



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

March 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. Deputy Mayor Childs: AML Conference Oral Report
 - E. Commission/Committee Reports
 - Planning Commission
 - Parks & Recreation Advisory Committee
 - Airport Committee
 - F. Department Reports
 - City Clerk
 - Finance Director
 - Public Work's Director
 - Public Safety Director
 - G. Youth 360 Report by Tyler Healy

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 March 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. 25-02: 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. 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 April 10, 2025.*

- 1. ORDINANCE NO. 25-03: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING THE FISCAL YEAR 2025 BUDGET & CIP BUDGET BY ACCEPTING AND APPROPRIATING AND APPROPRIATING \$175,000.00 FROM TOWERPOINT TO GENERAL ACCOUNT 01 FOR \$20,000.00 AND THE CAPITAL FUND 02 IN THE AMOUNT OF \$155,000.00.

- B. Minutes of Previous Meeting:

- 1. February 13, 2025

9. Unfinished Business

10. New Business:

- A. Notice of appeal against the city attorney's legal opinion of ballot initiative being

unconstitutional.

B. AM No. 25-05: Authorizing the Mayor to sign an agreement with Towerpoint for the total purchase price of \$255,000.00 to be paid in an initial lump sum of \$175,000.00 and then five (5) equal annual installments of \$16,000.00.

C. AM No. 25-06: Authorizing Mayor Cole to sign an agreement with Birch Horton Bittner and Cherot for hourly rates attached. Special investigation as requested by the City Council into personnel matters.

11. Record of Items Placed on the Table: None

12. Audience Comments – *3 minutes per person*

13. Executive Session: None

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

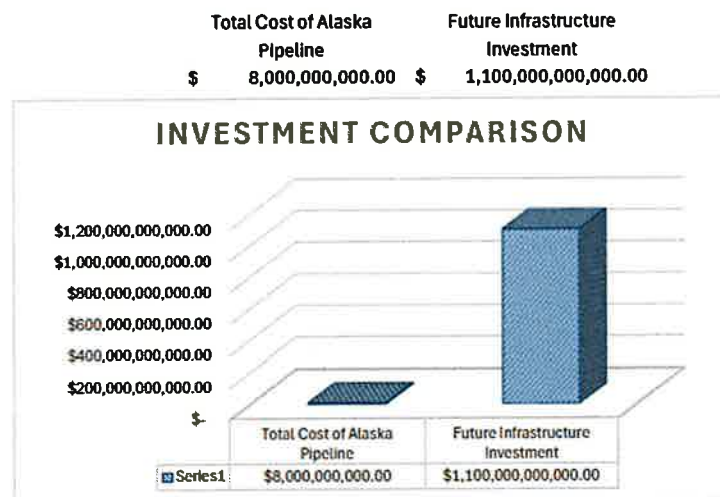
David Childs
Deputy Mayor

February 2025

Councilmembers and Citizens of Houston,

I met with the Mat-Su Borough in February and found that they are in the process of submitting an RFP this spring for the design and improvement of King Arthur Drive from the Parks Highway to No Name Hill Road. They are estimated that Construction will not begin until 2026, which provides us a little more time to install the gas lines prior to the road improvements.

Alaska is in the spotlight after the President's State of The Union Address to Congress. Below is a graph that shows the comparison of the investment between the Trans-Alaska Pipeline completed in 1977 for \$8 billion dollars, and the \$1.1 trillion dollar investment announce by President Trump from Japan and South Korea. The investment will be for a long-term energy supply with LNG as the primary export fuel.



The 42" LNG pipeline is already permitted from the North Slope to Nikiski on the Kenai Peninsula. They can start the project at any point once the agreements are signed.

The benefit of the pipeline for our citizens who are currently benefiting from or want natural gas expansions will be a secured 100-year supply of natural gas at approximately ¼ of the current cost. This investment in Alaska is critical to the security and energy of the future and will provide



OFFICE OF MAYOR
CITY OF HOUSTON, ALASKA

Carter R. Cole
Mayor

David Childs
Deputy Mayor

boundless opportunity to current and future generations. I encourage the younger generation to get the training now so they will be ready to build and operate all the new infrastructure.

Valley mayors will meet with Representative Begich on this subject, and I will continue to update you as more information becomes available. The future of Alaska has never been brighter than it is right now. We must keep in mind the basic infrastructure we need to accommodate this future as we move forward. We continue to pursue every opportunity to expand natural gas throughout the city, and we will address that more in the future.

We will be starting the mayor's budget process on March 17-19. This year we will invite the public to attend and learn how we put the budget together to present to the City Council for acceptance.

I encourage anyone interested in seeing how this process works to attend. The time, date, and department under review will be posted on the city website for any interested parties. There seemed to be misperception or misinformation about the budget and budget process that the Directors and I thought would be beneficial for the public to observe the process from start to finish.

February has been so busy I had to reschedule the road improvement work session into April, I will be putting out more information soon regarding this. Unfortunately, there have been several issues that have consumed additional time.

I would like to thank Councilmember Faubert and Brasel for their help in selecting a law firm to investigate a matter for the City Council.

I would also like to thank Councilmember Mitchell and Deputy Mayor Childs for their work on establishing code regarding ethics and conduct for the City Council. I am looking forward to establishing this section back into the HMC.

Unfortunately, I need to address the behavior of a small percentage of the public towards the employees working for all the citizens around the city. Our employees are public servants that provide citizens with services identified and properly funded under the HMC and annual budget and policies set by the City Council.

The Staff does not have the authority to change the code requirements, or any budgetary items. Additionally, the city does not provide trash pickup on a regular basis, and that service can be found through private companies.

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/>

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OFFICE OF MAYOR
CITY OF HOUSTON, ALASKA

Carter R. Cole
Mayor

David Childs
Deputy Mayor

Shouting and making accusatory statements towards the staff members can be considered harassment. Part of my responsibility is to ensure a work environment is free from this type of behavior. The vast majority of Houston Citizens are courteous and a pleasure to serve, which we greatly appreciate. But to the minority who continue this behavior, please call me before resorting to harassing staff.

If I can't resolve the issue, then you will be informed of your rights and any remedies available to you before we are done discussing the items.

Spring is coming so please be careful out on the lakes as they thaw, think before you do it, it has been warmer than usual.
God Bless!

Carter R. Cole

Carter R. Cole
Mayor

Checks Over 5K for the Month of November.

\$36,000.00 Gorilla Fireworks (Overpayment)
\$7,000 Gorilla Fireworks LLC (Overpayment)
\$6,047.01 Quality Sand & Gravel
\$13,653.92 Aetna
\$54,482.07 Craig Taylor Equipment Co Inc
\$6,238.66 EFPTS
\$6,429.27 EFPTS
\$10,515.43 Northrim Bank Credit card

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

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

| Business Licenses 2025 – 137 | 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.

February: We took in \$350.00 in business license fees, \$35,062.37 in sales tax revenue and \$107.00 in penalties and interest. The Clerk's office is currently sending out via mail and email,

88 determination letters to businesses who are out of compliance with 2025 renewal business licenses and or behind with sales tax filings.

Appeals: No appeals currently.

City Hall Office Closures:

March 31, 2025, in Observance of Swards Day

Other Office Administration: The Election Ordinance language is needing additional review with city attorney and will be introduced at a later meeting.

Minutes were emailed to Council on February 21, 2025. No requests for changes were received in the Clerk's office.



CITY OF HOUSTON

P.O. Box 940027
Houston, Alaska 99694

Treasurer's Report for March 2024-2025

For Council Review:

Main Acct January 2025: \$ 155,027.44

Cap Acct January 2025: \$ 216,364.89

Reserve Acct January 2025: \$ 514,351.77

Parks Acct January 2025: \$ 38,640.21

Honorable Council,

Finance underwent the audit for FY24 in February. This audit went much smoother, our first audit took two weeks, our second audit took a full week, and this one took four days.

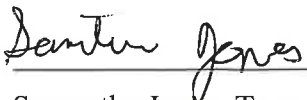
During our audit, we discovered that there was an issue of employees not depositing their checks. The city must place a stop payment on a lost/outstanding check. It costs us \$27.00 per check.

After discussion with the auditor, and consultation with the mayor, the best path forward for the city is to no longer provide physical checks for employees and require direct deposit.

The last physical check for employees and council to be issued will be April 4, 2025. If you currently receive a check, please contact the Clerk or Finance department for the direct deposit form.

Finance was able to finish records retention for fiscal year 2024 and worked with the Public Works and Clerks department to put the records in storage. We are in communication with the auditors and hope to have a completed report and presentation for the council soon.

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



Samantha Jones, Treasurer

Approved by: Mayor Carter Cole

Signature:  Date: 3.7.25



January 2025

| 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 | \$105,036.90 |
| 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 | \$396,206.49 |
| R 01-4006 | R 01-4006 Sales Tax Penalty Interest Fin | \$2,500.00 | \$894.97 |
| 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 | \$31,095.00 |
| R 01-4010 | R 01-4010 Remote Sales Tax | \$40,000.00 | \$23,125.43 |
| 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 | \$3,250.00 |
| R 01-4104 | R 01-4104 Permits Other | \$25,000.00 | \$22,010.00 |
| 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 | \$4,570.09 |
| 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 | \$1,300.00 |
| R 01-4304 | R 01-4304 Administrative Fees | \$1,000.00 | \$60.00 |
| 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 | \$2,928.80 |
| 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 |



January 2025

| | | | |
|-----------|--|--------------|---------------|
| 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 01-4328 | R 01-4328 Wood Innovation24DG11100106814 | \$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 | \$2,453.31 |
| 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 | \$6,121.57 |
| 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 |



January 2025

| | | | |
|-----------|--|--------------|----------------|
| R 02-4999 | R 02-4999 Transfer of Funds | \$0.00 | \$0.00 |
| 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 | \$518.00 |
| 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 | \$9,586.24 |
| 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 |
| R 13-4330 | R 13-4330 King Arthur Repairs | \$0.00 | \$0.00 |



January 2025

| | | | |
|---------------|--|--------------|--------------|
| 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 | \$164,862.23 |
| E 01-100-5002 | E 01-100-5002 Payroll Taxes SS & Medicare | \$18,856.74 | \$12,621.86 |
| E 01-100-5003 | E 01-100-5003 ESC Unemployment | \$2,452.11 | \$1,648.39 |
| 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 | \$36,293.27 |
| 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 | \$3,205.18 |
| 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 | \$2,058.27 |
| 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 | \$298.73 |
| 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 | \$2,200.31 |
| 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 | \$1,338.32 |
| 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 | \$17.53 |
| 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 |



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| 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 |
| 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 | \$2,036.25 |
| E 01-100-5602 | E 01-100-5602 Contractual Leases Office Equi | \$4,000.00 | \$1,589.64 |
| E 01-100-5604 | E 01-100-5604 Contractual Legal Advice | \$5,000.00 | \$12,225.91 |
| 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 | \$4,568.49 |
| 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 | \$3,050.00 |
| E 01-101-5002 | E 01-101-5002 Payroll Taxes SS & Medicare | \$344.00 | \$358.13 |
| 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 |



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| 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 |
| 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 | \$17,858.45 |
| 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 | \$3,886.39 |
| 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 | \$143,482.14 |
| E 01-104-5002 | E 01-104-5002 Payroll Taxes SS & Medicare | \$17,441.93 | \$10,949.68 |



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|---------------|--|-------------|-------------|
| E 01-104-5003 | E 01-104-5003 ESC Unemployment | \$1,927.43 | \$1,450.94 |
| E 01-104-5004 | E 01-104-5004 Retirement Deduction Emp | \$0.00 | \$0.00 |
| E 01-104-5005 | E 01-104-5005 Retirement Co Paid | \$3,173.73 | \$1,175.64 |
| E 01-104-5006 | E 01-104-5006 Health & Life Insurance Co | \$37,809.92 | \$33,427.45 |
| 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 | \$8,715.41 |
| E 01-104-5203 | E 01-104-5203 Heating Fuel Expense | \$9,000.00 | \$7,850.17 |
| E 01-104-5204 | E 01-104-5204 Natural Gas | \$3,500.00 | \$1,692.69 |
| 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 | \$15,684.80 |
| 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 | \$33,517.90 |
| 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 |



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| 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 |
| 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 | \$943.56 |
| 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 | \$3,599.01 |
| 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 | \$9,900.00 |
| 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 01-104-6207 | E 01-104-6207 VFD Grant | \$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 | \$129,167.39 |
| E 01-105-5002 | E 01-105-5002 Payroll Taxes SS & Medicare | \$20,716.00 | \$9,871.50 |
| E 01-105-5003 | E 01-105-5003 ESC Unemployment | \$2,615.00 | \$1,291.60 |
| 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 | \$12,605.66 |
| 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 | \$1,816.17 |
| 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 | \$4,787.74 |
| E 01-105-5203 | E 01-105-5203 Heating Fuel Expense | \$7,000.00 | \$3,909.51 |
| 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 |



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| 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 |
| 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 | \$32,144.55 |
| E 01-105-5223 | E 01-105-5223 Winter Maintenance | \$25,000.00 | \$22,346.48 |
| 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 | \$7,030.30 |
| 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 | \$28,254.80 |
| 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 | \$43,165.95 |
| 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 | \$11,775.75 |
| 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 | \$1,324.65 |
| E 01-105-5604 | E 01-105-5604 Contractual Legal Advice | \$18,000.00 | \$14,261.67 |
| 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 | \$4,562.80 |
| 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 |



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|----------------|--|-------------|----------------|
| 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 |
| E 01-106-5001 | E 01-106-5001 Salaries & Wages | \$7,257.12 | \$3,141.10 |
| E 01-106-5002 | E 01-106-5002 Payroll Taxes SS & Medicare | \$558.07 | \$240.34 |
| E 01-106-5003 | E 01-106-5003 ESC Unemployment | \$72.57 | \$31.37 |
| 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 | \$805.06 |
| 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 | \$1,160.01 |
| E 01-106-5203 | E 01-106-5203 Heating Fuel Expense | \$2,000.00 | \$1,225.83 |
| 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 | \$5,815.90 |
| 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 |



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| | | | |
|---------------|--|--------|------------|
| 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 |
| 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 |



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|---------------|--|-------------|--------------|
| 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 |
| 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 Movtrov 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 | \$471.81 |
| 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 | \$8,191.72 |
| 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 |



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|---------------|--|--------------|-------------|
| 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 |
| E 03-300-5400 | E 03-300-5400 Vehicle & Equipment Expenses | \$0.00 | \$0.00 |
| E 03-300-5401 | E 03-300-5401 Vehicle Equipment Maintenance | \$500.00 | \$260.48 |
| E 03-300-5402 | E 03-300-5402 Vehicle & Equipment Rental | \$500.00 | \$11,710.00 |
| E 03-300-5403 | E 03-300-5403 Vehicle & Equipment Fuel | \$200.00 | \$19.75 |
| E 03-300-5500 | E 03-300-5500 Insurance Expenses | \$0.00 | \$0.00 |
| E 03-300-5501 | E 03-300-5501 Mobile Equipment Insurance | \$0.00 | \$0.00 |
| E 03-300-5502 | E 03-300-5502 General Liability Insurance | \$0.00 | \$0.00 |
| E 03-300-5503 | E 03-300-5503 Property Insurance | \$55.00 | \$0.00 |
| E 03-300-5505 | E 03-300-5505 Insurance Claim Deduction | \$0.00 | \$0.00 |
| E 06-600-5102 | E 06-600-5102 Safety Security & Training | \$0.00 | \$0.00 |
| E 06-600-6000 | E 06-600-6000 COVID-19 Cares Act Funding Pro | \$0.00 | \$0.00 |
| E 06-600-6001 | E 06-600-6001 Small Business Relief Grant | \$0.00 | \$0.00 |
| E 06-600-6002 | E 06-600-6002 Personal Protective Grant | \$0.00 | \$0.00 |
| E 06-600-6003 | E 06-600-6003 City Resiliency & Recovery | \$0.00 | \$0.00 |
| E 06-600-6004 | E 06-600-6004 Non Profit COVID-19 Relief Gra | \$0.00 | \$0.00 |
| E 06-600-6005 | E 06-600-6005 City Mitigation Reimbursement | \$0.00 | \$0.00 |
| E 06-600-6006 | E 06-600-6006 Houston Jr/Sr High School | \$0.00 | \$0.00 |
| E 06-600-6200 | E 06-600-6200 Grants Expenses | \$0.00 | \$0.00 |
| E 06-600-6206 | E 06-600-6206 MSHF Covid 19 | \$0.00 | \$0.00 |
| E 06-600-6207 | E 06-600-6207 VFD Grant | \$0.00 | \$6,628.55 |
| E 06-600-6208 | E 06-600-6208 Healthy & Equitable Grant | \$0.00 | \$0.00 |
| E 06-600-6209 | E 06-600-6209 Cybersecurity 22SLCGP-GY22 | \$121,586.00 | \$0.00 |
| E 04-610-6100 | E 04-610-6100 Reserve Expense | \$0.00 | \$0.00 |



February 2025

February was slower road maintenance-wise for Public Works as we didn't get much freezing rain, and it did not thaw enough for the roads to soften. This gave us some much-needed time to focus on many admin duties for the upcoming months. The dump truck chassis, along with the snowplow, estimated delivery time is still early 2026, so it won't be available for this summer's road repairs. The equipment grant sped up this purchase by many years for this and other equipment.



The new full size dump truck is expected to be delivered in early 2026

Public Works also applied for two grants that, if funded, will enable the city to develop the cleared areas near the campground into a ballfield that can be used for a wide array of sports. We are also looking into grants that could potentially help pave part of the parking area so it can be used for helicopter medivacs. The current area near Station 9-1 requires that Armstrong Road be closed until the helicopter operations are completed, so moving it to the new area will avoid those road closures, reducing the chances of accidents by letting traffic through rather than having cars parked on the roadway that close to the Parks Highway. Armstrong requires three closures, one at the Parks, one at the east end of Station 9-1, and one at the city hall/campground road intersection, so moving it will free up three responders as well as keeping the public safer.

Founder Day 2025 preparations continue with some new changes this year. The Parks budget, which becomes a self-supporting enterprise fund on July 1st, will not be able to continually fund future Founders Days needed an alternative option, so the Chamber of Commerce took on the task and will help supplement the costs with vendor space rentals. We were able to get the permit details finalized and the city will still be handling many other tasks, other than the vendor applications. This will help keep the event free for the public over the coming years as well as helping add more items to Founders

Day to make it more enjoyable for everyone who attends it. Many expenses such as flaggers, sani-can rentals, and others must be planned early, which means they cross fiscal years, creating extra budgetary work, so that will not be a problem with a non-profit entity helping us with the event. There is still tons of work for the Public Works crew to do before the event, so we'll still be extremely busy.

People were stealing firewood from the Little Su Day Use area, so I opened the area up for firewood cutting. This gives people a chance to get free firewood while also helping reduce the hazard fuel loading by removing the beetle kill spruce. So far the roads and trails have been kept clear so we will be issuing another round of firewood permits for the area around the beginning of March. I also opened another firewood area along Zero Lake Trail to give residents another firewood cutting opportunity in addition to the Kenlar Road and Zero Lake Road firewood areas. More potential firewood areas will be opened in the future after the boundaries are marked better as they are smaller parcels next to private ownership.

Public Works Report:

- Founders Day 2025 planning continues.
- Hazard fuel loading reduction continues in the campground area in preparation for the start of fire season.
- The old John Deere grader is still awaiting an opening at a shop to complete the exhaust manifold gasket repair.
- Follow-up on grant application submissions continues.
- CIP nominations are still being received and most of the CIP has been updated. Several new submissions are missing information, so consequently some sections of the new CIP are missing it too since the information was not provided to us.
- 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
- I am starting to schedule equipment replacements by listing them in the CIP as we must continue having reliable equipment to do our jobs. It is a scheduled rotation based on the projected hours of usage to reduce a large financial impact.


Parks Report:

- We have one application for the 2025 camp host position.

Permits Issued in February 2025

| Type | Issued in February | Total Issued for 2025 to date |
|------------------------------|--------------------|-------------------------------|
| Construction Permit | 0 | 0 |
| Driveway Permit | 0 | 0 |
| Utility Permit | 1 | 1 |
| Conditional Use Permit | 0 | 0 |
| Land Use Amendment / Re-zone | 0 | 0 |
| Variance | 0 | 0 |
| Firewood cutting permits | 20 | 21 |
| 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 
Subject: Department Report, Reviewing Month of February

Overall Department

Progress Toward Strategic Goals:

1. Updating the city's Emergency Operations Plan
2. Currently in talks with Knik Tribe about partnering for fire mitigation
3. Updated contract with MSB DES for fleet maintenance
4. Implementing Firewise as fire department function

Division: Fire Department

Incidents of Note:

1. 02/01/2025: Reported chimney fire, determined to be smoke leak from stack
2. 02/07/2025: False alarm at Houston High School, child used a pull station
3. 02/09/2025: 2-vehicle collision at mile 61 Parks Highway, Station 91 used for LZ
4. 02/23/2025: Automated crash notification, turned out to be a dropped cell phone
5. 02/22/2025: CPR save with Narcan administration on Jerry Circle

Department Highlights/Accomplishments:

1. Finalized ordinance to accept wildland firefighting equipment grant.
2. Recognized crew for their service with appreciation dinner, courtesy auxiliary.
3. Helped a deployed service member mitigate damage to their home after pipe burst.
4. Switching to TrendMicro for fire department NFIRS/NERIS reporting.

Challenges:

1. Very little capital money will be available from the state this year.
2. City's emergency plans are not easily accessible to public.
3. Very early wildland season is coming. Higher fire risks are forecasted.

Community Risk Reduction Activities:

1. Crew did two Firewise inspections for residential homes, hoping to do more.
2. Reviewing the Knox Box program for upgrade and advertisement this summer.



Division: Animal Safety & Protection

Incidents of Note:

1. No more abandoned cat colony feline trapped. Spring coming, will re-evaluate.
2. All cats at shelter are in foster through Clear Creek Cat Rescue.

Department Highlights/Accomplishments:

1. Alaska SPCA provided low-cost spay/neuter clinic in Houston at Station 91.
2. Currently discussion options for a local low-cost vaccination clinic.
3. No animals at HASP shelter

Challenges:

1. Low-cost shots clinic was very popular, but a difficult process for many.
 2. Unrestrained animals continue to be a hazard for public.
 3. Website lacking essential information about complaints and jurisdiction.
-

Division: Community Safety

Incidents of Note:

1. Chief Hartley attended a meeting with MSB Emergency Management and State of Alaska officials to discuss the process of volcano monitoring and notifications.
2. Earthquake trailer confirmed for this year's Houston Founders Day event.
3. Public Safety coordinating Cleanup Days for April 23-27, 2025. MSB partnering.

Department Highlights/Accomplishments:

1. Implementing a monthly safety inspection program for all city buildings March 7.
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 preparing for volcanoes so that if a one does erupt, now or in future, residents can be better prepared.



FIRE DEPARTMENT

| | January | February | 2025 Totals |
|---------------------------------|---------|----------|-------------|
| Local Calls | 9 | 3 | 12 |
| Aid Fire Calls | 6 | 8 | 14 |
| EMS Calls | 9 | 9 | 18 |
| Extrication Calls | 3 | 2 | 5 |
| Landing Zones | 1 | 2 | 1 |
| Hazardous Materials Calls | 0 | 0 | 0 |
| Community Service Calls | 0 | 1 | 1 |
| Public Education – Events | 0 | 2 | 2 |
| Public Education – Participants | 0 | 4 | 4 |

ANIMAL SAFETY & PROTECTION

| | January | February | 2025 Totals |
|---------------------------------|---------|----------|-------------|
| Public Assist Calls | 0 | 2 | 2 |
| Dogs Intake | 0 | 0 | 0 |
| Cats Intake | 8 | 3 | 11 |
| Public Education – Events | 0 | 0 | 0 |
| Public Education – Participants | 0 | 0 | 0 |

COMMUNITY SAFETY

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



Vehicle damage from serious accident. Patient survived. Modern vehicle design.



<https://avo.alaska.edu/volcano/spurr>

Visit for updated information for the Mt. Spurr volcano, which continues to have active shallow earthquakes but no eruption or eruption activity.

**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 |
|-------------------------------------|------------|

SECTION IV: SOURCE OF FUNDS:

| | |
|-------------------------------|------------|
| Volunteer Fire Capacity Grant | \$9,900.00 |
|-------------------------------|------------|

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 _____.

THE CITY OF HOUSTON, ALASKA

Carter Cole, Mayor

ATTEST:

{SEAL}

Tani Schoneman, CMC, City Clerk



**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

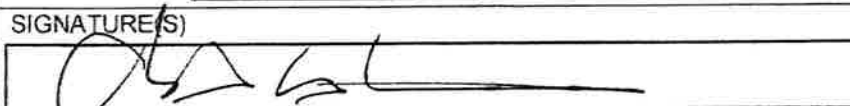
Certification Regarding Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions

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


Signature

12/12/2024

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 | DATE SIGNED (MM-DD-YYYY) |
|---|--|--------------------------|
|  | Public Safety Director | 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- | | Items | Budget FY 2023 | Actual FY 2023 | Budget FY 2024 | YTD FY 2024 | Budget FY 2025 |
|-------------------------|--|--------------------------------|------------------------------|----------------|----------------|---------------|----------------|
| Account | | | | | | | |
| 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 |
|-------------|---------------|---------------|

**HOUSTON, ALASKA
ORDINANCE 25-03**

AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING THE FISCAL YEAR 2025 BUDGET & CIP BUDGET BY ACCEPTING AND APPROPRIATING \$175,000.00 FROM TOWERPOINT TO GENERAL ACCOUNT 01 FOR \$20,000.00 AND THE CAPITAL FUND 02 IN THE AMOUNT OF \$155,000.00.

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 cell tower lease was subject to renewal; and

WHEREAS, the City of Houston engaged in finding a cell tower management company in 2023 to see what options were available; and

WHEREAS, the City of Houston lacks the expertise to maximize the cell tower potential, but Towerpoint manages cell towers nationwide for tower landlords and owners with the needed expertise; and

WHEREAS, the City of Houston spent a year in negotiation reviewing contract and price options; and

WHEREAS, the City of Houston in consultation with the city attorney, finally came to a mutual agreement with Towerpoint in February 2025, as outlined in the letter of intent; 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 \$20,000.00 to the General Account.

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

| | |
|---|--------------|
| Capital Improvement Bank Account 02-1002 | \$137,000.00 |
| Capital Equipment Purchase 02-200-8051 | \$18,000.00 |
| E 01-101-5604 Contract Legal (Council Budget) | \$20,000.00 |

SECTION IV: SOURCE OF FUNDS:

| | |
|--|--------------|
| R 02-4604 for Capital Cell Tower Lease Revenue for | \$175,000.00 |
|--|--------------|

42 *Five additional payments of \$16,000.00 annually.*

43
44 **SECTION V: EFFECTIVE DATE:** This Fiscal Year 2025 budget ordinance shall take effect upon adoption by
45 the Houston City Council.

46
47 **ADOPTED** by the Houston City Council on _____.

48
49 **THE CITY OF HOUSTON, ALASKA**

50
51
52 _____
53 Carter Cole, Mayor

54
55 **ATTEST:**

56
57
58
59 _____
60 Tani Schoneman, CMC, City Clerk

{SEAL}



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 Minutes

February 13, 2025, at 6:00 pm

1. Call to Order: 6:00pm by Mayor Cole
2. Roll Call: Present: Johansen, Faubert, Brasel, McDonald, Childs, Cole
Telephonic: Mitchell
Also Present: City Attorney Levesque
3. Invocation & Pledge of Allegiance: Invocation given by Mayor Cole; Brasel led Pledge of Allegiance.
4. Approval of Agenda:

Mayor Cole made a motion to approve the agenda, Councilmember Brasel seconded the motion.

Roll Call Vote: Motion passed 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
- Parks & Recreation Advisory Committee
- Airport Committee

- E. Department Reports

- City Clerk
- Finance Director
- Public Work's Director
- Public Safety Director Hartley gave presentation on goals for the department, Q&A, with Councilmembers.

F. Information Memorandums: None

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.

Public Hearing opened at 6:35pm, closed at 6:50pm

Nick Spiropoulos, Mr. Hays, and Pam Graham from the Matsu Borough explained the ordinance and answered any questions.

Debra Fanning asked if funds could be used for a residential treatment facility.

Karen Kirkpatrick asked if overdose training could be taught.

Mayor Cole made a motion to approve Ordinance 25-01; Councilmember Faubert seconded the motion. Pam Graham spoke to Ordinance.

Roll Call Vote: Motion passed unanimously.

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.

Public Hearing opened at 7:00pm, closed at 7:05p

Karen Kirkpatrick doesn't like the smell, scrubber for air doesn't work.

Debra Fanning was shocked to know there are 14 facilities in a community of 2000, knows the harm it can cause being a nurse. Budget for a police officer and drug training in schools.

Mayor Cole made a motion to approve AM No. 25-04, Deputy Mayor Childs seconded the motion. Councilmember McDonald encouraged community members to call City Hall regarding smell and the State, encouraged the Council to limit the number of licenses in the city. Mayor Cole spoke regarding the population, the smells and the facilities.

Roll Call Vote: 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.*

Karen Kirkpatrick requested because of the winter we have had and the lack of snowpack and potential fire hazard that the council give property owners an amount of time to get rid of dead trees on their property and if they're unable to allow the city with the owner's permission issue permits to wood cutters to go in and cut the problem trees out and give half the trees to the property owners and take the other half for themselves to sell etc. and if the property owners refuse to do anything about the problem trees that they be fined.

Robert Hall spoke about raising the sales tax exempting oil, rent and utilities.

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

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

Roll Call Vote: Motion passed unanimously.

9. Unfinished Business: None

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.

Mayor Cole made a motion to approve AM No. 25-03, Councilmember Brasel seconded the motion. Mayor Cole gave a brief statement about the RFP, applicant, and awarded applicant. Councilmember Brasel also made statements regarding the RFP and awarded applicant. Councilmember McDonald asked if RFP was posted in the newspaper. Provide post in newspaper.

Roll Call Vote: Deputy Mayor Childs-Y, Mitchell-y, Johansen-N, Brasel-Y, Faubert-Y, McDonald-Y, Mayor Cole-Y. Motion passed 6 Ayes, 1 Nay.

2. RESOLUTION 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

Councilmember Faubert made a motion to approve the Resolution 25-01, Mayor Cole seconded the motion. Mayor spoke to the lateness of the Resolution as it was received late from the state.

Roll Call Vote: Motion passed unanimously.

11. Record of Items Placed on the Table: None

12. Audience Comments – *3 minutes per person*

Councilmember Mitchell spoke here thanking the Chief for his presentation, the public for coming to the meeting and their comments and suggestions, and the Councilmembers.

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.

Mayor Cole made a motion to enter into executive session, Councilmember Faubert seconded the motion. 10 minute Recess. Councilmember McDonald asked if there was an active suit against the city. City Attorney Joe Levesque answered, stating that no there wasn't, and this was a preventative executive session. McDonald questioned how it fit into executive session, Levesque stated exactly what it says, attorney client privilege, the city attorney is going to give you some recommendations. Discussion ensued regarding the validity of the subject matter regarding the Executive Session.

Roll Call Vote: Faubert-Y, McDonald-N, Brasel-Y, Deputy Mayor Childs-Y, Johansen-N, Mayor Cole-Y.

Motion passed 4 Ayes, 2 Nays. (8:15pm, everyone asked to leave the chambers, including the Clerk and she will open the door when executive session is over and allow public back in).

Mayor Cole made a motion to come out of executive session at 9:00pm, Councilmember Faubert seconded the motion. Mayor Cole stated that there was no action taken.

Vote: Motion passed unanimously.

Mayor Cole made a motion to seek 3 Law Firm names that our current attorney will provide that are well trained in Municipal law to help us make decisions that we will request proposals from Councilmember Faubert seconded the motion.

Vote: Motion passed unanimously.

14. Council, Clerk, & Mayor Comments

Johansen: Thanked the public for coming and participating.

Faubert: Thanked the public for coming and participating, every single person in the city has something to offer and is valuable. Honored to be in her position and always puts the community before anything else.

Brasel: Thank you to the public member who stuck around. Disappointed to hear we're back to hearing about the smell in the community but doesn't want any business or industry to stink. Engagement with them should correct the issue. Continuing the abatement of beetle kill around town is a valid one but not sure of the legal framework around the city engaging private property but there is still plenty of city property that can be used for seniors etc. Second time recently has heard a proposal to raise sales tax and, in the past, it failed with a resounding no.

McDonald: Thank you to the public and is proud to be one who represents some of those people out there and looks forward to hearing from all people, when the people email the council as a whole it provides them all with the same information at the same

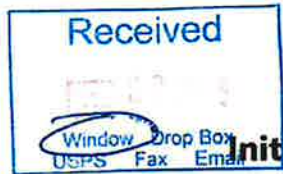
time and is very effective.

Deputy Mayor Childs: Thoroughly enjoyed Christian Hartley's presentation and his time spent in Juneau as well. Appreciated Ms. Johansen's public education efforts with wildfire prevention. Thanked Mr. Brasel for his research and knowledge provided regarding IT. Apologized to Ms. McDonald for interrupting her time, he was out of order. Sales tax possibility, use the parameters stated by Mr. Hall and we might have a little better survivability...attended the celebration of life for Mr. Fouts, happy to see there were 200 people there in attendance.

Mayor Cole: 5 yr plan, putting together a work session for that, have the roads fixed, has pulled information/audited records/actual spending from the city/all the budgets for past 10-15 years, shows in the past two budget cycles the public works budget has increased and hopefully soon the public will be able to see all that.

15. Adjournment: Meeting adjourned at 9:12pm.

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



City of Houston

Initiative or Referendum Petition Application

HMC 3.05.080

Complete, sign, and submit this application to the Houston City Clerk's Office:

City of Houston, Office of the City Clerk - PO Box 940027, Houston, Alaska 99694

clerk@houston-ak.gov. (907) 892-6869. Additional information can be found online: www.houstonak.com/elections

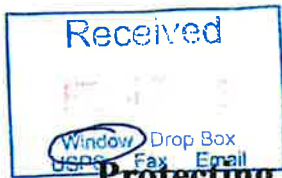
Applicable only to qualified voters of the City of Houston.

This application must contain the ordinance or resolution to be initiated or referred.

¹This document is subject to public disclosure unless otherwise noted.

| | |
|---|---|
| Primary contact Information: | |
| <p>Consistent with AS 29.26.110 All Correspondence relating to this petition shall be sent to the Primary and alternate contact.</p> <p><i>Petition Application</i></p> | First Name: <i>KODNEY</i> |
| | Middle Initial: <i>W</i> |
| | Last Name and Suffix: <i>OLIVER</i> |
| | Phone Number: <i>907-841-0398</i> |
| | Email: <i>RAYNEO@HOTMAIL.COM</i> |
| | Mailing Address: <i>P.O. Box 940085</i> |
| | City, State, Zip: <i>HOUSTON, AK 99694</i> |
| | Provide as least one identifier: Date of Birth: _____ |
| | SS# (Last 4): _____ Voter No.: <i>7488294</i> |
| | Alternate contact information: |
| | First Name: <i>LANCE</i> |
| | Middle Initial: <i>L</i> |
| | Last Name and Suffix: <i>WILSON</i> |
| | Phone Number: <i>907 892 3103</i> |
| | Email: <i>lwilson@mtaonline.net</i> |
| | Mailing Address: <i>PO Box 940065 Houston AK 99694</i> |
| | City, State, Zip: <i>Houston Alaska 99694</i> |
| | Provide as least one identifier: Date of Birth: _____ |
| | SS# (Last 4): _____ Voter No.: <i>5939747</i> |
| | Primary Contact Signature: <i>Kodney W. Oliver</i> |
| Date: <i>2-1-2025</i> | |
| Alternate Contact Signature: <i>Lance Wilson</i> | |
| Date: <i>1 February 2025</i> | |

¹ Signatures and identifiers are not subject to public disclosure. The identifier is used to verify status as a registered voter of the City.



Protecting Houston's Future: Let Voters Decide if Houston Needs a

Ballot
Proposition

Municipal Airport

AN INITIATIVE TO:

Ensure that no public money, city resources, or land acquisition efforts are used to plan, develop, or build a municipal airport unless approved by a majority of voters in a regular municipal election.

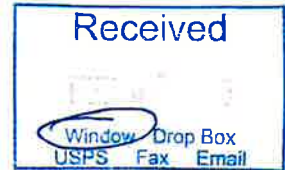
THE BALLOT QUESTION SHALL READ AS FOLLOWS:

Should the City of Houston be allowed to spend public money, use city resources, or acquire land from the State of Alaska to plan, develop, or build a municipal airport without voter approval?

☐ YES

☐ NO

Chapter 10.01
GENERAL PROVISIONS



HMC 10.01.050 – Municipal Airport

(A) Prohibition on Public Expenditures and Land Acquisition

1. **The City of Houston shall not expend or obligate any financial resources, personnel, city-owned land, or other municipal assets toward the planning, development, or establishment of a municipal airport.**
2. **The City of Houston shall not engage in, negotiate for, or facilitate the acquisition of land from the State of Alaska or any other entity for the purpose of establishing a municipal airport.**
3. **No city official, employee, agency, or contractor may enter into any agreement, memorandum of understanding, or contract that commits public resources to an airport project, including agreements related to land acquisition for an airport.**

(B) Voter Approval Requirement

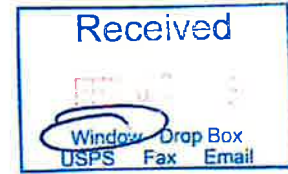
1. **The prohibitions in Section (A) shall remain in effect unless and until a majority of votes cast in a duly noticed and regularly scheduled municipal election authorize the expenditure of public funds or resources for the establishment of a municipal airport.**
2. **Any proposed ballot referendum seeking voter approval to allow such expenditures must explicitly state:**
 - **(a) The total amount of funds requested,**
 - **(b) The intended purpose of the expenditure, and**
 - **(c) The specific land or area proposed for acquisition.**

HMC
Code
Addition

(C) Enforcement

1. **Any expenditure of public funds or land acquisition efforts contrary to the prohibition in Section (A) shall be deemed unauthorized and void.**
2. **Any resident of the City of Houston shall have standing to seek judicial enforcement of the prohibition in Section (A) in the event of a violation.**

HOUSTON, ALASKA
ORDINANCE 25-XX



AN ORDINANCE PROHIBITING THE USE OF PUBLIC FUNDS, RESOURCES, AND LAND ACQUISITION EFFORTS FOR THE DEVELOPMENT OF A MUNICIPAL AIRPORT UNLESS APPROVED BY VOTERS.

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

WHEREAS, a Ballot Proposition was put to the voters the question “Should the City of Houston be allowed to spend public money, use city resources, or acquire land from the State of Alaska to plan, develop, or build a municipal airport without voter approval?”; and

WHEREAS, the voters voted to prohibit expending public money, use city resources, or acquire land from the State of Alaska to plan, develop, or build a municipal airport without voter approval.

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

SECTION 1: PROHIBIT EXPENDING PUBLIC MONEY, USE CITY RESOURCES, OR ACQUIRE LAND FROM THE STATE OF ALASKA TO PLAN, DEVELOP, OR BUILD A MUNICIPAL AIRPORT WITHOUT VOTER APPROVAL.

**Chapter 10.01
GENERAL PROVISIONS**

HMC 10.01.050 – Municipal Airport

(A) Prohibition on Public Expenditures and Land Acquisition

- 1. The City of Houston shall not expend or obligate any financial resources, personnel, city-owned land, or other municipal assets toward the planning, development, or establishment of a municipal airport.**
- 2. The City of Houston shall not engage in, negotiate for, or facilitate the acquisition of land from the State of Alaska or any other entity for the purpose of establishing a municipal airport.**
- 3. No city official, employee, agency, or contractor may enter into any agreement, memorandum of understanding, or contract that commits public resources to an airport project, including agreements related to land acquisition for an airport.**

(B) Voter Approval Requirement

*Proposed
Ordinance*

1. The prohibitions in Section (A) shall remain in effect unless and until a majority of votes cast in a duly noticed and regularly scheduled municipal election authorize the expenditure of public funds or resources for the establishment of a municipal airport.
2. Any proposed ballot referendum seeking voter approval to allow such expenditures must explicitly state:
 - o (a) The total amount of funds requested,
 - o (b) The intended purpose of the expenditure, and
 - o (c) The specific land or area proposed for acquisition.

(C) Enforcement

1. Any expenditure of public funds or land acquisition efforts contrary to the prohibition in Section (A) shall be deemed unauthorized and void.
2. Any resident of the City of Houston shall have standing to seek judicial enforcement of the prohibition in Section (A) in the event of a violation.



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

SECTION 3: EFFECTIVE DATE: This ordinance shall take effect immediately upon certification of voter approval.



**LANDYE BENNETT
BLUMSTEIN LLP**

TO: Tani Schoneman, City Clerk, City of Houston

FROM: Joseph N. Levesque 
River E. M. Sterne 

DATE: February 14, 2025

RE: Initiative Petition to Add HMC 10.01 to the Houston City Code

Introduction

The Clerk's Office has requested that we analyze the petition application filed February 3, 2025, for a ballot initiative entitled "Protecting Houston's Future: Let Voters Decide if Houston Needs a Municipal Airport." The stated purpose of the initiative is to: "Ensure that no public money, city resources, or land acquisition efforts are used to plan, develop, or build a municipal airport unless approved by a majority of voters in a regular municipal election."

1. Factual and Legal Background

On February 3, 2025, the Clerk's Office received a petition application for a ballot initiative that would place the following question before Houston voters: "Should the City of Houston be allowed to spend public money, use city resources, or acquire land from the State of Alaska to plan, develop, or build a municipal airport without voter approval?" The application included a proposed addition to the Houston Municipal Code and a proposed ordinance enacting the new code provisions.

Among other things, the proposed code addition, HMC 10.01.050, provides that "[t]he City of Houston shall not expend or obligate any financial resources, personnel, city-owned land, or other municipal assets toward the planning, development, or establishment of a municipal airport."¹ The proposed code addition includes an exception under which the City may direct resources to the planning and development of an airport upon a majority vote in a regularly scheduled municipal election authorizing such expenditures.

Alaska Statute 29.26.110 provides the requirements that an application for a voter initiative must satisfy. Under the statute, the application must include the following: (1) the ordinance or resolution to be initiated or referred; (2) "the name and

¹ (Proposed) HMC 10.01.050(A)(1).

address of a contact person and an alternate to whom all correspondence relating to the petition may be sent”; and (3) the signatures of at least 10 voters who will sponsor the petition.² To be certified by the City Clerk, the proposed initiative must also meet the following requirements: (1) comply with Article XI, Section 7 of the Alaska Constitution; (2) include only a single subject; (3) relate to “a legislative rather than to an administrative matter”; and (4) be enforceable as a matter of law.³

If the application satisfies these requirements, the Clerk must certify the application within two weeks of its filing.⁴

Article XI, Section 7 of the Alaska Constitution provides that “[t]he initiative shall not be used to dedicate revenues, make or repeal appropriations, create courts, define the jurisdiction of courts or prescribe their rules, or enact local or special legislation.”

2. Analysis

The application to place the “Protecting Houston’s Future” initiative on the ballot should be rejected because, although the application appears to meet the formal requirements of AS 29.26.110, the proposed code addition is unenforceable as a matter of law.

As a threshold matter, the application appears formally proper in that it includes the ordinance to be initiated, the contact information of both a primary contact and an alternate, and the signatures of ten voters who will sponsor the petition.⁵ The Clerk’s Office has confirmed that all signatures are associated with registered Houston voters.

Moreover, the proposed initiative refers only to a single subject and appears to concern a legislative matter, rather than an administrative matter. The Alaska Supreme Court has held that a ballot proposal is legislative in character when: (1) “[i]t is permanent in nature rather than temporary”; (2) “[i]t declares a new policy and deals with the overall policy question rather than merely a small segment of pre-established policy”; and (3) “it establishes a new law rather than executing a law already in existence.”⁶ Each of these factors is met in this case. Proposed HMC 10.01.050, if approved by the voters, would be a new law. And the proposed law declares a comprehensive new policy—a total prohibition on the City Council’s

² AS 29.26.110(a).

³ *Id.*

⁴ *Id.*

⁵ *Id.*

⁶ *Swetzof v. Philemonoff*, 203 P.3d 471, 482 (Alaska 2009).

expenditure of resources toward planning or developing a municipal airport. Finally, HMC 10.01.050 has no expiration date, and therefore is permanent, rather than temporary in nature.

However, the proposed code addition appears to violate the requirement that an initiative be enforceable as a matter of law. “The power to initiate cannot exceed the power to legislate.”⁷ In *Griswold v. City of Homer*, the Alaska Supreme Court concluded that a proposed ballot initiative seeking to amend the City of Homer’s zoning laws was an impermissible use of the initiative process because the city council—and therefore the voters—lacked the authority to bypass the Homer Advisory Planning Commission in making zoning decisions.⁸ The Court’s determination relied on two sources of statutory authority: “Alaska statutes providing for planning, platting, and land use regulation by local governments, and Kenai Peninsula Borough ordinances delegating zoning powers to cities within the borough.”⁹ The Court determined that these authorities required the City of Homer to establish a planning commission, which in turn was required to work with the City to draft a comprehensive land use plan.¹⁰ The Court concluded: “A borough or a city, having the power possessed by the City of Homer, cannot pass or amend a zoning ordinance without involving its planning commission in reviewing that ordinance.”¹¹

The Court’s decision in *Griswold* is sufficient basis for the Clerk’s Office to reject the proposed initiative here. Although the “Protecting Houston’s Future” initiative does not propose a broadly applicable zoning amendment like the initiative in *Griswold*, the principles the Court relied on apply with equal force in this case.

Pursuant to AS 29.40.010, the Matanuska-Susitna Borough by Ordinance No. 09-112 delegated its powers and duties regarding “planning, platting, and land use regulation on an areawide basis” to the City of Houston, which accepted said delegation by Ordinance No. 09-07.¹² Houston Municipal Code 7.06.010 establishes the City Planning and Zoning Commission, which is tasked with, among other things conducting a review of the Comprehensive Plan “at least once every two years and mak[ing] recommendations to the Council for amendments.”¹³ The Commission is also responsible for holding hearings and making decisions on “applications for variances, rezones, and other procedures that may be required by the land use code.”¹⁴ In other

⁷ *Griswold v. City of Homer*, 186 P.3d 558, 560 (Alaska 2008).

⁸ *Id.* at 560-63.

⁹ *Id.* at 561.

¹⁰ *Id.* at 561-62.

¹¹ *Id.* at 563.

¹² HMC 7.06.010.

¹³ HMC 7.06.030(A).

¹⁴ HMC 7.06.030(B)(1)(a).

words, “the planning commission plays an important part in the formation and amendment of local land use regulations by providing assistance to the [city] to ensure that development proceeds in a ‘systematic and organized’ manner.”¹⁵

By prohibiting the City from expending any resources in furtherance of planning, developing, or establishing a municipal airport, without the input or consultation of the Planning Commission, the “Protecting Houston’s Future” initiative “‘exceeds the scope of the legislative power granted by the [state] legislature’ to the local legislature and is thus unenforceable as a matter of law.”¹⁶ Accordingly, the initiative fails to satisfy the minimum requirements of AS 29.26.110(a) and must be rejected.

The initiative appears unenforceable as a matter of law for a second reason: it would impermissibly divest “the local legislature’s statutorily-mandated role in zoning and land use planning. Such a divestiture would be beyond the legislature’s power, so it is also beyond the power of the initiative.”¹⁷ In *Carmony v. McKechnie*, the Alaska Supreme Court made clear that the legislature “does not have the power ‘to divest itself and succeeding [legislatures] . . . of powers vested in it by the general law for the benefit of its constituents; for this would be to repeal pro tanto the general law.’ ”¹⁸

The initiative at issue in *Carmony* would have subjected any land use enactment of the Matanuska-Susitna Borough to a popular vote.¹⁹ The Court determined that this initiative, if passed, would amount to a divestiture of the borough assembly’s powers and obligations under state law to enact and maintain a comprehensive land use plan for the Borough.²⁰ Because the legislature did not have the power to divest itself of this authority, the Court concluded that the voters could not accomplish the same result via ballot initiative.²¹ Accordingly, the Court held that the initiative was unenforceable as a matter of law and could not be accepted.²²

The same is true in this case. Under HMC 2.04.010, the City Council is tasked with exercising “all of the legislative powers and policy-making powers of the City” and providing “for the performance of all duties and obligations imposed upon the City by law.” As detailed above, the City accepted the Borough’s delegation of land

¹⁵ *Griswold*, 186 P.3d at 562 (quoting AS 29.40.020(b)(1)).

¹⁶ *Carmony v. McKechnie*, 217 P.3d 818, 821 (Alaska 2009) (quoting *Griswold*, 186 P.3d at 563).

¹⁷ *Id.*

¹⁸ *Id.* (quoting *Thompson v. Bd. of Trs. of City of Alameda*, 77 P. 951, 952 (Cal. App. 1904)).

¹⁹ *Id.*

²⁰ *Id.*

²¹ *Id.*

²² *Id.* at 823.

use regulation authority under state law by Ordinance No. 09-07.²³ HMC 10.01.010 implements this authority—its purpose is “to regulate the use of land and improvements, in accordance with the City of Houston Comprehensive Plan.” The “Protecting Houston’s Future” initiative divests the City Council of the power over land use planning and regulation these statutory authorities vest in the Council by making decisions regarding planning, development, and establishment of a municipal airport a matter to be voted on by the public. By stripping the Council of this authority, the initiative exceeds the legislature’s power to divest itself “of powers vested in it by the general law for the benefit of its constituents,”²⁴ and therefore the initiative is unenforceable as a matter of law. The initiative should be rejected on this basis.

Finally, the initiative could also be interpreted to violate Article XI, Section 7 of the Alaska Constitution. Article, Section 7 provides that an initiative may “not be used to dedicate revenues [or] make or repeal appropriations.” In addition to the prohibition the proposed initiative places on any expenditures by the City Council toward the planning and development of a municipal airport, the initiative provides that such expenditures *may* be made if a majority of voters authorize them through a ballot initiative or referendum at a regularly scheduled municipal election.²⁵ The functional effect of this provision is to necessitate an impermissible appropriation for airport planning and development via referendum in the future—if such planning and development is ever to be authorized. In other words, although this specific initiative does not dedicate or appropriate any funds, the code addition it proposes unconstitutionally authorizes *future* appropriations via ballot initiative or referendum. However, because the initiative is unenforceable as a matter of law for the reasons detailed above, the Clerk’s Office need not reach the question of the initiative’s constitutionality to reject the initiative.

Conclusion

For the foregoing reasons, the Clerk’s Office should reject the initiative petition application for the “Protecting Houston’s Future” ballot initiative. We are available to discuss the matter further at your convenience.

²³ HMC 7.06.010.

²⁴ *Carmony*, 217 P.3d at 821 (quoting *Thompson*, 77 P. at 952).

²⁵ (Proposed) HMC 10.01.050(B)(1).

City of Houston, Alaska
Office of the City Clerk



February 18, 2025

Rodney W. Oliver
P.O. Box 940085
Houston, AK 99694

Lance L. Wilson
PO Box 940065
Houston, Alaska 99694

Re: "Protecting Houston's Future" ballot initiative

Received: February 3, 2025

Dear Mr. Oliver and Mr. Wilson

This letter is to inform you that I have reviewed the application for an Initiative and have received an opinion from the City Attorney regarding the same. As City Clerk I agree with the opinion and have attached a copy of said opinion.

This Decision constitutes the final decision of the Clerk for the City of Houston in this matter. This Decision may be appealed within 30 days of the date of the Certificated of Distribution.

CERTIFICATE OF DISTRIBUTION

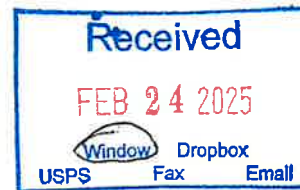
I certify that on February 18, 2025, a copy of this decision was posted on the website of the City of Houston Website www.houstonak.us and distributed by electronic mail and first-class mail to each of the following:

Rodney W. Oliver and Lance L. Wilson.

Sincerely,
CITY OF HOUSTON


Tani Schoneman
City Clerk

Primary Sponsor
Rodney W. Oliver
2472 N Gaunt Ln.
Houston, Alaska, 99623
rwayneo@hotmail.com
907-841-0398



To: Mayor Cole
City of Houston
13878 W Armstrong Rd
Houston, Alaska 99694

Date: February 24, 2025

Subject: NOTICE OF APPEAL – Rejection of Ballot Initiative Application

Dear Mayor Cole,

This letter serves as formal notice to request an appeal to the city council regarding the City Clerk's rejection of the *Protecting Houston's Future: Let Voters Decide if Houston Needs a Municipal Airport* ballot initiative application as soon as possible.

Pursuant to the requirement to exhaust administrative remedies before seeking judicial review, the sponsors of the *Protecting Houston's Future* initiative must make every reasonable attempt at an administrative appeal before filing with the Superior Court of the State of Alaska.

Thank you in advance for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Rodney W. Oliver".

Rodney W. Oliver
2472 N Gaunt Ln.
Houston, Alaska, 99623
rwayneo@hotmail.com
907-841-0398

Tani Schoneman

From: Wayne Oliver <rwayneo@hotmail.com>
Sent: Tuesday, February 25, 2025 4:26 PM
To: Clerk COH
Subject: RE: Follow-Up on Ballot Initiative Appeal Phone Conversation

Thank you!

From: Clerk COH <Clerk@houston-ak.gov>
Sent: Tuesday, February 25, 2025 4:24 PM
To: Wayne Oliver <rwayneo@hotmail.com>
Subject: RE: Follow-Up on Ballot Initiative Appeal Phone Conversation

Hello,

Yes, you will come up to the table in front of the audience and can speak then when this item is reached on the Agenda.

Tani

Tani Schoneman, CMC
City Clerk, City of Houston
P.O. Box 940027
Houston, AK 99694
907.892.6869 Office
907.892.7677 Fax

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From: Wayne Oliver <rwayneo@hotmail.com>
Sent: Tuesday, February 25, 2025 4:18 PM
To: Clerk COH <Clerk@houston-ak.gov>
Subject: RE: Follow-Up on Ballot Initiative Appeal Phone Conversation

Hi Tani,

Will I have an opportunity to speak to the council or answer any questions they might have?

Wayne

From: Clerk COH <Clerk@houston-ak.gov>
Sent: Tuesday, February 25, 2025 4:07 PM
To: Wayne Oliver <rwayneo@hotmail.com>
Cc: Clerk COH <Clerk@houston-ak.gov>
Subject: RE: Follow-Up on Ballot Initiative Appeal Phone Conversation

Hello,

My concern when we spoke this morning on the phone was that the rebuttal packet you want to provide now to the Council was not part of the original Ballot Initiative Application nor the Notice of Appeal. The attorney agreed with me. Your Notice of Appeal will be under New Business on the Agenda of the March 13, 2025, Regular City Council Meeting at City Hall beginning at 6:00pm. The information that will be provided in the Councilmembers packets to base a decision upon are as follows:

1. Ballot Initiative language, Ordinance language
2. City Attorney Opinion
3. City Clerk Determination Letter
4. Notice of Appeal Letter
5. This correspondence

If you have any questions, please email me, or call me at the office, ext. 205.

Thank you,

Tani

Tani Schoneman, CMC
City Clerk, City of Houston
P.O. Box 940027
Houston, AK 99694
907.892.6869 Office
907.892.7677 Fax

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From: Clerk COH <Clerk@houston-ak.gov>
Sent: Tuesday, February 25, 2025 12:31 PM
To: Tani Schoneman <tschoneman@houston-ak.gov>
Subject: FW: Follow-Up on Ballot Initiative Appeal Phone Conversation

From: Wayne Oliver <rwayneo@hotmail.com>
Sent: Tuesday, February 25, 2025 12:25 PM
To: Clerk COH <Clerk@houston-ak.gov>
Subject: Follow-Up on Ballot Initiative Appeal Phone Conversation

Hi Tani,

Thank you for confirming that the appeal for *Protecting Houston's Future: Let Voters Decide if Houston Needs a Municipal Airport* ballot initiative application rejection will be included under New Business for the March 13, 2025, Regular City Council Meeting.

I wanted to follow up on our discussion regarding the inclusion of a rebuttal packet for the council. Please let me know if there are any specific procedures I should follow to submit a rebuttal packet for the council and if there is a deadline.

Also, I am also curious about the amount time I will have to present the appeal.

Wayne



| | |
|-------------------|--------|
| Approved | Denied |
| Public Hearing | |
| Date Action Taken | |
| Attest: | |

ACTION MEMORANDUM NO. 25-05

Title: Authorizing the Mayor to sign an agreement with Towerpoint for the total purchase price of \$255,000 to be paid in an initial lump sum of \$175,000 and then five (5) equal annual installments of \$16,000.

Originator: Mayor Cole
Department: Finance & Office of Mayor
Date: January 29, 2025

Agenda of: March 13, 2025

| Route to: | Department Head | Signature | Date |
|-----------|------------------------|-----------|----------|
| X | City Clerk | | 3.7.25 |
| X | Public Safety Director | | 3/7/2025 |
| X | Public Works Director | | 3/7/25 |
| X | Treasurer | | 03/07/25 |

Reviewed by Mayor:

Attachment(s):

Fiscal Impact: yes ☒ or no ☐

Funds are budgeted: yes ☐ or no ☒

Account name/number: R 02-4604 for Capital Cell Tower Lease Revenue for \$175,000.00

Five additional annual payments of \$16,000.00

Summary statement:

The mayor, under consultation from the city attorney directly negotiated with Towerpoint, with optional renewal terms. The agreement will follow the Letter of Intent in the agreement.

PURCHASE PRICE: \$255,000.00 paid in six (6) installment payments with Towerpoint paying \$175,000.00 of the purchase price at closing and five (5) additional installments of \$16,000.00 annually thereafter.

LEGAL STRUCTURE: Telecommunications Easement

TERM LENGTH: Perpetual

REVENUE SHARING: New Tenant Rent: 50% in favor of Landlord (New Tenant Rent will be generated from tenants locating equipment on the equivalent of up to 2500 sq. ft. adjacent to the existing lease area(s).

This Letter of Intent to purchase interest in Wireless Site ("LOI") and final agreement lets us benefit from any future growth on the tower, while allowing for investment with the principal for additional CIP Fund Growth.

Administration recommendation: Approve Action Memorandum 25-05

| Previous Years | | | 15% Increase | | | | | | | | | | | | Increase 15% every 5 years | | | | Year |
|----------------|-----------|--------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-----------------------------|--------------|--------------|----------------------------|--|--|--|------|
| 2023 | 2024 | Months | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | | | | | | | | |
| \$ 760.44 | \$ 874.51 | | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | | | | | |
| \$ 760.44 | \$ 874.51 | 1 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | | | | | |
| \$ 760.44 | \$ 874.51 | 2 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | | | | | |
| \$ 760.44 | \$ 874.51 | 3 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | | | | | |
| \$ 760.44 | \$ 874.51 | 4 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | | | | | |
| \$ 760.44 | \$ 874.51 | 5 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | | | | | |
| \$ 760.44 | \$ 874.51 | 6 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | | | | | |
| \$ 760.44 | \$ 874.51 | 7 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | | | | | |
| \$ 760.44 | \$ 874.51 | 8 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | | | | | |
| \$ 760.44 | \$ 874.51 | 9 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | | | | | |
| \$ 760.44 | \$ 874.51 | 10 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | | | | | |
| \$ 874.51 | \$ 874.51 | 11 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,330.02 | | | | | |
| \$ 874.51 | \$ 874.51 | 12 | \$ 874.51 | \$ 874.51 | \$ 874.51 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,156.54 | \$ 1,330.02 | | | | | |
| | | | \$ 10,494.12 | \$ 10,494.12 | \$ 10,494.12 | \$ 11,058.18 | \$ 13,878.47 | \$ 13,878.47 | \$ 13,878.47 | \$ 13,878.47 | \$ 13,878.47 | \$ 13,878.47 | \$ 13,878.47 | \$ 14,225.44 | | | | | |
| | | | | | | | | | | | | Current Anticipated Revenue | | | \$ 112,279.87 | | | | |



March 3, 2025

City Of Houston AK ("Landlord")
PO BOX 940027
HOUSTON, AK 99694

Re: Letter of Intent to Purchase Interest in Wireless Site ("LOI")

Dear Carter Cole,

In consideration of ten dollars (\$10), the receipt and sufficiency of which is hereby acknowledged, your signature below grants to TowerPoint Acquisitions, LLC and its successors and assigns (including its asset holding company TPA VI, LLC) ("TowerPoint") exclusivity to purchase your interest in the Lease(s) ("Lease(s)") as further described in Exhibit A) through an assignment of the Lease and the grant of an underlying telecommunications easement pursuant to the terms herein (the "Transaction"). TowerPoint may close on the Transaction no later than fourteen (14) days after the Closing Contingencies listed in Exhibit A are met. The basic terms of the transaction are as follows:

| Summary of Terms | |
|------------------|---|
| PURCHASE PRICE | \$255,000.00 paid in 6 installment payments with TowerPoint paying \$175,000.00 of the Purchase Price at closing and 5 additional installments of \$16,000.00 annually thereafter. |
| LEGAL STRUCTURE | Telecommunications Easement |
| TERM LENGTH | Perpetual |
| REVENUE SHARING | New Tenant Rent: 50% in favor of Landlord (New Tenant Rent will be generated from tenants locating equipment on the equivalent of up to 2500 sq. ft. adjacent to the existing lease area(s).) |

- Purchase Price shall be pro-rated at closing based on interim monthly or annual rent payments with TowerPoint retaining from the Purchase Price rent paid by the tenant for any period of time from and after the date of Closing.
- Landlord shall only retain rent checks from Tenant for pro-rated periods and during the rent redirection period¹.
- TowerPoint pays for due diligence costs, the title insurance policy, and standard closing costs. Each party bears its own legal expenses.
- Landlord pays transfer/stamp or other tax (if any) and recording fees.

From the date you execute this LOI through the date which is thirty (30) days from the date the Closing Contingencies are met, you agree not to directly or indirectly solicit, initiate or participate in any discussions or negotiations with, or encourage or respond to any inquiries or proposals by, any persons, company or group other than TowerPoint concerning your Lease. You agree to promptly notify TowerPoint if any person, company or group seeks to initiate any discussions regarding your Lease. You further agree to work in good faith with TowerPoint to close this Transaction. The terms of this LOI are confidential and may not be disclosed without the prior written consent of TowerPoint, except to professionals engaged to evaluate and conduct the Transaction on your behalf. You acknowledge that TowerPoint has given you no tax or legal advice in evaluating the Transaction.

To the extent the terms of this LOI represent an offer by TowerPoint, the terms herein are subject to change by TowerPoint after March 14, 2025 if this LOI is not mutually executed. TowerPoint reserves the right to change the terms of this LOI following expiration.

Sincerely,
TowerPoint Acquisitions, LLC

Accepted and Agreed:
City Of Houston AK

Jesse M. Wellner, Chief Executive Officer
March 3, 2025

Landlord's Signature _____ Date _____
Print Name: _____
Title: _____

¹Tenants delay rent redirection from the Landlord to TowerPoint by several months while the closing documents are recorded and the redirection is processed. Therefore, the Settlement Statement will show a rent credit to TowerPoint in the amount of up to four (4) months following closing.

Exhibit A

Site Location and Lease Terms

Site Location: 15768 W ZERO LAKE Rd, HOUSTON, Alaska 99694

| Wireless Tenants | Current Rent | Rent Payment Frequency | Escalation (CPI, % or \$) | Escalation Frequency | Date of Next Escalation |
|------------------|--------------|------------------------|---------------------------|----------------------|-------------------------|
| CCI | \$874.51 | Monthly | 15% | Term | 11/01/2028 |

Pricing is based on the Lease Terms above and is subject to confirmatory due diligence of the Lease Terms.

Closing Contingencies

1. receipt of the due diligence items listed in Exhibit B;
2. receipt of a title commitment from TitleVest Agency, LLC (a subsidiary of First American Title Insurance Company) as the escrow/closing agent showing title clear of any liens, encumbrances, outstanding taxes which are otherwise due and payable, or other unsatisfied title closing requirements necessary for an insured closing with marketable title;
3. your approval of the Easement Agreement in a mutually agreeable form;
4. proper documentation of the Lease and rents, including your affirmation that you have not received any written or verbal notice of termination, modification or other correspondence from the tenant related to the Lease;
5. compliance with any tenant right of first refusal or consent requirement, if applicable, related to Landlord's assignment of the Lease; and
6. TowerPoint's desktop environmental database search returns a determination of "Low" or "Moderate" risk.

Initial
Here:

Exhibit B
Required Due Diligence Items

1. Executed Lease including any and all Amendments thereto (as well as any lease commencement letters, notices, or other correspondence regarding the Lease)
2. Proof of Rent Payments under the Lease (minimum of 3 months received in the last 6 months); e.g.: copies of rent checks/stubs and/or direct deposit statements.
3. Completed Landlord Request for Information (RFI) attached hereto as Exhibit C.
4. Landlord's comments or Landlord's counsel's comments, if any, to the Easement Agreement ("Easement") to be provided under separate cover (to be finalized in a mutually agreeable Easement) or return the Easement with each page initialed showing approval of the form Easement.
5. If an existing mortgage is in place on the property: A Mortgage Statement and Lender contact information for obtaining a non-disturbance agreement from Lender (required only if the property is encumbered by a Mortgage, Deed of Trust, Line of Credit or similar instrument).
6. Legal entity organizational documents (including any Amendments thereto) showing proof of authority, as applicable below, for all entities owning an interest in the Property:

| Corporations | LLCs | General Partnership | Ltd. Partnerships | Condo Assoc's | Coop Corp (i.e.: Housing Co-op) | Trust |
|---------------------------|----------------------------|--------------------------------------|--------------------------------------|---------------------------|---------------------------------|----------------------|
| Articles of Incorporation | Articles of Organization | Certificate of Partnership | Certificate of Limited Partnership | Condominium Declaration | Articles of Incorporation | Trust Agreement |
| Signed Corporate Bylaws | Signed Operating Agreement | Signed General Partnership Agreement | Signed Limited Partnership Agreement | Signed Condominium Bylaws | Signed Corporate Bylaws | Certificate of Trust |

Within 10 days of signing this LOI, I agree to provide to TowerPoint the Required Due Diligence Items listed above to facilitate a timely close under the terms of this LOI.

**Initial
Here:**

Exhibit C

Landlord Request for Information

EIN for Landlord (if an entity): _____

If Landlord is a natural person, then please circle marital status: **Single or Married***(Please note: if Landlord is a natural person, we will collect their taxpayer identification number prior to closing to include in the closing documents.)*

| Access Contact for Site Inspection | Attorney Contact Information |
|------------------------------------|------------------------------|
| Name: _____ | Name: _____ |
| Title: _____ | Phone: _____ |
| Phone: _____ | Email: _____ |
| Mobile Phone: _____ | |
| Email: _____ | |

| Mortgage/Line of Credit (if none, please indicate below) | |
|--|---|
| Please check here if there is no mortgage and no line of credit: _____ | |
| <u>Primary Mortgage</u> | <u>Secondary Mortgage (if applicable)</u> |
| Lender Name: _____ | Lender Name: _____ |
| Lender Contact: _____ | Lender Contact: _____ |
| Lender Contact Title: _____ | Lender Contact Title: _____ |
| Phone: _____ | Phone: _____ |
| Fax: _____ | Fax: _____ |
| Email: _____ | Email: _____ |
| <u>Line of Credit</u> | |
| Lender Name: _____ | |
| Lender Contact: _____ | |
| Lender Contact Title: _____ | |
| Phone: _____ | |
| Fax: _____ | |
| Email: _____ | |

Submitted by: Ryan Hoffmann, Ph: +16783672038, Email: ryan.hoffmann@towerpoint.com



| | |
|-------------------|--------|
| Approved | Denied |
| Public Hearing | |
| Date Action Taken | |
| Attest: | |

ACTION MEMORANDUM NO. 25-06

Title: Authorize Mayor Cole to sign an agreement with Birch Horton Bittner and Cherot for hourly rates attached. Special investigation as requested by the City Council into personnel matters.

Originator: Mayor Cole
Department: Office of Mayor
Date: January 29, 2025

Agenda of: February 13, 2025

| Route to: | Department Head | Signature | Date |
|-----------|------------------------|-----------|----------|
| X | City Clerk | | 3.7.25 |
| X | Public Safety Director | | 3/7/2025 |
| X | Public Works Director | | 3/7/2025 |
| X | Treasurer | | 03/07/25 |

Reviewed by Mayor:

Attachment(s):

Fiscal Impact: yes ☒ or no ☐

Funds are budgeted: yes ☐ or no ☒

Account name/number: R 02-4604 for Capital Cell Tower Lease for Revenue

E 01-101-5604 for expenses tracked under the Council Budget.

Summary statement:

I recommend we use these revenue funds that will be available when the city accepts the cell tower agreement. If any remaining money is left in the FY24-25 budget it should be used to replace these CIP Funds used for this project. Based upon conversation with the three different firms, we do not anticipate exceeding the \$20,000 threshold. No firm would provide a fixed fee due to the nature of the work to be performed.

This procurement is being done under **HMC 4.10.130 Limited competition procurement.**

A. The purchasing agent may procure supplies, services and construction having an estimated value not exceeding \$20,000 by comparing current printed or electronic catalog pricing or by soliciting bids or proposals from a limited number of potential contractors under this section.

B. The purchasing agent will identify vendors that are qualified and available to provide the supplies, services or construction, and compare catalog prices or solicit bids or proposals from at least three vendors, or from all vendors if there are no more than three. The solicitation may be either oral or written and shall be in a form reasonably calculated to yield the lowest responsive bid by a responsible bidder. In soliciting bids or proposals, the purchasing agent shall allow each vendor that submits a bid an equal opportunity to negotiate price, delivery schedule and terms.

C. The purchasing agent shall award the contract the lowest responsive and responsible bidder or best catalog price. The purchasing agent shall keep a record of all catalog prices considered, solicitations of bids under this section, the bids received, and the awards made thereon. (Ord. 13-17 § 4, 2013)

HMC 4.10.070 Approval of contracts – Reports to Council. 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 25-06



Birch Horton Bittner & Cherot
a professional corporation

Holly C. Wells

Respond to Anchorage Office
T 907.263.7222 • F 907.276.3680
hwells@bhb.com

February 28, 2025

VIA ELECTRONIC DELIVERY

mayor@houston-ak.gov
ccole@houston-ak.gov

City of Houston
Attn: Carter Cole, Mayor
13878 W Armstrong Road
Houston, AK 99694

RE: Legal Representation Proposal

Dear Mayor Cole:

Birch Horton Bittner & Cherot ("BHBC" or the "Firm") appreciates the opportunity to respond to your recent inquiry for legal counsel with regard to the City of Houston's City Council. We are pleased to reference and build upon the Firm's extensive experience in municipal law, including representation of cities, boroughs, boards, commissions, and other municipal entities and officials in matters involving council, assembly, and employee processes, conduct, and ethics. Our work with municipalities has involved drafting laws, policies, and procedures as well as conducting investigations and inquiries into official and employee conduct and relations.

OVERVIEW & HISTORY

BHBC is an Alaska-based law firm committed to professionalism, client service, and practice expertise. Founded in 1971, BHBC operates from our Anchorage headquarters and an additional office in Washington, D.C. The Firm's attorneys, paralegals, and support staff bring a depth of knowledge in municipal and public law, employment and personnel matters, and training and compliance.

RELATED EXPERIENCE

Over the past five decades, BHBC has advised various Alaska municipalities and public entities on a wide range of city council, assembly, and board-related issues. BHBC's attorneys have:

1. Developed and Updated Codes of Conduct
 - Advised city councils on drafting, revising, and enforcing ethics codes and procedural guidelines.
 - Assisted with creating transparent rules that align with local ordinances, state statutes, and best practices for legislative bodies and employees.

510 L Street, Suite 700, Anchorage, Alaska 99501-1959
T 907.276.1550 • 800.478.1550 • F 907.276.3680

1150 Connecticut Ave., NW, Ste. 350, Washington, D.C. 20036
T 202.659.5800 • 888.482.4724 • F 202.659.1027

2. Provided Guidance on Open Meetings & Executive Sessions

- Ensured compliance with open meeting laws, including proper notice, agenda requirements, and permissible executive session topics as well as interactions between boards, commissions, administration, and employees.
- Counseled public bodies on how to address disruptive behavior or conflicts of interest without violating transparency rules and lawful interactions between employees, administration, and members of governing bodies.

3. Investigated Alleged Misconduct and Conflict-of-Interest Concerns

- Conducted or overseen independent reviews where council members' conduct was called into question or the conduct of members of the administration.
- Prepared findings, recommendations, and resolution strategies to help municipalities resolve internal disputes efficiently and lawfully.

4. Drafted Ordinances, Policies, and Procedures

- Assisted councils in adopting or amending rules of procedure to clarify parliamentary processes (e.g., Robert's Rules of Order) and set enforceable standards of conduct.
- Created policy templates and user-friendly guidance materials to ensure consistent application by all council members and adopt procedures for processing complaints and employee concerns by and between council members and the administration.

5. Delivered Targeted Training and Workshops

- Provided tailored training sessions to help governing bodies and council member understand legal obligations and limits of authority, maintain respectful discourse, and prevent harassment or discrimination.
- Offered continuing guidance on federal, state, and local legal changes that may impact council operations.

By leveraging this deep experience in city council matters, BHBC assists municipalities in developing a cohesive, fair, and legally compliant environment for both elected officials and the public they serve.

DEDICATED TEAM & LOCAL PRESENCE

BHBC prides itself on delivering high-quality legal services from our well-established Anchorage headquarters, supported by a second office in Washington, D.C. Since our founding in 1971, we have grown to include 30 attorneys, a team of paralegals, and numerous support

staff, all dedicated to serving the diverse legal needs of Alaskan municipalities and other public and private entities.

While the BHBC team has many attorneys with experience in the areas pertinent to the inquiry posed by the City, partners Holly Wells, Jessica Spuhler, Will Earnhart, Jennifer Alexander, and Matt Widmer all of substantial experience addressing the conduct of municipal officials and employees.

Holly Wells has over 20 years of experience advising government entities, nonprofits, native corporations, and private clients on local governance, employment and official relations and interactions, and constitutional issues. A former two-term president of the Alaska Municipal League's attorney section, Ms. Wells routinely advises municipalities on complex matters that include interactions between governing bodies, elected and appointed officials, employees, and the public. Ms. Wells has routinely conducted investigations regarding the conduct and interactions of individuals serving in various municipal governance roles. Ms. Wells has appeared before the Alaska Supreme Court, the Alaska Superior Court, the Alaska District Court, the Ninth Circuit Court of Appeals, and the Federal Maritime Commission, and frequently presents on emerging topics affecting Alaskan communities and council member conduct.

Jessica Spuhler has over 15 years practicing law and routinely advises local governments on a broad range of municipal matters, including experience investigating and providing legal guidance and recommendations on the conduct of elected officials and municipal employees.

Jennifer Alexander leads BHBC's employment practice group and has been practicing law for 30 years, focusing on labor and employment law for both unionized and non-union employers, including numerous municipalities in the Matanuska-Susitna Borough and beyond. She has represented clients before the Alaska Superior Court, U.S. District Court for the District of Alaska, National Labor Relations Board, Equal Employment Opportunity Commission, and the Alaska State Commission for Human Rights. Her practice regularly includes conducting investigations into employee and official conduct, leading contract negotiations, and addressing a variety of discrimination claims. Ms. Alexander has been recognized by Chambers USA for her labor and employment expertise.

William Earnhart leads BHBC's labor practice group, representing municipalities in negotiations, arbitrations, and municipal matters. A former Senior Labor and Employment Attorney for the Municipality of Anchorage, he advised the Mayor, Assembly, and various departments on complex personnel, commercial, and labor issues. Mr. Earnhart has over 25 years of litigation experience in Alaska's state and federal courts and regularly appears before administrative agencies such as the Alaska State Commission for Human Rights and the Anchorage Equal Rights Commission. He is also a trained mediator.

Matthew Widmer has practiced law since moving to Alaska in 2005. Starting in private practice in Bethel and following service as an Assistant Public Defender and Assistant Public Advocate in Anchorage, he joined BHBC in 2018. His current practice includes Alaska criminal law and its applications, representing employers before the Alaska State Commission for Human Rights and the Anchorage Equal Rights Commission, and analyzing organizations' governing documents to provide guidance on ethical obligations and liability exposure.

AMENITIES & RESOURCES

BHBC offers a full suite of modern technology and professional resources to provide efficient, cost-effective legal solutions. Our offices feature well-equipped conference rooms for in-person meetings, depositions, and remote videoconferencing, supported by skilled paralegals proficient in municipal research and drafting. We employ dedicated IT support and administrative staff to maintain smooth operations, and our collaborative team approach ensures that attorneys with complementary strengths work together seamlessly to address complex municipal issues. Additionally, we maintain transparent billing practices with detailed invoices and regular progress reports to keep clients fully informed of developments and costs.

DETAILED MONTHLY BILLING

BHBC's fees are based on the time spent by attorneys or paralegals on a client's behalf, measured in tenths of an hour. Each monthly invoice is reviewed by the lead attorney for accuracy before being issued. We offer transparent, cost-effective billing and provide itemized monthly statements detailing each task performed.

For this matter, the Firm's proposed rates are:

| | |
|-------------|------------|
| Partners: | \$400/hour |
| Associates: | \$300/hour |
| Paralegals: | \$190/hour |

We utilize paralegals whenever possible to maximize efficiency and reduce costs, and we remain open to alternative fee arrangements to better suit your budgetary needs.

CONCLUSION

BHBC welcomes the opportunity to assist the City of Houston in addressing concerns related to the City Council. Our Firm's local presence, municipal expertise, and dedication to client service position us well to deliver practical, legally sound solutions.

If you have any questions or need further clarification, please feel free to contact Holly Wells at 907-276-1550 or hwells@bhb.com. Thank you for your time and consideration. We look forward to the possibility of working together.

Sincerely,

BIRCH HORTON BITTNER & CHEROT



Holly C. Wells

HCW:ajl