01-100-6102 Unallocated Funds	\$0.00	\$0.00
E 01-100-6103	E 01-100-6103 Purchase Orders	\$0.00	\$0.00
E 01-100-6200	E 01-100-6200 Grants Expenses	\$0.00	\$0.00
E 01-100-6201	E 01-100-6201 Insurance Paid for Safety Equi	\$0.00	\$0.00
E 01-100-6202	E 01-100-6202 Community Assistant Program	\$0.00	\$0.00
E 01-100-6204	E 01-100-6204 Morvro Lake Natural Gas	\$0.00	\$0.00
E 01-100-9999	E 01-100-9999 Prior Period Adjustment	\$0.00	\$0.00
E 01-101-5000	E 01-101-5000 Personal Services Expenses	\$0.00	\$0.00
E 01-101-5001	E 01-101-5001 Salaries & Wages	\$7,000.00	\$2,850.00
E 01-101-5002	E 01-101-5002 Payroll Taxes SS & Medicare	\$344.00	\$342.85
E 01-101-5003	E 01-101-5003 ESC Unemployment	\$50.00	\$18.30
E 01-101-5004	E 01-101-5004 Retirement Deduction Emp	\$0.00	\$0.00
E 01-101-5005	E 01-101-5005 Retirement Co Paid	\$0.00	\$0.00
E 01-101-5006	E 01-101-5006 Health & Life Insurance Co	\$0.00	\$0.00
E 01-101-5007	E 01-101-5007 Workers Compensation	\$0.00	\$0.00
E 01-101-5100	E 01-101-5100 Travel Expense	\$0.00	\$0.00
E 01-101-5101	E 01-101-5101 Travel, Training, Errands, Per	\$3,000.00	\$1,904.20
E 01-101-5200	E 01-101-5200 Facility Expenses	\$0.00	\$0.00



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E 01-101-5201	E 01-101-5201 Telephone Expense	\$1,400.00	\$586.29
E 01-101-5207	E 01-101-5207 Postage& Delivery	\$100.00	\$31.97
E 01-101-5209	E 01-101-5209 Subscriptions & Dues	\$1,000.00	\$50.00
E 01-101-5213	E 01-101-5213 Printing & Signage	\$250.00	\$0.00
E 01-101-5220	E 01-101-5220 Donations & Special Events	\$250.00	\$625.00
E 01-101-5221	E 01-101-5221 Founders Day Expenses	\$0.00	\$0.00
E 01-101-5300	E 01-101-5300 Supplies	\$0.00	\$0.00
E 01-101-5301	E 01-101-5301 Supplies & Consumables	\$1,200.00	\$305.57
E 01-101-5302	E 01-101-5302 Janitorial Supplies	\$0.00	\$0.00
E 01-101-5304	E 01-101-5304 Equipment & Gear Purchases	\$2,000.00	\$1,781.04
E 01-101-5306	E 01-101-5306 Miscellaneous Expenses	\$0.00	\$0.00
E 01-101-5400	E 01-101-5400 Vehicle & Equipment Expenses	\$0.00	\$0.00
E 01-101-5403	E 01-101-5403 Vehicle & Equipment Fuel	\$0.00	\$0.00
E 01-101-5600	E 01-101-5600 Contractual	\$0.00	\$0.00
E 01-101-5601	E 01-101-5601 Contractual Software Expense	\$1,500.00	\$1,736.25
E 01-101-5604	E 01-101-5604 Contractual Legal Advice	\$21,000.00	\$13,582.62
E 01-101-5605	E 01-101-5605 Contractual Accounting & Audit	\$8,500.00	\$1,938.82
E 01-101-5606	E 01-101-5606 Contractual Internet, Servers,	\$4,800.00	\$3,814.89
E 01-101-5700	E 01-101-5700 Founders Day Expenses	\$0.00	\$0.00
E 01-101-5903	E 01-101-5903 Appeals / Hearings	\$0.00	\$0.00
E 01-101-5904	E 01-101-5904 Hearing Officer	\$0.00	\$0.00
E 01-102-5800	E 01-102-5800 Records Info Program	\$0.00	\$0.00
E 01-102-5801	E 01-102-5801 Records Software	\$4,500.00	\$3,732.40
E 01-102-5802	E 01-102-5802 Records Supplies	\$200.00	\$0.00
E 01-102-5803	E 01-102-5803 Records Destruction Expense	\$500.00	\$0.00
E 01-103-5209	E 01-103-5209 Subscriptions & Dues	\$0.00	\$0.00
E 01-103-5212	E 01-103-5212 Advertising & Promotions	\$700.00	\$814.00
E 01-103-5225	E 01-103-5225 Licenses & Warranties	\$1,200.00	\$0.00
E 01-103-5301	E 01-103-5301 Supplies & Consumables	\$500.00	\$0.00
E 01-103-5304	E 01-103-5304 Equipment & Gear Purchases	\$0.00	\$0.00
E 01-103-5900	E 01-103-5900 Elections	\$0.00	\$0.00
E 01-103-5901	E 01-103-5901 Ballots Expense	\$3,500.00	\$2,963.54
E 01-103-5902	E 01-103-5902 Casual Labor/Election	\$1,500.00	\$2,431.72
E 01-103-5903	E 01-103-5903 Appeals / Hearings	\$0.00	\$0.00
E 01-103-5904	E 01-103-5904 Hearing Officer	\$0.00	\$0.00
E 01-103-5905	E 01-103-5905 Transcripts & Expenses	\$0.00	\$0.00
E 01-104-5000	E 01-104-5000 Personal Services Expenses	\$0.00	\$0.00
E 01-104-5001	E 01-104-5001 Salaries & Wages	\$179,622.88	\$122,568.01
E 01-104-5002	E 01-104-5002 Payroll Taxes SS & Medicare	\$17,441.93	\$9,369.86
E 01-104-5003	E 01-104-5003 ESC Unemployment	\$1,927.43	\$1,241.81
E 01-104-5004	E 01-104-5004 Retirement Deduction Emp	\$0.00	\$0.00



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E 01-104-5005	E 01-104-5005 Retirement Co Paid	\$3,173.73	\$1,017.76
E 01-104-5006	E 01-104-5006 Health & Life Insurance Co	\$37,809.92	\$28,483.06
E 01-104-5007	E 01-104-5007 Workers Compensation	\$7,200.00	\$10,282.49
E 01-104-5008	E 01-104-5008 Fireworks Public Education	\$1,500.00	\$0.00
E 01-104-5009	E 01-104-5009 Background Check & Drug Test	\$400.00	\$0.00
E 01-104-5100	E 01-104-5100 Travel Expense	\$0.00	\$0.00
E 01-104-5101	E 01-104-5101 Travel, Training, Errands, Per	\$1,500.00	\$675.00
E 01-104-5102	E 01-104-5102 Safety Security & Training	\$750.00	\$125.00
E 01-104-5200	E 01-104-5200 Facility Expenses	\$0.00	\$0.00
E 01-104-5201	E 01-104-5201 Telephone Expense	\$8,500.00	\$2,809.81
E 01-104-5202	E 01-104-5202 Electric Expense	\$20,000.00	\$7,259.76
E 01-104-5203	E 01-104-5203 Heating Fuel Expense	\$9,000.00	\$6,219.09
E 01-104-5204	E 01-104-5204 Natural Gas	\$3,500.00	\$1,235.88
E 01-104-5205	E 01-104-5205 Solid Waste - Garbage	\$3,500.00	\$1,271.61
E 01-104-5206	E 01-104-5206 Building Repair & Maintenance	\$5,000.00	\$2,291.18
E 01-104-5207	E 01-104-5207 Postage& Delivery	\$500.00	\$128.33
E 01-104-5208	E 01-104-5208 Licenses & Permits	\$2,000.00	\$2,603.51
E 01-104-5209	E 01-104-5209 Subscriptions & Dues	\$3,000.00	\$1,348.58
E 01-104-5210	E 01-104-5210 Certifications & Renewals	\$500.00	\$0.00
E 01-104-5211	E 01-104-5211 Operating Expenses	\$0.00	\$0.00
E 01-104-5212	E 01-104-5212 Advertising & Promotions	\$500.00	\$0.00
E 01-104-5213	E 01-104-5213 Printing & Signage	\$600.00	\$419.86
E 01-104-5214	E 01-104-5214 Bank Fees, Merch Fees, Bad CK	\$0.00	\$0.00
E 01-104-5216	E 01-104-5216 Penalties & Interest Charges	\$0.00	\$0.00
E 01-104-5217	E 01-104-5217 Discretionary Fund	\$0.00	\$0.00
E 01-104-5219	E 01-104-5219 Credit Card Fees & Bank Fees	\$0.00	\$0.00
E 01-104-5220	E 01-104-5220 Donations & Special Events	\$0.00	\$625.00
E 01-104-5300	E 01-104-5300 Supplies	\$0.00	\$0.00
E 01-104-5301	E 01-104-5301 Supplies & Consumables	\$800.00	\$1,348.48
E 01-104-5302	E 01-104-5302 Janitorial Supplies	\$600.00	\$376.34
E 01-104-5303	E 01-104-5303 Animal Food & Supplies	\$0.00	\$0.00
E 01-104-5304	E 01-104-5304 Equipment & Gear Purchases	\$40,000.00	\$11,165.11
E 01-104-5305	E 01-104-5305 Training Supplies & Equipment	\$1,500.00	\$0.00
E 01-104-5306	E 01-104-5306 Miscellaneous Expenses	\$700.00	\$718.20
E 01-104-5400	E 01-104-5400 Vehicle & Equipment Expenses	\$0.00	\$0.00
E 01-104-5401	E 01-104-5401 Vehicle Equipment Maintenance	\$15,000.00	\$30,582.92
E 01-104-5402	E 01-104-5402 Vehicle & Equipment Rental	\$500.00	\$0.00
E 01-104-5403	E 01-104-5403 Vehicle & Equipment Fuel	\$15,000.00	\$6,767.59
E 01-104-5500	E 01-104-5500 Insurance Expenses	\$0.00	\$0.00
E 01-104-5501	E 01-104-5501 Mobile Equipment Insurance	\$400.00	\$0.00
E 01-104-5502	E 01-104-5502 General Liability Insurance	\$5,000.00	\$6,705.92



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E 01-104-5503	E 01-104-5503 Property Insurance	\$45,000.00	\$49,256.00
E 01-104-5504	E 01-104-5504 Vehicle Insurance	\$22,000.00	\$17,523.74
E 01-104-5505	E 01-104-5505 Insurance Claim Deduction	\$10,000.00	\$0.00
E 01-104-5600	E 01-104-5600 Contractual	\$0.00	\$0.00
E 01-104-5601	E 01-104-5601 Contractual Software Expense	\$2,500.00	\$1,736.25
E 01-104-5602	E 01-104-5602 Contractual Leases Office Equi	\$2,500.00	\$835.17
E 01-104-5603	E 01-104-5603 Contractual Medical Care	\$1,500.00	\$0.00
E 01-104-5604	E 01-104-5604 Contractual Legal Advice	\$500.00	\$0.00
E 01-104-5605	E 01-104-5605 Contractual Accounting & Audit	\$8,500.00	\$1,938.82
E 01-104-5606	E 01-104-5606 Contractual Internet, Servers,	\$4,800.00	\$3,523.53
E 01-104-5608	E 01-104-5608 Contractual Towing Services	\$1,500.00	\$0.00
E 01-104-5609	E 01-104-5609 Contractual Veterinary Service	\$0.00	\$0.00
E 01-104-5610	E 01-104-5610 Contractual Security Monitorin	\$1,000.00	\$504.00
E 01-104-5613	E 01-104-5613 Contractual Maintenance Servic	\$36,000.00	\$18,000.00
E 01-104-5614	E 01-104-5614 Contractual Dispatch Service	\$15,000.00	\$6,600.00
E 01-104-6103	E 01-104-6103 Purchase Orders	\$0.00	\$0.00
E 01-104-6200	E 01-104-6200 Grants Expenses	\$0.00	\$0.00
E 01-104-6201	E 01-104-6201 Insurance Paid for Safety Equi	\$0.00	\$0.00
E 01-105- 8001	E 01-105- 8001	\$0.00	\$0.00
E 01-105-5000	E 01-105-5000 Personal Services Expenses	\$0.00	\$0.00
E 01-105-5001	E 01-105-5001 Salaries & Wages	\$286,968.00	\$114,227.32
E 01-105-5002	E 01-105-5002 Payroll Taxes SS & Medicare	\$20,716.00	\$8,728.61
E 01-105-5003	E 01-105-5003 ESC Unemployment	\$2,615.00	\$1,142.21
E 01-105-5004	E 01-105-5004 Retirement Deduction Emp	\$0.00	\$0.00
E 01-105-5005	E 01-105-5005 Retirement Co Paid	\$2,052.34	\$76.63
E 01-105-5006	E 01-105-5006 Health & Life Insurance Co	\$39,799.92	\$10,898.92
E 01-105-5007	E 01-105-5007 Workers Compensation	\$12,500.00	\$14,598.39
E 01-105-5009	E 01-105-5009 Background Check & Drug Test	\$209.88	\$69.96
E 01-105-5100	E 01-105-5100 Travel Expense	\$0.00	\$0.00
E 01-105-5101	E 01-105-5101 Travel, Training, Errands, Per	\$1,500.00	\$0.00
E 01-105-5102	E 01-105-5102 Safety Security & Training	\$500.00	\$1,693.85
E 01-105-5200	E 01-105-5200 Facility Expenses	\$0.00	\$0.00
E 01-105-5201	E 01-105-5201 Telephone Expense	\$4,000.00	\$1,948.24
E 01-105-5202	E 01-105-5202 Electric Expense	\$5,000.00	\$3,836.06
E 01-105-5203	E 01-105-5203 Heating Fuel Expense	\$7,000.00	\$2,206.21
E 01-105-5204	E 01-105-5204 Natural Gas	\$0.00	\$0.00
E 01-105-5205	E 01-105-5205 Solid Waste - Garbage	\$5,500.00	\$1,847.91
E 01-105-5206	E 01-105-5206 Building Repair & Maintenance	\$6,000.00	\$9,747.59
E 01-105-5207	E 01-105-5207 Postage& Delivery	\$1,070.95	\$349.83
E 01-105-5208	E 01-105-5208 Licenses & Permits	\$1,500.00	\$1,250.26
E 01-105-5209	E 01-105-5209 Subscriptions & Dues	\$75.00	\$292.64



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E 01-105-5210	E 01-105-5210 Certifications & Renewals	\$75.00	\$0.00
E 01-105-5211	E 01-105-5211 Operating Expenses	\$0.00	\$73.16
E 01-105-5212	E 01-105-5212 Advertising & Promotions	\$500.00	\$393.00
E 01-105-5213	E 01-105-5213 Printing & Signage	\$1,500.00	\$263.09
E 01-105-5214	E 01-105-5214 Bank Fees, Merch Fees, Bad CK	\$0.00	\$0.00
E 01-105-5216	E 01-105-5216 Penalties & Interest Charges	\$0.00	\$0.00
E 01-105-5217	E 01-105-5217 Discretionary Fund	\$0.00	\$0.00
E 01-105-5219	E 01-105-5219 Credit Card Fees & Bank Fees	\$0.00	\$0.00
E 01-105-5220	E 01-105-5220 Donations & Special Events	\$0.00	\$625.00
E 01-105-5222	E 01-105-5222 Summer Maintenance	\$36,000.00	\$31,993.95
E 01-105-5223	E 01-105-5223 Winter Maintenance	\$25,000.00	\$15,839.89
E 01-105-5300	E 01-105-5300 Supplies	\$0.00	\$0.00
E 01-105-5301	E 01-105-5301 Supplies & Consumables	\$2,500.00	\$6,990.35
E 01-105-5302	E 01-105-5302 Janitorial Supplies	\$750.00	\$101.97
E 01-105-5304	E 01-105-5304 Equipment & Gear Purchases	\$5,000.00	\$28,089.75
E 01-105-5305	E 01-105-5305 Training Supplies & Equipment	\$1,000.00	\$56.51
E 01-105-5306	E 01-105-5306 Miscellaneous Expenses	\$0.00	\$0.00
E 01-105-5400	E 01-105-5400 Vehicle & Equipment Expenses	\$0.00	\$0.00
E 01-105-5401	E 01-105-5401 Vehicle Equipment Maintenance	\$15,000.00	\$42,916.51
E 01-105-5402	E 01-105-5402 Vehicle & Equipment Rental	\$5,000.00	\$1,800.00
E 01-105-5403	E 01-105-5403 Vehicle & Equipment Fuel	\$25,000.00	\$11,699.35
E 01-105-5500	E 01-105-5500 Insurance Expenses	\$0.00	\$0.00
E 01-105-5501	E 01-105-5501 Mobile Equipment Insurance	\$2,000.00	\$457.97
E 01-105-5502	E 01-105-5502 General Liability Insurance	\$7,000.00	\$8,869.12
E 01-105-5503	E 01-105-5503 Property Insurance	\$4,500.00	\$4,947.00
E 01-105-5504	E 01-105-5504 Vehicle Insurance	\$7,500.00	\$6,880.00
E 01-105-5505	E 01-105-5505 Insurance Claim Deduction	\$2,500.00	\$0.00
E 01-105-5600	E 01-105-5600 Contractual	\$0.00	\$0.00
E 01-105-5601	E 01-105-5601 Contractual Software Expense	\$2,500.00	\$1,993.75
E 01-105-5602	E 01-105-5602 Contractual Leases Office Equi	\$2,761.70	\$1,216.26
E 01-105-5604	E 01-105-5604 Contractual Legal Advice	\$18,000.00	\$5,612.33
E 01-105-5605	E 01-105-5605 Contractual Accounting & Audit	\$8,500.00	\$1,938.82
E 01-105-5606	E 01-105-5606 Contractual Internet, Servers,	\$4,800.00	\$4,487.32
E 01-105-5607	E 01-105-5607 Contractual Engineer Services	\$14,000.00	\$0.00
E 01-105-5608	E 01-105-5608 Contractual Towing Services	\$4,000.00	\$1,940.64
E 01-105-5610	E 01-105-5610 Contractual Security Monitorin	\$200.00	\$166.00
E 01-105-5611	E 01-105-5611 Contractual LID	\$0.00	\$0.00
E 01-105-5612	E 01-105-5612 Contractual Planner	\$0.00	\$0.00
E 01-105-6103	E 01-105-6103 Purchase Orders	\$0.00	\$0.00
E 01-105-6200	E 01-105-6200 Grants Expenses	\$0.00	\$0.00
E 01-105-6201	E 01-105-6201 Insurance Paid for Safety Equi	\$0.00	\$0.00



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E 01-106-5001	E 01-106-5001 Salaries & Wages	\$7,257.12	\$2,554.56
E 01-106-5002	E 01-106-5002 Payroll Taxes SS & Medicare	\$558.07	\$195.46
E 01-106-5003	E 01-106-5003 ESC Unemployment	\$72.57	\$25.51
E 01-106-5005	E 01-106-5005 Retirement Co Paid	\$217.71	\$0.00
E 01-106-5006	E 01-106-5006 Health & Life Insurance Co	\$1,990.00	\$677.00
E 01-106-5007	E 01-106-5007 Workers Compensation	\$800.00	\$0.00
E 01-106-5101	E 01-106-5101 Travel, Training, Errands, Per	\$1,000.00	\$0.00
E 01-106-5102	E 01-106-5102 Safety Security & Training	\$400.00	\$0.00
E 01-106-5201	E 01-106-5201 Telephone Expense	\$800.00	\$0.00
E 01-106-5202	E 01-106-5202 Electric Expense	\$1,600.00	\$953.89
E 01-106-5203	E 01-106-5203 Heating Fuel Expense	\$2,000.00	\$933.08
E 01-106-5204	E 01-106-5204 Natural Gas	\$0.00	\$0.00
E 01-106-5205	E 01-106-5205 Solid Waste - Garbage	\$1,000.00	\$0.00
E 01-106-5206	E 01-106-5206 Building Repair & Maintenance	\$4,000.00	\$5,380.63
E 01-106-5207	E 01-106-5207 Postage& Delivery	\$0.00	\$0.00
E 01-106-5212	E 01-106-5212 Advertising & Promotions	\$250.00	\$0.00
E 01-106-5301	E 01-106-5301 Supplies & Consumables	\$500.00	\$635.23
E 01-106-5302	E 01-106-5302 Janitorial Supplies	\$250.00	\$99.83
E 01-106-5303	E 01-106-5303 Animal Food & Supplies	\$500.00	\$1,197.89
E 01-106-5304	E 01-106-5304 Equipment & Gear Purchases	\$1,000.00	\$0.00
E 01-106-5306	E 01-106-5306 Miscellaneous Expenses	\$470.00	\$0.00
E 01-106-5307	E 01-106-5307 Abandoned & Feral Cat Respons	\$15,000.00	\$3,875.98
E 01-106-5609	E 01-106-5609 Contractual Veterinary Service	\$4,000.00	\$0.00
E 01-106-5615	E 01-106-5615 Contractual Clear Cat Rescue	\$0.00	\$0.00
E 01-106-5616	E 01-106-5616 Contractual MSB AC&R	\$13,000.00	\$1,389.00
E 02-113-8057	E 02-113-8057 Emergency 9 Road Repair Recons	\$0.00	\$0.00
E 02-113-8058	E 02-113-8058 King Arthur Emergency Repair	\$0.00	\$0.00
E 13-113-5001	E 13-113-5001 Salaries & Wages	\$0.00	\$355.40
E 13-113-5002	E 13-113-5002 Payroll Taxes SS & Medicare	\$0.00	\$27.18
E 13-113-5003	E 13-113-5003 ESC Unemployment	\$0.00	\$3.55
E 13-113-5004	E 13-113-5004 Retirement Deduction Emp	\$0.00	\$0.00
E 13-113-5005	E 13-113-5005 Retirement Co Paid	\$0.00	\$0.00
E 13-113-5006	E 13-113-5006 Health & Life Insurance Co	\$0.00	\$19.17
E 13-113-5007	E 13-113-5007 Workers Compensation	\$0.00	\$0.00
E 13-113-8057	E 13-113-8057 Emergency 9 Road Repair Recons	\$0.00	\$1,531,794.65
E 13-113-8058	E 13-113-8058 King Arthur Emergency Repair	\$0.00	\$5,682.90
E 02-200- 8001	E 02-200- 8001	\$0.00	\$0.00
E 02-200-5212	E 02-200-5212 Advertising & Promotions	\$0.00	\$0.00
E 02-200-5214	E 02-200-5214 Bank Fees, Merch Fees, Bad CK	\$0.00	\$0.00
E 02-200-5218	E 02-200-5218 Bad Debt Return CKs& Unpd Chg	\$0.00	\$0.00
E 02-200-5304	E 02-200-5304 Equipment & Gear Purchases	\$0.00	\$0.00



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E 02-200-6205	E 02-200-6205 Cap Enchanted Rd Gas	\$0.00	\$0.00
E 02-200-8000	E 02-200-8000 Capital Projects	\$0.00	\$0.00
E 02-200-8002	E 02-200-8002 Cap Ford F450 Plower/Sander	\$0.00	\$0.00
E 02-200-8003	E 02-200-8003 Capital Ford F250	\$0.00	\$0.00
E 02-200-8004	E 02-200-8004 Capital City Land	\$0.00	\$8,829.74
E 02-200-8005	E 02-200-8005 Capital Recording Documents	\$0.00	\$40.00
E 02-200-8006	E 02-200-8006 Capital Multiuse Facility	\$0.00	\$0.00
E 02-200-8007	E 02-200-8007 Capital City Hall Paving	\$0.00	\$0.00
E 02-200-8008	E 02-200-8008 Capital Computer System Upgrad	\$0.00	\$0.00
E 02-200-8009	E 02-200-8009 Capital City Hall Repairs	\$0.00	\$0.00
E 02-200-8010	E 02-200-8010 Capital Road Grader	\$0.00	\$0.00
E 02-200-8011	E 02-200-8011 Capital D3 Bulldozer	\$0.00	\$0.00
E 02-200-8012	E 02-200-8012 Capital 40X60 Steel Shop	\$0.00	\$0.00
E 02-200-8013	E 02-200-8013 Capital Dump Truck	\$0.00	\$0.00
E 02-200-8014	E 02-200-8014 Capital Equipment Trailer	\$0.00	\$0.00
E 02-200-8015	E 02-200-8015 Capital Park & Rec Trail Plan	\$0.00	\$0.00
E 02-200-8016	E 02-200-8016 Capital Bear Paw ADA Park	\$0.00	\$0.00
E 02-200-8017	E 02-200-8017 Capital Houston/Willow Crk II	\$0.00	\$0.00
E 02-200-8018	E 02-200-8018 Capital Parks Restroom Upgrade	\$0.00	\$0.00
E 02-200-8019	E 02-200-8019 Capital Self Contained Breath	\$0.00	\$0.00
E 02-200-8020	E 02-200-8020 Capital Renovate 9-1	\$0.00	\$0.00
E 02-200-8021	E 02-200-8021 Capital Ladder Truck Engine Qu	\$0.00	\$0.00
E 02-200-8022	E 02-200-8022 Capital Disaster Commun System	\$0.00	\$0.00
E 02-200-8023	E 02-200-8023 Capital School Campus Pathway	\$0.00	\$0.00
E 02-200-8024	E 02-200-8024 Cap Police Officer & Veh Stora	\$0.00	\$0.00
E 02-200-8025	E 02-200-8025 Cap Community Police Supply	\$0.00	\$0.00
E 02-200-8026	E 02-200-8026 Capital Patrol Vehicle	\$0.00	\$0.00
E 02-200-8027	E 02-200-8027 Capital Police Protect Equip	\$0.00	\$0.00
E 02-200-8028	E 02-200-8028 Capital Hire Consulting Firm	\$0.00	\$0.00
E 02-200-8029	E 02-200-8029 Cap Non Motor Boat Launch RH	\$0.00	\$0.00
E 02-200-8030	E 02-200-8030 Cap Emerg Dry Hydrants	\$0.00	\$0.00
E 02-200-8031	E 02-200-8031 Cap Heavy Rescue Truck	\$0.00	\$0.00
E 02-200-8032	E 02-200-8032 Cap Quick Attack Fire Eng 91	\$0.00	\$0.00
E 02-200-8033	E 02-200-8033 Cap Replace Fire Truck 9-2	\$0.00	\$0.00
E 02-200-8034	E 02-200-8034 CapThermal Imaging Camaras	\$0.00	\$0.00
E 02-200-8035	E 02-200-8035 Cap Replace Nozzels & Hoses	\$0.00	\$0.00
E 02-200-8036	E 02-200-8036 Cap Dog Park Little Su	\$0.00	\$0.00
E 02-200-8037	E 02-200-8037 Cap Public Works Facility	\$0.00	\$0.00
E 02-200-8038	E 02-200-8038 Cap Fire Training Facility	\$0.00	\$0.00
E 02-200-8039	E 02-200-8039 Cap Intermodal Parking Lot	\$0.00	\$0.00
E 02-200-8040	E 02-200-8040 Cap Transfer Station	\$0.00	\$0.00



December 2024

E 02-200-8041	E 02-200-8041 Cap Telephone System	\$0.00	\$0.00
E 02-200-8042	E 02-200-8042 Cap Techn Upgrade/Replace	\$0.00	\$0.00
E 02-200-8043	E 02-200-8043 Cap Ballot Tabulation System	\$0.00	\$0.00
E 02-200-8044	E 02-200-8044 Cap Audio Visual System	\$0.00	\$0.00
E 02-200-8045	E 02-200-8045 Capital Cheri Lake Rd	\$0.00	\$0.00
E 02-200-8046	E 02-200-8046 Capital Covered Sand Storage	\$0.00	\$0.00
E 02-200-8047	E 02-200-8047 Cap Armstrong Rd Susitna Cross	\$0.00	\$0.00
E 02-200-8048	E 02-200-8048 Cap Parks & Rec Plan	\$0.00	\$0.00
E 02-200-8049	E 02-200-8049 Cap Firefighting Turnouts	\$0.00	\$0.00
E 02-200-8050	E 02-200-8050 Cap Movrov Sub N Dana CT	\$0.00	\$0.00
E 02-200-8051	E 02-200-8051 Cap Equipment AML Grant Match	\$0.00	\$104,978.23
E 02-200-8052	E 02-200-8052 Cap Gas ext Annex Station	\$0.00	\$0.00
E 02-200-8053	E 02-200-8053 Cap Gas ext Animal Shelter	\$0.00	\$0.00
E 02-200-8054	E 02-200-8054 Cap Ergonomic Office Furniture	\$0.00	\$0.00
E 02-200-8055	E 02-200-8055 Cap New Computers all depts	\$0.00	\$0.00
E 02-200-8056	E 02-200-8056 Cap New Breakroom Sink	\$0.00	\$0.00
E 02-200-8059	E 02-200-8059 Cap Drainage Praetor Lake Ph1	\$40,000.00	\$22,038.17
E 03-300-5000	E 03-300-5000 Personal Services Expenses	\$0.00	\$0.00
E 03-300-5001	E 03-300-5001 Salaries & Wages	\$2,750.00	\$1,932.95
E 03-300-5002	E 03-300-5002 Payroll Taxes SS & Medicare	\$0.00	\$147.89
E 03-300-5003	E 03-300-5003 ESC Unemployment	\$0.00	\$19.33
E 03-300-5004	E 03-300-5004 Retirement Deduction Emp	\$0.00	\$0.00
E 03-300-5005	E 03-300-5005 Retirement Co Paid	\$0.00	\$0.00
E 03-300-5006	E 03-300-5006 Health & Life Insurance Co	\$0.00	\$0.00
E 03-300-5007	E 03-300-5007 Workers Compensation	\$0.00	\$0.00
E 03-300-5200	E 03-300-5200 Facility Expenses	\$0.00	\$0.00
E 03-300-5202	E 03-300-5202 Electric Expense	\$600.00	\$345.45
E 03-300-5205	E 03-300-5205 Solid Waste - Garbage	\$2,500.00	\$2,232.14
E 03-300-5206	E 03-300-5206 Building Repair & Maintenance	\$3,000.00	\$515.50
E 03-300-5207	E 03-300-5207 Postage& Delivery	\$0.00	\$0.00
E 03-300-5211	E 03-300-5211 Operating Expenses	\$50.00	\$2,313.72
E 03-300-5212	E 03-300-5212 Advertising & Promotions	\$500.00	\$0.00
E 03-300-5213	E 03-300-5213 Printing & Signage	\$250.00	\$98.66
E 03-300-5214	E 03-300-5214 Bank Fees, Merch Fees, Bad CK	\$0.00	\$0.00
E 03-300-5220	E 03-300-5220 Donations & Special Events	\$0.00	\$0.00
E 03-300-5221	E 03-300-5221 Founders Day Expenses	\$15,000.00	\$7,941.72
E 03-300-5300	E 03-300-5300 Supplies	\$0.00	\$0.00
E 03-300-5301	E 03-300-5301 Supplies & Consumables	\$500.00	\$5,503.83
E 03-300-5302	E 03-300-5302 Janitorial Supplies	\$500.00	\$0.00
E 03-300-5304	E 03-300-5304 Equipment & Gear Purchases	\$250.00	\$0.00
E 03-300-5306	E 03-300-5306 Miscellaneous Expenses	\$100.00	\$23.30



December 2024

[illegible]



January 2025

January was an extremely busy month for Public Works as we tried to keep up with the multiple rain events. The traction sand either got glazed over with ice within half an hour or washed away very quickly during the downpours so multiple sandings were required for each event, but the crew kept on going to get it done. As I am writing this, we are refilling the sand shed for a **THIRD TIME** this winter, so a lot of traction sand was put on the roadways. We used one shed full of sand in the 23-24 winter for a comparison as to how much traction sand the crew has put on the roadways so far this winter and it's not even over yet. Most of it was used in the past two freezing rain/rain events so the crew was extremely busy. This was a historical storm and rain event throughout the entire valley, so these can't be predicted in the summer when we stock the sand. The good news is that sand costs will start decreasing next winter as we will have our own sand screened once the gravel pit is developed. We will stock up for a typical winter again this summer, but having an extra covered sand storage area would be a great option to have should we have more rain events like this in the future. Keeping the sand dry is extremely important to speeding up operations as it prevents the crew from having to constantly fight big block of sand filled ice that plug up the feed belts and spreaders.



The third sand shed filling this winter

The constant road sanding operations left little time for other projects, but we got a few small items done. We keep a list of small projects that we can work on when it's too frozen or wet to work on the roads. Parts of the shop received a much-needed reorganization and cleaning, which was much needed as we don't stop road operations to finish projects like this. The coupler on the F450 sander belt broke again, however we were able to quickly fix it since we had previously switched the old one out to a standard readily available one, so it was only down for an hour total. I applied for the DOT Highway Event Permit for Founders Day 25 in early January, and it should be approved by the end of February as Public Works continue preparations for it. Revised vendor maps are coming soon along with marking on the spots on the pavement after it is dry and warm enough.

Public Works Report:

- Founders Day 2025 planning continues.
- Additional documentation was needed by DOT for our Highway Event Permit application, so that was sent to them and we are waiting for their final decision.
- The old John Deere grader is still awaiting an opening at a shop to complete the exhaust manifold gasket repair. We have an on-call operator to operate it when needed if he is not working on the slope at that time.
- Several more hand tools were upgraded to quality ones when the cheap ones we had could not do the job on some repairs.
- CIP nominations are still being received and an online submission option was created. Submissions generally do not have all the boxes filled out so the CIP will not include that missing information either since the submitter did not provide it.
- Revision of online forms continues as we standardize both the printed and online versions for 2025 before the construction season starts. Several minor fixes were made as they were discovered throughout the year
- Pit-run gravel was stockpiled last fall so it would thaw faster to make temporary emergency repairs as soft areas become a problem during spring break up. The crew has been keeping track of several potential problem areas.

Parks Report:

- New members were appointed to the board recently, so a new chair and vice-chair were elected at the January meeting.
- We still have zero applications for the 2025 camp host position.

Permits Issued in January 2025

Type	Issued in January	Total Issued for 2025 to date
Construction Permit	0	0
Driveway Permit	0	0
Utility Permit	0	0
Conditional Use Permit	0	0
Land Use Amendment / Re-zone	0	0
Variance	0	0
Firewood cutting permits	1	1
Other/Matsu Borough	0	0
Junk & Trash & ROW Notices	0	0

Respectfully,



Jared Eison,
Public Works Director



To: Houston City Council
Through: Mayor's Office
From: Public Safety Director, Christian M. Hartley *CH*
Subject: Department Report, Reviewing Month of January

Overall Department

Progress Toward Strategic Goals:

1. Partnered with NGO for needed vet services in Houston
2. Traveled to Juneau to lobby for municipal capital needs
3. Assist with AST K9 training, supports interagency relationships

Division: Fire Department

Incidents of Note:

1. 01/06/2025: Vehicle versus house, one person injured
2. 01/16/2025: Fire alarm at Houston Middle School, found overheated kiln
3. 01/19/2025: 2-vehicle collision in front of Meadowood Mall
4. 01/20/2025: Structure fire on Cattail Cir, frequent response property
5. 01/21/2025: Assist Alaska State Troopers with forcibly entry for a welfare check
6. 01/22/2025: Propane truck accident on King Arthur Drive

Department Highlights/Accomplishments:

1. Chief Hartley traveled to Juneau for Fire Chief Leadership Summit.
2. Visited Senator Showers and Representative McCabe.
3. Ordered multigas detectors for crew safety.
4. Ordered two new thermal imaging cameras at a steep discount.
5. Received grant from Division of Forestry for wildland firefighting equipment.

Challenges:

1. Very little capital money will be available from state this year.
2. Changes in firefighting PPE construction may require more frequent ordering.

Community Risk Reduction Activities:

1. Received 10 wired smoke alarms from donation, to provide as needed.
2. Reviewing the Knox Box program for upgrade and advertisement this summer.



Division: Animal Safety & Protection

Incidents of Note:

1. Only one more abandoned cat colony feline trapped. Almost fully trapped.
2. All cats at shelter are in foster through Clear Creek Cat Rescue.

Department Highlights/Accomplishments:

1. Partnered with Alaska SPCA for a low-cost spay/neuter clinic in Houston.
2. Currently discussion options for a local low-cost vaccination clinic.
3. Three local businesses (Gorilla Fireworks, Doghouse Hotel, Posh Paws Doggy Salon) have donated \$300 each to further decrease the costs for participants.

Challenges:

1. Low-cost shots clinic was very popular, we may need more
 2. Unrestrained animals continue to be a hazard for public.
 3. Many people in the public misunderstand the Borough's registration program suspension, thinking it applies in the city as well. It does not.
-

Division: Community Safety

Incidents of Note:

1. Station 9-1 and Station 9-2 and animal shelter used by AST K9 trainers.
2. Scheduled the earthquake trailer for this year's Houston Founders Day event.

Department Highlights/Accomplishments:

1. Planning a safety inspection program for all city buildings.
2. Currently discussion with Mat-Su Borough about establishing a CERT in Houston.

Challenges:

1. No volunteer cadre to support community safety efforts.
2. Need an improved public information sharing program.

Community Risk Reduction Activities:

1. Public education was shared about the importance of alarms, citing the Houston Middle School event as evidence of their impact on safety.



FIRE DEPARTMENT

	January	February	2025 Totals
Local Calls	9		9
Aid Fire Calls	6		6
EMS Calls	9		9
Extrication Calls	3		3
Landing Zones	1		1
Hazardous Materials Calls	0		0
Community Service Calls	0		0
Public Education – Events	0		0
Public Education – Participants	0		0

ANIMAL SAFETY & PROTECTION

	January	February	2025 Totals
Public Assist Calls	0		0
Dogs Intake	0		0
Cats Intake	0		0
Public Education – Events	0		0
Public Education – Participants	0		0

COMMUNITY SAFETY

	January	February	2025 Totals
Disaster Mitigation Projects	0		0
Neighborhood Watch Aid	0		0
Public Education – Events	0		0
Public Education – Participants	0		0



Firefighters blocking King Arthur while tow operators removed the propane truck



Tow operation to remove rolled over Propane truck on King Arthur Dr



Busses from Durham (above) and Bunker and Bunker (below) lost traction and needed help on ice



ORDINANCE 25-01

AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HOUSTON MUNICIPAL CODE TITLE 1 GENERAL PROVISIONS TO ENACT CHAPTER 1.18 TRANSFER OF POWER TO PERMIT THE MATANUSKA-SUSITNA BOROUGH TO EXPEND NATIONAL OPIOID SETTLEMENT AGREEMENTS FUNDS

BE IT ORDAINED AND ENACTED BY THE CITY OF HOUSTON, ALASKA:

WHEREAS, the Matanuska-Susitna Borough is a participant in the National Opioids Settlement Agreements; and

WHEREAS, information about the National Opioid Settlement Agreements may be found at <https://nationalopioidsettlem.com/>; and

WHEREAS, as of October 2024, the Matanuska-Susitna Borough received approximately \$780,000 in proceeds from the National Opioid Settlement Agreements; and

WHEREAS, the Matanuska-Susitna Borough expects to receive more funds from the settlements over the next several years; and

WHEREAS, the National Opioid Settlement Agreements contain restrictions on how the settlement proceeds may be spent in Exhibit E to the settlements; and

WHEREAS, in addition to the restrictions imposed by the National Opioid Settlement Agreements, the Matanuska-Susitna Borough may only spend money on powers and functions it is legally authorized to provide; and

WHEREAS, as a second-class borough in Alaska under AS 29.04.030(2), the Matanuska-Susitna Borough is not an expansive and broad local borough government; and

WHEREAS, the Matanuska-Susitna Borough only has those powers conferred by law; and

WHEREAS, the Matanuska-Susitna Borough has general powers under AS 29.35.010-.149 and MSB 1.10; and

WHEREAS, the Matanuska-Susitna Borough has areawide powers under AS 29.35.150-.180, and areawide powers under 29.35.210(b) and MSB 1.10; and

WHEREAS, the Matanuska-Susitna Borough does not have powers to provide the following as related to opioid prevention, treatment, and recovery: general health and social services, direct

medical care, legal aid, housing, childcare, case management, technology costs, clinic costs, neonatal treatment, prescription drug monitoring, law enforcement, opioid related research and data collection; and

WHEREAS, the lack of powers held by the Matanuska-Susitna Borough means that it will be very difficult for the Borough to expend funds which are in accordance with the National Opioid Settlement Agreements and also within the Borough's powers; and

WHEREAS, if the Matanuska-Susitna Borough had expanded powers to spend funds from the National Opioid Settlement Agreements as allowed under the agreements, there would be a much greater public benefit in combatting opioid misuse and helping people recover from opioid misuse; and

WHEREAS, the City of Houston is a second class city under AS 29.04.030(5) within the Matanuska-Susitna Borough; and

WHEREAS, under AS 29.35.250(a), the City of Houston may exercise any power not otherwise prohibited by law; and

WHEREAS, the Matanuska-Susitna Borough has non-areawide powers under AS 29.35.210(a) and MSB 1.10; and

WHEREAS, the Matanuska-Susitna Borough may acquire an areawide power by transfer of the power to it by a city under AS 29.35.300(b); and

WHEREAS, the City of Houston may transfer to the Borough any of its powers or functions under AS 29.35.310(a); and

WHEREAS, a transfer of power from a city to a borough must be done by ordinance under AS 29.25.010(a)(7); and

WHEREAS, a transfer of a power can be broad or limited; and

WHEREAS, the Matanuska-Susitna Borough needs the power to expend funds from the National Opioid Settlement Agreements as allowed by the terms and conditions of those agreements; and

WHEREAS, the cities of Palmer and Wasilla are considering ordinances similar to this one regarding a transfer of power to the Matanuska-Susitna Borough to allow it to expend funds from the National Opioid Settlement Agreements; and

WHEREAS, it is the intent of this ordinance to transfer the power to expend funds from the National Opioid Settlement Agreements as allowed by those agreements from the City of Houston to the Matanuska-Susitna Borough; and

WHEREAS, when the national Opioid Settlement funds are exhausted, the transferred powers will automatically revert back to the City of Houston; and

WHEREAS, this transfer of power may be terminated by either the City of Houston or the Matanuska-Susitna Borough at any time and for any reason or no reason through an ordinance repealing the transfer of power; and

WHEREAS, Strikethrough font indicates existing language to be deleted, and bold font indicates new language to be added.

NOW, THEREFORE, be it ordained by the City Council of the City of Houston, Alaska, as follows:

SECTION 1: ENACTMENT OF CHAPTER 1.18 TRANSFER OF POWER

Code Chapter 1.18 is enacted to read:

1.18 Transfer of power.

1.18.010 Transfer of power to expend National Opioid Settlement Agreements funds.

The City hereby transfers the power to expend funds in accordance with the allowed uses of the National Opioid Settlement Agreements to the Matanuska-Susitna Borough.

1.18.020 Ordinance required.

This transfer of power is subject to the passage of an ordinance by the Matanuska-Susitna Borough Assembly to accept the power and will remain in effect until either:

(A) the national Opioid Settlement funds are exhausted, at which time the transferred power will automatically revert back to the City of Houston

(B) the Borough ordinance is no longer in effect

1.18.030 Revoking transfer.

Either the City of Houston or the Matanuska-Susitna Borough may revoke the transfer of the grant of power under this section at its sole and absolute discretion for any reason or no reason by passage of an ordinance repealing this section. Upon passage of such an ordinance by the City, the Borough must pass an ordinance reverting the transferred power back to the City.

SECTION 2: CLASSIFICATION: This ordinance is of a permanent nature and shall become part of the Houston Municipal code.

SECTION 3: SEVERABILITY: If the provisions of this ordinance, or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to another person or circumstances shall not be affected hereby.

SECTION 4: EFFECTIVE DATE: This ordinance shall take effect immediately upon the adoption of the Houston City Council.

ADOPTED by the Houston City Council on _____.

THE CITY OF HOUSTON, ALASKA

Carter Cole, Mayor

ATTEST:

{SEAL}

Tani Schoneman CMC, City Clerk

Approved	Denied
Public Hearing	
Date Action Taken	
Attest:	



**CITY OF HOUSTON
ACTION MEMORANDUM NO. 25-04**

Title: City Council Statement of Non-Protest for renewal of Limited Marijuana Cultivation Facility License #25721 held by Coopulation LLC DBA Gold Leaf Farms.

Originator: Tani Schoneman, City Clerk
Date: February 3, 2025

Agenda of: February 13, 2025

Route to:	Department Head	Signature	Date
X	City Clerk	<i>[Signature]</i>	2/6/25
X	Public Safety Director	<i>[Signature]</i>	2/6/25
X	Public Works Director	<i>[Signature]</i>	2/6/25
X	Treasurer	<i>[Signature]</i>	02/06/25

Attachment(s):

- Staff referrals under HMC 5.10.050
- Notice of Public Hearing
- Application Notice
- Marijuana License #25721 Application

Summary statement: Coopulation LLC DBA Gold Leaf Farms has applied for renewal of Marijuana Product Manufacturing Facility License #25721.

State law requires local governing bodies to review requests pertaining to marijuana licenses within their municipalities. The City may waive the right to protest or may file a protest to a request.

Before taking action on a marijuana license application, the Mayor shall provide for a public hearing before the City Council. Within 15 business days after the referrals under HMC [5.10.050](#), the Mayor shall schedule each marijuana license application for consideration by the City Council at its next City Council meeting and send written notice to the applicant.

The Mayor recommends the following action:

X	WAIVE THE RIGHT TO PROTEST
	PROTEST the issuance of the license for the following factors(s). (HMC 5.10.050).

	➤ Staff referrals.
	➤ Concentration of other licenses of the same and other types in the area.
	➤ Other factors.
	CONDITIONS recommend the issuance of the license with the following conditions(s). (HMC 5.10.060).
	➤
	SUSPENSION OR REVOCATION request a suspension or revocation of the license pursuant to 3 AAC 306.060;

If the City Council protests an application or recommends conditions on which the application shall be granted, the City Council shall state on record the reasons for its decisions, and the Mayor shall notify the Board and the applicant in writing of the decision.

If the City Council finds that the basis for its decision to protest an application, or to recommend conditions on which the application should be granted, no longer exists, the City Council may rescind its decision and direct the Mayor to notify the Board and the applicant of the decision.

Administration recommendation: Approve Action Memorandum 25-04.

Office of the City Clerk Use Only

Applicant noticed of Public Hearing: ☐ Applicant noticed of decision: ☐ AMCO noticed of decision: ☐
MSB Noticed (Relocation only) ☐ Houston Planning Commission noticed of decision ☐



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

January 6, 2025

From: marijuana.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: **Coopalation LLC**

DBA: Gold Leaf Farms

VIA email: 49roots.ak@gmail.com

Local Government: Houston, Matanuska-Susitna Borough

Via Email: alex.strawn@matsugov.us license.reviews@matsugov.us clerk@houston-ak.gov

Community Council:

Via Email:

CC: n/a

Re: Limited Marijuana Cultivation Facility #25721 Combined Renewal Notice

License Number:	#25721
License Type:	Limited Marijuana Cultivation Facility
Licensee:	Coopalation LLC
Doing Business As:	Gold Leaf Farms
Physical Address:	12428 Round Table Drive Houston, AK 99623-1907
Designated Licensee:	Landon Cooper
Phone Number:	907-268-9209
Email Address:	49roots.ak@gmail.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application

independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2024/2025 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2).

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a "conditional protest" as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board's satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)

AMCO has received a complete renewal application for the above listed license within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To object to the approval of this application pursuant to 3 AAC 306.065, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the objection within 30 days of the date of this notice. We recommend that you contact the local government with jurisdiction over the proposed premises to share objections you may have about the application.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application independently. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email marijuana.licensing@alaska.gov.

Sincerely,

Hunter Carrell

A handwritten signature in dark ink, appearing to read "Hunter Carrell", written over the printed name.

For Lizzie Kubitz, Acting Director
907-269-0350



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-20: 2023-2024 Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's Anchorage office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Coopalation LLC	License Number:	25721
License Type:	Limited Marijuana Cultivation Facility		
Doing Business As:	Gold Leaf Farm		
Premises Address:	12428 W Round Table Dr		
City:	Houston	State:	AK
		ZIP:	99623

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Landon Cooper
Title:	Organizer

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements:

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

LC

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

LC

I certify that a notice of violation has **not** been issued for this license between July 1, 2022 and June 30, 2023.

LC

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).

--

**Form MJ-20: 2023-2024 Renewal Application Certifications****Section 5 – Certifications**

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

LC

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

LC

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

LC

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

LC

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

LC

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

LC

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

☐

If multiple licenses are held, list all license numbers below:

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

LC

Lander Cooper
Printed name of licensee

[Signature]
Signature of licensee



OFFICE OF MAYOR
CITY OF HOUSTON, ALASKA

Carter R. Cole
Mayor

David Childs
Deputy Mayor

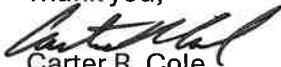
January 30, 2025

Coopalation LLC DBA Gold Leaf Farms
Landon Cooper
Phone No. 907-268-9209
Email; 49roots.ak@gmail.com
12428 Round Table Dr,
Houston, AK 99623-1907

Dear Landon,

As required by the HMC 5.10.060 (list below), you are hereby notified that on February 13, 2025 @ 6:00 PM your renewal of License #25721 for your retail marijuana store will appear before Houston City Council for approval and/or renewal. You may choose to appear to defend your application if you feel necessary. There appears to be no unresolved findings currently against your license.

Thank you,


Carter R. Cole
Mayor

5.10.060 Consideration by Council.

A. Before taking action on a marijuana establishment application under this section, the Mayor shall provide for a public hearing before the City Council. Within 15 business days after the referrals under HMC 5.10.050, the Mayor shall schedule each marijuana establishment license application for consideration by the City Council at its next City Council meeting and send written notice to the applicant. The notice shall include the following information:

1. The date and time of the meeting at which the Council will consider the application.
2. A statement that the applicant may appear before the Council at the meeting to defend the application; and
3. A summary of any unresolved findings adverse to the marijuana establishment application that have resulted from the referrals under HMC 5.10.050.

Office of Mayor

P.O. Box 940027 • Houston, Alaska 99694-0027 • Phone: (907)892-6869

• Email: mayor@houston-ak.gov • Website: <https://www.houstonak.us/>

Page 1 of 1

**HOUSTON, ALASKA
ORDINANCE 25-02**

**AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING THE FISCAL YEAR 2025 BUDGET
BY ACCEPTING AND APPROPRIATING \$9,900.00 FROM THE VOLUNTEER FIRE CAPACITY GRANT
TO THE GENERAL ACCOUNT FOR THE HOUSTON FIRE DEPARTMENT**

BE IT ORDAINED AND ENACTED BY THE CITY OF HOUSTON, ALASKA:

WHEREAS, the City Council must make all appropriations by non-coded ordinance; and

WHEREAS, the City of Houston Fire Department is a cooperator with the State of Alaska Division of Forestry for wildfire response which offers eligibility for cooperative and grant support; and

WHEREAS, the Houston Fire Department was awarded a grant in the amount of \$9,900.00 through the Volunteer Fire Capacity (VFC) Grant to purchase listed wildfire firefighting supplies and equipment; and

WHEREAS, the FY2025 operating budget for the Department of Public Safety does include a required match of \$1,100 as a part of the regular operating budget and no additional appropriation is necessary; and

WHEREAS, Strikethrough font indicates existing language to be deleted, and bold font indicates new language to be added.

SECTION I: CLASSIFICATION: This is a budget amendment ordinance, is not permanent in nature, and shall not be codified.

SECTION II: PURPOSE: to amend the Fiscal Year 2025 by accepting and appropriating revenue received in the amount of \$9,900.00 to the General Account.

SECTION III: APPROPRIATION OF FUNDS: The funds are appropriated to the following:

General Account – R 01-4703 - Grant	\$9,900.00
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SECTION IV: SOURCE OF FUNDS:

Volunteer Fire Capacity Grant	\$9,900.00
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SECTION V: EFFECTIVE DATE: This Fiscal Year 2025 budget ordinance shall take effect upon adoption by the Houston City Council.

ADOPTED by the Houston City Council on _____.

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THE CITY OF HOUSTON, ALASKA

Carter Cole, Mayor

ATTEST:

Tani Schoneman, CMC, City Clerk

{SEAL}



**CITY OF HOUSTON
INFORMATIONAL MEMORANDUM No. 25-01**

Title: CY2025 Volunteer Fire Capacity Grant

Date: February 3, 2025

Originator: Christian M. Hartley, of Public Safety Director

Reviewed by Mayor: N/A

Attachment(s): Ordinance 25-02

Summary Statement: On January 30, 2025, the Department of Public Safety received notice of a grant award from the State of Alaska Department of Forestry & Fire Protection (Division). A grant match is mentioned in the application and award, but this match comes from already budgeted operating funds which is allowable by grant guidelines.

Action Taken: Ordinance 25-02 will appropriate the funds received from the Division to the fire department budget.

Direction to Staff: The Public Safety Director is recommending that the grant be accepted and funds be appropriated to the grants account for the purchase of authorized items as listed in the grant application (attached). Equipment Purchase budget line for the fire department in order to purchase equipment and supplies that can be used for wildfire firefighting and water supply.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Natural Resources

Division of Forestry & Fire Protection

[PROGRAM]

3700 Airport Way
Fairbanks, AK 99709-4699
Main: 907.451.2600

January 27th, 2025

To State of Alaska Fire Departments:

Thank you for applying for the 2025 Volunteer Fire Capacity (VFC) grants, formerly known as VFA. Thirty-three (33) fire departments applied, and all applications were funded. Thirty-three (33) Alaska Fire Departments will receive up to \$10,000 per fire department. A total of **\$306,292** will be awarded. This is the letter of official notification.

The enclosed spreadsheet lists all applicants and the amount requested/amount awarded. If a fire department is awarded a grant, the amount awarded will be listed in the "Amount Awarded" column. Please contact your respective DOF Fire Management Officer (FMO) with any questions you may have.

- Checks will be distributed electronically using the VFD's SOA vendor number and in accordance with the SOA electronic payment agreement. Electronic disbursements are expected by no later than March 2026.
- To be eligible for a 2026 VFC grant, compliance documentation, such as copies of receipts for 2025 grant expenditures, must be submitted electronically through the OLAS portal, or in coordination with the DOF local Fire Management Officers (FMOs).
- Volunteer Fire Capacity is an award of Federal Financial Assistance with funding from the USDA Forest Service. Prime and sub-recipients to this award are subject to OMB guidance in sub-parts A through F of 2 CFR Part 200 as adapted and supplemented by the USDA in 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to OMB guidance in 2 CFR 200 where full text may be found.
- The brochure, "*Complying with Civil Rights*", FS-850, can be found at https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fseprd610492.pdf
- The OMB Circulars are available on the internet at www.ecfr.gov

Applicants are encouraged to reapply annually by submitting applications and compliance documentation by the specified grant deadline.

Sincerely,

Sarah Saarloos

Sarah Saarloos, Fire Staff Officer

State of Alaska, DNR

Division of Forestry & Fire Protection

Fire Department	Amount Requested	Amount Awarded	Agency or DOF Office
Delta Junction VFD	\$8,927.47	\$8,927.47	Delta Area Office
Tri-Valley VFD	\$8,678.52	\$8,678.52	Fairbanks Area Office
North Pole FD	\$9,967.39	\$9,967.39	Fairbanks Area Office
Chena-Goldstream Fire & Rescue	\$8,941.53	\$8,941.53	Fairbanks Area Office
Steese Area VFD	\$10,000.00	\$10,000.00	Fairbanks Area Office
McKinley VFD	\$5,625.00	\$5,625.00	Fairbanks Area Office
Ester VFD	\$10,000.00	\$10,000.00	Fairbanks Area Office
Western Emergency Services Area	\$10,000.00	\$10,000.00	Kenai Kodiak Area Office
Moose Pass Vol. Fire Co.	\$9,986.75	\$9,986.75	Kenai Kodiak Area Office
Lowell Point VFD	\$10,000.00	\$10,000.00	Kenai Kodiak Area Office
Cooper Landing VFD	\$9,813.40	\$9,813.40	Kenai Kodiak Area Office
Central Emergency Services	\$8,491.54	\$8,491.54	Kenai Kodiak Area Office
Bear Creek Fire/EMS Department	\$8,538.00	\$8,538.00	Kenai Kodiak Area Office
Seward FD	\$8,624.78	\$8,624.78	Kenai Kodiak Area Office
Nikiski FD	\$9,900.00	\$9,900.00	Kenai Kodiak Area Office
Bayside Volunteer Fire Department	\$10,000.00	\$10,000.00	Kenai Kodiak Area Office
Homer Volunteer Fire Department	\$8,892.00	\$8,892.00	Kenai Kodiak Area Office
Talkeetna VFD	\$10,000.00	\$10,000.00	Mat Su Area
Caswell Lakes FSA #135	\$9,759.22	\$9,759.22	Mat Su Area
Willow VFD	\$9,759.22	\$9,759.22	Mat Su Area
Sutton VFD	\$9,531.00	\$9,531.00	Mat Su Area
Houston FD	\$9,900.00	\$9,900.00	Mat Su Area
Chickaloon Fire Service, Inc.	\$9,999.90	\$9,999.90	Mat Su Area
Haines VFD	\$6,001.65	\$6,001.65	Southeast Alaska
Sitka FD	\$7,142.09	\$7,142.09	Southeast Alaska
Saint Paul Dept. of Public Safety	\$8,495.24	\$8,495.24	Southwest District
Native Village of Eagle	\$9,899.09	\$9,899.09	State of Alaska Protection
Tok VFD	\$9,583.36	\$9,583.36	Tok Area Office
Valdez FD	\$9,900.00	\$9,900.00	Valdez-Copper River Area Office
Gakona VFD	\$9,940.50	\$9,940.50	Valdez-Copper River Area Office
Kennicott/McCarthy VFD	\$9,994.50	\$9,994.50	Valdez-Copper River Area Office
GlennRich Fire Rescue	\$10,000.00	\$10,000.00	Valdez-Copper River Area Office
Kenny Lake VFD	\$10,000.00	\$10,000.00	Valdez-Copper River Area Office
\$306,292.15			



2025 Volunteer Fire Assistance (VFA) Grant Application

Application Period: November 1, 2024 – January 31, 2025

Late, incomplete or illegible applications will not be considered

Applicants must attach matching share documentation & signed Assurances - Non Construction Programs & Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; if not attached application will be considered incomplete.

Fire Departments

A. List years of last 5 VFA Grants

1. 2024
2. 2023
3. 2022
4. 2021
5. 2020

B. Are you in compliance with past Grants? Yes ☒ No ☐ N/A ☐

C. Are you registered with the Alaska Division of Fire & Life Safety? Yes ☒ No ☐

D. Is your service area population less than 10,000? Yes ☒ No ☐

E. Is your Fire Department newly organized since January 1, 2024? Yes ☐ No ☒

F. Project is for? (Check all that apply) Organizing ☐ Training ☐ Equipment/Supplies ☒ Prevention ☒

G. Grant amount requested: \$9,900.00 (\$10,000 maximum)

Applicant Information

Business (Legal Name) of Fire Department: Houston Fire Department

Address: PO Box 940027 990 S. Kenlar Rd.

City: Houston Zip: 99694

Contact Person: Hartley, Christian

Phone Number: Work 907-892-6457 Home or Cell: 907-892-9130

Fax: 907-892-9140 Email: fire@houston-ak.gov

FDID # 25400 Federal Tax ID# 92-049711 SOA Vendor Number CIH84520

- 1) Does your Fire Department have a cooperative agreement with the Alaska Division of Forestry, the Department of Interior (DOI) or the USDA Forest Service? Yes ☒ No ☐
- 2) Your Cooperative Agreement is with: ☐ DOI Agency (BLM, FWS, BIA, NPS) ☒ Alaska Division of Forestry ☐ USDA Forest Service ☐ No Cooperative Agreements Agreement Number
- 3) Are fire reports submitted to the Alaska Division of Forestry, BLM-Alaska Fire Service, USDA Forest Service or other federal agencies for all wildland fires attacked? Yes ☒ No ☐
- 4) Are ANFIRS reports submitted to the Alaska Division of Fire & Life Safety? Yes ☒ No ☐
- 5) Does your Fire Department respond to wildland fires outside of your service area? Yes ☒ No ☐
- 6) Is fire protection available to all residences, businesses and lands within your primary fire protection area without additional charge? Yes ☒ No ☐
- 7) Do you have a mutual aid agreement with surrounding Fire Departments? Yes ☒ No ☐
- 8) Average number of annual fire calls over the last three years? Wildland 12 Other 45
- 9) How many hours of fire training do you average per person per month? 16 hours. What percent is related to wildland fire training? 40 % What is the Fire Department's ISO rating? 5/10
- 10) How many paid members does your Fire Department have? 2 How many volunteer members? 15
- 11) How many members of your Fire Department are NWCG "red-carded" under the Incident Qualification System (IQS)? 5
- 12) Is your Fire Department NIMS compliant? Yes ☒ No ☐

PROJECT DETAIL INFORMATION
10% MINIMUM MATCH REQUIREMENT

NOTE: If awarded a grant, disbursement will be only for items that are listed below. Refer to the manual for instructions on how to get prior approval to make changes to this list of items.

There are three types of expenses, on wildland or structural fires, that can be funded under VFA. It should be clear from your description that the item clearly fits within one of these categories:

- **Organizational Improvements** – legal and administration fees, elections, advertising, etc. associated with forming a district, annexing an area to an existing district, or improving the administration of a newly formed district.
- **Equipment, Tools/Supplies, or Safety Improvements** – refer to the instruction manual for description of allowable items
- **Training – both Wildland or Structural**

Wildland is the priority but structural items can be requested.

If in-kind for match is used, list the type (hours attending training, donated time, meeting facility used for training, etc.) on one of the lines of the chart. If you have any questions regarding if certain activities are eligible as in-kind match, contact your local FMO or Fire Staff Officer prior to the application deadline.

MAXIMUM FUNDING AWARD IS \$10,000

Please indicate below if this item is to be used for Wildland (Wild), Structural (Struc), or Both.

Please list items in order of priority.

Wild	Struc	Both	ITEM DESCRIPTION & COST PER ITEM	QUANTITY	TOTAL COST	MATCH TYPE (Cash or In-kind)	MATCHING SHARE AMOUNT (10% minimum)	DOF USE ONLY APPROVED
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hose appliances and adapters including double male, double female, wyes, siamese, reducers, and increasers Cost Per Item: 1,000.00	1	1,000.00	Cash	100.00	900.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler kits for structural protection Cost Per Item: 500.00	1	500.00	Cash	50.00	450.00
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Firefighting skid unit, to be mounted onto an existing vehicle. Cost Per Item: 9,500.00	1	9,500.00	Cash	950.00	8,550.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			TOTALS	3	11,000.00		1,100.00	9,900.00

Grant Funding Requested (Total cost minus 10% fire department match share) \$ 9,900.00

13) In the text box below, briefly justify the need for the requested items. How will the requested items improve the capacity and capability of your rural volunteer fire department? How will the requested items strengthen the fire department's role as a cooperator in wildland fire suppression?

Houston Fire Department responds to wildland fires throughout the year and has a very active and successful mutual aid compact with the Alaska Division of Forestry (MSS) and Mat-Su Borough DES. The proposed equipment purchases will better prepare Houston FD to respond to more remote locations than currently is possible. We have a fleet of 6 ATV and UTV vehicles and a new F450 on order that the slide-in unit will be used for. All equipment purchased is available for cooperator response.

Are 10% matching funds or appropriate matching activities available as of this date? Yes ☒ No ☐
Is match documentation attached? Yes ☒ No ☐

Signed Assurances-Non Construction, Certifications attached? Yes ☒ No ☐

Have you attached a current copy of your Fire Department Registration? Yes ☐ No ☒

The funding amounts available through the VFA program are limited. There are often more requests than funding available. Due to this limitation some requests may go unfilled, others may receive an amount less than requested, and some will get the full amount requested. ***VFA funding is dependent on receipt of federal funds and is not guaranteed.***

Certification

Signatory below has the authority to obligate funds (i.e., Fire Chief, Treasurer, or Board Member).

The applicant certifies to the best of their knowledge and belief, that the information on this application is true and correct, and if awarded a VFA grant, will use those funds for the sole purpose of completing the project described on this application.

The applicant also certifies that they will comply with guidance, procedures, and rules identified in the 2025 Volunteer Fire Assistance Grant Manual.

Signature	Electronically signed on 12/12/2024	Date	12/12/2024
Type or Print Name	Christian M Hartley	Title	Public Safety Director

DEADLINE: Must be received by DECEMBER 19th, at 10:00 AM



United States Department of Agriculture

AD-1047

Certification Regarding Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552(a), as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. § 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud privacy, and other statutes may be applicable to the information provided.

(Read Instructions On Page Two Before Completing Certification)

- A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
1. Are not presently debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A.2.) of this certification; and
 4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- B. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME

City of Houston Fire Department

PR/AWARD NUMBER OR PROJECT NAME

Houston VFA Grant

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

Prefix:

Mr.

First Name:

Christian

Middle Name:

Michael

Last Name:

Hartley

Suffix:

Title:

Director of Public Safety

SIGNATURE(S)

DATE

12-12-2024

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

Instructions for Certification

- (1) By signing and submitting this form, the prospective primary participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- (7) The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

U.S. DEPARTMENT OF AGRICULTURE

**CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)
ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS**

This certification is required by the regulations implementing Sections 5151-5160, of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the MAY 25, 1990, Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

Alternative I

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notify the agency in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

Check ☐ if there are workplaces on file that are not identified here.

City of Houston Fire Department

Organization Name

Award Number or Project Name

Christian M. Hartley, Public Safety Director

Name and Title of Authorized Representative



12/12/2024

Signature

Date

Instructions for Certification

1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2.
2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If know, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if sued to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

**CERTIFICATION REGARDING LOBBYING**

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 7 CFR 3018, Certification Regarding Lobbying. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Forest Service determines to award the covered transaction, grant, or cooperative agreement.

Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative

agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

SIGNATURE

APPLICANT'S SIGNATURE (BY)

TITLE/RELATIONSHIP OF THE INDIVIDUAL IF
SIGNING IN A REPRESENTATIVE CAPACITY

Public Safety Director

DATE SIGNED
(MM-DD-YYYY)

12/12/2024

**Burden Statement**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 9 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 		TITLE Public Safety Director	
APPLICANT ORGANIZATION City of Houston Fire Department		DATE SUBMITTED December 12, 2024	

Standard Form 424B (Rev. 7-97) Back

Fire Department 01-104-						
Account	Items	Budget FY 2023	Actual FY 2023	Budget FY 2024	YTD FY 2024	Budget FY 2025
5000		Wages				
5001	Salaries & Wages	\$ 181,871.00	\$ 144,071.37	\$ 186,880.00	\$ 121,976.83	\$ 179,622.88
5002	Payroll Taxes SS & Medicare	\$ 14,440.00	\$ 10,749.31	\$ 18,000.00	\$ 9,398.66	\$ 17,441.93
5003	ESC Unemployment	\$ 1,888.00	\$ 1,238.08	\$ 2,000.00	\$ 1,267.61	\$ 1,927.43
5004	Retirement Deduction Emp	\$ -	\$ -	\$ -	\$ -	\$ -
5005	Retirement Co Paid	\$ 632.00	\$ 690.71	\$ 1,000.08	\$ 295.20	\$ 3,173.73
5006	Health & Life Insurance Co	\$ 19,887.00	\$ 22,193.23	\$ 39,799.92	\$ 30,585.31	\$ 37,809.92
5007	Workers Compensation	\$ 7,383.00	\$ 9,052.46	\$ 8,000.00	\$ 8,000.00	\$ 7,200.00
5008	Fireworks Public Education	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
5009	Background Check & Drug Test	\$ 400.00	\$ 35.00	\$ 400.00	\$ 34.98	\$ 400.00
5100		Travel Expenses				
5101	Travel, Training, Errands, Per	\$ 2,500.00	\$ 2,007.16	\$ 1,000.00	\$ 150.00	\$ 1,500.00
5102	Safety, Security & Training	\$ 1,000.00	\$ 795.60	\$ 500.00	\$ 533.73	\$ 750.00
5200		Facility Expenses				
5201	Telephone Expense	\$ 7,000.00	\$ 4,712.84	\$ 7,000.00	\$ 3,611.60	\$ 8,500.00
5202	Electric Expense	\$ 20,000.00	\$ 20,590.28	\$ 20,000.00	\$ 8,410.31	\$ 20,000.00
5203	Heating Fuel Expense	\$ 8,000.00	\$ 13,566.73	\$ 8,000.00	\$ 17,155.27	\$ 9,000.00
5204	Enstar Natural Gas 9-2	\$ 4,000.00	\$ 449.67	\$ 4,000.00	\$ 2,287.78	\$ 3,500.00
5205	Solid Waste - Garbage	\$ 3,000.00	\$ 7,491.66	\$ 3,000.00	\$ 2,199.31	\$ 3,500.00
5206	Building Repair & Maintenance	\$ 15,000.00	\$ 15,644.78	\$ 5,000.00	\$ 4,438.77	\$ 5,000.00
5207	Postage& Delivery	\$ 750.00	\$ 674.87	\$ 750.00	\$ -	\$ 500.00
5208	Licenses & Permits	\$ 6,000.00	\$ 1,845.00	\$ 5,000.00	\$ 1,100.00	\$ 2,000.00
5209	Subscriptions & Dues	\$ 300.00	\$ 889.94	\$ 300.00	\$ 1,818.12	\$ 3,000.00
5210	Certifications & Renewals	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00
5211	Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
5212	Advertising & Promotion	\$ 1,000.00	\$ 257.67	\$ 800.00	\$ 23.60	\$ 500.00
5213	Printing & Signage	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ 600.00
5219	Credit Card Fees & Bank Fees	\$ 400.00	\$ 219.99	\$ -	\$ -	\$ -
5300		Supplies				
5301	Supplies & Consumables	\$ 800.00	\$ 480.04	\$ 800.00	\$ 490.88	\$ 800.00
5302	Janitorial Supplies	\$ 750.00	\$ 848.58	\$ 600.00	\$ 129.94	\$ 600.00
5303	Animal Food & Supplies	\$ 800.00	\$ 921.57			\$ -

Fire Department 01-104-							
Account	Items	Budget FY 2023	Actual FY 2023	Budget FY 2024	YTD FY 2024	Budget FY 2025	
5304	Equipment & Gear Purchases	\$ 50,000.00	\$ 32,397.26	\$ 32,026.00	\$ 11,645.73	\$ 40,000.00	
5305	Training Supplies & Equipment	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	
5306	Miscellaneous Expenses	\$ 750.00	\$ -	\$ 750.00	\$ 184.43	\$ 700.00	
5400	Vehicle & Equipment Expenses						
5401	Vehicle Equipment Maintenance	\$ 20,000.00	\$ 7,748.79	\$ 15,000.00	\$ 17,922.77	\$ 15,000.00	
5402	Vehicle & Equipment Rental	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	
5403	Vehicle & Equipment Fuel	\$ 15,000.00	\$ 15,605.97	\$ 15,000.00	\$ 8,279.50	\$ 15,000.00	
5500	Insurance Expenses						
5501	Mobile Equipment Insurance	\$ 326.00	\$ -	\$ 400.00	\$ -	\$ 400.00	
5502	General Liability Insurance	\$ 4,426.00	\$ 4,813.06	\$ 5,000.00	\$ 4,734.60	\$ 5,000.00	
5503	Property Insurance	\$ 16,733.00	\$ 32,377.00	\$ 34,000.00	\$ 43,269.00	\$ 45,000.00	
5504	Vehicle Insurance	\$ 20,290.00	\$ 19,762.00	\$ 22,000.00	\$ 20,453.16	\$ 22,000.00	
5505	Insurance Claim Deduction	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	
5600	Contractual						
5601	Contractual Software Expense	\$ 2,500.00	\$ 4,978.35	\$ 2,500.00	\$ 1,512.92	\$ 2,500.00	
5602	Contractual Leases Office Equi	\$ 2,500.00	\$ 1,401.45	\$ 2,500.00	\$ 764.86	\$ 2,500.00	
5603	Contractual Medical Care	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	
5604	Contractual Legal Advice	\$ 500.00	\$ -	\$ 500.00	\$ 17.35	\$ 500.00	
5605	Contractual Accounting & Audit	\$ 6,250.00	\$ 10,836.84	\$ 6,250.00	\$ -	\$ 8,500.00	
5606	Contractual Internet, Servers,	\$ 4,000.00	\$ 5,180.77	\$ 4,000.00	\$ 4,073.45	\$ 4,800.00	
5608	Contractual Towing Services	\$ 1,500.00	\$ 577.50	\$ 1,500.00	\$ -	\$ 1,500.00	
5609	Contractual Vet Services	\$ 11,880.00	\$ 13,173.23		\$ -		
5610	Contractual Security Monitorin	\$ 800.00	\$ 988.00	\$ 800.00	\$ 756.00	\$ 1,000.00	
5613	Contractual Maintenance Servic	\$ 36,000.00	\$ 36,443.54	\$ 36,000.00	\$ 18,000.00	\$ 36,000.00	
5614	Contractual Dispatch Service	\$ 15,000.00	\$ 13,200.00	\$ 15,000.00	\$ 10,365.72	\$ 15,000.00	
	TOTALS	\$ 522,356.00	\$ 458,910.30	\$ 522,156.00	\$ 355,887.39	\$ 538,225.89	

PP Tax Fire	\$ 100,000.00	\$ 351,975.89
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HOUSTON CITY HALL
PO Box 940027
13878 W. Armstrong Rd
Houston AK 99694

Carter Cole Mayor Seat C
Dave Childs Dep. Mayor Seat E
Lisa Johansen Seat A
Jeffrey Brasel Seat B
Kent Mitchell Seat D
Laurie Faubert Seat G
Sandy McDonald Seat F

Special City Council Meeting Minutes

January 29, 2025, at 6:00 pm

1. Call to Order: 6:00pm by Mayor Cole
2. Roll Call: All Present
3. Invocation & Pledge of Allegiance: Invocation given by Kent Mitchell; Pledge of Allegiance led by Mayor Cole
4. Approval of Agenda:

Mayor Cole made a motion to approve the agenda, Deputy Mayor Childs seconded the motion. Correction made to item 7A. Date of January 9, 2025, to January 29, 2025.

Motion passed with corrections unanimously.

5. Special Orders of the Day: None
6. Reports/Correspondence
 - A. State Legislators
 - B. Mat-Su Borough Assembly District Representative
 - C. Mayor's Report
 - D. Commission/Committee Reports
 - Planning Commission: None
 - Parks & Recreation Advisory Committee: None
 - Airport Committee: None
 - E. Department Reports
 - City Clerk
 - Finance Director

- Public Work's Director
- Public Safety Director

F. Information Memorandums: Nonee

7. Public Participation

Public Hearings – 3 minutes per person – A member of the public may address the council for a maximum of 3 minutes before Council discussion and action on Ordinances.

A. Public Hearing, Thursday January 9, 2025, at Houston City Hall Regular Council Meeting at 6:00pm. Comments from Citizens, Council, and an Action Vote by the Council:

1. AM No. 25-01: City Council Statement of Non-Protest for renewal of Standard Marijuana Cultivation Facility #28795 held by Cold Creek Gardens LLC DBA Cold Creek Gardens.

Public Hearing opened at 6:05, closed at 6:06.

Councilmember Mitchell made a motion to approve AM 25-01; Councilmember Brasel seconded the motion. Discussion ensued amongst councilmembers regarding forms and future changes.

Motion passed unanimously.

2. AM No. 25-02: City Council Statement of Non-Protest for renewal Marijuana Product Manufacturing Facility License #15594 held by Cold Creek Extracts LLC DBA Cold Creek Extracts.

Public Hearing opened at 6:11, closed at 6:12.

Councilmember Faubert made a motion to approve AM 25-02; Mayor Cole seconded the motion.

Motion passed unanimously.

B. Persons to be Heard: Presentations from Citizens/Businesses who requested to be on the agenda: None

C. Audience Comments: *Three minutes per person on other matters.*

Debra Fanning spoke about Wood Grant and how many people received wood on the senior citizen list, who received deliveries twice, who didn't receive any. Mayor Cole

stated he could get her that information and come meet with him. Would like the Council to consider doing a survey of community wants and needs.

8. Consent Agenda: *With one vote everything under the consent agenda can be approved and or an item may be removed and placed elsewhere on the agenda.*

A. Introduction of Ordinances: *Council introduces the ordinances and sets public hearing for February 13, 2025.*

1. ORDINANCE NO. 25-01: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING MUNICIPAL CODE TITLE 1 GENERAL PROVISIONS TO ENACT CHAPTER 1.18 TRANSFER OF POWER TO PERMIT THE MATANUSKA-SUSITNA BOROUGH TO EXPEND NATIONAL OPIOID SETTLEMENT AGREEMENTS FUNDS.

B. Minutes of Previous Meeting:

1. December 12, 2024

Councilmember Mitchell made a motion to approve the Consent Agenda, Deputy Mayor Childs seconded the motion.

Motion passed unanimously.

9. Unfinished Business: None

10. New Business: None

11. Record of Items Placed on the Table: None

12. Audience Comments – *3 minutes per person*

13. Executive Session:

A. Employee Samantha Jones Annual Review: Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion.

Samantha Jones requested annual review be done in Executive Session.

Mayor Cole made a motion to enter into Executive Session for evaluation of employee Samantha Jones at 6:20; Councilmember Faubert seconded the motion.

Motion passed unanimously.

Mayor Cole made a motion to come out of Executive Session at 6:42; Councilmember Mitchell seconded the motion.
Motion passed unanimously.

Mayor Cole made a motion to accept the evaluation of Samantha Jones with corrections; Councilmember Faubert seconded the motion.

Motion passed unanimously.

14. Council, Clerk, & Mayor Comments

Clerk: Introduction of Ordinance for Elections changing from February to March, Johansen: Thanked Debra Fanning. Congratulations to Samantha on having her baby. Encouraged public to provide their thoughts about the City.

Faubert: Super excited for 2025.

Brasel: None

McDonald: None

Mitchell: Congratulations to Samantha on having her baby, thanked her for all she has done for the City.

Childs: Congratulations and thank you for all you have done for the City. Work Session on Saturday and open to the public.

Mayor: Work Session starts at 1:00 on Saturday. Thanked Councilmember Brasel for his help with IT Cyber Security RFP received.

15. Adjournment: Meeting adjourned at 6:50pm.

Disabled Persons Needing Reasonable Accommodation in Order to Participate at a Council Meeting should Contact the City Clerk at 892.6869 at Least 5 Days in Advance of the Meeting



Approved	Denied
Public Hearing	
Date Action Taken	
Attest:	

ACTION MEMORANDUM NO. 25-03

Title: Authorizing the Mayor to sign an agreement with NetBusters Solutions for \$72,444.57 to implement work on Cyber Security, with Labor, Hardware & Software upgrades city wide IT System.

Originator: Mayor Cole

Agenda of: February 13, 2025

Department: Finance & Office of Mayor

Date: January 29, 2025

Route to:	Department Head	Signature	Date
X	City Clerk		2.6.25
X	Public Safety Director		2/6/25
X	Public Works Director		2/6/25
X	Treasurer		02/06/25

Reviewed by Mayor: _____

Attachment(s):



Fiscal Impact: yes ☒ or no ☐

Funds are budgeted: yes ☒ or no ☐

Account name/number: R 06-4807 for Revenue to come in from Grant Agency and E 06-600-6209 for expense on the Cyber Security Grant.

Summary statement: _____

The City Council accepted the reimbursable Cyber Security Grant on October 10, 2024, in the amount of \$121,586.00. The current amount is well within the grant allocation and the entire contract has been approved to be reimbursed by DHS.

There may be additional changes and components that need to be added once implementation

has started, and all the systems are brought online. All the work has been reviewed with independent IT individuals, and all have agreed with the implementation of the RFP approach.

The project will be implemented immediately with the purchase of items needed to complete the work. The City has until December of 2025 to complete the work under the cyber security grant.

HMC 4.10.070 states No contract for supplies, services or construction under which the City is obligated to pay more than \$20,000 may be executed unless the Council has approved a memorandum setting forth the following essential terms of the contract:

1. The identity of the contractor;
2. The contract price;
3. The nature and quantity of the performance that the City shall receive under the contract;
4. The utilizing department; and
5. The time for performance under the contract.

Administration recommendation: Approve Action Memorandum 25-03

**CYBERSECURITY RISK ASSESSMENT, FIREWALL UNIT PURCHASE AND IMPLEMENTATION, SQL SERVERS
UPGRADE, AND OFFICE-WIDE ANTI-MALWARE SOFTWARE INSTALLATION**

RFP Received from Companies

1

NetBuster Solutions		
	Amount	Quote Number
2.1 Cybersecurity Risk Assessment	\$ 3,125.00	1034
2.2 Firewall Unit Purchase and Implementation	\$ 12,187.60	1032
2.3 Server Upgrade to SQL Servers	\$ 55,881.97	1033
2.4 Office-wide Anti-Malware Software Installation	\$ 1,250.00	1035
Total	\$ 72,444.57	



Quotation

NetBuster Solutions

PO BOX 17

Willow Alaska 99688

Phone:907 575 7358

Website:<https://www.netbuster.solutions>

Date	Expiry Date	Quotation #
01/27/2025	04/26/2025	Quot_1034

Quotation To:
City Of Houston PO BOX 940027 Houston, Alaska 99694 UNITED STATES

Attention:

Name	Item Type	Description	Quantity	Unit Price	Total
Assessment Project Implementation Labor	Item	Assessment, implementation of corrective action	25.00	\$125.00	\$3,125.00

Total:	\$3,125.00
Tax Value:	\$0.00
Grand Total :	\$3,125.00

Summary:

Overview:

NetBuster Solutions, LLC, an IT solutions provider based in Colorado and Alaska, specializes in IT infrastructure management, cybersecurity, and risk assessments. Leveraging advanced tools and methodologies, we are prepared to deliver a comprehensive review and detailed recommendations to meet the requirements of the City of Houston and DHS-EM Grant Administrator.

Scope of Work:

To address the City of Houston's requirements, NetBuster Solutions will:

Review and Report:

- Conduct an in-depth review of IT systems and equipment.
- Deliver a concise, actionable written report for approval by the City of Houston and DHS-EM Grant Administrator.

Cybersecurity Risk Assessment:

- Perform an enterprise-wide risk assessment to identify vulnerabilities, threats, and risks across IT infrastructure.

Mitigation Recommendations:

- Provide a prioritized report with actionable steps for addressing identified risks, aligned with a systematic implementation plan.

Capabilities and Warranty Information:

- Gather and present equipment capabilities and warranty details for approval, ensuring compliance with grant requirements.

Tools and Technologies:

NetBuster Solutions will utilize a suite of advanced tools to ensure a thorough assessment:

- Kaseya 365 MSP Tools: For comprehensive system management, reporting, and patch compliance.
- Remote Monitoring and Management (RMM) Agents: For real-time monitoring and proactive issue detection.
- Dark Web Monitoring: To identify exposed credentials and potential threats.
- SaaS Alerts: For continuous monitoring of SaaS applications for vulnerabilities and misconfigurations.
- Microsoft Best-Practice Analyzers: To ensure systems align with Microsoft-recommended security configurations.
- BitDefender: For advanced antivirus and endpoint protection.
- Datto Endpoint Detection and Response (EDR): For threat detection, incident response, and recovery.

Deliverables:

- A detailed cybersecurity risk assessment report identifying vulnerabilities and threats.
- Mitigation strategies with a step-by-step implementation roadmap.
- Documentation of equipment capabilities and warranty information for approval.

Approach:

NetBuster Solutions will utilize a proven, tools-driven methodology to assess IT infrastructure and deliver actionable insights. We will maintain clear communication with stakeholders to ensure alignment with organizational goals and compliance requirements.

Terms And Conditions:

Net 30 billing on award and submission of invoice



Quotation

NetBuster Solutions

PO BOX 17

Willow Alaska 99688

Phone:907 575 7358

Website:https://www.netbuster.solutions

Date	Expiry Date	Quotation #
01/26/2025	04/26/2025	Quot_1032

Quotation To:	Attention:
City Of Houston PO BOX 940027 Houston, Alaska 99694 UNITED STATES	

Name	Item Type	Description	Quantity	Unit Price	Total
Firewall - Dream Machine Pro Max	Item		2.00	\$718.80	\$1,437.60
Ubiquiti Extended Warranty - Dream Machine Pro Max	Item	5yr Extended Warranty and expedited equipment exchange provided by Ubiquiti.	2.00	\$119.00	\$238.00
Switch - Enterprise 48 PoE	Item		2.00	\$1,918.80	\$3,837.60
Ubiquiti Extended Warranty - Switch Enterprise	Item	5yr Extended Warranty and expedited equipment exchange provided by Ubiquiti.	2.00	\$299.00	\$598.00
Access Point - U7 Pro Wall	Item	990 Kenlar classroom Wifi Service	1.00	\$238.80	\$238.80
Ubiquiti Extended Warranty - U7 Pro	Item	5yr Extended Warranty and expedited equipment exchange provided by Ubiquiti.	1.00	\$39.00	\$39.00
Access Point - U7 Pro	Item	Wifi Service for Armstrong basement, office; Kenlar shop	3.00	\$226.80	\$680.40
Ubiquiti Extended Warranty - U7 Pro	Item	5yr Extended Warranty and expedited equipment exchange provided by Ubiquiti.	3.00	\$29.00	\$87.00
10G SFP Cable	Item	Firewall-Switch 10G high speed network cable	2.00	\$15.60	\$31.20
Project Hours	T&M Labor Item	Design & Implementation labor	40.00	\$125.00	\$5,000.00

Total:	\$12,187.60
Tax Value:	\$0.00
Grand Total :	\$12,187.60

Summary:

RFP Response for section 2.2. Includes equipment for 13878 Armstrong and 990 Kenlar locations. Meets or exceeds requirements set in section 2.2.

Additional Functionality:

Firewalls support up to 15 4k cameras per location when used with Ubiquiti equipment.

Switches support Power Over Ethernet for future-proofing any future camera or PoE equipment expansion.

Terms And Conditions:

Net 30 billing on award and submission of invoice

Due to high demand for this vendors equipment, some equipment may take longer to source. We should be able to source everything within 90 days if any items are currently out of stock.



Quotation

NetBuster Solutions

PO BOX 17

Willow Alaska 99688

Phone:907 575 7358

Website:https://www.netbuster.solutions

Date	Expiry Date	Quotation #
01/26/2025	04/26/2025	Quot_1033

Quotation To:	Attention:
City Of Houston PO BOX 940027 Houston, Alaska 99694 UNITED STATES	

Name	Item Type	Description	Quantity	Unit Price	Total
HP Proliant DL345 2u Server	Item	AMD EPYC 9124 32 Core Server (base configuration P66777-B21)	2.00	\$4,576.89	\$9,153.78
32GB RAM	Item		8.00	\$1,073.51	\$8,588.08
HP 480GB SAS SSD	Item	Host OS SSD	4.00	\$494.49	\$1,977.96
HP Redundant Power Supply	Item	Backup PSU for each Server	2.00	\$201.60	\$403.20
Samsung 3.84tb SAS SSD	Item	Guest Storage SSD	9.00	\$1,273.75	\$11,463.75
Server 2025 Standard	Item	Server 2025 16 core License pack	4.00	\$1,176.00	\$4,704.00
Microsoft Server User CAL	Item	User CALs for Windows Server. 20/site	40.00	\$14.33	\$573.20
Microsoft RDS User CAL	Item	Remote Desktop Services User CAL	5.00	\$67.00	\$335.00
SQL Server Standard Core License	Item	SQL Server Standard Core License pack (2 minimum)	2.00	\$4,679.00	\$9,358.00
Misc Materials (drive trays, cable management, incidentals)	Item		1.00	\$500.00	\$500.00
Project Hours	T&M Labor Item	Implementation & migration labor. 30hr for Kenlar, 35hr for Armstrong	65.00	\$125.00	\$8,125.00
Server Shipping	Item		2.00	\$350.00	\$700.00

Total:	\$55,881.97
Tax Value:	\$0.00
Grand Total :	\$55,881.97

Summary:

RFP Response for section 2.3. Includes equipment for 13878 Armstrong and 990 Kenlar locations. Itemized ancillary components.

System Configuration:**Armstrong -**

16 Core Processor

128GB RAM

2x480GB SSD Host-OS Storage

5+1x3.84tb SSD Guest VM Storage (RAID6, 11.5tb usable)

iLo Advanced License

4 Server 2025 License

User CALs 20 users

RDS CALs 5 users

Kenlar -

16 Core Processor

128GB RAM

2x480GB SSD Host-OS Storage

2+1x3.84tb SSD Guest VM Storage (RAID1, 3.8tb usable)

iLo Advanced License

4 Server 2025 License

User CALs 20 users

Terms And Conditions:

Net 30 billing on award and submission of invoice

Due to high demand for this vendors equipment, some equipment may take longer to source. We should be able to source everything within 90

days if any items are currently out of stock



Quotation

NetBuster Solutions

PO BOX 17

Willow Alaska 99688

Phone:907 575 7358

Website:<https://www.netbuster.solutions>

Date	Expiry Date	Quotation #
01/27/2025	02/27/2025	Quot_1035

Quotation To:
City Of Houston PO BOX 940027 Houston, Alaska 99694 UNITED STATES

Attention:

Name	Item Type	Description	Quantity	Unit Price	Total
Antimalware Project Implementation Labor	Item		10.00	\$125.00	\$1,250.00

Total:	\$1,250.00
Tax Value:	\$0.00
Grand Total :	\$1,250.00

Summary:

Anti-Malware Software Procurement and Implementation Brief
Prepared by NetBuster Solutions, LLC

Overview:

NetBuster Solutions, LLC, a trusted IT solutions provider, specializes in implementing robust cybersecurity measures tailored to organizational needs. With advanced tools and expertise, we are equipped to recommend, deploy, and support anti-malware solutions to ensure comprehensive endpoint protection for the City of Houston's office environment.

Scope of Work:

NetBuster Solutions will deliver the following services to meet the City of Houston's requirements for endpoint protection:

Recommendation and Procurement:

- Evaluate the organization's needs and recommend BitDefender GravityZone, an advanced, enterprise-grade antimalware solution.
- Procure the solution, ensuring cost efficiency and compliance with organizational policies.

Installation and Configuration:

- Install and configure BitDefender GravityZone across all office endpoints to deliver optimal protection.
- Integrate the solution with existing infrastructure and security tools for seamless operation.

User Training and Support:

- Provide tailored user training to ensure staff understands how to leverage the software effectively and identify potential security threats.
- Deliver ongoing technical support to address issues and maintain peak system performance.

Tools and Technologies:

NetBuster Solutions will utilize a robust suite of tools and technologies for implementation and ongoing management:

- BitDefender GravityZone: Advanced antimalware with AI-driven threat detection and response.
- Kaseya 365 MSP Tools: For centralized monitoring and patch management.
- Remote Monitoring and Management (RMM) Agents: To ensure software health and address endpoint issues proactively.
- Dark Web Monitoring: To safeguard against compromised credentials.
- SaaS Alerts: For monitoring SaaS platforms and detecting vulnerabilities.
- Microsoft Best-Practice Analyzers: To align configurations with Microsoft security recommendations.
- Datto Endpoint Detection and Response (EDR): To complement BitDefender with additional threat monitoring and incident response capabilities.

Deliverables:

- Fully installed and configured BitDefender GravityZone solution across all endpoints.
- Comprehensive user training materials and sessions.
- Documentation of system configuration and ongoing technical support protocols.

Approach:

NetBuster Solutions will implement a structured, tools-driven methodology to ensure effective deployment and support. This includes thorough testing, integration with existing systems, and user engagement to promote awareness and compliance.

Conclusion:

NetBuster Solutions is committed to delivering a secure, efficient, and user-friendly antimalware solution tailored to the City of Houston's needs. By leveraging BitDefender GravityZone alongside our advanced IT management tools, we will provide comprehensive protection, proactive support, and lasting peace of mind.

Terms And Conditions:

Net 30 billing on award and submission of invoice

**AGREEMENT FOR SERVICES
For
CYBERSECURITY RISK ASSESSMENT, FIREWALL UNIT PURCHASE AND
IMPLEMENTATION, SQL SERVERS UPGRADE, AND OFFICE-WIDE ANTI-
MALWARE SOFTWARE INSTALLATION**

THIS AGREEMENT FOR SERVICES is made and entered into this ____ day of _____, 2024, by and between the City of Houston, Alaska, an Alaska Second Class City, whose address is Post Office Box 940027, Houston, Alaska 99694, hereinafter called *OWNER*, and _____, licensed and qualified to do business within the State of Alaska, whose address is _____, hereinafter called *CONTRACTOR*.

Recitals

A. OWNER desires the performance, provision, and accomplishment of the work, services and materials described and set forth in **Section III Scope of Services of the RFP #02-2024 -AD 002**.

B. CONTRACTOR represents that it is ready, able and qualified to perform and provide, and will perform and provide, in all respects, all of the work, services, and materials and otherwise perform all of the terms, covenants, conditions and provisions of the agreement in the manner, at the times, and for the consideration hereafter provided.

NOW, THEREFORE, for and in consideration of the terms, covenants, conditions and provisions contained herein, and/or attached and incorporated herein and made a part hereof, the parties hereto agree as follows:

Section 1: Agreement to Perform. OWNER hereby agrees to engage CONTRACTOR, and CONTRACTOR hereby agrees to perform, complete, provide and furnish, in a timely and proper manner, and pursuant to and in accordance with all of the terms, covenants, conditions and provisions of this agreement, all of the work, services, labor and materials required to accomplish all of the following work for the project entitled: **RFP #02-2024 - AD 002 Cybersecurity Risk Assessment, Firewall Unit Purchase and Implementation, SQL Servers Upgrade, and Office-wide Anti-Malware Software Installation.**

Section 2. Term. The effective date of this Agreement is for one year. From July 1, 2024 through June 30, 2025 with up to three years renewable options.

Section 3: Compensation and Payment. For and in consideration of the timely and proper performance of work authorized as provided herein, OWNER shall pay CONTRACTOR on the basis of Time & Expense.

Section 4: No Additional Work. No claim for additional work, services or materials, not specifically and expressly requested and authorized as provided for in this agreement, or by a written amendment thereto signed by both parties, done or furnished by CONTRACTOR, will be allowed or paid by OWNER, and CONTRACTOR expressly waives any claim therefore.

Section 5: CONTRACTOR Qualified. CONTRACTOR expressly represents and warrants it is now and shall continue to be at all times during the performance of this agreement, the holder of all required or necessary professional, business or other licenses or permits and is qualified and capable of performing all of the work covered or called for by this agreement and is presently ready, able and willing to undertake and perform all of such work and services, and to supply all necessary materials and equipment, at the times, and in a non-negligent, professional and workmanlike manner, and pursuant to the terms, conditions and provisions, and for the compensation and payments as herein provided.

Section 6: Independent Contractor. The parties hereto expressly agree that CONTRACTOR shall be and is an independent contractor, is not an employee or agent of OWNER, and is, therefore, entitled to no insurance coverage, whether worker's compensation or otherwise, and no other benefits accorded to OWNER'S employees. No withholding, FICA, or other taxes (whether income, sales or otherwise) or other amounts will be withheld from the payments due to CONTRACTOR, it being understood that CONTRACTOR is solely responsible.

Section 7: Termination.

(a) Termination for Cause. This agreement may be terminated in whole or in part in writing by OWNER in the event of failure by CONTRACTOR to fulfill any of the terms and conditions of this agreement upon the giving of not less than five (5) calendar days prior written notice of intent to terminate in the manner provided in Section 14 hereof.

(b) Termination for Convenience of OWNER. This agreement may be terminated in whole or in part in writing by OWNER for OWNER'S convenience provided CONTRACTOR is given not less than Fourteen (14) calendar days prior written notice of intent to terminate in the manner provided in Section 14 hereof.

(c) In the event termination is for the convenience of OWNER pursuant to (b) above, CONTRACTOR shall be paid for the services that have been actually performed in accordance with this Agreement prior to the effective time of such notice of intent to terminate and for which the CONTRACTOR has not been paid and for reimbursement of any reimbursable expenses allowable under this Agreement that were actually expended and not reimbursed prior to the effective time of such notice of intent to terminate, and OWNER shall not be liable or responsible for any loss of

profits or any other consequential or special damages, amounts or payments, of any kind or any nature whatsoever to CONTRACTOR.

(d) Upon receipt of a termination notice, CONTRACTOR shall promptly discontinue all services and deliver or otherwise make available to OWNER all data, drawings, notes, specifications, reports, estimates, summaries, work in progress, and any and all other information and/or materials as may have been accumulated by CONTRACTOR in performing this agreement, whether completed or in process.

(e) No other damages, whether for lost profits or otherwise, other than the amounts allowed and computed as provided for in this Section 7 shall be due or payable to CONTRACTOR in the event of termination.

Section 8: Conflict of Interest. CONTRACTOR covenants, warrants and represents that CONTRACTOR has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner with the subject matter or the performance of this agreement. CONTRACTOR further covenants, warrants, and represents that in the performance of this agreement, no person having any such interest shall be employed.

Section 9: Hold Harmless and Indemnity. The CONTRACTOR shall indemnify, defend, and hold harmless the contracting agency [OWNER] from and against any claim of, or liability for, negligent acts, errors, and omissions of the CONTRACTOR under this agreement. The CONTRACTOR is not required to indemnify, defend, or hold harmless the contracting agency for a claim of, or liability for, the independent negligent acts, errors, and omissions of the contracting agency. If there is a claim of, or liability for, a joint negligent act, error, or omission of the CONTRACTOR and the contracting agency, the indemnification, defense, and hold harmless obligation of this provision shall be apportioned on a comparative fault basis. In this provision "CONTRACTOR" and "contracting agency" include the employees, agents, and contactors who are directly responsible, respectively, to each. In this provision, "independent negligent acts, errors and omissions" means negligence other than in the contracting agency's selection, administration, monitoring, or controlling the CONTRACTOR, or in approving or accepting the CONTRACTOR'S work.

Section 10: Insurance.

(a) CONTRACTOR shall maintain in good standing the insurance described in subsection (b) of this section. Before rendering any services under this contract, CONTRACTOR shall furnish OWNER a Certificate of Insurance showing proof of insurance in accordance with subsection (b) of this section in a form acceptable to OWNER.

(b) CONTRACTOR shall provide the following types of insurance. OWNER shall be named as additional insured on all insurance policies except workers' compensation contracts and CONTRACTOR shall provide the Owner with a

Certificate of Insurance showing the Owner as an additional insured. All policies shall have a thirty (30) day cancellation clause.

(1) Workers' compensation and employer's liability coverage as required by Alaska law.

(2) Comprehensive general liability, including contractual, property damage, bodily injury, premises operations including explosion, collapse and underground; products and complete operations, broad form property damage and personal injury coverages in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.

(3) Comprehensive automobile liability, bodily injury and property damage, including all owned, hired and non-owned automobiles in the amount of \$1,000,000 each occurrence and \$2,000,000 aggregate.

(4) Each policy of insurance required by this section shall provide for no less than thirty (30) days' advance notice to OWNER prior to cancellation.

(5) The failure of the CONTRACTOR to provide the proof of insurance and the Certificate showing the OWNER as an additional insured within thirty days of the effective date of this Agreement shall constitute a material breach of this Agreement.

Section 11: Independent Contractor: No Authority to Bind OWNER. The parties agree that CONTRACTOR is an independent contractor and is not, and shall not be construed to be, a partner, joint venture, employee or agent of OWNER and shall not, and is not authorized to, enter into or make any contracts or agreements, or enter into any other understanding with any other person, corporation, partnership, joint venture, or other entity, in the name of or for the benefit of OWNER.

Section 12: Assignment and Subletting Prohibited. CONTRACTOR shall not assign, transfer, convey, pledge, hypothecate, sublet, subcontract or otherwise dispose of or encumber this agreement, or the rights thereunder, nor shall CONTRACTOR delegate any of its duties without the prior written consent of OWNER. Any such attempted assignment, transfer, conveyance, pledge, hypothecation, subletting or other disposition, or the attempted assignment, disposition or delegation of duties or rights, shall be null and void and of no force or effect and shall be grounds and cause for immediate termination of this agreement without liability by and at the option of OWNER. The OWNER shall not approve any assignment to an LLC unless the CONTRACTOR personally guarantees the performance of the LLC or the members of the LLC personally guarantee the performance of the LLC.

Section 13: Notice. Any notice, demand, request, consent, approval or other communication that either party desires or is required to give to the other party or any

other person shall be in writing and either served personally or sent by prepaid, first-class mail to the address set forth below. Either party may change its address by notifying the other party of its change of address in writing. Notice shall be deemed to have been duly made and given when delivered if served personally, or upon the expiration of twenty-four (24) hours after the time of mailing if mailed as provided in this section.

OWNER: City of Houston
P.O. Box 940027
Houston, Alaska 99694

CONTRACTOR:

Section 14: Equal Employment Opportunity.

(a) CONTRACTOR shall not discriminate against any employee, applicant for employment, or subcontractor because of race, color, religion, national origin, ancestry, age or sex. CONTRACTOR will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, national origin, ancestry, age or sex. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. CONTRACTOR agrees to post notices in conspicuous places available to employees and applicants for employment and to state in all solicitations for contract jobs the provisions of this nondiscrimination clause.

(b) CONTRACTOR agrees to fully cooperate with the office or agency of the State of Alaska which seeks to deal with the problem of unlawful or invidious discrimination and with all other State efforts to guarantee fair employment practices under this agreement, and CONTRACTOR will comply promptly with all request and directions from the State Commission of Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.

(c) Failure to perform any of the above agreements pertaining to equal employment opportunities shall be deemed a material breach of the contract and sufficient grounds for termination of this agreement for cause.

Section 15: Miscellaneous.

(a) Relationship of the Parties. Nothing herein contained shall be deemed or construed by the parties, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties, it being understood

and agreed that neither method of computation of payment nor any other provision contained herein, nor any acts of the parties, shall be deemed to create any relationship between the parties other than the relationship of OWNER and an independent contractor.

(b) Terminology. Whenever herein the singular number is used, the same shall include the plural, and the masculine gender shall include the feminine and neuter genders.

(c) Nonwaiver. No delay or omission of the right to exercise any power by either party shall impair any such right or power, or be construed as a waiver or any default or as acquiescence therein. One or more waivers of any covenant, term or condition of this agreement by either party shall not be construed by the other party as a waiver of a subsequent breach of the same covenant, term or condition. The consent or approval by either party to any act by the other party of a nature requiring consent or approval shall not be deemed to waive or render unnecessary consent to or approval of any subsequent similar act.

(d) Law Applicable. The laws of the State of Alaska shall govern the construction, validity, performance and enforcement of this agreement. The Superior Court for the State of Alaska, Third Judicial District at Palmer, Alaska, shall be the exclusive jurisdiction and venue for any and all claims of any kind and any nature arising out of or related to this Agreement in any way. .

(e) Paragraph Headings. The headings of the several sections and subsections contained herein are for convenience only and do not define, limit or construe the contents of such sections and subsections.

(f) Successors and Assigns. Except as otherwise provided herein, the covenants, agreements and obligations herein contained shall extend to bind and inure to the benefit not only of the parties but also to their respective personal representatives, heirs, successors and assigns.

(g) Compliance with Laws and Regulations. CONTRACTOR shall, at CONTRACTOR'S sole cost and expense, comply with all of the requirements of all local, state or federal laws, ordinances or regulations now in force, or which may hereafter be in force, pertaining to this agreement or the project or work to be performed, and shall faithfully observe in the performance of this agreement all local, state and federal laws, ordinances and regulations now in force or which may hereafter be in force.

(h) Terms Construed as Covenants and Conditions. Every term and each provision of this agreement performable by CONTRACTOR shall be construed to be both a covenant and a condition.

(i) Time of the Essence. Time is of the essence as to each term, condition, covenant and provision of this agreement.

(j) Entire Agreement. This agreement, and any schedules, appendices or exhibits attached hereto, sets forth all the covenants, promises, agreements, conditions and understandings between the parties, and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than as herein set forth. Except as expressly provided, no contemporaneous or subsequent agreement, understanding, alteration, amendment, change or addition to this agreement, or any schedule, appendix, exhibit or attachment thereto, shall be binding upon the parties unless reduced to writing and signed by both parties. CONTRACT agrees and understands that no employee, representative or consultant of the OWNER, nor the Mayor, has any authority to verbally modify or amend this Agreement. This agreement constitutes a final, complete and exclusive statement of the agreement between the parties.

(k) Severability. In the event any provision of this agreement is adjudicated or held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

(l) Interpretation and Enforcement.
This Agreement is the result of good faith, arms length negotiations by the parties. The parties acknowledge that the parties and their counsel have reviewed and revised this Agreement and agree that the normal rule of construction - to the effect that any ambiguities are to be resolved against the drafting party - shall not be employed in the interpretation of this Agreement or any exhibits or amendments to this Agreement. The titles of sections in this Agreement are not to be construed as limitations or definitions, but are for identification purposes only.

(m) Understanding.
The CONTRACTOR acknowledges that the CONTRACTOR has read and understands the terms of this Agreement and has had the opportunity to review the Agreement with counsel of his/her choice, and is executing this Agreement of his/her own free will.

(n) No Third Party Beneficiary
The provisions of this Agreement are and will be for the benefit of CONTRACTOR and OWNER only and are not for the benefit of any third party and accordingly, no third party shall have the right to enforce the provisions of this Agreement.

WHEREFORE the parties have entered into this agreement the date and year first above written.

ATTEST:

Tani Schoneman
City Clerk

OWNER:
City of Houston

By: _____
Carter Cole
City Mayor

ATTEST:

Secretary

CONTRACTOR:

By: _____
Title: _____

Corporate Certificate

I, _____, certify that I am the Secretary of the corporation named as CONTRACTOR in the foregoing instrument; that _____, who signed said instrument on behalf of CONTRACTOR, was then _____ of said corporation; that said instrument was duly signed for and on behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

(Corporate Seal)

STATE OF ALASKA)
)ss:
Third Judicial District)

The foregoing instrument was acknowledged before me this _____ day of _____, 202__, by Carter Cole and Tani Schoneman, City Mayor and City Clerk, respectively, of the City of Houston, Alaska, an Alaska municipal corporation, on behalf of the corporation

Notary Public for Alaska
Commission expires: _____

[illegible]

Notary Public for Alaska
Commission expires: _____

The foregoing instrument was acknowledged before me this _____ day of _____, 202____, by _____, _____ of _____, an Alaska corporation, on behalf of the corporation.

EXHIBITS

Exhibit N/A

FY 25 Shared Fisheries Business Tax Program
Alternative Method Resolution

City of Houston Alaska
(City or Borough)

RESOLUTION NO. 25-01

A RESOLUTION ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY25
SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS
ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT
EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FMA 14: COOK INLET AREA

WHEREAS, AS 29.60.450 requires that for a municipality to participate in the FY 25 Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department of Commerce, Community, and Economic Development that the municipality suffered significant effects during calendar year 2023 from fisheries business activities; and,

WHEREAS, 3 AAC 134.060 provides for the allocation of available program funding to eligible municipalities located within fisheries management areas specified by the Department of Commerce, Community, and Economic Development; and,

WHEREAS, 3 AAC 134.070 provides for the use, at the discretion of the Department of Commerce, Community, and Economic Development, of alternative allocation methods which may be used within fisheries management areas if all eligible municipalities within the area agree to use the method, and the method incorporates some measure of the relative significant effect of fisheries business activity on the respective municipalities in the area; and,

WHEREAS, The Houston City Council
(Governing Body) proposes to use an alternative allocation method for allocation of FY25 funding available within the FMA 14: COOK INLET AREA in agreement with all other municipalities in this area participating in the FY23 Shared Fisheries Business Tax Program;

NOW THEREFORE BE IT RESOLVED THAT: The Houston City Council
(Governing Body) by this resolution certifies that the following alternative allocation method fairly represents the distribution of significant effects during 2023 of fisheries business activity in FMA 14: COOK INLET AREA:

- All municipalities share equally 50% of allocation; all municipalities share remaining 50% on a per capita basis.

PASSED and APPROVED by a duty constituted quorum of the Houston City Council
(Governing Body) this 13 day
of February 2025.

SIGNED _____
Mayor

ATTEST _____
Clerk

FY 25 SHARED FISHERIES BUSINESS TAX PROGRAM

ALTERNATE METHOD APPLICATION

For

FMA 14: COOK INLET AREA

Name of Municipality: City of Houston, Alaska

Mailing Address: PO Box 940027

Houston, AK 99694

Contact Person: Samantha Jones

Title: Treasurer

Email Address: finance@houston-ak.gov

Phone Number: 907.892-6869

Return with resolution

E-mail

caa@alaska.gov

Subject Line

“Municipality Name, FY25, SFBT”

Or

Mail

**State of Alaska DCCED
Shared Fisheries Business Tax Program
550 W. 7th Ave Ste 1650
Anchorage, Alaska 99501**



CITY OF HOUSTON
INFORMATIONAL MEMORANDUM No. 25-02

Title: DCCED Shared Fisheries Business Tax Program FY25

Date: **02/10/2025**

Originator: Samantha Jones, Treasurer

Reviewed by Mayor:

Attachment(s): Email Lindsay Reese, Grants Administrator, Community And Regional Affairs, Shared Business Tax Program FY25 Application Form

Summary Statement:

I received an email from Lindsay Reese, Grants Administrator, Community And Regional Affairs concerning the Shared Fisheries Business Tax Applications. The application must be submitted before the deadline of February 15, 2025, deadline.

Action Taken: Resolution 25-01 will be presented to the Houston City Council on February 13, 2025, with corresponding documentation.

Direction to Staff: I recommend that the Houston City Council approve Resolution 25-01 so that the City of Houston can receive the funds as we have done in years past.

Tani Schoneman

From: Clerk COH
To: Tani Schoneman
Subject: RE: Shared Fisheries Application DUE on February 15

From: Clerk COH <Clerk@houston-ak.gov>
Sent: Friday, February 7, 2025 2:49 PM
To: Tani Schoneman <tschoneman@houston-ak.gov>
Subject: FW: Shared Fisheries Application DUE on February 15

From: Reese, Lindsay J (CED) <lindsay.reese@alaska.gov>
Sent: Friday, February 7, 2025 12:57 PM
To: Carter Cole <ccole@houston-ak.gov>; Clerk COH <Clerk@houston-ak.gov>
Cc: Pevan, Sonya Om (CED) <sonya.pevan@alaska.gov>; Sullivan, Patricia (CED) <patricia.sullivan@alaska.gov>
Subject: Shared Fisheries Application DUE on February 15

NetBuster Solutions

Warning: Sender @lindsay.reese@alaska.gov is not yet trusted by your organization.
Please be careful before replying or clicking/downloading the attachment and URLs.

[Report Phishing](#) [Block as Spam](#) [Remove Banner](#)

powered by Graphus®

Good afternoon,

Just a reminder that DCRA has not received Houston's Shared Fisheries Business Tax application. Please remember this must be submitted by February 15, 2025. I have attached a copy of the application for you. Please let me know if you have any questions.

Thank you,

Lindsay

DCCED
Shared Fisheries Business Tax Program
FY 25 Long-Form Application
For
FMA 14: COOK INLET AREA



APPLICATION MUST BE SUBMITTED TO DCCED
NO LATER THAN FEBRUARY 15, 2025

State of Alaska
Mike Dunleavy, Governor

Department of Commerce, Community, and
Economic Development
Julie Sande, Commissioner

Division of Community and Regional Affairs
Sandra Moller, Director

FY 25 SHARED FISHERIES BUSINESS TAX PROGRAM DESCRIPTION

The purpose of the Shared Fisheries Business Tax Program is to provide for an annual sharing of fish tax collected outside municipal boundaries to municipalities that can demonstrate they suffered significant effects from fisheries business activities. This program is administered separately from the state fish tax sharing program administered by the Department of Revenue which shares fish tax revenues collected inside municipal boundaries.

Program Eligibility

To be eligible for an allocation under this program, applicants must:

1. Be a municipality (city or borough); and
2. Demonstrate the municipality suffered significant effects as a result of fisheries business activity that occurred within its respective fisheries management area(s).

Program Funding

The funding available for the program this year is equal to half the amount of state fisheries business tax revenues collected outside of municipal boundaries during calendar year 2023.

Program funding is allocated in two stages:

1st Stage: Nineteen Fisheries Management Areas (FMAs) were established using existing commercial fishing area boundaries. The available funding is allocated among these 19 FMAs based on the pounds of fish and shellfish processed in the whole state during the 2023 calendar year. For example, if an area processed 10% of all the fish and shellfish processed in the whole state during 2023, then that area would receive 10% of the funding available for the program this year. These allocations are calculated based on Fisheries Business Tax Return information for calendar year 2023.

2nd Stage: The funding available within each FMA will be allocated among the municipalities in that area based on the level of fishing industry significant effects suffered by each municipality compared to the level of effects experienced by the other municipalities in that FMA.

Some municipalities, because of their extensive area, are included in more than one fisheries management area. In these cases, the municipality must submit a separate program application for each area.

FY 25 SHARED FISHERIES BUSINESS TAX PROGRAM DESCRIPTION

There are two possible application methods: Standard and Alternative

Standard Method: In the Standard Method, established by the department, each municipality in the FMA must determine and document the cost of fisheries business impacts experienced by the community in 2023. These impacts are submitted by each municipality in their applications. The department will review the applications and determine if the impacts submitted are valid. Once the impacts have been established for each of the municipalities in the FMA, the department will calculate the allocation for each municipality using the following formula:

One half of the funding available within an FMA is divided up among participating municipalities on the basis of the relative dollar amount of impact in each municipality. The other half of the funding available to that area is divided equally among all eligible municipalities.

Alternative Method: Alternative allocation methods may be proposed by the municipalities within the FMA. The department will consider approving the use of a proposed alternative method only if all the municipalities in the area agree to use the method, and if the method includes some measure of the relative effects of the fishing industry on the respective municipalities in the area.

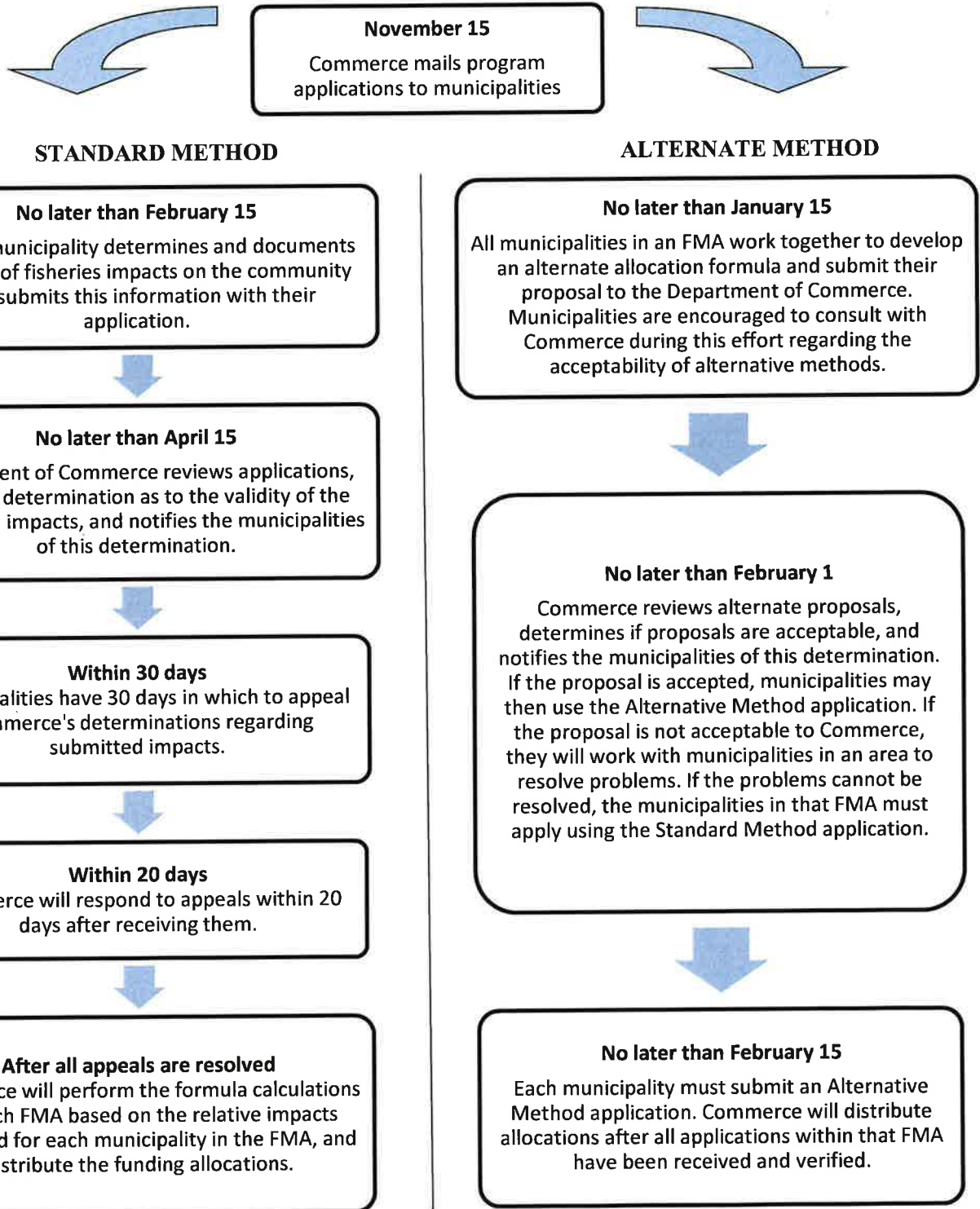
This application packet contains the instructions and forms applying under:

- STANDARD METHOD
- ALTERNATIVE METHOD

The chart on the following page summarizes the process for these two methods.

FY 25 SHARED FISHERIES BUSINESS TAX PROGRAM DESCRIPTION

PROCESS FOR METHODS



FY 25 Shared Fisheries Business Tax Program Application Instructions

ALTERNATIVE METHOD

- In the alternative method application process all municipalities in a fisheries management area may work together to develop an alternative allocation formula for distributing the available program funding among municipalities in the area. It is advised that the Department of Commerce be consulted during this process if the municipalities have questions or concerns about what constitutes an acceptable alternative to the standard allocation method.
- All the municipalities in an area must reach an agreement in writing on an alternative allocation formula.
- By January 15, the department must receive the proposed alternative method. If the alternative method is not acceptable, the department will work with the municipalities to resolve the problems.
- If the municipalities in an area fail to satisfy the department regarding the acceptability of the alternative allocation method proposed, then each municipality in the region must return to the standard application process and submit separate applications as required by that process.
- If the department finds the alternative allocation method satisfactory, each municipality must then complete an alternative method application consisting of a cover page and resolution. The resolution must be adopted by the governing body and it must clearly describe the approved alternative allocation method within that area. After all alternative method applications within an area have been received and approved; the department will perform the allocations and distribute program funds.

Instructions for Alternative Method Application

In the alternative method application, an approved resolution constitutes the application. No other forms need to be submitted. A sample resolution has been attached for your use.

General Guidelines for Developing an Alternative Allocation Method

All municipalities in a fisheries management area must agree on the alternative method: There must be unanimous agreement among all eligible municipalities in a fisheries management area with regard to alternative allocation methods. It is the responsibility of community leaders in the area to work together to negotiate an alternative which is acceptable to all municipalities. The department may be consulted at any time regarding what kinds of formula approaches are considered acceptable by the department.

Alternative methods must incorporate some measure of the relative significant effects experienced by the respective municipalities in the area. The measure of significant effects may take many forms. One area might agree to use the number of commercial fishing boat visits-per-year per community as a measure of significant effects. Another area might use the linear foot-length of public docks as a measure. Another area might use community population figures as an indication of the significant effects of fisheries business activity. Another area might share one half of the funding equally between the respective municipalities and share the other half based upon community population figures. Areas may decide to use one measure or may use a combination of measures.

**Submit your completed application
no later than
February 15, 2025 to:**

E-mail
caa@alaska.gov

Subject Line
“Municipality Name, FY25, SFBT”

Or

Mail
State of Alaska DCCED
Shared Fisheries Business Tax Program

550 W. 7th Ave Ste 1650
Anchorage, Alaska 99501

**If you require assistance in completing this application, contact
Lindsay Reese at 269-7906.**