



HOUSTON CITY HALL

PO Box 940027

13878 W. Armstrong Rd

Houston AK 99694

Carter Cole, Mayor (C)

Mike Adams, Dep. Mayor (G)

Lisa Johansen, Seat A

Jeffrey Brasel, Seat B

Kent Mitchell, Seat D

David Childs, Seat E

Sandy McDonald, Seat F

Regular City Council Meeting Agenda

June 13, 2024, 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
 1. Deputy Mayor Mike Adams Letter of Resignation
 2. Election of Deputy Mayor
 3. Applications for Open Seat G Being Accepted by the Clerks Office until June 28, 2024, at 12:00pm.
6. Reports/Correspondence
 - A. Auditor Report and Findings
 - B. Mat-Su Borough Assembly District Representative
 - C. Mayor's Report
 - D. Commission/Committee Reports
 - Planning Commission
 - Parks & Recreation Advisory Committee
 - E. Department Reports
 - City Clerk's Report
 - Treasurer's Report
 - Public Work's Report
 - Fire Chief's Report

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. Second Public Hearing, Comments from Citizens, Council, and an Action Vote by the Council:

1. ORDINANCE NO. 24-07: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HOUSTON MUNICIPAL CODE HMC SECTION 2.04.050 COMPENSATION AND REIMBURSEMENT AND HMC 2.36.020 OFFICERS AND MEMBERS TO ADDRESS COMPENSATION FOR CITY OF HOUSTON FIREFIGHTERS WHO ALSO BECOME CITY COUNCIL MEMBERS.

2. ORDINANCE NO. 24-08: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING THE FISCAL YEAR 2024 BUDGET BY ACCEPTING AND APPROPRIATING \$6,840.00 FROM THE VOLUNTEER FIRE CAPACITY GRANT TO THE GENERAL ACCOUNT FOR THE HOUSTON FIRE DEPARTMENT.

3. ORDINANCE NO. 24-09: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING THE FISCAL YEAR 2023-2024 BUDGET BY APPROPRIATING \$55.462.96 TO THE PUBLIC WORKS EQUIPMENT AND GEAR, AND SUPPLIES AND CONSUMABLES LINE ITEMS FOR A MATCH FOR THE INCOMING WOOD INNOVATIONS GRANT TO THE GENERAL ACCOUNT.

B. Persons to be Heard: Presentations from Citizens/Businesses who requested to be on the agenda.

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. Minutes Of Previous Meeting

1. April 11, 2024
2. May 9, 2024
3. May 29, 2024

B. Introduction Of Ordinances: *Council sets date for public hearing only. The public may comment on the Ordinances for 3 minutes.*

C. Resolutions:

1. RESOLUTION NO. 24-05: A RESOLUTION OF THE HOUSTON CITY COUNCIL SUPPORTING THE 2ND ANNUAL MATANAUSKA THUNDER FESTIVAL ON JUNE 22, 2024.
2. RESOLUTION NO. 24-06: A RESOLUTION OF THE HOUSTON CITY COUNCIL ACCEPTING THE FISCAL YEAR 2023 FINANCIAL STATEMENT AND AUDIT CERTIFICATION FOR PUBLIC RECORD.

D. Action Memorandums:

9. Unfinished Business:

- A. ORDINANCE NO. 24-04: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING MULTIPLE SECTIONS OF HOUSTON MUNICIPAL CODE TO CREATE A NEW DEPARTMENT OF PUBLIC SAFETY, MOVE ALL PUBLIC SAFETY RESPONSIBILITIES AND AUTHORITIES UNDER THAT DEPARTMENT, REMOVE THE POSITIONS OF FIRE CHIEF AND POLICE CHIEF FROM DIRECTOR STATUS, AND UPDATE THE TITLE OF CLERK/TREASURER TO CLERK.

*Mayor Cole providing updated Ordinance No. 24-04(S)

- B. ORDINANCE NO. 24-04 (S): AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING MULTIPLE SECTIONS OF HOUSTON MUNICIPAL CODE TO CREATE A NEW DEPARTMENT OF PUBLIC SAFETY, MOVE ALL PUBLIC SAFETY RESPONSIBILITIES AND AUTHORITIES UNDER THAT DEPARTMENT, REMOVE THE POSITIONS OF FIRE CHIEF AND POLICE CHIEF FROM DIRECTOR STATUS, AND UPDATE THE TITLE OF CLERK/TREASURER TO CLERK.

10. New Business:

1. AM No. 24-06: An Action Memorandum authorizing the Mayor to purchase a Timberwolf Firewood Processing Machine Model HD XL with a Paddle Belt Conveyor 8-way Wedge from Lightspeed Trailers in Calgary, AL in the amount of 105,466.32.

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

From: [Mike Adams](#)
To: [Carter Cole](#)
Cc: [Tani Schoneman](#)
Subject: Resignation from Council
Date: Tuesday, May 28, 2024 6:41:55 AM

Mr. Mayor,

I regret to inform you that this email is to serve as my notice of resignation from my seat on the Houston city council.

I have personal matters, both in State and out of State, that require my attention and will include prolonged absences that will not be beneficial to conducting city business.

Thank you for all that you do, and have done. I feel confident the City of Houston is in good hands under your administration, especially with the continued support of this very capable staff and council.

It's been a pleasure serving with you, city staff, and the other council members.

Sincerely,

Mike Adams

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

CITY OF HOUSTON, ALASKA

Basic Financial Statements, Required Supplementary
Information, and Compliance Reports

Year Ended June 30, 2023

*Altman, Rogers
& Co.* | CERTIFIED
PUBLIC
ACCOUNTANTS

CITY OF HOUSTON, ALASKA

Basic Financial Statements, Required Supplementary
Information, and Compliance Reports

Year Ended June 30, 2023

CITY OF HOUSTON, ALASKA

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Independent Auditor's Report

Members of the City Council
City of Houston
Houston, Alaska

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Houston, Alaska, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City of Houston, Alaska's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Houston, Alaska, as of June 30, 2023, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (Government Auditing Standards). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of Houston, Alaska and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter – Prior Period Adjustment

As discussed in Note V to the financial statements, the City of Houston, Alaska recorded a prior period adjustment to restate beginning net position and beginning general fund, fund balance in the amount of \$216,368. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Houston, Alaska's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City of Houston, Alaska's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Houston, Alaska's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the major governmental funds: schedule of revenues, expenditures and changes in fund balance – original and final budget to actual be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the Management, Discussion and Analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated May 24, 2024, on our consideration of the City of Houston, Alaska's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and the results of that testing, and not to provide an opinion on the effectiveness of the City of Houston, Alaska's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering City of Houston, Alaska's internal control over financial reporting.

Altman, Rogers & Co.

Anchorage, Alaska
May 24, 2024

CITY OF HOUSTON, ALASKA

Statement of Net Position

June 30, 2023

Assets

Current:

Cash and cash equivalents	\$	1,224,867
Receivables, net:		
Taxes		541,564
Lease		3,010
Other		26,684
Current portion of notes receivable		1,430
Assets held for resale		6,135
Total current		<u>1,803,690</u>

Long-term:

Notes receivable		8,916
Capital assets		21,371,588
Accumulated depreciation and amortization		(17,077,069)
Total long-term		<u>4,303,435</u>
 Total assets		 <u>6,107,125</u>

Liabilities

Current:

Accounts payable		4,850
Accrued payroll and payroll liabilities		24,710
Lease liabilities		2,386
Notes payable		3,434
Total current liabilities		<u>35,380</u>

Long-term:

Lease liabilities		<u>4,252</u>
Total long-term		<u>4,252</u>
 Total liabilities		 <u>39,632</u>

Deferred inflows of resources:

Leases		<u>3,010</u>
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Net Position

Net investment in capital assets		4,284,447
Unrestricted		<u>1,780,036</u>
Total net position	\$	<u><u>6,064,483</u></u>

The notes to the financial statements are an integral part of this statement.

CITY OF HOUSTON, ALASKA

Statement of Activities

Year Ended June 30, 2023

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	
Primary government:				
Governmental activities:				
Administration	\$ 342,159	39,342	9,250	(293,567)
Park service and visitor center	64,740	11,957	-	(52,783)
Public works	1,030,421	-	403,990	(626,431)
Public safety	595,229	-	5,931	(589,298)
Unallocated interest expense	623	-	-	(623)
Total primary government	<u>\$ 2,033,172</u>	<u>51,299</u>	<u>419,171</u>	<u>(1,562,702)</u>
General revenues:				
Sales taxes				\$ 569,586
Property taxes				478,901
Motor vehicle taxes				52,175
Grants and contributions not restricted to specific programs				140,932
MJ Excise Tax				172,402
Interest				6,275
Proceeds from insurance claims				500
Other				64,194
Total general revenues				<u>1,484,965</u>
Change in net position				<u>(77,737)</u>
Net position - beginning of year, as originally stated				6,358,588
Prior period adjustment				<u>(216,368)</u>
Net position - beginning of year, as restated				<u>6,142,220</u>
Net position - end of year				<u>\$ 6,064,483</u>

The notes to the financial statements are an integral part of this statement.

CITY OF HOUSTON, ALASKA

Balance Sheet - Governmental Funds

June 30, 2023

	Special Revenue Funds			
	General Fund	Coronavirus Local Fiscal Recovery Fund	Other Governmental Funds - Voluntary Fire Department	Total Governmental Funds
<u>Assets</u>				
Cash and cash equivalents	\$ 1,224,867	-	-	1,224,867
Receivables, net of allowance for uncollectible accounts:				
Taxes	541,564	-	-	541,564
Other	26,684	-	-	26,684
Notes receivable	10,346	-	-	10,346
Lease receivable	3,010	-	-	3,010
Assets held for resale	6,135	-	-	6,135
Total assets	<u>\$ 1,812,606</u>	<u>-</u>	<u>-</u>	<u>1,812,606</u>
<u>Liabilities, Deferred Inflows of Resources, and Fund Balances</u>				
Liabilities:				
Accounts payable	4,850	-	-	4,850
Accrued payroll and payroll liabilities	24,710	-	-	24,710
Total liabilities	<u>29,560</u>	<u>-</u>	<u>-</u>	<u>29,560</u>
Deferred inflows of resources:				
Unavailable notes and property tax revenues	<u>551,170</u>	<u>-</u>	<u>-</u>	<u>551,170</u>
Fund balances:				
Non-spendable:				
Long-term note receivables	10,346	-	-	10,346
Unassigned	1,221,530	-	-	1,221,530
Total fund balances	<u>1,231,876</u>	<u>-</u>	<u>-</u>	<u>1,231,876</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 1,812,606</u>	<u>-</u>	<u>-</u>	

Amounts reported for governmental activities in the Statement of Net Positions are different because:

Capital assets used in governmental activities are not financial resources and are not reported in the funds

Capital assets, net \$ 4,294,519

Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds:

Long-term debt (3,434)

Lease liabilities - right to use (6,638)

Long-term receivables, delinquent property taxes and loans are not available to pay for current-period expenditures and, therefore, are unavailable in the funds:

Property taxes and receivables 511,130

Long-term notes receivable 37,030

Total net position \$ 6,064,483

The notes to the financial statements are an integral part of this statement.

CITY OF HOUSTON, ALASKA

Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds

Year Ended June 30, 2023

		Special Revenue Funds		
	General Fund	Coronavirus Local Fiscal Recovery Fund	Other Governmental Funds - Voluntary Fire Department	Total Governmental Funds
Revenues:				
Intergovernmental:				
State of Alaska	\$ 140,932	-	-	140,932
Federal sources	-	403,990	5,931	409,921
Local sources:				
Taxes	1,222,981	-	-	1,222,981
Charges for services	51,299	-	-	51,299
Contributions and donations	9,250	-	-	9,250
Proceeds from insurance claims	500	-	-	500
Other	42,896	-	-	42,896
Total revenues	<u>1,467,858</u>	<u>403,990</u>	<u>5,931</u>	<u>1,877,779</u>
Expenditures:				
Current:				
Administration	327,916	-	-	327,916
Park service and visitor center	64,740	-	-	64,740
Public works	475,729	403,990	-	879,719
Public safety	519,083	-	5,931	525,014
Debt service:				
Principal	9,459	-	-	9,459
Interest	623	-	-	623
Capital outlay	69,050	-	-	69,050
Total expenditures	<u>1,466,600</u>	<u>403,990</u>	<u>5,931</u>	<u>1,876,521</u>
Excess of revenues over expenditures	<u>1,258</u>	<u>-</u>	<u>-</u>	<u>1,258</u>
Fund balances, beginning of year	1,446,986	-	-	1,446,986
Prior period adjustment	<u>(216,368)</u>	<u>-</u>	<u>-</u>	<u>(216,368)</u>
Fund balance, beginning of year as restated	<u>1,230,618</u>	<u>-</u>	<u>-</u>	<u>1,230,618</u>
Fund balances, end of year	<u>\$ 1,231,876</u>	<u>-</u>	<u>-</u>	<u>1,231,876</u>

The notes to the financial statements are an integral part of this statement.

CITY OF HOUSTON, ALASKA

Reconciliation of the Statement of Revenues,
Expenditures, and Changes in Fund Balances
of Governmental Funds to the Statement of Activities

Year Ended June 30, 2023

Net change in fund balances - total governmental funds \$ 1,258

Amounts reported for *governmental activities* in the Statement of
Activities are different because:

Governmental funds report capital outlays as expenditures. However,
in the Statement of Activities the cost of those assets is allocated over
their estimated useful lives and reported as depreciation expense:

Capital outlay	69,050
Depreciation and amortization expense	(235,160)
	<u>(166,110)</u>

Certain revenues in the statement of activities do not provide
current financial resources and are unavailable in the funds.

Amounts listed below represent the change in:

Property taxes and receivables	52,266
Long-term receivables	25,390
	<u>77,656</u>

The issuance of long-term debt (e.g., bonds, leases) provides current financial
resources to governmental funds, while the repayment of the principal of long-term
debt consumes the current financial resources of governmental funds. Neither
transaction, however, has any effect on net position:

Principal payments	<u>9,459</u>
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Change in net position of governmental activities \$ (77,737)

The notes to the financial statements are an integral part of this statement.

CITY OF HOUSTON, ALASKA
Notes to Basic Financial Statements
Year Ended June 30, 2023

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The financial statements of the City of Houston, Alaska, (the City) have been prepared in conformity with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The City of Houston is a municipal corporation governed by an elected council. The City was incorporated in 1966 as a third-class city and re-classified as a second-class city in 1973. The City provides a variety of services including fire, roads maintenance and public works, animal safety and protection, parks and recreation services, community development and administration. As required by accounting principles generally accepted in the United States of America, these financial statements present the government and entities for which the government is considered to be financially accountable. There are no component units based on operational and financial relationship criteria.

The more significant of the City's accounting policies are described below.

B. Government-Wide and Fund Financial Statements

The Government-Wide Financial Statements (i.e., the statement of net position and the statement of changes in net position) report information on all of the non-fiduciary activities of the City. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. The City does not presently have any business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include grants and contributions that are restricted to meeting the operations or capital requirements of a particular function or segment. Other items not properly included among program revenues are reported instead as *general revenues*.

Deferred inflows of resources are the acquisition of fund balance/net position by the City that is applicable to a future reporting period. Deferred outflows of resources are the consumption of fund balance/net position by the City that is applicable to a future reporting period.

Major individual governmental funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The Government-Wide Financial Statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period except for grant revenues which are recognized when the related expenditure is incurred irrespective of when the cash is received. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property tax, sales tax, and marijuana tax are susceptible to accrual. Other receipts, including licenses, interest, and taxes become measurable and available when cash is received by the City and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of a receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants, including capital grants, recognize revenue when the qualifying expenditures have been incurred and all other grant requirements have been met and when revenues are considered to be available and measurable, which is considered to be within 12 months of the end of the current fiscal period.

The City has the following major governmental funds:

The *General Fund* is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Coronavirus Fiscal Recovery Fund* accounts for activity associated with necessary expenditures incurred due to the public health emergency with respect to the COVID-19 pandemic.

As a general rule the effect of inter-fund activity has been eliminated from the government wide financial statements.

When both restricted and unrestricted resources are available for use for governmental activities, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Amounts reported as program revenues include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

CITY OF HOUSTON, ALASKA

Notes to Basic Financial Statements, Continued

Use of Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position/Fund Balance

1. Deposits and Investments

The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. There are no statutory limitations on the type of investment allowed; however, there are policies in place listing accepted investment vehicles as noted below:

- a. Bonds, notes or other obligations of the United States;
- b. Bonds or other evidence of indebtedness of the state;
- c. Savings accounts or certificates of deposits of banks authorized to do business in Alaska to the extent that the account is insured;
- d. Federally insured savings and loan associations to the extent that the investment is insured; and
- e. Commercial paper and other short-term taxable instruments that, at the time of investment.

No investment is to be made for a term beyond the time when the City expects to need the funds.

2. Receivables and Payables

Activity between funds that are representative of lending/ borrowing arrangements outstanding at the end of the fiscal year are referred to as either "interfund receivables/payables" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All current outstanding balances between funds are reported as "due from other funds" or "due to other funds." These balances represent the numerous transactions that occur during the course of operations between individual funds for goods provided or services rendered.

All tax receivables and other receivables are shown net of an allowance for uncollectible receivables.

3. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business type activities columns in the Government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of more than \$5,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition at the date of donation.

CITY OF HOUSTON, ALASKA

Notes to Basic Financial Statements, Continued

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant, and equipment of the City is depreciated using the straight line method over the following estimated useful lives:

Roads and improvements	20-45 years
Buildings and improvements	30-35 years
Motor vehicles and motorized equipment	5-10 years
Furniture, machinery and equipment	5-10 years

4. Fair Value of Financial Instruments

The following financial instruments are recorded at fair value or at amounts that approximate fair value: (1) cash and cash equivalents, (2) receivables, net, (3) certain other current assets, (4) accounts payable, and (5) other current liabilities. The carrying amounts reported in the balance sheet and Statement of Net Position for the above financial instruments closely approximates their fair value due to the short-term nature of these assets and liabilities.

The carrying amount of notes receivable and notes payable approximate fair value for those financial instruments with interest at variable rates, as those rates approximate current market rates for notes with similar maturities and credit quality.

5. Unearned Revenue and Unavailable Revenues

Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met are recorded as unearned revenue.

Unavailable revenues are reported as deferred inflow of resources and represent revenue received beyond the period of availability.

6. Leases

Lessee

The City is a lessee for non-cancellable leases of equipment and recognizes a lease liability and an intangible right-to-use lease asset (lease asset) in the financial statements. The lease liabilities are recognized with an initial, individual value of \$5,000 or more or immaterial component leases that aggregate to a total value of \$5,000 or more. At the commencement of a lease, the City initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over the shorter of the lease term or the useful life of the underlying asset. If a lease contains a purchase option that the City has determined is reasonably certain of being exercised, the lease asset is amortized over the estimated useful life of the underlying asset.

CITY OF HOUSTON, ALASKA

Notes to Basic Financial Statements, Continued

Key estimates and judgments related to leases include how the City determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- a. The City uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the current borrowing rate is used as the discount rate for leases.
- b. The lease term includes the non-cancellable period of the lease; the term of the lease contract, including options to extend, must be more than 12 months. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price that the City is reasonably certain to exercise.

The City monitors changes in circumstances that would require a remeasurement of its leases and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lease assets are reported with other capital assets and lease liabilities are reported with debt on the statement of net position.

Lessor

The City is a lessor for non-cancellable leases and recognizes a lease receivable and a deferred inflow of resources in the financial statements. At the commencement of a lease, the City initially measures the lease receivable at the present value of payments expected to be received during the lease term. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflow of resources is initially measured as the initial amount of the lease receivable, adjusted for lease payments received at or before the lease commencement date. Subsequently, the deferred inflow of resources is recognized as revenue over the life of the lease term.

Key estimates and judgments include how the City determines (1) the discount rate it uses to discount the expected lease receipts to present value, (2) lease term, and (3) lease receipts.

- a. The City uses its current borrowing rate as the discount rate for leases.
- b. The lease term includes the non-cancellable period of the lease; the term of the lease contract, including options to extend, must be more than 12 months. Lease receipts included in the measurement of the lease receivable is composed of fixed payments from the lessee.

The City monitors changes in circumstances that would require a remeasurement of its leases and will remeasure the lease receivable and deferred inflows of resources if certain changes occur that are expected to significantly affect the amount of the lease receivable.

7. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities. In the fund financial statements, the face amount of the debt issued is reported as other financing sources and an expenditure of the fund incurring the debt. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

CITY OF HOUSTON, ALASKA

Notes to Basic Financial Statements, Continued

8. Net Position

In the government-wide financial statements, net position is reported in three categories:

Net investment in capital assets – consists of the historical costs of capital assets less accumulated depreciation and less any related debt that remains outstanding that was used to finance those assets plus deferred outflows of resources less deferred inflows of resources related to those assets.

Restricted net position consist of assets that are restricted by the City's creditors (for example through debt covenants) by enabling legislation (through restrictions or shared on shared revenues), by grantors (both federal and state), and other contributors.

Unrestricted net position – consists of all other net positions.

9. Fund Balance

In the Fund Financial Statements, fund balance includes five classifications as follows:

Nonspendable Fund Balance – Amounts that are legally or contractually required to be maintained intact (such as the corpus of an endowment fund) or amounts that are not in a spendable form (such as inventory, prepaid expenses, supplies, long-term receivables). Such constraint is binding until the legal or contractual requirement is repealed or the amounts become spendable.

Restricted Fund Balance – Amounts constrained to specific purposes by their providers (such as grantors and higher levels of government), through constitutional provisions, or by enabling legislation. Such constraint is binding unless modified or rescinded by external body, laws, or regulation.

Committed Fund Balance – Includes amounts that can be used only for the specific purposes determined by a formal action of the City's Council in the form of an ordinance and resolution. Commitments may be changed or lifted by the Council taking the same formal action that imposed the constraint originally.

Assigned Fund Balance – Fund balance comprises amounts intended to be used by the City for specific purposes: intent can be expressed by the Council or by management, having been designated such authority. Such constraint is binding unless modified or eliminated by the Council or Management. In governmental funds other than the General Fund, assigned fund balance represents the amount that is not restricted or committed.

Unassigned Fund Balance – Fund balance is the residual classification for the General Fund and includes all amounts not contained in the other classifications. Positive unassigned amounts will be reported only in the General Fund. If another governmental fund, other than the General Fund, has a fund balance deficit, then it will be reported as a negative amount in the unassigned classification in that fund.

CITY OF HOUSTON, ALASKA

Notes to Basic Financial Statements, Continued

The order of spending, regarding the restricted and unrestricted fund balance when an expenditure is incurred for which both restricted and unrestricted fund balance is available, should first reduce restricted fund balance and then unrestricted fund balance. The order of spending regarding unrestricted fund balance is that committed amounts should be reduced first, followed by the assigned amounts, and then the unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

The City's Special Revenue Funds are used to account for administration, fire, parks and public works and COVID-19 programs that are restricted or committed.

E. Revenues, Expenditures, and Expenses

1. *Property Taxes*

The City receives its share of property taxes from the Borough for property located in the City of Houston. The current rate is 3 mills per \$1,000 property value. The Borough's policy is as follows:

Property taxes are based on the assessed value of taxable property as of January 1. Pursuant to Alaska Statute 29.45.240, the Borough establishes the mill rate on or before June 15th. Tax bills are then mailed on or before July 1st.

Taxes are due when billed. The Borough code also provides for split payments. If a taxpayer avails themselves of this provision, one-half must be paid on or before August 15th and the remainder becomes due on or before February 15th. Borough property tax revenues are recognized in the fiscal year in which they become measurable and available, which is generally the year following the year the tax bills are mailed.

All taxes are delinquent on February 16th, and a tax foreclosure process may commence as outlined in Alaska Statutes Title 29. Briefly, this entails the petition for Judgment of Foreclosure signed by the District Court Judge and the publication of all delinquent taxes in the local newspaper for four consecutive weeks.

The property taxes shall be administered and collected in the manner provided by the ordinances of the Borough.

2. *Intergovernmental Revenue*

State shared revenues, safe communities, and State levied taxes, the proceeds of which are distributed to local governments, are recorded in the fiscal year to which they relate, including accrual at year end if final payments due are measurable and received within approximately two months after year end.

State of Alaska and Federal government cost reimbursable grants and contracts are recorded to the extent of allowable expenditures in the period in which the expenditures were incurred.

CITY OF HOUSTON, ALASKA

Notes to Basic Financial Statements, Continued

II. DETAILED NOTES ON ALL FUNDS

A. Deposits and Investments

The City maintains a cash pool that is available for use by all funds. All deposits are carried at cost plus accrued interest. The City's investment policy is presented under Footnote I. D. 1.

Custodial credit risk – is the risk that, in the event of a bank failure, the City will not be able to recover its deposits or collateral. The City does not have a policy that addresses custodial credit risk.

The bank accounts are insured by the Federal Depositary Insurance Corporation (FDIC) to a maximum of \$250,000. At June 30, 2023, the city had \$681,238 in uninsured and collateralized cash and cash equivalents.

B. Receivables, Deferred Inflows of Resources, and Unearned Revenues

Receivables at year end for the City's General Fund, including the applicable allowances for uncollectible accounts, are as follows:

	General Fund
Property taxes	\$ 521,475
Sales tax	20,089
Leases	3,010
Other	123,693
Total gross receivables	668,267
Less allowance for uncollectibles	(97,009)
Net receivables	\$ 571,258

Governmental funds report deferred inflows of resources in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds also report unearned revenues in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the components of deferred inflows of resources and unearned revenue reported in the governmental funds were as follows:

	Unavailable	Unearned	Total
Unavailable property taxes receivable	\$ 514,140	-	514,140
Unavailable long-term receivables	37,030	-	37,030
Totals	\$ 551,170	-	551,170

C. Long-Term Note Receivable

The City entered into a long-term note receivable agreement for the sale of land (assets held for resale) in the amount of \$17,200. The note is due in fixed monthly installments of \$200, with an interest rate of 10%.

CITY OF HOUSTON, ALASKA

Notes to Basic Financial Statements, Continued

Future annual note receipts at June 30, 2023, are as follows:

Year Ended June 30,	Principal	Interest	Total
2024	\$ 1,430	970	2,400
2025	1,579	821	2,400
2026	1,745	655	2,400
2027	1,928	472	2,400
2028	2,129	271	2,400
Thereafter	1,535	58	1,593
	<u>\$ 10,346</u>	<u>3,247</u>	<u>13,593</u>

D. Capital Assets

The following is a summary of changes in the capital assets for the year ended June 30, 2023:

	Balance July 1, 2022	Increases	Decreases	Balance June 30, 2023
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 1,470,500	-	-	1,470,500
Capital assets, being depreciated/amortize				
Buildings	5,588,107	-	-	5,588,107
Vehicles and equipment	1,262,875	69,050	-	1,331,925
Right-to-use assets	11,068	-	-	11,068
Infrastructure	12,969,988	-	-	12,969,988
Total capital assets, being depreciated	19,832,038	69,050	-	19,901,088
Less accumulated depreciation/amortization for:				
Buildings	3,119,048	106,782	-	3,225,830
Vehicles and equipment	1,045,235	46,112	-	1,091,347
Right-to-use assets	2,372	2,372	-	4,744
Infrastructure	12,675,254	79,894	-	12,755,148
Net accumulated depreciation/ amortization	16,841,909	235,160	-	17,077,069
Net capital assets, being depreciated/ amortization	2,990,129	(166,110)	-	2,824,019
Governmental capital assets, net	\$ 4,460,629	(166,110)	-	4,294,519

CITY OF HOUSTON, ALASKA

Notes to Basic Financial Statements, Continued

Depreciation expense was charged to functions of the City as follows:

Governmental activities:	
Administration	\$ 14,242
Public works	70,216
Public safety	150,702
Total depreciation expense	<u>\$ 235,160</u>

E. Leases

The City has entered into agreements to lease property for a Cell Tower Land Lease for five years. The City received approximately \$8,311 in lease payments for the year ended June 30, 2023. The lease receivable at June 30, 2023 was \$3,010.

The City has entered into leases for two Sharp copy/scan/print/fax machines. The City is required to make monthly payments of \$222. The leases term ends on February 22, 2026. The City uses an interest rate of 5% for its lease calculations. The copier is amortized over the lease term. The value of the lease liability at June 30, 2023 was \$6,638. The value of the right-to use assets at June 30, 2023 was \$11,068. The accumulated amortization at June 30, 2023 was \$4,743.

The future principal and interest lease payments as of June 30, 2023, were as follows:

Fiscal Year	Principal	Interest	Total
2024	\$ 2,386	278	2,664
2025	2,508	156	2,664
2026	1,744	33	1,777
Total	<u>\$ 6,638</u>	<u>467</u>	<u>7,105</u>

F. Long-Term Debt

Changes in long-term debt are as follows:

	Balance July 1, 2022	Increases	Decreases	Balance June 30, 2023	Due Within One Year
Governmental activities:					
Loans	\$ 12,893	-	9,459	3,434	3,434

In 2019, the City entered into a note payable for the purchase of an F250 pickup truck. The note payable of \$42,429 requires monthly payments of principal and interest with a fixed interest rate of 6.70%. The note payable began in January 2019 and ends December 2023.

III. OTHER INFORMATIONContingencies - Grants

The City participates in a number of State and federally assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the City does not expect such amounts.

IV. SUBSEQUENT PRONOUNCEMENTS

The Governmental Accounting Standards Board has passed several new accounting standards with upcoming implementation dates covering several topics as follows:

- GASB 99 *Omnibus 2022*. Multiple effective dates.
- GASB 100 *Accounting Changes and Error Corrections—an amendment of GASB Statement No. 62*. Effective for fiscal years beginning after June 15, 2023. Multiple effective dates.
- GASB 101 *Compensated Absences*. Effective for fiscal years beginning after December 15, 2023.

GASB Statement No. 99 will enhance comparability in the application of accounting and financial reporting requirements and will improve the consistency of authoritative literature. Consistent authoritative literature enables governments and other stakeholders to more easily locate and apply the correct accounting and financial reporting provisions, which improves the consistency with which such provisions are applied. The comparability of financial statements also will improve as a result of this Statement. Better consistency and comparability improve the usefulness of information for users of state and local government financial statements.

Effective Date: The requirements of this Statement are effective as follows:

- The requirements related to extension of the use of LIBOR, accounting for SNAP distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in Statement 34, as amended, and terminology updates related to Statement 53 and Statement 63 are effective upon issuance.
- The requirements related to leases, PPPs, and SBITAs are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.
- The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53 are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

CITY OF HOUSTON, ALASKA

Notes to Basic Financial Statements, Continued

GASB Statement No. 100 will improve the clarity of the accounting and financial reporting requirements for accounting changes and error corrections, which will result in greater consistency in application in practice. In turn, more understandable, reliable, relevant, consistent, and comparable information will be provided to financial statement users for making decisions or assessing accountability. In addition, the display and note disclosure requirements will result in more consistent, decision useful, understandable, and comprehensive information for users about accounting changes and error corrections.

GASB Statement No. 101 unified recognition and measurement model in this Statement will result in a liability for compensated absences that more appropriately reflects when a government incurs an obligation. In addition, the model can be applied consistently to any type of compensated absence and will eliminate potential comparability issues between governments that offer different types of leave.

The model also will result in a more robust estimate of the amount of compensated absences that a government will pay or settle, which will enhance the relevance and reliability of information about the liability for compensated absences.

V. PRIOR PERIOD ADJUSTMENT

Financial results for the year ended June 30, 2023 included a prior period adjustment to reduce beginning net position in the City of Houston General Fund in the amount of \$216,368. The adjustment was due to an overstatement of prepaid assets by \$73,899, an overstatement of payroll liabilities by \$39,834, and an understatement of long term deferred revenue by \$182,303.

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REQUIRED SUPPLEMENTARY INFORMATION

CITY OF HOUSTON, ALASKA

General Fund

Schedule of Revenues, Expenditures and
Changes in Fund Balance - Original and Final Budget to Actual

Year Ended June 30, 2023

	Original and Final Budgeted Amounts	Actual Amounts	Variance with Final Budget- Positive (Negative)
Revenues:			
Intergovernmental:			
State of Alaska:			
Community revenue sharing	77,680	122,087	44,407
Electric and telephone cooperative	14,000	17,271	3,271
Shared fisheries business tax	710	1,574	864
Total State of Alaska	92,390	140,932	48,542
Local sources:			
Taxes:			
Sales taxes	465,000	569,586	104,586
Property taxes	472,000	426,635	(45,365)
Motor vehicle taxes	40,000	52,175	12,175
MJ excise tax	184,928	172,402	(12,526)
Penalties and interest on sales taxes	5,000	2,183	(2,817)
Total taxes	1,166,928	1,222,981	56,053
Charges for services:			
Park fees	16,627	11,957	(4,670)
Other rentals and leases	200	105	(95)
Animal control	500	165	(335)
Business licenses	15,200	11,175	(4,025)
Permits	25,000	26,130	1,130
Other services	44,771	1,767	(43,004)
Total charges for services	102,298	51,299	(50,999)
Contributions and donations	15,200	9,250	(5,950)
Proceeds from insurance claims	-	500	500
Other:			
Interest	800	6,275	5,475
Miscellaneous	60,702	36,621	(24,081)
Total other	61,502	42,896	(18,606)
Total local sources	1,345,928	1,326,926	(19,002)
Total revenues	1,438,318	1,467,858	29,540
Expenditures:			
Current:			
Administration:			
Salaries and benefits	215,108	258,831	(43,723)
Travel	7,000	2,697	4,303
Facility	16,597	8,793	7,804
Supplies	2,850	1,277	1,573
Equipment and maintenance	2,200	1,880	320
Dues and subscriptions	5,000	1,290	3,710
Contractual	56,806	30,019	26,787
Records information	3,943	669	3,274
Elections and hearings	21,558	2,964	18,594
Advertising	1,500	1,787	(287)
Donations and special events	600	1,950	(1,350)
Licenses and permits	4,650	1,183	3,467
Other	17,150	14,576	2,574
Total administration	354,962	327,916	27,046

(Continued)

CITY OF HOUSTON, ALASKA

General Fund

Schedule of Revenues, Expenditures and
Changes in Fund Balance - Original and Final Budget to Actual, Continued

	Original and Final Budgeted Amounts	Actual Amounts	Variance with Final Budget- Positive (Negative)
Expenditures, continued:			
Park service and visitor center:			
Salaries and benefits	\$ 11,092	6,844	4,248
Travel	-	1,853	(1,853)
Facility	1,400	3,703	(2,303)
Supplies	1,150	1,197	(47)
Equipment and maintenance	2,100	65	2,035
Contractual	555	38,296	(37,741)
Donations and special events	-	8,841	(8,841)
Dues and subscriptions	-	3,333	(3,333)
Advertising	200	608	(408)
Other	130	-	130
Total park service and visitor center	<u>16,627</u>	<u>64,740</u>	<u>(48,113)</u>
Public works:			
Salaries and benefits	337,429	187,995	149,434
Travel	700	2,042	
Facility	69,450	63,926	5,524
Supplies	2,350	2,250	100
Equipment, vehicle, and maintenance	43,000	72,571	(29,571)
Dues and subscriptions	945	890	55
Licenses and permits	2,362	1,845	517
Contractual	26,528	86,780	(60,252)
Advertising	900	258	642
Insurance	14,938	56,952	(42,014)
Other	1,000	220	780
Total public works	<u>499,602</u>	<u>475,729</u>	<u>23,873</u>
Public safety:			
Salaries and benefits	229,001	242,539	(13,538)
Travel	2,500	129	2,371
Facility	57,000	70,093	(13,093)
Supplies	3,850	2,264	1,586
Equipment, vehicle, and maintenance	85,500	87,319	(1,819)
Dues and subscriptions	900	670	230
Licenses and permits	6,750	1,248	5,502
Contractual	82,330	85,074	(2,744)
Advertising	1,600	1,974	(374)
Insurance	51,775	23,240	28,535
Other	1,150	4,533	(3,383)
Total public safety	<u>522,356</u>	<u>519,083</u>	<u>3,273</u>
Debt service:			
Principal	18,371	9,459	8,912
Interest	700	623	77
Total debt service	<u>19,071</u>	<u>10,082</u>	<u>8,989</u>
Capital outlay	<u>25,700</u>	<u>69,050</u>	<u>(43,350)</u>
Total expenditures	<u>1,438,318</u>	<u>1,466,600</u>	<u>(28,282)</u>
Excess of revenues over expenditures	\$ <u>-</u>	<u>1,258</u>	<u>1,258</u>
Fund balance, beginning of year as originally stated		1,446,986	
Prior period adjustment		<u>(216,368)</u>	
Fund balance, beginning of year as restated		<u>1,230,618</u>	
Fund balance, end of year		\$ <u><u>1,231,876</u></u>	

See accompanying notes to the Required Supplementary Information

CITY OF HOUSTON, ALASKA

Coronavirus Local Fiscal Recovery Fund

Combining Statement of Revenues, Expenditures and Changes
in Fund Balances

Year Ended June 30, 2023

	Original and Final Budgeted Amounts	Actual Amounts	Variance with Final Budget- Positive (Negative)
Revenues:			
Intergovernmental:			
Federal sources	\$ 582,238	403,990	178,248
Expenditures:			
Current:			
Public works	582,238	403,990	178,248
Excess of revenues over expenditures	\$ -	-	
Beginning fund balances		-	
Ending fund balances		\$ -	

See accompanying notes to the Required Supplementary Information

CITY OF HOUSTON, ALASKA

Notes to Required Supplementary Information

Year Ended June 30, 2023

A. Budgetary Information

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental fund types. All annual appropriations lapse at fiscal year-end.

The appropriated budget is prepared by fund and department. Budgetary control is exercised at the department level. The City Mayor is authorized to transfer budget amounts between categories within any department; however, any supplemental appropriations that amend the total expenditures of any department or fund, require City ordinance. Reported budgeted amounts are as originally adopted or as amended by ordinance.

B. Excess of Expenditures over Appropriations

For the year ended June 30, 2023, expenditures exceeded appropriations in the General Fund as follows:

	Amount over Expenditures
Park service and visitor center	\$ 48,113

Excess of expenditures over appropriations were funded through available fund balance.

COMPLIANCE REPORTS

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

Independent Auditor's Report

Members of the City Council
City of Houston
Houston, Alaska

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (Government Auditing Standards), the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of City of Houston, Alaska, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise City of Houston, Alaska's basic financial statements, and have issued our report thereon dated May 24, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered City of Houston, Alaska's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City of Houston, Alaska's internal control. Accordingly, we do not express an opinion on the effectiveness of City of Houston, Alaska's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph of and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency described in the accompany schedule of findings as finding 2023-001 to be a material weakness.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of findings as finding 2023-002 to be a significant deficiency.

Report on Compliance and Other Matter's

As part of obtaining reasonable assurance about whether City of Houston, Alaska's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

City of Houston, Alaska's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City of Houston, Alaska's responses to the findings identified in our audit and described in the accompanying schedule of findings. The City of Houston, Alaska's responses was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Anchorage, Alaska
May 24, 2024

CITY OF HOUSTON, ALASKA

Schedule of Findings and Responses

Year Ended June 30, 2023

Section I - Summary of Auditor's Results

Financial Statements

Type of report the auditor issued on whether the
financial statements audited were prepared in
accordance with GAAP:

Unmodified

Is a going concern emphasis-of-matter paragraph
included in report?

 Yes X No

Internal control over financial reporting:

Material weakness identified?

 X Yes No

Significant deficiency identified?

 X Yes None reported

Noncompliance material to financial statements noted?

 Yes X No

CITY OF HOUSTON, ALASKA

Schedule of Findings and Responses. Continued

Section II – Financial Statement Findings

Finding 2023-001

Lack of Internal Controls for the General Fund- Prior Period Adjustment

Material Weakness

Condition and context: Governmental Accounting Standards management is responsible for implementing internal controls to ensure that financial information is reliable and properly reported. The internal controls over financial reporting should be capable of detecting and correcting errors in a timely manner, which includes identification of misstatements whether due to fraud or error.

Criteria: During the fiscal year ended June 30, 2023, management was able to provide adequate audit evidence to allow the auditors to express an unmodified opinion over the General Fund. However, it was determined that beginning net position in the General Fund was overstated by \$216,368 related to under and overstatements of balance sheet accounts in the prior year. These misstatements resulted in a prior period adjustment to decrease beginning net position of the General Fund by \$216,368.

Cause: Lack of internal controls over City's General Fund accounts.

Effect: Beginning net position in the General Fund were decreased by \$216,368.

Recommendation: The City should continue to implement internal controls and policies and procedures to ensure adequate accounting records are maintained for the General Fund accounts.

Management Response: Management agrees with this finding, see corrective action plan.

CITY OF HOUSTON, ALASKA

Schedule of Findings and Responses. Continued

Finding 2023-002

Lack of Internal Controls over cash disbursements- General Fund

Significant Deficiency

Condition and context:

During our review over cash disbursements, we noted several transactions without proper approval/authorization. The findings seemed to occur all within the first quarter of the FY23 where the management is still adjusting from personnel changes, which included resignations of personnel who were critical in the review and authorization process of such transactions. The City elected a new Mayor and manager to hire a new bookkeeper and finance aid during October to November 2022 (i.e. after the first quarter). After these personnel took over, we observed that no more issues were noted in the disbursement's authorization.

Criteria:

Strong internal controls require that all transactions should undergone adequate review and proper authorization. Adequate supporting documentation for cash disbursements should always include documentation showing prior approval for the disbursement. Likewise, the City should have safeguards set for instances of employee turnover, where internal controls are still effective and key processes are still being applied consistently despite changes in its business, such as employee turnovers.

Cause:

Turnover in key management personnel who were involved in the review and authorization, and City not being able to replace them timely/before the predecessors left.

Effect:

Unauthorized purchases or payments could have been made and/or the incorrect amounts could have been disbursed, which could misstate cash and liabilities.

Recommendation:

Management needs to have adequate safeguards to ensure that transactions, particularly disbursements, undergone stringent review and are with proper authorization, including but not limited to compensating controls whenever the key personnel are unavailable to perform the said review and authorization. Likewise, the City can consider updating its procedures to ensure that transactions will not be processed without appropriate authorization from primary reviewers or their equivalent.

Management Response:

Management agrees with this finding, see corrective action plan.



Status of Prior Year Audit Findings

Year Ended June 30, 2023

Financial Statement Findings

Finding 2022-001
Material Weakness

Failure to Properly Set-Up the Accounting Software

Condition and context:

The City of Houston, Alaska failed to properly set-up their accounting software. Overall, the trial balance did not balance and transactions entered into the system, or through journal entries, were changing accounts, but not as expected. We proposed several adjusting journal entries that could not be posted because the accounting system was not properly recording the entries to the correct fund and/or accounts within the general ledger of the City of Houston, Alaska. Due to this, we were unable to determine whether account balances were fairly stated.

Status:

This Finding has been resolved.



Corrective Action Plan

Year Ended June 30, 2023

Finding 2023-001
Material Weakness

Lack of Internal Controls for the General Fund- Prior Period Adjustment

Name of Contact Person: Samantha Jones

Corrective Action: Corrections have been made per auditor.

Proposed Completion Date: Completed.

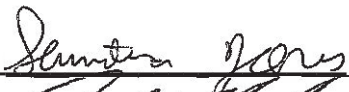
Finding 2023-002
Significant Deficiency

Lack of Internal Controls over cash disbursements- General Fund

Name of Contact Person: Samantha Jones

Corrective Action: Prior to the first quarter there were no proper approval authorizations for cash disbursements. Management is documenting a plan for when key personnel are unavailable to perform the review and authorization. Currently there are internal controls to ensure that transactions are not processed without appropriate authorization and reviews.

Proposed Completion Date: December 31, 2024.

Treasurer X 

Mayor X 

CITY OF HOUSTON, ALASKA

Letter to the Governing Board

Year Ended June 30, 2023

*Altman, Rogers
& Co.* | CERTIFIED
PUBLIC
ACCOUNTANTS

CITY OF HOUSTON, ALASKA

Letter to the Governing Board

Year Ended June 30, 2023

May 24, 2024

Members of the City Council
City of Houston
Houston, Alaska

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Houston, Alaska (the City), for the year ended June 30, 2023. The City recorded a prior period adjustment to restate beginning net position.

Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 5, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City of Houston are described in Note I to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during June 30, 2023. We noted no transactions entered into by City of Houston during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

Governmental activities opinion unit:

Management's estimate of the useful lives and depreciation is based upon the expected life of an asset. Because of the significance of items disclosed in first paragraph of this letter, we are unable to determine if estimates made by management were reasonable.

Management's estimate of the collectability of accounts receivable is based on historical collections. We evaluated the key factors and assumptions used to develop the collectability of accounts receivable in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the calculation of the right of use asset and lease liability is based on an estimated incremental borrowing rate for the present value calculation of lease payments. We evaluated the key factors and assumptions used to develop present value calculation in determining that it is reasonable in relation to the financial statements as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 24, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to City of Houston, Alaska's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Accounting Assistance

As part of our engagement, we drafted the basic financial statements of the City from the City's accounting records; however, management of the City was involved in the drafting process and retains responsibility for the basic financial statements.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as City of Houston, Alaska's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the budgetary comparison schedules, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the information and use of City Council and management of City of Houston, Alaska and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Altman, Rogers & Co.

Anchorage, Alaska



May 2024

Council Members and Citizens of Houston,

May was a busy month; the Nine Road Reconstruction Project is out for bid. We hope to have the project completed by September 30, 2024.

The Mat-Su Borough Road project is underway. King Arthur Drive section from 3Bs through Anthoney to Karen was paved in late May. They will now work from Anthoney to the Parks Highway on Karen and Cheri Lake Road. The Contractor is in control of those roads until completed. If you have a complaint in this section of road, please notify the Borough project manager. Please drive with caution in those construction areas.

Public Works is full time on roads maintenance since the weight restriction was lifted in late May. In early May while the roads were too wet, and the weight restrictions were in effect, the PW personnel cut down beetle kill spruce and did some campground maintenance. Over Memorial Day weekend the campground was packed, and the camp host was busy looking after the campground.

PW Department has secured the Highway permit for Founders Day, so the event should be a great event with safer vehicular control through Houston on that day. Watch the advertisement and invite a friend, it should be a fun local event.

The city was selected to receive a grant from the US Forestry for a 50/50 matching grant in May. Only three cities in Alaska were selected to receive this grant. We sent this to the City Council in June to see if the Council will support the grant. The grant is to help provide firewood to senior citizens in Houston who burn wood for their heating needs. There are many benefits to the city as well.

- Help remove beetle kill trees from the fire hazard to all residence of Houston.
- Can provide small bundle of firewood for sell in the campground to help support the campground. Clean up about 1000 cords of wood in the campground area.
- Can help reduce the burden of cost for senior and low-income people in Houston for firewood.
- Long term the equipment could would create revenue for the city. The first year the city is required to operate it.
- A program removing beetle kill trees inside the City of Houston will reduce the fire hazard for all the community.
- Can use the grant for future fire mitigation spent within the city.

In addition to these benefits the employee costs that were already expended in cleaning up the campground this year for fire mitigation can be used as part of the matching fund position. This work was already scheduled to be done in support of the campground fire mitigation and Founders Day.



The State Legislative session has concluded, and I hope to have Representative McCabe and Senator Shower at a future meeting to let us all know what they accomplished.

Next month PW Department will be trying to establish a gravel pit on Kenlar road. It recently passed Planning and Zoning and is headed for the City Council for approval slotted for July.

The City Attorney notified us that Levesque Law Group is merging with Landye Bennett Blumstein, LLP effective June 1, 2024. The Attorney rates will not change under this agreement.

The Auditor will present his finding at the June meeting, compared to last year, this went much smoother and with much better results.

Enjoy the good weather that is supposed to come later in the year and have a happy safe fishing to everyone.

God Bless,

Carter R. Cole,

Mayor

Checks over \$5k month of April 2024.

EFPTS \$6,011.12

EFPTS \$6,342.81

Northrim Bank \$10,435.38 (credit card payment)

Aetna \$9,949.98

Altman, Rogers & Company \$21,041.57

Lounsbury & Associates Inc \$8,483.45

Matanuska- Susitna Borough \$18,000.00

Aetna \$13,266.64



To: Honorable Mayor and Houston City Council
From: Tani Schoneman, City Clerk
Date: June 2024
Subject: City Clerk's Report – May

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

Business Licenses 2024 – 183	Business Licenses 2023 – 270	Business License 2022 - 298
Marijuana Licenses – Active/Operating		
• #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		
• # 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.

May: We took in \$125.00 for Business Licenses, and we took in a total of \$51,067.73 in sales tax revenue.

Appeals: No appeals currently.

Elections: The City Clerk has confirmed that we will be the polling site for the 2024 State and Federal Primary Election (August 20, 2024), the 2024 State and Federal General Election and Matanuska Susitna Borough regular election (November 5, 2024). We will also serve as an absentee voting location for the Primary Election and the General Election.

Other Office Administration: Please welcome Jo Lockwood to the staff, she is the new Deputy City Clerk. She is quick to learn, very personable and I am confident in her abilities. We continue updating and creating processes with office staff and finance.



CITY OF HOUSTON

P.O. Box 940027
Houston, Alaska 99694

Treasurer's Report for June 2023-2024

For Council Review:

Main Acct April 2024: \$ 758,231.36

Cap Acct April 2024: \$ 209,412.56

Reserve Acct April 2024: \$ 436,791.81

Parks Acct April 2024: \$ 33,737.54

Honorable Council,

Finance attended webinars regarding open enrollment with Aetna to better understand the options offered to employees and the forms required to be completed. We also worked on the Wood Innovations Grant with the Public Works department and it was awarded. This included attending a teams meeting on what comes next for this grant. Finance worked with the Clerk to write the ordinance for the Wood Innovations Grant presented at the special meeting on May 29, 2024.

We met with Northrim to go over our six month credit card usage and creating a plan for our investment accounts as they matured. For the month of April we earned \$3,680.90 of interest for all of our accounts. Finance submitted the invoice for \$109k for the 9 Roads Repair to the State and we have received the deposit. We archived more files and sent them over to records retention. Finance continued to work on cleaning up Vendors/Customers in Baynon and physical files. We updated some of our internal procedures for Finance. We cleaned up the remaining items requested by the auditors to finish the FY23 audit. We provided assistance to the Clerk as needed due to the shortage of the Deputy Clerk. Finance completed the Community Assistance Program grant forms and submitted it by the deadline.


Samantha Jones

Treasurer

Approved by: Mayor Carter Cole

Signature: 

Date: 5/30/2024



April 2024

Account	Account Description	23-24Budget	23-24YTD Amt
R 01-4000	R 01-4000 REVENUE TAXES	\$0.00	\$0.00
R 01-4001	R 01-4001 MJ Excise Tax Cult	\$158,000.00	\$148,726.16
R 01-4002	R 01-4002 MJ Penalty Interest Fines Fees	\$2,500.00	\$3,807.43
R 01-4003	R 01-4003 Utility Coop Tax	\$17,000.00	\$17,310.55
R 01-4004	R 01-4004 Liquor License Tax	\$0.00	\$0.00
R 01-4005	R 01-4005 Sales Tax	\$528,840.00	\$498,018.97
R 01-4006	R 01-4006 Sales Tax Penalty Interest Fin	\$2,000.00	\$4,816.85
R 01-4007	R 01-4007 Shared Fisheries Business Tax	\$2,500.00	\$412.23
R 01-4008	R 01-4008 Property Tax	\$524,000.00	\$675,233.94
R 01-4009	R 01-4009 Motor Vehicle Tax	\$54,000.00	\$30,690.00
R 01-4010	R 01-4010 Remote Sales Tax	\$40,000.00	\$30,855.07
R 01-4100	R 01-4100 LICENSES & PERMITS	\$0.00	\$0.00
R 01-4101	R 01-4101 Vendor Permit	\$300.00	\$200.00
R 01-4102	R 01-4102 Animal Control Register Vacin	\$500.00	\$0.00
R 01-4103	R 01-4103 Business Licenses	\$5,578.00	\$4,850.00
R 01-4104	R 01-4104 Permits Other	\$25,000.00	\$25,291.38
R 01-4105	R 01-4105 MJ Excise Tax License	\$4,000.00	\$1,250.00
R 01-4106	R 01-4106 SOA MJ License Fee/ Renew	\$6,500.00	\$4,400.00
R 01-4200	R 01-4200 FINES & PENALTIES	\$0.00	\$0.00
R 01-4201	R 01-4201 PFD Levy	\$4,000.00	\$1,244.67
R 01-4202	R 01-4202 Fines & Citations	\$100.00	\$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	\$4,110.95
R 01-4304	R 01-4304 Administrative Fees	\$1,000.00	\$51.00
R 01-4305	R 01-4305 Office Fees	\$0.00	\$17.75
R 01-4306	R 01-4306 Reimburse for City Services	\$0.00	\$0.00
R 01-4307	R 01-4307 Appeals	\$0.00	\$0.00
R 01-4308	R 01-4308 Rental of Public Works Equip	\$0.00	\$518.75
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	\$350.00	\$0.00
R 01-4316	R 01-4316 Interest on Bank Accounts	\$10,000.00	\$12,525.69
R 01-4317	R 01-4317 Fireworks Public Education	\$1,700.00	\$1,564.09
R 01-4318	R 01-4318 Candidate Filing Fee	\$150.00	\$125.00



April 2024

R 01-4319	R 01-4319 NCI Reimbursement Clerks Schol	\$0.00	\$0.00
R 01-4320	R 01-4320 Noticing Fee For Rezoning	\$1,000.00	\$0.00
R 01-4321	R 01-4321 Transfer To Parks Cover Expens	\$0.00	\$0.00
R 01-4322	R 01-4322 Transfer From Parks	\$0.00	\$0.00
R 01-4323	R 01-4323 Interest Income	\$0.00	\$0.00
R 01-4324	R 01-4324 Miscellaneous Income	\$0.00	\$0.00
R 01-4325	R 01-4325 Insurance Claims	\$0.00	\$0.00
R 01-4700	R 01-4700 InterGovernmental Revenue	\$0.00	\$0.00
R 01-4701	R 01-4701 Community Assistant Program	\$134,000.00	\$101,437.13
R 01-4702	R 01-4702 FEMA Earthquake	\$0.00	\$0.00
R 01-4703	R 01-4703 Volunteer Fire Assistance Gran	\$5,800.00	\$6,840.00
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	(\$50,000.00)	(\$51,667.41)
R 02-4316	R 02-4316 Interest on Bank Accounts	\$2,200.00	\$3,371.83
R 02-4318	R 02-4318 Candidate Filing Fee	\$0.00	\$0.00
R 02-4324	R 02-4324 Miscellaneous Income	\$0.00	\$959.42
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	\$0.00
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	\$6,435.00
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	\$100.00	\$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	\$7,528.38
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	\$2,200.00
R 02-4607	R 02-4607 Capital Dillon Gilroy Lease	\$0.00	\$0.00
R 02-4608	R 02-4608 MTA Capital Credit	\$0.00	\$0.00
R 02-4609	R 02-4609 Lease Receivables	\$0.00	\$0.00
R 02-4810	R 02-4810 Coronavirus Local Fiscal Recov	\$0.00	\$0.00
R 02-4999	R 02-4999 Transfer of Funds	(\$52,000.00)	\$12,410.04



April 2024

R 03-4104	R 03-4104 Permits Other	\$0.00	\$0.00
R 03-4300	R 03-4300 MISCELLANEOUS	\$0.00	\$0.00
R 03-4314	R 03-4314 Founders Day Donations	\$15,000.00	\$6,265.54
R 03-4315	R 03-4315 Donations Other	\$0.00	\$0.00
R 03-4316	R 03-4316 Interest on Bank Accounts	\$0.00	\$855.02
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	\$7.00	\$0.00
R 03-4500	R 03-4500 Parks & Recreation	\$0.00	\$0.00
R 03-4501	R 03-4501 Houston/Willow Crk Parking	\$1,200.00	\$40.00
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	\$5,978.14
R 03-4504	R 03-4504 Dump Fees	\$1,400.00	\$1,120.00
R 03-4505	R 03-4505 Wood Sales	\$0.00	\$0.00
R 03-4506	R 03-4506 Pavilion Rental	\$100.00	\$235.00
R 03-4507	R 03-4507 Little Su Day Park	\$0.00	\$105.00
R 03-4508	R 03-4508 Houston/Willow Creek Parking	\$0.00	\$25.00
R 03-4999	R 03-4999 Transfer of Funds	\$15,000.00	\$246.53
R 04-4316	R 04-4316 Interest on Bank Accounts	\$0.00	\$12,583.18
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	\$102,000.00	\$50,000.02
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	\$0.02
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 06-4700	R 06-4700 InterGovernmental Revenue	\$0.00	\$0.00
R 06-4704	R 06-4704 Healthy & Equitable Community	\$0.00	\$18,310.50
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 06-4810	R 06-4810 Coronavirus Local Fiscal Recov	\$0.00	\$0.00
R 06-4999	R 06-4999 Transfer of Funds	\$0.00	(\$25.03)
R 13-4329	R 13-4329 9 Road repairs	\$0.00	\$55,015.70
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	\$181,868.00	\$193,471.04
E 01-100-5002	E 01-100-5002 Payroll Taxes SS & Medicare	\$14,663.08	\$15,157.74
E 01-100-5003	E 01-100-5003 ESC Unemployment	\$1,880.92	\$2,033.61



April 2024

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	\$672.00	\$179.07
E 01-100-5006	E 01-100-5006 Health & Life Insurance Co	\$61,359.00	\$29,298.14
E 01-100-5007	E 01-100-5007 Workers Compensation	\$8,000.00	\$8,971.75
E 01-100-5009	E 01-100-5009 Background Check & Drug Test	\$140.00	\$34.98
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	\$3,500.00	\$476.69
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	\$3,000.00	\$2,785.14
E 01-100-5202	E 01-100-5202 Electric Expense	\$3,200.00	\$2,854.43
E 01-100-5203	E 01-100-5203 Heating Fuel Expense	\$2,750.00	\$1,881.60
E 01-100-5205	E 01-100-5205 Solid Waste - Garbage	\$2,000.00	\$1,723.75
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	\$1,500.00	\$1,294.25
E 01-100-5208	E 01-100-5208 Licenses & Permits	\$1,500.00	\$1,180.00
E 01-100-5209	E 01-100-5209 Subscriptions & Dues	\$2,000.00	\$306.07
E 01-100-5210	E 01-100-5210 Certifications & Renewals	\$1,500.00	\$63.61
E 01-100-5211	E 01-100-5211 Operating Expenses	\$0.00	\$0.00
E 01-100-5212	E 01-100-5212 Advertising & Promotions	\$750.00	\$0.00
E 01-100-5213	E 01-100-5213 Printing & Signage	\$500.00	\$66.70
E 01-100-5214	E 01-100-5214 Bank Fees, Merch Fees, Bad CK	\$0.00	\$1,153.61
E 01-100-5215	E 01-100-5215 Court & State Fees	\$250.00	\$0.00
E 01-100-5216	E 01-100-5216 Penalties & Interest Charges	\$250.00	(\$17.59)
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	\$0.00
E 01-100-5220	E 01-100-5220 Donations & Special Events	\$100.00	\$0.00
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	\$3,500.00	\$3,512.36
E 01-100-5300	E 01-100-5300 Supplies	\$0.00	\$0.00
E 01-100-5301	E 01-100-5301 Supplies & Consumables	\$2,250.00	\$2,348.79
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	\$2,000.00	\$161.25
E 01-100-5305	E 01-100-5305 Training Supplies & Equipment	\$4,000.00	\$0.00
E 01-100-5306	E 01-100-5306 Miscellaneous Expenses	\$500.00	\$0.00
E 01-100-5400	E 01-100-5400 Vehicle & Equipment Expenses	\$0.00	\$0.00
E 01-100-5402	E 01-100-5402 Vehicle & Equipment Rental	\$0.00	\$0.00
E 01-100-5403	E 01-100-5403 Vehicle & Equipment Fuel	\$0.00	\$0.00
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



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E 01-100-5502	E 01-100-5502 General Liability Insurance	\$4,500.00	\$4,500.00
E 01-100-5503	E 01-100-5503 Property Insurance	\$1,543.00	\$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	\$4,000.00	\$2,181.42
E 01-100-5602	E 01-100-5602 Contractual Leases Office Equi	\$6,000.00	\$2,180.87
E 01-100-5604	E 01-100-5604 Contractual Legal Advice	\$10,000.00	\$5,569.74
E 01-100-5605	E 01-100-5605 Contractual Accounting & Audit	\$6,250.00	\$0.00
E 01-100-5606	E 01-100-5606 Contractual Internet, Servers,	\$4,600.00	\$5,085.83
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	\$166.50
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	\$5,624.00	\$500.00
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	\$8,350.00	\$5,475.00
E 01-101-5002	E 01-101-5002 Payroll Taxes SS & Medicare	\$344.00	\$281.65
E 01-101-5003	E 01-101-5003 ESC Unemployment	\$45.00	\$32.27
E 01-101-5004	E 01-101-5004 Retirement Deduction Emp	\$0.00	\$0.00
E 01-101-5005	E 01-101-5005 Retirement Co Paid	\$0.00	\$0.00
E 01-101-5006	E 01-101-5006 Health & Life Insurance Co	\$0.00	\$0.00
E 01-101-5007	E 01-101-5007 Workers Compensation	\$0.00	\$0.00
E 01-101-5100	E 01-101-5100 Travel Expense	\$0.00	\$0.00
E 01-101-5101	E 01-101-5101 Travel, Training, Errands, Per	\$4,027.00	\$250.00
E 01-101-5200	E 01-101-5200 Facility Expenses	\$0.00	\$0.00
E 01-101-5201	E 01-101-5201 Telephone Expense	\$600.00	\$935.38
E 01-101-5207	E 01-101-5207 Postage& Delivery	\$200.00	\$17.00



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E 01-101-5209	E 01-101-5209 Subscriptions & Dues	\$3,000.00	\$0.00
E 01-101-5213	E 01-101-5213 Printing & Signage	\$250.00	\$154.80
E 01-101-5220	E 01-101-5220 Donations & Special Events	\$500.00	\$0.00
E 01-101-5221	E 01-101-5221 Founders Day Expenses	\$0.00	\$350.00
E 01-101-5300	E 01-101-5300 Supplies	\$0.00	\$0.00
E 01-101-5301	E 01-101-5301 Supplies & Consumables	\$600.00	\$1,164.74
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	\$100.00	\$1,341.39
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	\$100.00	\$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	\$1,844.00	\$1,216.25
E 01-101-5604	E 01-101-5604 Contractual Legal Advice	\$20,290.00	\$22,911.08
E 01-101-5605	E 01-101-5605 Contractual Accounting & Audit	\$6,250.00	\$0.00
E 01-101-5606	E 01-101-5606 Contractual Internet, Servers,	\$2,500.00	\$4,774.40
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	\$3,548.00	\$3,583.00
E 01-102-5802	E 01-102-5802 Records Supplies	\$200.00	\$7.95
E 01-102-5803	E 01-102-5803 Records Destruction Expense	\$245.00	\$335.25
E 01-103-5209	E 01-103-5209 Subscriptions & Dues	\$0.00	\$0.00
E 01-103-5212	E 01-103-5212 Advertising & Promotions	\$1,000.00	\$667.00
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	\$1,000.00	\$249.91
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	\$1,500.00	\$3,584.81
E 01-103-5902	E 01-103-5902 Casual Labor/Election	\$2,000.00	\$1,180.00
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	\$186,880.00	\$142,726.80
E 01-104-5002	E 01-104-5002 Payroll Taxes SS & Medicare	\$18,000.00	\$10,974.26
E 01-104-5003	E 01-104-5003 ESC Unemployment	\$2,000.00	\$1,475.13
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	\$1,000.08	\$445.40
E 01-104-5006	E 01-104-5006 Health & Life Insurance Co	\$39,799.92	\$34,731.78



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E 01-104-5007	E 01-104-5007 Workers Compensation	\$8,000.00	\$8,000.00
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	\$104.94
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	\$1,000.00	\$150.00
E 01-104-5102	E 01-104-5102 Safety Security & Training	\$500.00	\$573.72
E 01-104-5200	E 01-104-5200 Facility Expenses	\$0.00	\$0.00
E 01-104-5201	E 01-104-5201 Telephone Expense	\$7,000.00	\$4,418.41
E 01-104-5202	E 01-104-5202 Electric Expense	\$20,000.00	\$13,014.08
E 01-104-5203	E 01-104-5203 Heating Fuel Expense	\$8,000.00	\$18,580.06
E 01-104-5204	E 01-104-5204 Enstar Natural Gas 9-2	\$4,000.00	\$3,088.04
E 01-104-5205	E 01-104-5205 Solid Waste - Garbage	\$3,000.00	\$2,400.95
E 01-104-5206	E 01-104-5206 Building Repair & Maintenance	\$5,000.00	\$5,436.67
E 01-104-5207	E 01-104-5207 Postage& Delivery	\$750.00	\$165.39
E 01-104-5208	E 01-104-5208 Licenses & Permits	\$5,000.00	\$1,190.67
E 01-104-5209	E 01-104-5209 Subscriptions & Dues	\$300.00	\$2,041.47
E 01-104-5210	E 01-104-5210 Certifications & Renewals	\$500.00	\$150.00
E 01-104-5211	E 01-104-5211 Operating Expenses	\$0.00	\$0.00
E 01-104-5212	E 01-104-5212 Advertising & Promotions	\$800.00	\$23.60
E 01-104-5213	E 01-104-5213 Printing & Signage	\$600.00	\$0.00
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	\$0.00
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	\$556.12
E 01-104-5302	E 01-104-5302 Janitorial Supplies	\$600.00	\$129.94
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	\$32,026.00	\$12,891.62
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	\$750.00	\$184.43
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	\$29,340.44
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	\$11,244.75
E 01-104-5500	E 01-104-5500 Insurance Expenses	\$0.00	\$0.00
E 01-104-5501	E 01-104-5501 Mobile Equipment Insurance	\$400.00	\$0.00
E 01-104-5502	E 01-104-5502 General Liability Insurance	\$5,000.00	\$4,734.60
E 01-104-5503	E 01-104-5503 Property Insurance	\$34,000.00	\$43,269.00
E 01-104-5504	E 01-104-5504 Vehicle Insurance	\$22,000.00	\$20,453.16



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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	\$1,512.92
E 01-104-5602	E 01-104-5602 Contractual Leases Office Equi	\$2,500.00	\$934.86
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	\$17.35
E 01-104-5605	E 01-104-5605 Contractual Accounting & Audit	\$6,250.00	\$0.00
E 01-104-5606	E 01-104-5606 Contractual Internet, Servers,	\$4,000.00	\$4,852.39
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	\$800.00	\$840.00
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	\$13,665.72
E 01-104-6103	E 01-104-6103 Purchase Orders	\$0.00	\$0.00
E 01-104-6200	E 01-104-6200 Grants Expenses	\$0.00	\$0.00
E 01-104-6201	E 01-104-6201 Insurance Paid for Safety Equi	\$0.00	\$0.00
E 01-105- 8001	E 01-105- 8001	\$0.00	\$0.00
E 01-105-5000	E 01-105-5000 Personal Services Expenses	\$0.00	\$0.00
E 01-105-5001	E 01-105-5001 Salaries & Wages	\$286,968.00	\$163,759.42
E 01-105-5002	E 01-105-5002 Payroll Taxes SS & Medicare	\$20,716.00	\$12,539.32
E 01-105-5003	E 01-105-5003 ESC Unemployment	\$2,615.00	\$1,684.45
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	\$810.00	\$93.48
E 01-105-5006	E 01-105-5006 Health & Life Insurance Co	\$60,359.00	\$21,743.51
E 01-105-5007	E 01-105-5007 Workers Compensation	\$12,500.00	\$12,500.00
E 01-105-5009	E 01-105-5009 Background Check & Drug Test	\$200.00	\$139.92
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	\$705.00	\$1,858.50
E 01-105-5102	E 01-105-5102 Safety Security & Training	\$0.00	\$368.92
E 01-105-5200	E 01-105-5200 Facility Expenses	\$0.00	\$0.00
E 01-105-5201	E 01-105-5201 Telephone Expense	\$4,500.00	\$2,971.95
E 01-105-5202	E 01-105-5202 Electric Expense	\$4,000.00	\$7,222.76
E 01-105-5203	E 01-105-5203 Heating Fuel Expense	\$4,000.00	\$9,050.94
E 01-105-5205	E 01-105-5205 Solid Waste - Garbage	\$5,500.00	\$4,972.64
E 01-105-5206	E 01-105-5206 Building Repair & Maintenance	\$4,000.00	\$6,835.36
E 01-105-5207	E 01-105-5207 Postage& Delivery	\$1,000.00	\$1,179.35
E 01-105-5208	E 01-105-5208 Licenses & Permits	\$0.00	\$1,598.60
E 01-105-5209	E 01-105-5209 Subscriptions & Dues	\$0.00	\$80.26
E 01-105-5210	E 01-105-5210 Certifications & Renewals	\$1,500.00	\$40.00
E 01-105-5211	E 01-105-5211 Operating Expenses	\$0.00	\$0.00
E 01-105-5212	E 01-105-5212 Advertising & Promotions	\$300.00	\$771.63



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E 01-105-5213	E 01-105-5213 Printing & Signage	\$1,000.00	\$216.61
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 01-105-5222	E 01-105-5222 Summer Maintenance	\$25,400.00	\$23,472.08
E 01-105-5223	E 01-105-5223 Winter Maintenance	\$25,000.00	\$7,203.29
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	\$2,904.49
E 01-105-5302	E 01-105-5302 Janitorial Supplies	\$1,000.00	\$211.46
E 01-105-5304	E 01-105-5304 Equipment & Gear Purchases	\$3,000.00	\$8,209.01
E 01-105-5305	E 01-105-5305 Training Supplies & Equipment	\$500.00	\$0.00
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	(\$80.44)
E 01-105-5401	E 01-105-5401 Vehicle Equipment Maintenance	\$10,000.00	\$41,385.49
E 01-105-5402	E 01-105-5402 Vehicle & Equipment Rental	\$10,000.00	\$3,400.00
E 01-105-5403	E 01-105-5403 Vehicle & Equipment Fuel	\$25,000.00	\$19,386.13
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	(\$807.51)
E 01-105-5502	E 01-105-5502 General Liability Insurance	\$6,500.00	\$6,765.40
E 01-105-5503	E 01-105-5503 Property Insurance	\$5,500.00	\$3,666.00
E 01-105-5504	E 01-105-5504 Vehicle Insurance	\$7,500.00	\$7,310.00
E 01-105-5505	E 01-105-5505 Insurance Claim Deduction	\$0.00	\$2,415.57
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	\$1,531.41
E 01-105-5602	E 01-105-5602 Contractual Leases Office Equi	\$2,500.00	\$1,940.80
E 01-105-5604	E 01-105-5604 Contractual Legal Advice	\$1,000.00	\$16,365.71
E 01-105-5605	E 01-105-5605 Contractual Accounting & Audit	\$6,250.00	\$0.00
E 01-105-5606	E 01-105-5606 Contractual Internet, Servers,	\$4,820.00	\$4,555.48
E 01-105-5607	E 01-105-5607 Contractual Engineer Services	\$10,500.00	\$11,260.00
E 01-105-5608	E 01-105-5608 Contractual Towing Services	\$3,749.00	\$200.00
E 01-105-5610	E 01-105-5610 Contractual Security Monitorin	\$250.00	\$166.50
E 01-105-5611	E 01-105-5611 Contractual LID	\$0.00	\$0.00
E 01-105-5612	E 01-105-5612 Contractual Planner	\$0.00	\$0.00
E 01-105-6103	E 01-105-6103 Purchase Orders	\$0.00	\$0.00
E 01-105-6200	E 01-105-6200 Grants Expenses	\$0.00	\$0.00
E 01-105-6201	E 01-105-6201 Insurance Paid for Safety Equi	\$0.00	\$0.00
E 01-106-5101	E 01-106-5101 Travel, Training, Errands, Per	\$1,500.00	\$0.00
E 01-106-5102	E 01-106-5102 Safety Security & Training	\$500.00	\$0.00
E 01-106-5201	E 01-106-5201 Telephone Expense	\$0.00	\$0.00
E 01-106-5202	E 01-106-5202 Electric Expense	\$2,000.00	\$1,467.50



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E 01-106-5203	E 01-106-5203 Heating Fuel Expense	\$3,000.00	\$1,828.53
E 01-106-5205	E 01-106-5205 Solid Waste - Garbage	\$1,000.00	\$841.98
E 01-106-5206	E 01-106-5206 Building Repair & Maintenance	\$4,000.00	\$2,645.61
E 01-106-5207	E 01-106-5207 Postage& Delivery	\$150.00	\$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	\$676.27
E 01-106-5302	E 01-106-5302 Janitorial Supplies	\$250.00	\$0.00
E 01-106-5303	E 01-106-5303 Animal Food & Supplies	\$500.00	\$60.90
E 01-106-5304	E 01-106-5304 Equipment & Gear Purchases	\$1,000.00	\$515.48
E 01-106-5306	E 01-106-5306 Miscellaneous Expenses	\$470.00	\$0.00
E 01-106-5609	E 01-106-5609 Contractual Veterinary Service	\$4,000.00	\$525.00
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	\$11,880.00	\$11,071.00
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	\$7,315.00
E 13-113-8057	E 13-113-8057 Emergency 9 Road Repair Recons	\$0.00	\$164,226.00
E 02-200- 8001	E 02-200- 8001	\$0.00	\$0.00
E 02-200-5212	E 02-200-5212 Advertising & Promotions	\$0.00	\$0.00
E 02-200-5214	E 02-200-5214 Bank Fees, Merch Fees, Bad CK	\$0.00	\$0.00
E 02-200-5218	E 02-200-5218 Bad Debt Return CKs& Unpd Chg	\$0.00	\$0.00
E 02-200-5304	E 02-200-5304 Equipment & Gear Purchases	\$0.00	\$0.00
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	\$5,042.08
E 02-200-8004	E 02-200-8004 Capital City Land	\$0.00	\$2,400.93
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	\$1,505.00
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



April 2024

E 02-200-8020	E 02-200-8020 Capital Renovate 9-1	\$0.00	\$0.00
E 02-200-8021	E 02-200-8021 Capital Ladder Truck Engine Qu	\$0.00	\$0.00
E 02-200-8022	E 02-200-8022 Capital Disaster Commun System	\$0.00	\$0.00
E 02-200-8023	E 02-200-8023 Capital School Campus Pathway	\$0.00	\$0.00
E 02-200-8024	E 02-200-8024 Cap Police Officer & Veh Stora	\$0.00	\$0.00
E 02-200-8025	E 02-200-8025 Cap Community Police Supply	\$0.00	\$0.00
E 02-200-8026	E 02-200-8026 Capital Patrol Vehicle	\$0.00	\$0.00
E 02-200-8027	E 02-200-8027 Capital Police Protect Equip	\$0.00	\$0.00
E 02-200-8028	E 02-200-8028 Capital Hire Consulting Firm	\$0.00	\$0.00
E 02-200-8029	E 02-200-8029 Cap Non Motor Boat Launch RH	\$0.00	\$0.00
E 02-200-8030	E 02-200-8030 Cap Emerg Dry Hydrants	\$0.00	\$0.00
E 02-200-8031	E 02-200-8031 Cap Heavy Rescue Truck	\$0.00	\$0.00
E 02-200-8032	E 02-200-8032 Cap Quick Attack Fire Eng 91	\$0.00	\$0.00
E 02-200-8033	E 02-200-8033 Cap Replace Fire Truck 9-2	\$0.00	\$0.00
E 02-200-8034	E 02-200-8034 CapThermal Imaging Camaras	\$0.00	\$0.00
E 02-200-8035	E 02-200-8035 Cap Replace Nozzels & Hoses	\$0.00	\$0.00
E 02-200-8036	E 02-200-8036 Cap Dog Park Little Su	\$0.00	\$0.00
E 02-200-8037	E 02-200-8037 Cap Public Works Facility	\$0.00	\$0.00
E 02-200-8038	E 02-200-8038 Cap Fire Training Facility	\$0.00	\$0.00
E 02-200-8039	E 02-200-8039 Cap Intermodal Parking Lot	\$0.00	\$0.00
E 02-200-8040	E 02-200-8040 Cap Transfer Station	\$0.00	\$0.00
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	\$15,000.00	\$6,247.53
E 02-200-8047	E 02-200-8047 Cap Armstrong Rd Susitna Cross	\$0.00	\$0.00
E 02-200-8048	E 02-200-8048 Cap Parks & Rec Plan	\$0.00	\$0.00
E 02-200-8049	E 02-200-8049 Cap Firefighting Turnouts	\$0.00	\$0.00
E 02-200-8050	E 02-200-8050 Cap Movrov Sub N Dana CT	\$0.00	\$0.00
E 02-200-8051	E 02-200-8051 Cap CAT Grader	\$52,000.00	\$51,404.44
E 02-200-8052	E 02-200-8052 Cap Gas ext Annex Station	\$15,000.00	\$18,059.22
E 02-200-8053	E 02-200-8053 Cap Gas ext Animal Shelter	\$15,000.00	\$20,029.01
E 02-200-8054	E 02-200-8054 Cap Ergonomic Office Furniture	\$10,500.00	\$5,170.62
E 02-200-8055	E 02-200-8055 Cap New Computers all depts	\$10,500.00	\$6,418.37
E 02-200-8056	E 02-200-8056 Cap New Breakroom Sink	\$2,500.00	\$2,003.19
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	\$8,835.00	\$4,207.23
E 03-300-5002	E 03-300-5002 Payroll Taxes SS & Medicare	\$676.00	\$320.20
E 03-300-5003	E 03-300-5003 ESC Unemployment	\$88.00	\$43.75



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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	\$9.25
E 03-300-5006	E 03-300-5006 Health & Life Insurance Co	\$1,032.00	\$905.87
E 03-300-5007	E 03-300-5007 Workers Compensation	\$461.00	\$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	\$300.00	\$406.84
E 03-300-5205	E 03-300-5205 Solid Waste - Garbage	\$1,100.00	\$2,076.70
E 03-300-5206	E 03-300-5206 Building Repair & Maintenance	\$2,000.00	\$4,127.56
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	\$12.00
E 03-300-5212	E 03-300-5212 Advertising & Promotions	\$100.00	\$0.00
E 03-300-5213	E 03-300-5213 Printing & Signage	\$100.00	\$0.00
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	\$16,548.86
E 03-300-5300	E 03-300-5300 Supplies	\$0.00	\$0.00
E 03-300-5301	E 03-300-5301 Supplies & Consumables	\$650.00	\$276.16
E 03-300-5302	E 03-300-5302 Janitorial Supplies	\$200.00	\$0.00
E 03-300-5304	E 03-300-5304 Equipment & Gear Purchases	\$50.00	\$14.99
E 03-300-5306	E 03-300-5306 Miscellaneous Expenses	\$250.00	\$0.00
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	\$100.00	\$57.93
E 03-300-5402	E 03-300-5402 Vehicle & Equipment Rental	\$500.00	\$0.00
E 03-300-5403	E 03-300-5403 Vehicle & Equipment Fuel	\$80.00	\$0.00
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	(\$6,520.91)
E 06-600-6207	E 06-600-6207 VFD Grant	\$0.00	\$0.00
E 06-600-6208	E 06-600-6208 Healthy & Equitable Grant	\$0.00	\$26,000.00



May 2024

Road maintenance challenges continued for Public Works in May. The road bases began thawing out making grading roads impossible without making ruts. The crew was able to get many road surfaces smoothed out before the road base thawed so that did help. Grading was able to resume briefly near the end of the month on dry days. Several more permanent repairs are being planned to some problematic soft areas and we requested utility locates as we must dig out the bad road materials to fix them properly. This has been delayed several times due to excessive rain. The crew has also been checking the city roads to make sure homeless camps can be addressed as they start setting up camp on the city roads.



Beetle kill and hazard trees in the campground have been cut improving the safety and the views

The crew worked on improving the Little Susitna Campground during the times when road work could not be done. A temporary worker was hired to cut down the beetle kill spruce and other hazard trees in the area to reduce the fire hazard. This also provided residents with a firewood opportunity. Cleanup continues and the road weight restrictions did not help as we needed bigger equipment to finish the job. Work to improve the campground will continue intermittently when it's too wet to work on the roads. Public Works was able to find a camp host and get the campground opened earlier than usual this year ahead of the Memorial Day Weekend. A problem did develop with the online payment system and the Finance Department is working with the payment vendor to get the issues resolved.



Example of a site that has been widened and improved



Campground view after the dead and hazard trees were removed

Public Works has applied for a Conditional Use Permit to develop a city owned gravel pit near the Animal Shelter off Birch and Kenlar Roads. A gravel sample was submitted to Hansen Engineering for testing and was graded "GW", which is the highest grade. This gravel source would be used to fix many roads throughout the city and save us the expense of purchasing gravel, which in turn allows us to do more work. An application to develop a gravel pit and a reclamation plan was also filed with the state. The gravel pit may not expand to that size any time soon, but it would allow us to move forward with crushing rock for resurfacing city roads should an opportunity arise to bring in a crusher or screens to separate the big rocks.

Public Works Report:

- Homeless people taking over sections of city roadways continues to be a problem.
- Several right of way violations were voluntarily remedied by the vehicle owners.
- The grant application work continues.
- Cleanup around City Hall continues as time allows.
- A part-time CDL driver job description (With tank "N" endorsement) was drafted due to the planned use of the converted water truck for dust mitigation.
- Areas of the Little Su Campground were opened to firewood cutting opportunities for residents. (Hours and other restrictions apply to keep firewood cutters from interfering with campers at peak campground usage times)
- More surplus items have been identified to be sold at auction soon.
- The USDA FS Wood Innovations grant was awarded to the city and is pending a final decision by the city council.

Parks Report:

- The Camp Host was selected for the Little Su Campground.
- The campground opened earlier than scheduled this year.
- Clearing of beetle kill and other hazard tree removal in the campground continues and should be finished soon.
- An online payment system and QR codes were implemented for park facilities and camping in addition to the current cash only option. It crashed on Memorial Weekend, so the 3rd party vendor had bugs to work out still.
- Memorial Day Weekend went smoothly, other than the online payments.

Permits Issued in May 2024

Type	Issued in May	Total Issued for 2024 to date
Construction Permit	3	7
Driveway Permit	1	2
Utility Permit	2	8
Conditional Use Permit	2	2
Land Use Amendment / Re-zone	0	0
Variance	0	0
Firewood cutting permits	3	6
Other/Matsu Borough	0	0
Junk & Trash & ROW Notices	3	13



To: Honorable Mayor and Houston City Council
From: Christian Hartley, Fire Chief *CH*
Thru: Mayor's Office
Subj: Fire Chief's Report – May 2024

May brought showers, flowers, and active enforcement of the burn barrel ordinance. While no citations were issued, compliance was ensured. We would like to thank the vast majority of our residents for their safe burning practices and attentiveness to mitigating risks.

Prevention is everything for a fire department; proactive efforts reduce reactive ones. Hence, we emphasize fire extinguisher education, public information campaigns, and sharing insights from recent incidents. Wildfires pose a significant threat to residential areas, especially with our forests still recovering from the spruce bark beetle infestation. This underscores the critical need for wildfire fuel mitigation. Residents have sought our help with wildfire risks for about three years, but resources have been limited. Additionally, through our partnership with Santa Cops & Heroes, we receive many winter calls for firewood assistance that we cannot fulfill.

In response, the city recently applied for a grant to acquire equipment to meet these community needs. A mobile wood processing apparatus would enable us to visit various neighborhoods a few times a month, assisting residents by converting felled trees into firewood. If residents do not wish to keep the wood, it can be donated to those in need. This initiative benefits individuals who struggle to afford firewood for winter and those seeking to eliminate fire hazards from their properties. It shouldn't be considered a competitive conflict with local vendors when the recipients are people who cannot purchase the wood.

Although there are operational costs, these pale compared to the expenses of battling wildfires fueled by dead timber. For instance, the Sockeye Wildfire in Willow cost approximately \$8 million in 2015, while the McKinley Wildfire cost \$10.4 million. Reducing the forest fuel load could have significantly diminished the damage from these fires. Before arguing that this comparison is inaccurate because the city doesn't directly bear the full response cost, consider that our residents ultimately shoulder these expenses through taxes and fees paid to state and federal governments. The financial burden falls on our community. When their homes are at risk or lost to a wildfire, residents likely care little about whose name is on the invoice.



Firefighter extinguishing grass fire that had spread in dead fuels

Respectfully,



Jared Eison,
Public Works Director

ORDINANCE 24-07

AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HOUSTON MUNICIPAL CODE HMC SECTION 2.04.050 COMPENSATION AND REIMBURSEMENT AND HMC 2.36.020 OFFICERS AND MEMBERS TO ADDRESS COMPENSATION FOR CITY OF HOUSTON FIREFIGHTERS WHO ALSO BECOME CITY COUNCIL MEMBERS.

WHEREAS, a citizen who is a firefighter for the City of Houston may become a member of the Houston City Council either by election or appointment; and

WHEREAS, HMC 2.36.020 provides that all officers and members of the Houston Fire Department shall be paid on call at an hourly rate that the Fire Chief and the City Council establish; and

WHEREAS, HMC 2.04.050 provides in part that Councilmembers shall be compensated for each regular meeting, special meeting, or work session attended, as well as when attending other meetings outside the City as a Mayor-approved representative of the City; and

WHEREAS, Alaska Statute 29.20.620 provides in part that elected officials may not receive compensation for service to the municipality in addition to the salary received as an elected official unless otherwise provided by ordinance; and

WHEREAS, the Houston City Council recognizes that a citizen serving as both a firefighter for the City and a City Council member and receiving compensation for both is contrary to the Alaska Statute cited above and raises the potential for perceived conflict of interest, which the City wishes to avoid; and

WHEREAS, the Houston City Council desires to have engaged citizens, and would like to provide a way by which those citizens interested in serving on the City Council while also serving as a City firefighter can do so; and

WHEREAS, ~~Strikethrough~~ font indicates existing HMC language to be deleted and **bold** font indicates HMC language to be added.

SECTION 1: CLASSIFICATION: This ordinance is of a permanent nature and shall become a part of the Houston Municipal Code.

SECTION 2: PURPOSE: The purpose of this ordinance is to provide an avenue for paid firefighters who are elected or appointed as city council members to serve their community while mitigating potential conflicts of interest and ensuring the integrity of decision-making processes.

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

SECTION 4: EFFECTIVE DATE: This ordinance shall take effect immediately upon its adoption and approval by the City Council.

NOW, THEREFORE, BE IT ORDAINED BY THE HOUSTON CITY COUNCIL, that the HMC Sections 2.04.050 and 2.36.020 are hereby amended as follows:

HMC 2.04.050 Compensation and reimbursement.

A. Councilmembers shall be compensated \$25.00 for each regular meeting, special meeting, or work session attended. If meetings are held contiguously there will be compensation for one meeting. With the approval of the Mayor, Councilmembers attending and representing the City at a Matanuska-Susitna Borough Assembly meeting or other meetings outside the City will be compensated \$25.00 as a City representative. The Councilmember will be required to provide a meeting report to the City Council.

1. A paid firefighter who is elected or appointed to serve as a city council member may choose to forfeit either their council member compensation or their firefighter on call rate for the duration of their term in office. This forfeiture choice shall be irrevocable for that term in office.

a. The firefighter-council member must formally declare their intention to forfeit the compensation for one of the positions in writing to the appropriate authorities within thirty (30) days of assuming office.

i. If the firefighter-council member chooses to forfeit their city council member compensation, they shall serve in their capacity as a council member without receiving payment for their council duties but shall remain entitled to their firefighter on call hourly rate during their term in office.

ii. If the firefighter-council member chooses to forfeit their firefighter compensation, they shall continue to serve in their capacity as a firefighter without receiving payment for their firefighting duties but shall be entitled to receive the city council member compensation for their service as a council member during their term in office.

b. The city administration shall establish procedures for the implementation and administration of this ordinance, including the process for the firefighter-council member to declare their compensation forfeiture option.

i. The city administration shall ensure that appropriate documentation is maintained regarding the salary forfeiture option chosen by the firefighter-council member.

ii. Any disputes or questions regarding the interpretation or application of this ordinance shall be resolved by the city administration.

B. Per diem payments or reimbursements are not considered compensation.

C. Changes to the compensation of elected officials shall take effect on the first Monday after the regular election in October. (Ord. 74-A-1 § 1.7, 1975; Ord. 97-06, 1997; Ord. 04-08 § 4, 2004; Ord. 09-07 § 4, 2009; Ord. 11-08 § 4, 2011; Ord. 11-14 § 4, 2011; Ord. 11-16 § 4, 2011; Ord. 13-06 § 4, 2013; Ord. 18-10 § 5, 2018)

HMC 2.36.020 Officers and members.

The Fire Department shall consist of a Fire Chief and officers. The Fire Chief has the authority to appoint any officers deemed necessary and qualified. The Fire Department shall be compatible with all other fire departments in the Matanuska-Susitna Borough. All officers and members shall be paid on call at an hourly rate that the Fire Chief and the City Council establish.

A firefighter who is elected or appointed as a Houston City Council member must comply with the requirements of HMC 2.04.050(A)(1). (Ord. 82-S-1 § 3(1), 1982; Ord. 89-14, 1989; Ord. 09-19 § 4, 2009)

ADOPTED by the Houston City Council on _____.

THE CITY OF HOUSTON, ALASKA

Carter Cole, Mayor

ATTEST:

Tani Schoneman CMC, City Clerk

{SEAL}

**HOUSTON, ALASKA
ORDINANCE 24-08**

**AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING THE FISCAL YEAR 2024 BUDGET
BY ACCEPTING AND APPROPRIATING \$6,840.00 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 \$6,840.00 through the Volunteer Fire Capacity (VFC) Grant, formerly known as the Volunteer Fire Assistance (VFA) Grant, to purchase supplies and equipment; and

WHEREAS, the FY2024 budget does include a required match of \$760; and

WHEREAS, ~~Strikethrough~~ font indicates existing HMC language to be deleted and **bold** font indicates HMC 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 2024 by accepting and appropriating revenue received in the amount of \$6,840.00 to the General Account.

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

General Account – R 01-4703 - Grant	\$6,840.00
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SECTION IV: SOURCE OF FUNDS:

Volunteer Fire Capacity Grant	\$6,840.00
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SECTION V: EFFECTIVE DATE: This Fiscal Year 2024 budget ordinance shall take effect upon adoption by the Houston City Council.

ADOPTED by the Houston City Council on _____.

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THE CITY OF HOUSTON, ALASKA

Carter Cole, Mayor

ATTEST:

Tani Schoneman, CMC, City Clerk

{SEAL}



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

March 15th, 2024

To State of Alaska Fire Departments:

Thank you for applying for the 2024 Volunteer Fire Capacity (VFC) grants, formerly known as VFA. Forty-one (41) fire departments applied for a VFC grant requesting a total of \$266,198 in assistance. Forty (40) Alaska Fire Departments will receive up to \$7,000 per fire department. A total of **\$259,198** 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. If a VFD did not receive any funding or will receive a partial award, please contact your respective DOF Fire Management Officer (FMO) with any questions you may have.

- Checks will be distributed electronically by association with the VFD's SOA vendor number and the SOA electronic payment agreement. Electronic disbursements are expected by no later than May 2024.
- To be eligible for a 2025 VFC grant, compliance documentation, such as copies of receipts for 2024 grant expenditures, must be submitted to your nearest Forestry office before submitting a 2024 application.
- 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 www.fs.usda.gov/internet/fse_documents/fseprd526908.pdf
- The OMB Circulars are available on the internet at www.ecfr.gov

If an application is unsuccessful, do not be discouraged and continue to apply every year by submitting an online application package by the deadline.

Sincerely,

Sarah Saarloos, Fire Staff Officer

State of Alaska, DNR

Division of Forestry & Fire Protection

2024 VFA Grant Awards

Fire Department	Amount Requested	Amount Awarded	Division of Forestry Office
Delta Junction VFD	\$6,246.00	\$6,246.00	Delta Area Office
Rural Deltana VFD	\$7,000.00	\$7,000.00	Delta Area Office
Ester VFD	\$6,998.48	\$6,998.48	Fairbanks Area Office
McKinley VFD	\$6,993.00	\$6,993.00	Fairbanks Area Office
Nenana Fire/EMS Dept.	\$6,252.34	\$6,252.34	Fairbanks Area Office
North Pole FD	\$6,489.00	\$6,489.00	Fairbanks Area Office
North Star VFD	\$6,281.10	\$6,281.10	Fairbanks Area Office
Steese Area VFD	\$7,000.00	\$7,000.00	Fairbanks Area Office
Tri-Valley VFD	\$4,495.50	\$4,495.50	Fairbanks Area Office
Bayside Volunteer Fire Department	\$6,975.00	\$6,975.00	Kenai Kodiak Area Office
Bear Creek Fire/EMS Department	\$6,299.96	\$6,299.96	Kenai Kodiak Area Office
Central Emergency Services	\$6,520.50	\$6,520.50	Kenai Kodiak Area Office
City of Whittier Fire Department	\$6,231.50	\$6,231.50	Kenai Kodiak Area Office
Cooper Landing VFD	\$5,075.70	\$5,075.70	Kenai Kodiak Area Office
Homer VFD	\$6,098.77	\$6,098.77	Kenai Kodiak Area Office
Kachemak Emerg. Services	\$6,999.10	\$6,999.10	Kenai Kodiak Area Office
Kenai FD	\$5,588.73	\$5,588.73	Kenai Kodiak Area Office
Lowell Point VFD	\$7,000.00	\$7,000.00	Kenai Kodiak Area Office
Nikiski FD	\$5,808.60	\$5,808.60	Kenai Kodiak Area Office
Seward FD	\$6,303.67	\$6,303.67	Kenai Kodiak Area Office
Western Emergency Services Area	\$6,782.66	\$6,782.66	Kenai Kodiak Area Office
Womens Bay VFD	\$6,067.39	\$6,067.39	Kenai Kodiak Area Office
Caswell Lakes FSA #135	\$6,912.27	\$6,912.27	Mat Su Area
Chickaloon Fire Service, Inc.	\$6,104.70	\$6,104.70	Mat Su Area
Chugiak Vol. Fire and Rescue Co. Inc.	\$7,000.00	\$0.00	Mat Su Area
Houston FD	\$6,840.00	\$6,840.00	Mat Su Area
Palmer Fire and Rescue	\$7,000.00	\$7,000.00	Mat Su Area
Talkeetna VFD	\$7,000.00	\$7,000.00	Mat Su Area
Willow VFD	\$6,261.91	\$6,261.91	Mat Su Area
Haines VFD	\$6,000.00	\$6,000.00	Southeast Alaska
Hyder VFD	\$6,696.00	\$6,696.00	Southeast Alaska
Sitka FD	\$6,233.40	\$6,233.40	Southeast Alaska
Saint Paul Dept. of Public Safety	\$7,000.00	\$7,000.00	Southwest District
Native Village of Eagle	\$6,999.63	\$6,999.63	State of Alaska Protection
Dot Lake VFD	\$6,750.00	\$6,750.00	Tok Area Office
Tok VFD	\$6,354.55	\$6,354.55	Tok Area Office
Gakona VFD	\$6,948.00	\$6,948.00	Valdez-Copper River Area Office
GlennRich Fire Rescue	\$6,999.65	\$6,999.65	Valdez-Copper River Area Office
Kennicott/McCarthy VFD	\$6,291.00	\$6,291.00	Valdez-Copper River Area Office
Kenny Lake VFD	\$7,000.00	\$7,000.00	Valdez-Copper River Area Office
Valdez FD	\$6,300.00	\$6,300.00	Valdez-Copper River Area Office
GRAND TOTAL	\$266,198.11	\$259,198.11	



2024 Volunteer Fire Assistance (VFA) Grant Application

Application Period: November 1, 2023 – January 31, 2024

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. 2023
2. 2022
3. 2021
4. 2020
5. 2018

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, 2023? Yes ☐ No ☒

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

G. Grant amount requested: \$6,840.00 (\$7,000 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: Christian M. Hartley

Phone Number: Work 907-355-8794 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 \$7,000

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
☒	☐	☐	Purchase of PPE including pants, shirts, and gloves that will be assigned to individual firefighters. Cost Per Item: 400.00	15	6,000.00	Cash	600.00	5,400.00
☒	☐	☐	Purchase Operator shelter pack Cost Per Item: 100.00	8	800.00	Cash	80.00	720.00
☒	☐	☐	5400FW FIRE WEATHER METER PRO WBGT W/ LINK Cost Per Item: 800.00	1	800.00	Cash	80.00	720.00
☐	☐	☐						
☐	☐	☐						
☐	☐	☐						
☐	☐	☐						
☐	☐	☐						
			TOTALS	24	7,600.00		760.00	6,840.00

Grant Funding Requested (Total cost minus 10% fire department match share) \$ 6,840.00

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 will use the funds to purchase PPE for up to 15 firefighters including a trouser, shirt, eye protection, and gloves. Additional equipment will be used to equip apparatus operators with a fireline pack that does not require removal to operate a vehicle in high-hazard environments, and a weather system to better monitor weather for planning, tactics, and strategy-determination.

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 2024 Volunteer Fire Assistance Grant Manual.

Signature	Electronically signed on 01/26/2024	Date	01/26/2024
Type or Print Name	Christian M Hartley	Title	Fire Chief

DEADLINE: Must be received by FEBRUARY 18th, at 11:59 PM



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

Houston Fire Department

PR/AWARD NUMBER OR PROJECT NAME**NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)**

Prefix: Mr First Name: Christian
Middle Name: Michael
Last Name: Hartley
Suffix:
Title: Fire Chief

SIGNATURE(S)**DATE**

01-26-2024

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.

U.S. DEPARTMENT OF AGRICULTURE

**CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)
ALTERNATIVE I - FOR GRANTEE 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.

Houston Fire Department

Organization Name

Award Number or Project Name

Chief Christian M. Hartley

Name and Title of Authorized Representative


Signature

01/26/2024

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 <i>Fire Chief</i>	DATE SIGNED (MM-DD-YYYY) <i>01/26/2024</i>
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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
		Fire Chief
APPLICANT ORGANIZATION		DATE SUBMITTED
Houston Fire Department		January 26, 2024

Introduced by: Mayor Cole
Introduction Date: May 11th, 2023
Public Hearing: June 8th, 2023
Action: Adopted
Vote: Yes: Brasel, Childs, Duren, McDonald(4)
No: None(0)
Absent: Adams, Cole, Lowenstein(3)

**HOUSTON, ALASKA
ORDINANCE 23-11 (S)**

**AN ORDINANCE OF THE HOUSTON CITY COUNCIL PROVIDING FOR THE
ADOPTION OF THE ANNUAL BUDGET INCLUDING THE CAPITAL BUDGET FOR
THE FISCAL YEAR 2024 AND APPROPRIATING FUNDS TO CARRY OUT SAID
BUDGET**

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

SECTION 1: CLASSIFICATION: This is a non-code ordinance.

SECTION 2: PURPOSE: In accordance with Houston Municipal Code 4.05.020, The Houston City Council hereby adopts the annual budget for the Fiscal Year 2024 as presented by the Mayor. In accordance with Houston Municipal Code 4.01.080 the Houston City Council adopts the annual capital budget based on the multi-year capital improvements program.

SECTION 3: FEDERAL, STATE AND LOCAL GRANT FUNDS: Authority to increase or decrease appropriations in response to changes in estimated grant revenues is adopted as follows:

- (a) If federal, state or local grant funds that are received during the fiscal year ending June 30, 2024 exceed the estimates appropriated by this ordinance the affected appropriation is increased by the amount of the increase in receipts.
- (b) If federal, state or local grant funds are received during the fiscal year ending June 30, 2024 fall short of the estimates appropriated by this ordinance the affected appropriations reduced by the amount of the shortfall in receipts.

SECTION 4: APPROPRIATION: There is hereby appropriated out of the revenues of the City of Houston, for the fiscal year beginning July 1, 2023 the sum of \$1,557,518.00 which sum is deemed by Council to be necessary to defray all expenditures of the City during said budget year to be divided and appropriated in accordance with the attached budget proposal.

SECTION 5: TAX LEVY: The rate of levy on each dollar assessed valuation of taxable property is fixed at 3.0 mills.

SECTION 6: EFFECTIVE DATE: This ordinance shall be effective immediately upon its adoption by the Houston City Council.

ADOPTED by the Houston City Council on June 22, 2023.

Bold and Underline, added. ~~Strike through~~, deleted.

Introduced by: Mayor Cole

Introduction Date: May 11th, 2023

Public Hearing: June 8th, 2023

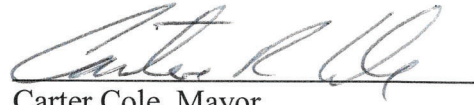
Action: Adopted

Vote: Yes: Brasel, Childs, Duren, McDonald(4)

No: None(0)

Absent: Adams, Cole, Lowenstein(3)

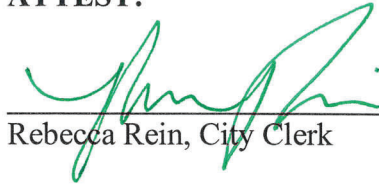
THE CITY OF HOUSTON, ALASKA



Carter Cole, Mayor

[SEAL]

ATTEST:



Rebecca Rein, City Clerk

Bold and Underline, added. ~~Strike through~~, deleted.

FIRE DEPARTMENT 01-104-				
Account	Items	Budget 2023	Budget 2024	Actual FY23
5001	Salaries & Wages	\$ 181,871.00	\$ 186,880.00	\$ 117,635.98
5002	FICA Taxes	\$ 14,440.00	\$ 18,000.00	\$ 8,591.79
5003	ESC Taxes	\$ 1,888.00	\$ 2,000.00	\$ 989.47
5005	Retirement 1% Co Paid	\$ 632.00	\$ 1,000.08	\$ 604.03
5006	Health & Life Insurance	\$ 19,887.00	\$ 39,799.92	\$ 22,558.37
5007	Workers Comp	\$ 7,383.00	\$ 8,000.00	\$ 9,049.30
5008	Fireworks Public Education	\$ 1,500.00	\$ 1,500.00	
5009	Background/Drug Test/Exams	\$ 400.00	\$ 400.00	
5101	Travel/Training/Etc	\$ 2,500.00	\$ 1,000.00	\$ 1,950.50
5102	Safety, Security & Training	\$ 1,000.00	\$ 500.00	
5201	Utilities Telephone	\$ 7,000.00	\$ 7,000.00	\$ 3,792.55
5202	Utilities Electric	\$ 20,000.00	\$ 20,000.00	\$ 17,396.99
5203	Utilities Heating Fuel	\$ 8,000.00	\$ 8,000.00	\$ 13,234.02
5204	Utilities Natural Gas	\$ 4,000.00	\$ 4,000.00	\$ 449.67
5205	Solid Waste	\$ 3,000.00	\$ 3,000.00	\$ 7,397.98
5206	Building Repair & Maintenance	\$ 15,000.00	\$ 5,000.00	\$ 10,281.82
5207	Postage/Delivery	\$ 750.00	\$ 750.00	\$ 110.00
5208	Licenses/Permits	\$ 6,000.00	\$ 5,000.00	\$ 1,100.00
5209	Subscriptions/Dues	\$ 300.00	\$ 300.00	\$ 851.50
5210	Certification	\$ 500.00	\$ 500.00	
5211	Operating Expenses	\$ -	\$ -	
5212	Advertising & Promotion	\$ 1,000.00	\$ 800.00	\$ 257.67
5213	Printing & Signage	\$ 600.00	\$ 600.00	
5219	Credit Card Fees	\$ 400.00	\$ -	\$ 219.99
5301	Supplies	\$ 800.00	\$ 800.00	\$ 480.04
5302	Janitorial Supplies	\$ 750.00	\$ 600.00	\$ 848.58
5303	Animal Food & Supplies	\$ 800.00	\$ -	\$ 921.57
5304	Equipment / Gear Purchases	\$ 50,000.00	\$ 32,026.00	\$ 10,626.40
5305	Training Supplies & Equipment	\$ 1,500.00	\$ 1,500.00	
5306	Miscellaneous Expenses	\$ 750.00	\$ 750.00	
5401	Vehicle/Equipment/Repair/Maint	\$ 20,000.00	\$ 15,000.00	\$ 5,834.04
5402	Vehicle & Equipment Rental	\$ 500.00	\$ 500.00	
5403	Vehicle Fuel	\$ 15,000.00	\$ 15,000.00	\$ 13,643.53
5501	Insurance Mobile Equipment	\$ 326.00	\$ 400.00	
5502	Insurance General Liability	\$ 4,426.00	\$ 5,000.00	\$ 4,813.06
5503	Insurance Property	\$ 16,733.00	\$ 34,000.00	\$ 32,377.00
5504	Insurance Vehicle	\$ 20,290.00	\$ 22,000.00	\$ 19,762.00
5505	Insurance Claim Deduction	\$ 10,000.00	\$ 10,000.00	
5601	Contractual Software	\$ 2,500.00	\$ 2,500.00	\$ 4,437.07
5602	Contractual Office Equipment	\$ 2,500.00	\$ 2,500.00	\$ 1,112.21
5603	Contractual Medical	\$ 1,500.00	\$ 1,500.00	
5604	Contractual Legal	\$ 500.00	\$ 500.00	

FIRE DEPARTMENT 01-104-				
Account	Items	Budget 2023	Budget 2024	Actual FY23
5605	Contractual Accounting Audit	\$ 6,250.00	\$ 6,250.00	
5606	Contractual IT Services	\$ 4,000.00	\$ 4,000.00	\$ 3,990.98
5608	Contractual Towing Service	\$ 1,500.00	\$ 1,500.00	\$ 577.50
5609	Contractual Vet Services	\$ 11,880.00	\$ -	\$ 8,747.00
5610	Contractual Security Services	\$ 800.00	\$ 800.00	\$ 820.00
5613	Contractual Maintenance Serv	\$ 36,000.00	\$ 36,000.00	\$ 27,443.54
5614	Contractual Dispatch	\$ 15,000.00	\$ 15,000.00	\$ 13,200.00
5615	Contractual Clear Creek Cat Rescue	\$ -	\$ -	\$ -
	TOTALS	\$ 522,356.00	\$ 522,156.00	\$ 366,106.15

PP Tax Fire	\$ 87,333.00
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HOUSTON, ALASKA
ORDINANCE 24-09

AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING THE FISCAL YEAR 2023-2024 BUDGET BY APPROPRIATING ~~\$74,996.64~~ \$55,462.96 TO THE PUBLIC WORKS EQUIPMENT AND GEAR, AND SUPPLIES AND CONSUMABLES LINE ITEMS FOR A MATCH FOR THE INCOMING WOOD INNOVATIONS GRANT TO THE GENERAL ACCOUNT.

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 Public Works Department has been approved for pre-awarded grant spending; and

WHEREAS, the ~~Public Works Department~~ City of Houston ~~will be~~ was notified of an awarded a grant in the amount of \$70,000.00 to purchase equipment with a required match of \$70,000.00; and

WHEREAS, the Fiscal Year 2023-2024 budget does not include a full required match of \$70,000.00. The current budget covers labor (\$21,534.40) and chainsaws (\$3,468.96) ~~but lacks the remaining funds of \$44,996.64 and an additional \$26,000.00 in shipping costs, \$4,000.00 inflation cost of equipment not included in the grant~~ but needs a supplemental appropriation of \$50,462.96 including shipping and \$5,000 contingency funds; and

WHEREAS, ~~Strikethrough~~ font indicates existing HMC language to be deleted and bold and underlined font indicates HMC 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 2023-2024 by providing a match for the Wood Innovations Grant in the amount of ~~\$70,000.00~~ \$70,000.00 and cover shipping of the equipment. ~~and equipment costs and a \$4,000.00 inflation cost since the quote from fall of 2023.~~

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

General Account – E 01-105-5304	\$60,000.00 <u>\$35,466.32</u>
General Account – E 01-105-5301	\$14,996.64
<u>General Account– E 01-105-5304</u>	<u>\$5,000.00</u>

SECTION IV: SOURCE OF FUNDS:

General Account	\$74,996.64 <u>\$55,462.96</u>
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SECTION V: EFFECTIVE DATE: This Fiscal Year 2023-2024 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:

Tani Schoneman, CMC, City Clerk

{SEAL}



HOUSTON CITY HALL

PO Box 940027

13878 W. Armstrong Rd

Houston AK 99694

Carter Cole, Mayor (C)

Mike Adams, Dep. Mayor (G)

Lisa Johansen, Seat A

Jeffrey Brasel, Seat B

Kent Mitchell, Seat D

David Childs, Seat E

Sandy McDonald, Seat F

Regular City Council Meeting Minutes

April 11, 2024, at 6:00 pm

1. Call to Order: Meeting was called to order at 6:02pm
2. Roll Call: All present. Also present: City Attorney Joe Levesque.
3. Invocation & Pledge of Allegiance: Invocation given by Terry Fouts. Pledge of Allegiance led by Mayor Cole.

*Note: Item 5 was read before approval of the Agenda.

4. Approval of Agenda:

Mayor Cole made a motion to approve the agenda; Councilmember Childs seconded the motion.

*Main Motion to approve the Agenda as amended passed unanimously.

Mayor Cole made a motion to amend the agenda moving Ordinance 24-02 from Unfinished Business item 9.A to Second Public Hearing item 7.A.1. which in turn will move Resolution 24-02 item 7.A.1 to 7.A.2 and Resolution 24-03 item 7.A.2 to 7.A.3. Councilmember McDonald seconded the motion.

Motion passed unanimously.

Councilmember McDonald moved Minutes of Previous Meeting from Consent Agenda items 8.A.1., 8.A.3., 8.A.4., 8.A.5., 8.A.6. to New Business Item 10.B.1., 10.B.2., 10.B.3., 10.B.4., 10.B.5.

Councilmember Johansen moved Ordinance No. 24-04 from the Consent Agenda item 8.B.1. to New Business item 10.C, and Ordinance No. 24-05 item 8.B.2. from the Consent Agenda to New Business item 10.D. Councilmember McDonald seconded the motion.

5. Special Orders of the Day:

- A. Proclamation: BY THE MAYOR OF THE CITY OF HOUSTON A PROCLAMATION FOR EDUCATION AND SHARING DAY read by Rabbi Mendy Greenberg

6. Reports/Correspondence

- A. Mat-Su Borough Assembly District Representative
- B. Mayor's Report
- C. Commission/Committee Reports
 - Planning Commission
 - Parks & Recreation Advisory Committee

D. Department Reports

- City Clerk's Report
- Treasurer's Report
- Public Work's Report
- Fire Chief's Report

Questions were asked and answered, full details can be found on the recording on the City of Houston website.

E. 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. Second Public Hearing, Comments from Citizens, Council, and an Action Vote by the Council:

*Note: Resolution No. 24-02 moved to item 7.A.2 and Resolution No. 24-03 moved to item 7.A.3.

1. ORDINANCE NO. 24-02: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HOUSTON MUNICIPAL CODE (HMC) 2.04.050 COMPENSATION AND REIMBURSEMENT.

Mayor Cole opened the public hearing at 6:36pm, no audience participation, public hearing closed at 6:37pm.

Councilmember Mitchell made a motion to approve Ordinance 24-02; Mayor Cole seconded the motion.

*Main Motion to Approve Ordinance 24-02 as amended; Roll Call Vote:
Mitchell=Y, Brasel=N, Childs=N, McDonald=Y, Adams=N, Cole=N:
Motion failed 2 Ayes, 4 Nays.

Thoughts and opinions were discussed. Questions were asked and answered by the City Attorney Joe Levesque and Mayor Cole. Full details can be heard on the recording on the City of Houston website.

Councilmember McDonald made a motion to amend Ordinance 24-02 by striking on line 28 the word ~~The~~ and replace with **A Councilmember**; strike ~~and be compensated as paid on call~~ to read **A Councilmember may also serve and not be compensated as on call staff.** Councilmember Mitchell seconded the motion.

Motion passed 4 Ayes, 2 Nays.

The meeting recessed at 7:38pm and reconvened at 7:50pm.

2. RESOLUTION NO. 24-02: A RESOLUTION OF THE HOUSTON CITY COUNCIL SITTING AS THE CITY ZONING BOARD REVIEWING THE FINDINGS AND RECOMMENDATIONS FROM THE PLANNING AND ZONING COMMISSION FOR A CONDITIONAL USE PERMIT APPLICATION FOR A METEOROLOGICAL TOWER INSTALLATION AND ASSOCIATED SUPPORT INFRASTRUCTURE FOR DATA COLLECTION AT 15158 W MILLERS REACH ROAD, LOT A2 OF SECTION 33 T18NR03W.

Mayor Cole opened the public hearing at 7:54pm

Stacey Quimby spoke against Resolution No. 24-02.
Stephanie Olson spoke against Resolution No. 24-02.
Chris Olson spoke against Resolution No. 24-02.
Jon McDonald spoke against Resolution No. 24-02.
Callie Courtney spoke against Resolution No. 24-02.
Josh Craft spoke in favor of Resolution No. 24-02 and the intention of the Met Tower.
Veronica spoke against Resolution No. 24-02.

Mayor Cole closed the public hearing at 8:15pm.

Mayor Cole made a motion to approve Resolution No. 24-02; Deputy Mayor Adams seconded the motion.

Thoughts and opinions were discussed, processes of the City of Houston and the Matsu Borough and what the Council was voting on were also discussed. Full details can be heard on the recording on the City of Houston website.

Roll Call Vote: Johansen=N, Mitchell=N, Brasel=N, Childs=N, McDonald=N, Deputy Mayor Adams=N, Mayor Cole=Abstain.

Motion Failed 0 Ayes, 6 Nays, 1 Abstain.

3. RESOLUTION NO. 24-03: A RESOLUTION OF THE HOUSTON CITY COUNCIL SITTING AS THE CITY ZONING BOARD APPROVING THE FINDINGS AND RECOMMENDATIONS FROM THE PLANNING AND ZONING COMMISSION FOR A CONDITIONAL USE PERMIT APPLICATION FOR NATURAL EXTRACTION AT 15875 W PARKS HIGHWAY FROM COLASKA INC. DBA QAP AS APPLICANT.

Mayor Cole opened the public hearing at 8:45pm.

Councilmember McDonald made a motion to approve Resolution No. 24-03; Councilmember Childs seconded the motion.

Councilmembers began discussion before the public hearing was closed. Mayor was told to close the public hearing.

Mayor Cole closed the public hearing at 8:50pm. There were no comments from the public.

Councilmembers continued their discussion. Full details can be heard on the recording on the City of Houston website.

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.*

Courtney Callie spoke about the small businesses in Houston, paying taxes, wanting more information, and asked what benefits small businesses receive.

Chris Olsen spoke about the pothole issues on Millers Reach Rd. Road needs to be rebuilt and about being a firefighter.

Jim Johansen spoke regarding his wife Lisa and changes needing to be made in the Code.

Full details can be heard on the recording on the City of Houston website.

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. Minutes Of Previous Meeting:

*Note: Items 8.A.1., 8.A.3., 8.A.4., 8.A.5., 8.A.6. to New Business Item 10.B.1., 10.B.2., 10.B.3., 10.B.4., 10.B.5.

1. October 12, 2023
2. November 9, 2023
3. November 16, 2023
4. December 18, 2023
5. January 11, 2024
6. February 8, 2024

B. Introduction Of Ordinances: *Council sets date for public hearing.*

*Note: Item 8.B.1. moved from Consent Agenda to New Business item 10.C and item 8.B.2 Ordinance No. 24-05 moved from Consent Agenda to New Business item 10.D.

1. ORDINANCE NO. 24-04: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING MULTIPLE SECTIONS OF HOUSTON MUNICIPAL CODE TO CREATE A NEW DEPARTMENT OF PUBLIC SAFETY, MOVE ALL PUBLIC SAFETY RESPONSIBILITIES AND AUTHORITIES UNDER THAT DEPARTMENT, REMOVE THE POSITIONS OF FIRE CHIEF AND POLICE CHIEF FROM DIRECTOR STATUS, AND UPDATE THE TITLE OF CLERK/TREASURER TO CLERK.

2. ORDINANCE NO. 24-05: AN ORDINANCE OF THE HOUSTON CITY COUNCIL PROVIDING FOR THE ADOPTION OF THE ANNUAL BUDGET INCLUDING THE CAPITAL BUDGET FOR THE FISCAL YEAR 2024 AND APPROPRIATING FUNDS TO CARRY OUT SAID BUDGET.

C. Resolutions: None

Councilmember McDonald made a motion to approve items left on the Consent Agenda; Mayor Cole seconded the motion.

Vote: Passed unanimously.

D. Action Memorandums:

1. AM No. 24-03 City Council Statement of Non-Protest for a new application of Marijuana Concentrate Manufacturing License #36527 held by North North Enterprises LLC DBA DDIII.

Mayor Cole made a motion to approve AM No. 24-03; Deputy Mayor Adams seconded the motion.

Mayor Cole asked Deputy Clerk Monika Antil to speak to AM 24-03. A brief explanation was given regarding how to currently fit concentrates into the Code and how to tax them. Thoughts, opinions, and questions were discussed. Deputy Mayor Adams withdrew his second of the motion to approve. Full details can be heard on the recording on the City of Houston website.

Mayor Cole made a motion to postpone AM No. 24-03 to the next regular scheduled meeting or before, Councilmember Childs seconded the motion. Vote: Motion passed 6 Ayes, 1 Nay.

The meeting recessed at 9:35pm and reconvened at 9:52pm.

9. Unfinished Business:

*Note: Ordinance 24-02 moved to item 7.A.1.

1. AM No. 24-03 City Council Statement of Non-Protest for a new application of Marijuana Concentrate Manufacturing License #36527 held by North North Enterprises LLC DBA DDIII.

10. New Business:

A. For Information Only: COH Personnel Policies and Procedures Handbook. Resolution will be on May 9, 2024, meeting to vote upon.

B. Minutes of Previous Meeting:

1. October 12, 2023
2. November 16, 2023
3. December 18, 2023
4. January 11, 2024
5. February 8, 2024

Councilmember McDonald made a motion to approve minutes of previous meeting with corrections provided; Deputy Mayor Adams seconded the motion. Vote: passed unanimously.

C. ORDINANCE NO. 24-04: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING MULTIPLE SECTIONS OF HOUSTON MUNICIPAL CODE TO CREATE A NEW DEPARTMENT OF PUBLIC SAFETY, MOVE ALL PUBLIC SAFETY RESPONSIBILITIES AND AUTHORITIES UNDER THAT DEPARTMENT, REMOVE THE POSITIONS OF FIRE CHIEF AND POLICE CHIEF FROM DIRECTOR STATUS, AND UPDATE THE TITLE OF CLERK/TREASURER TO CLERK.

Councilmember McDonald made a motion to introduce Ordinance No. 24-04;
Councilmember Childs seconded the motion.

Mayor Cole opened the public hearing at 10:02pm and closed the public hearing at 10:05pm

Councilmember Johansen made a motion to introduce Ordinance No. 24-04 at the April 11, 2024, meeting and set a public hearing for May 9, 2024; Councilmember McDonald seconded the motion.

Vote: passed unanimously.

To correct the error made Councilmember Johansen withdrew her motion and refer to the original motion made by Councilmember McDonald and seconded by Councilmember Childs.

Previous vote stands.

D. ORDINANCE NO. 24-05: AN ORDINANCE OF THE HOUSTON CITY COUNCIL PROVIDING FOR THE ADOPTION OF THE ANNUAL BUDGET INCLUDING THE CAPITAL BUDGET FOR THE FISCAL YEAR 2024 AND APPROPRIATING FUNDS TO CARRY OUT SAID BUDGET.

Mayor Cole made a motion to introduce Ordinance No. 24-05 and public hearing on April 11, 2024, and a second public hearing for May 9, 2024; Deputy Mayor Adams seconded.

Vote: passed unanimously.

Mayor Cole made a motion to amend the title to read fiscal year 2024-2025 and the capital budget to 2025-2031; Deputy Mayor Adams seconded the motion.

Vote: passed unanimously.

11. Record of Items Placed on the Table: None

12. Audience Comments – *3 minutes per person*: None

13. Executive Session: None

14. Council, Clerk, & Mayor Comments

Johansen: Thanked members of audience for their comments

Mitchell: Thanked the audience and asked about AS Statute and if Lisa can choose which compensation she would like to receive.

Brasel: No comment.

Childs: Thanked Lisa for her service.

McDonald: Thanked everyone.

Adams: Thanked everyone, talked about ethics ordinance, thanked everyone for their patience and thanked Lisa and apologized for putting her on the spot.

Clerk: Work Session on May 13, 2024, 10:00am to 4:00pm.

15. Adjournment: Meeting adjourned at 10:20pm.

Full details can be heard on the recording on the City of Houston website.

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



HOUSTON CITY HALL

PO Box 940027

13878 W. Armstrong Rd

Houston AK 99694

Carter Cole, Mayor (C)

Mike Adams, Dep. Mayor (G)

Lisa Johansen, Seat A

Jeffrey Brasel, Seat B

Kent Mitchell, Seat D

David Childs, Seat E

Sandy McDonald, Seat F

Regular City Council Meeting Minutes

May 9, 2024, at 6:00 pm

1. Call to Order: Meeting was called to order at 6:00pm.
2. Roll Call: Present Council Members: Johansen, Brasel, Childs, McDonald, Mayor Cole.
Mitchell: Arrived at 6:50pm
City Attorney: Joe Levesque
Deputy Mayor Adams: Excused Absence
3. Invocation & Pledge of Allegiance:
Mayor Cole gave the invocation.
Johansen led the Pledge of Allegiance.
4. Approval of Agenda:

Councilmember Childs made a motion to approve the agenda; Brasel seconded the motion.

*Main Motion to approve the Agenda as amended passed unanimously.

Councilmember McDonald made a motion to move items 9.A. and 9.B. from Unfinished Business to 7.A.3. & 7.A.4. respectively, as stated in code 5.08.030 A. and 5.10.060 A. require public hearings; Mayor Cole seconded the motion.

Vote: Passed unanimously.

5. Special Orders of the Day
6. Reports/Correspondence
 - A. Mat-Su Borough Assembly District Representative
 - B. Mayor's Report
 - C. Commission/Committee Reports

- Planning Commission
- Parks & Recreation Advisory Committee

D. Department Reports

- City Clerk's Report
- Treasurer's Report
- Public Work's Report
- Fire Chief's Report

E. 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. Second Public Hearing, Comments from Citizens, Council, and an Action Vote by the Council:

1. ORDINANCE NO. 24-04: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING MULTIPLE SECTIONS OF HOUSTON MUNICIPAL CODE TO CREATE A NEW DEPARTMENT OF PUBLIC SAFETY, MOVE ALL PUBLIC SAFETY RESPONSIBILITIES AND AUTHORITIES UNDER THAT DEPARTMENT, REMOVE THE POSITIONS OF FIRE CHIEF AND POLICE CHIEF FROM DIRECTOR STATUS, AND UPDATE THE TITLE OF CLERK/TREASURER TO CLERK.

Mayor Cole opened the Public Hearing at 6:20pm, with no public comments, it was closed at 6:21pm.

Mayor Cole made a motion to approve Ordinance No. 24-04; Councilmember Brasel seconded the motion.

Councilmember McDonald made a motion to postpone to time certain July 11, 2024, with a work session scheduled prior to June 24, 2024; Councilmember Johansen seconded the motion.

Vote: Passed unanimously.

2. ORDINANCE NO. 24-05: AN ORDINANCE OF THE HOUSTON CITY COUNCIL PROVIDING FOR THE ADOPTION OF THE ANNUAL BUDGET FISCAL YEAR JULY 1, 2024 – JUNE 30, 2025, AND CAPITAL IMPROVEMENT PLAN (6) YEARS 2025-3031, AND APPROPRIATING FUNDS TO CARRY OUT SAID BUDGET.

Mayor Cole opened the Public Hearing at 6:34pm, after public comments, it was closed at 6:54.

Jon McDonald is opposed to vacating easement on Zero Lake if that is what the project means on the CIP list.

Thomas Blair spoke about easement rights to his property.

Bill Sherry spoke about the Hessler Norris trail system.

Linda Holcomb supports the culvert being put in Prator Lake.

Mark Kapsner spoke about the flooding on property on Prator Lake.

Full details can be heard on the recording on the City of Houston website.

Mayor Cole made a motion to approve Ordinance 24-05; Council member Mitchell seconded the motion.

*Main Motion to approve Ordinance 24-05 as amended passed unanimously by Roll Call Vote: Johansen=Y, Mitchell=Y, Brasel=Y, Childs=Y, McDonald=Y, Mayor Cole=Y.

Councilmember McDonald made a motion to remove project titles (on COH pages 144 & 145, CIP pages 58 & 59) 1) from the Capital Improvement Program; 1) R.O.W. City Property, 2) R.O.W. City Property Section Line and refer them to Parks and Recreation Department for review and to follow up and work with the trail committees; Councilmember Johansen seconded the motion.

Roll Call Vote Passed 4 Ayes, 2 Nays: Johansen=Y, Mitchell=N, Brasel=Y, Childs=Y, McDonald=Y, Mayor Cole=N

*Note: Items 7.A.3. and 7.A.4. moved from 9.A. and 9.B.

3. AM No. 24-03 City Council Statement of Non-Protest for a new application of Marijuana Concentrate Manufacturing License #36527 held by North North Enterprises LLC DBA DDIII.

Mayor Cole opened the Public Hearing at 7:10pm, with no public comments the Public Hearing closed at 7:11pm.

Mayor Cole made a motion to approve AM No. 24-03; Councilmember Brasel seconded the motion.

*Main Motion as to approve AM No. 24-03 passed 4 Ayes, 2 Ayes; Roll Call Vote: Johansen=Y, Mitchell=N, Brasel=Y, Childs=Y, McDonald=N, Mayor Cole=Y.

Councilmember McDonald made a motion to Protest AM No. 24-03 based on title

5.10.060 B.C.2.; Councilmember Mitchell seconded the motion.

Roll Call Vote Failed, Tie Vote 3 Ayes, 3 Nays: Johansen=Y, Mitchell=Y, Brasel=N, Childs=N, McDonald=Y, Mayor Cole=N.

4. AM No. 24-05 City Council Statement of Non-Protest for the renewal of Beverage Dispensary License #533 held by Brian T Sharrah DBA Houston Lodge.

Mayor Cole opened the Public Hearing at 7:25pm, with no public comments, it closed at 7:26pm.

Mayor Cole moved to approve AM 24-05; council member Johansen seconded the motion.

Vote: Passed Unanimously.

B. Persons to be Heard: Presentations from Citizens/Businesses who requested to be on the agenda.

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.*

Councilmember McDonald made a motion to approve the Consent Agenda; Councilmember Childs seconded the motion.

Vote: Passed unanimously.

A. Minutes Of Previous Meeting: Will be provided at next regularly scheduled meeting.

B. Introduction Of Ordinances: *Council sets date for public hearing only. The public may comment on the Ordinances for 3 minutes.*

1. ORDINANCE NO. 24-07: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING HOUSTON MUNICIPAL CODE HMC SECTION 2.04.050 COMPENSATION AND REIMBURSEMENT AND HMC 2.36.020 OFFICERS AND MEMBERS TO ADDRESS COMPENSATION FOR CITY OF HOUSTON FIREFIGHTERS WHO ALSO BECOME CITY COUNCIL MEMBERS.

2. ORDINANCE NO. 24-08: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING THE FISCAL YEAR 2024 BUDGET BY ACCEPTING AND APPROPRIATING \$6,840.00 FROM THE VOLUNTEER FIRE CAPACITY GRANT TO THE GENERAL ACCOUNT

FOR THE HOUSTON FIRE DEPARTMENT.

C. Resolutions:

1. RESOLUTION NO. 24-04: A RESOLUTION OF THE HOUSTON CITY COUNCIL REVISING THE CITY'S PERSONNEL POLICIES AND PROCEURES HANDBOOK BY AMENDING CHAPTER 2 ORGANIZATION OF AUTHORITY, CHAPTER 3 EMPLOYEE CLASSIFICATION PLAN, CHAPTER 4 RECRUITMENT AND APPOINTMENT OF CITY EMPLOYEES, CHAPTER 5 WAGE AND SALARY POLICIES AND PROCEDURES, CHAPTER 6 EMPLOYEE BENEFITS ADMINISTRATION, CHAPTER 8 STANDARDS OF CONDUCT.

D. Action Memorandums:

9. Unfinished Business:

*Note: Items 9.A. and 9.B. moved to Item 7.A.3. and 7.A.4.

A. AM No. 24-03 City Council Statement of Non-Protest for a new application of Marijuana Concentrate Manufacturing License #36527 held by North North Enterprises LLC DBA DDIII.

B. AM No. 24-05 City Council Statement of Non-Protest for the renewal of Beverage Dispensary License #533 held by Brian T Sharrah DBA Houston Lodge.

10. New Business: None.

11. Record of Items Placed on the Table: None

12. Audience Comments – *3 minutes per person*

Don Grimes spoke about road conditions, roads not being well maintained, pot holes, not ditched properly.

Carla Vanderbeet spoke about the importance of natural gas being brought in.

Councilmember McDonald asked to suspend the rules temporarily: Approved by Council Johansen=Y, Mithell=Y, Brasel=Y, Childs=Y, McDonald=Y, Mayor Cole=N.

Councilmember McDonald made a motion to approve Resolution No. 24-04 for discussion; Councilmember Johansen seconded the motion.

Councilmember McDonald made a motion to move Resolution No. 24-04 to the work session in June.

Clarification was made by Christian Hartley that Resolution No. 24-04 would have to be reconsidered or rescinded, to discuss.

Councilmember McDonald changed her motion to read: move to reconsider Resolution No. 24-04; Councilmember Johansen seconded the motion.

Roll Call Vote Motion Failed: Johansen=Y, Mitchell=Nay, Brasel=N, Childs=N, McDonald=Y, Mayor Cole=N; 4 Nays, 2 Ayes.

13. Executive Session: None

14. Council, Clerk, & Mayor Comments

Johansen: No comment

Mitchell: No comment

Brasel: Thanked everyone for coming and thanked Dave Childs

Childs: No comment

McDonald: No comment

Joe Levesque: Thanked the Council for being invited to the meeting and said he will be collaborating with the council members on an ethics code.

Clerk: Thanked her Deputy Clerk for all the support she has given.

Mayor Cole: Looking forward to big changes coming....in the future the roads will be improved in this city.

15. Adjournment: Meeting adjourned at 8:10pm.

* Full details can be heard on the recording on the City of Houston website

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



HOUSTON CITY HALL

PO Box 940027

13878 W. Armstrong Rd

Houston AK 99694

Carter Cole, Mayor (C)

Mike Adams, Dep. Mayor (G)

Lisa Johansen, Seat A

Jeffrey Brasel, Seat B

Kent Mitchell, Seat D

David Childs, Seat E

Sandy McDonald, Seat F

Special City Council Meeting Minutes

May 29, 2024, at 7:00 pm

1. Call to Order: Meeting was called to order at 7:15pm.
2. Roll Call: Present Council Members: Johansen, Mitchell, Brasel, Childs, McDonald, Mayor Cole.
Absent: Deputy Mayor Adams
3. Invocation & Pledge of Allegiance: Councilmember Mitchell gave the invocation. Mayor Cole led the Pledge of Allegiance.
4. Approval of Agenda:

Mayor Cole made a motion to approve the Agenda; Councilmember Childs seconded the motion.

Vote: Passed 5 Ayes, 1 Nay

5. Public Comments: None

6. New Business

A. Introduction Of Ordinances: *Council sets date of June 13, 2024, for public hearing only. The public may comment on the Ordinance for 3 minutes.*

1. ORDINANCE NO. 24-09: AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING THE FISCAL YEAR 2023-2024 BUDGET BY APPROPRIATING \$74,996.64 TO THE PUBLIC WORKS EQUIPMENT AND GEAR, AND SUPPLIES AND CONSUMABLES LINE ITEMS FOR A MATCH FOR THE INCOMING WOOD INNOVATIONS GRANT TO THE GENERAL ACCOUNT.

Mayor Cole made a motion to set the date of June 13, 2024, as the Public Hearing for Ordinance No. 24-09; Councilmember Childs seconded the motion.

Mayor Cole asked the Finance Director to give a financial update statement and

the Public Works Clerk Melissa to explain the grant. Discussion ensued regarding point of order.

Vote: Passed 5 Ayes, 1 Nay.

7. Public Comments: None
8. Council, Clerk, & Mayor Comments: Mayor asked if any staff would like to speak, Chief Hartley spoke.

Johansen: No comment

Mitchell: Will be out of town in a remote village and will try to get to Emmonak via boat to call in for the next meeting.

Brasel: No Comment

Childs: No Comment

McDonald: Asked the Council to consider that \$75,000.00 is a lot of money and we have other ways to spend money to benefit the city.

Mayor: Spoke to helping older citizens with lowering costs and beetle kill and other fire hazards to the city and thinks it could bring revenue to city. Please go through the campground and see what the Public Works department has done with the Park so far.

9. Adjournment: Meeting adjourned at 7:45pm.

* Full details can be heard on the recording on the City of Houston website.

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

RESOLUTION 24-05

**A RESOLUTION OF THE HOUSTON CITY COUNCIL SUPPORTING THE 2nd ANNUAL
MATANUSKA THUNDER FESTIVAL ON JUNE 22, 2024**

WHEREAS, the Matanuska Thunder Festival will be held at the Houston Grass Station Campground and is a free family friendly gathering; and

WHEREAS, family activities will include music, pie eating contest, wagon rides, and a petting zoo with mini donkeys (Dudley, Marley, Frank, and Fruit); and

WHEREAS, bouncy houses will be provided by Stepping Stones and partially funded by the Lions Club; and

WHEREAS, a spaghetti feed will be provided by Snoop Doggs' personal chef Big Q Bone; and

WHEREAS, ~~Strikethrough font~~ indicates existing language to be deleted and **bold underlined** font indicates language to be added.

NOW, THEREFORE, BE IT RESOLVED; the Houston City Council supports the Matanuska Thunder Festival on June 22, 2024.

EFFECTIVE DATE this resolution becomes effective upon its adoption by the Houston City Council.

ADOPTED by the Houston City Council on _____.

THE CITY OF HOUSTON, ALASKA

Carter R Cole, Mayor

[SEAL]

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39 **ATTEST:**

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Tani Schoneman, City Clerk

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RESOLUTION 24-06

**A RESOLUTION OF THE HOUSTON CITY COUNCIL ACCEPTING THE FISCAL YEAR 2023
FINANCIAL STATEMENT AND AUDIT CERTIFICATION FOR PUBLIC RECORD.**

WHEREAS, PURSUANT TO Houston Municipal Code Section 4.01.070, the Council will provide for an audit or certified financial statement of annual income and expenditures; and

WHEREAS, the City of Houston engaged with Altman, Rogers & Co. for the purpose of auditing the City of Houston's annual financial statements for the fiscal year ending June 30, 2023, (Fiscal Year 2023); and

WHEREAS, the audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and

WHEREAS, ~~Strikethrough font~~ indicates existing language to be deleted and **bold underlined** font indicates language to be added.

NOW, THEREFORE, BE IT RESOLVED; the Houston City Council accepts the Fiscal Year 2023 Financial Statement Audit as attached for public record and it shall be submitted to the Department of Community and Regional Affairs by June 30, 2024.

EFFECTIVE DATE, this resolution becomes effective upon its adoption by the Houston City Council.

ADOPTED by the Houston City Council on _____.

THE CITY OF HOUSTON, ALASKA

Carter R Cole, Mayor

[SEAL]

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ATTEST:

Tani Schoneman, City Clerk

**HOUSTON, ALASKA
ORDINANCE 24-04**

AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING MULTIPLE SECTIONS OF HOUSTON MUNICIPAL CODE TO CREATE A NEW DEPARTMENT OF PUBLIC SAFETY, MOVE ALL PUBLIC SAFETY RESPONSIBILITIES AND AUTHORITIES UNDER THAT DEPARTMENT, REMOVE THE POSITIONS OF FIRE CHIEF AND POLICE CHIEF FROM DIRECTOR STATUS, AND UPDATE THE TITLE OF CLERK/TREASURER TO CLERK.

WHEREAS, HMC 2.18 and HMC 2.36 separate the two public safety agencies in the City of Houston into two separate departments; and,

WHEREAS, it is in the interest of the city to maximize efficiency of our residents' safety and to minimize politicization of public safety department heads; and,

WHEREAS, it is in the interest of the city to support a community-wide Neighborhood Watch program which has a demonstrated support from residents; and

WHEREAS, in practice the City's Fire Chief has performed duties more commiserate with a Public Safety Director and well outside of the job description provided for Fire Chief; and,

WHEREAS, HMC 02.18 inadequately provided guidance for the municipal police department's accountability to the City Council.

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

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

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

SECTION III: PURPOSE: The purpose of this ordinance is to update Houston Municipal Code (HMC) 2.04.230 Agenda and packets, HMC 2.6.10 Designated, HMC 2.18 Police Department, HMC 2.36 Fire Department, and HMC 4.10.010 Definitions.

SECTION IV: AMENDMENT:

2.04.230 Agenda and packets.

1 A. The Mayor/Council shall work with an agenda and a calendar of events. Councilmembers
2 wishing to put items on the agenda must notify the Clerk 10 days prior to the scheduled
3 meeting.

4 B. The Clerk shall prepare the agenda for each meeting after consultation with the Mayor. Items not on
5 the agenda may not be discussed at the meeting unless approved by a majority vote of the Council.

6 C. The Clerk shall attempt to notify each Councilmember at least 48 hours prior to a meeting.
7 Notification shall be by means of a packet including information on the time and place of meeting and
8 the agenda whenever practicable, minutes of the previous meeting, financial statements, and other
9 background material pertinent to the agenda shall be included in the packet.

10 D. The order of business for each regular meeting shall be as follows:

11 1. Call to order.

12 2. Roll call.

13 3. Invocation and pledge of allegiance.

14 4. Approval of the agenda.

15 5. Special orders of the day.

16 6. Reports/correspondence.

17 a. Mat-Su Borough Assembly district representative.

18 b. Mayor's report.

19 c. Commission/committee reports.

20 d. Department head reports.

21 i. City Clerk's report.

22 ii. Treasurer's report.

23 iii. Public Works report.

24 iv. ~~Fire Chief's~~ **Department of Public Safety** report.

25 e. Information memorandums.

26 7. Public participation.

27 a. Public hearing.

1 b. Persons to be heard.

2 c. Audience comments.

3 8. Consent agenda.

4 a. Minutes of previous meeting.

5 b. Introduction of ordinances.

6 c. Resolutions.

7 d. Action memorandums.

8 9. Unfinished business.

9 10. New business.

10 11. Record of items placed on the table.

11 12. Audience comments.

12 13. Executive session.

13 14. Council, Clerk, and Mayor comments.

14 15. Adjournment.

15 E. At each public hearing, a member of the public may address the council for a maximum of three
16 minutes before Council discussion of the proposed action.

17
18 2.16.010 Designated.

19 The City Clerk/~~Treasurer~~, Attorney, Treasurer/**Director of Finance**, ~~Police Chief or Officer in Charge~~,
20 **Director of Public Works** and ~~Fire Chief~~ **Director of Public Safety** are appointed by the Mayor and must
21 be confirmed by the Council. Appointed officers serve at the pleasure of the Council the length of their
22 services determined by the Council. If any officer is dismissed, the reason for dismissal must be given to
23 the officer, in writing and signed by four or more members of the Council. Officers must take the oath of
24 office in the manner prescribed for Councilmembers.

25
26 ~~Chapter 2.18~~

27 ~~POLICE DEPARTMENT~~

Sections:

~~2.18.010 Department established.~~

~~2.18.020 Appointment.~~

~~2.18.030 Duties.~~

~~2.18.040 Mission.~~

~~2.18.010 Department established.~~

~~There is established, in accordance with AS Title 29, the Police Department. Executive and administrative duties are vested in the Police Chief or Officer in Charge. (Ord. 04-07 § 4, 2004; Ord. 14-23 § 4, 2015)~~

~~2.18.020 Appointment.~~

~~A. The Police Chief and/or officers shall be appointed by the Mayor with the approval of the City Council and serve at the pleasure of the Council.~~

~~B. Under state law, AS 29.20.250 and 29.20.500(2), the Mayor or Municipal Manager is the chief law enforcement officer, which means that enforcement authority can be delegated to a police officer; however, ultimate responsibility remains with the Mayor or Manager. Upon delegation of an Officer in Charge, said person is responsible in developing, presenting a budget, and monitoring the Police Department. (Ord. 04-07 § 4, 2004; Ord. 14-23 § 4, 2015)~~

~~2.18.030 Duties.~~

~~The duties of the Chief or Officer in Charge shall be to develop for Council adoption the necessary ordinances and budget to govern and operate the Police Department and to assemble the personnel, facilities, equipment and supplies necessary to field a police force. The Chief and/or Officer in Charge shall rely on the Mayor/Council to develop the department. The Chief or Officer in Charge shall manage the department. (Ord. 04-07 § 4, 2004; Ord. 14-23 § 4, 2015)~~

~~2.18.040 Mission.~~

~~The Police Department shall be responsible for the preservation of public peace and order, the prevention and detection of crime and apprehension of offenders of the law, the protection of persons and property,~~

the enforcement of the law, and other duties for the general public welfare as may from time to time be assigned. (Ord. 04-07 § 4, 2004; Ord. 14-23 § 4, 2015)

Chapter 2.36

~~FIRE DEPARTMENT~~ **DEPARTMENT OF PUBLIC SAFETY**

Sections:

2.36.010 Established.

2.36.020 Officers and members.

2.36.030 Fire Chief.

2.36.040 Standard operating guidelines.

2.36.050 Repealed.

2.36.010 Established.

For the purpose of providing fire protection and rescue to private and public property within the City, there is established a ~~Fire Department~~ **Department of Public Safety**.

2.36.020 Officers and members.

The ~~Fire Department~~ **Department of Public Safety** shall consist of ~~a Fire Chief~~ **five divisions, each with a designated Officer in Charge**, and officers. ~~The Fire Chief~~ **Each Division's Officer in Charge** has the authority to appoint any officers deemed necessary and qualified. ~~The Fire Department~~ **All public safety divisions** shall be compatible with all ~~other fire departments~~ **lateral agencies** in the Matanuska-Susitna Borough. All officers and members shall be paid on call at an hourly rate that the ~~Fire Chief~~ **Public Safety Director** and the City Council establish.

2.36.025 Public Safety Director

A. Appointment. The Public Safety Director shall be appointed by the Mayor, confirmed by the City Council, and serves at the pleasure of the Council.

B. Operation and Duties.

1. The operation of all public safety divisions shall be under the direction and command of the Public Safety Director. These include:

a. Fire Department

b. Police Department

c. Animal Safety & Patrol

d. Community Neighborhood Watch

e. Emergency Management Department

2. The Public Safety Director shall:

a. Appoint, supervise, and command the personnel of all public safety divisions;

b. Develop and maintain operational policies, procedures, and training of the public safety divisions;

c. Advise and provide assistance to the City Council;

d. Identify and seek grant opportunities;

e. Report activities of all public safety divisions monthly to the City Council;

f. Coordinate all mutual aid agreements with partner agencies, and ensure interoperability of all public safety divisions;

g. Perform other duties as directed by the Mayor and City Council, and other duties as required by law.

2.36.030 Fire Chief.

A. Appointment. The Fire Chief shall be appointed by the ~~Mayor~~ **Public Safety Director**, confirmed by the City Council, and serves at the pleasure of the ~~Council~~ **Mayor**.

B. Operation and Duties.

1. The operation of the Fire Department shall be under the direction and command of the Fire Chief.

2. The Fire Chief shall:

- a. Appoint, supervise, and command the personnel of the Fire Department;
- b. Develop and maintain operational policies, procedures, and training of the Fire Department;
- c. Investigate the origin and causes of fires as necessary and issue citations in accordance with Alaska State Statutes and Houston Municipal Code;
- ~~d. Advise and provide assistance to the City Council;~~
- d. Have custody of, and all maintenance responsibilities for, all fire equipment, supplies, materials, buildings, and grounds assigned to the Fire Department;
- e. Maintain records of the Fire Department operations;
- f. Identify and seek grant opportunities;
- g. Report activities of the Fire Department monthly to the ~~City Council~~ **Director of Public Safety**;
- h. Develop for Council adoption the necessary ordinances and budget to govern and operate the Police Department**
- i. Perform other emergency service duties as directed by the Director of Public Safety and City Council, and other duties as required by law.**

2.36.031 Police Chief.

A. Appointment. shall be appointed by the Public Safety Director, confirmed by the City Council, and serves at the pleasure of the Mayor.

B. Operation and Duties.

1. The operation of the Police Department shall be under the direction and command of the Police Chief.

2. The Police Chief shall:

- a. Appoint, supervise, and command the personnel of the Police Department;**
- b. Develop and maintain operational policies, procedures, and training of the Police Department;**
- c. Develop for Council adoption the necessary ordinances and budget to govern and operate the Police Department**

d. Assemble the personnel, facilities, equipment, and supplies necessary to field a police force.

e. Have custody of, and all maintenance responsibilities for, all fire equipment, supplies, materials, buildings, and grounds assigned to the Police Department;

f. Maintain records of the Police Department operations;

g. Identify and seek grant opportunities;

h. Report activities of the Police Department monthly to the Director of Public Safety;

i. Perform other emergency service duties as directed by the Director of Public Safety and City Council, and other duties as required by law.

2.36.032 Chief Animal Control Officer.

A. Appointment. The Chief Animal Control Officer shall be appointed by the Public Safety Director, confirmed by the City Council, and serves at the pleasure of the Mayor.

B. Operation and Duties.

1. The operation of the Animal Safety & Patrol shall be under the direction and command of the Chief Animal Control Officer.

2. The Chief Animal Control Officer shall:

a. Appoint, supervise, and command the personnel of the Animal Safety & Patrol;

b. Develop and maintain operational policies, procedures, and training of the Animal Safety & Patrol;

c. Investigate, impound, and issue citations in accordance with Alaska State Statutes and Houston Municipal Code;

d. Assemble the personnel, facilities, equipment, and supplies necessary to field an effective animal control agency;

e. Have custody of, and all maintenance responsibilities for, all equipment, supplies, materials, buildings, and grounds assigned to the Animal Safety & Patrol;

f. Maintain records of the Animal Safety & Patrol operations;

g. Identify and seek grant opportunities;

1 h. Report activities of the Animal Safety & Patrol monthly to the Director of Public
2 Safety;

3 i. Perform other emergency service duties as directed by the Director of Public Safety
4 and City Council, and other duties as required by law.

5
6 **2.36.033 Community Neighborhood Watch Commander.**

7 **A. Appointment. The Community Neighborhood Watch Commander shall be appointed by the Public**
8 **Safety Director, confirmed by the City Council, and serves at the pleasure of the Mayor.**

9 **B. Operation and Duties.**

10 **1. The operation of the Community Neighborhood Watch shall be under the direction and**
11 **command of the Community Neighborhood Watch Commander.**

12 **2. The Community Neighborhood Watch Commander shall:**

13 **a. Appoint, supervise, and command the personnel of the Community Neighborhood**
14 **Watch;**

15 **b. Develop and maintain operational policies, procedures, and training of the**
16 **Community Neighborhood Watch;**

17 **c. Assemble the personnel, facilities, equipment, and supplies necessary to provide an**
18 **effective and safe citywide neighborhood watch program;**

19 **d. Advise and provide assistance to the Public Safety Director;**

20 **e. Have custody of, and all maintenance responsibilities for, all equipment, supplies,**
21 **materials, buildings, and grounds assigned to the Community Neighborhood Watch;**

22 **f. Maintain records of the Community Neighborhood Watch Commander operations;**

23 **g. Identify and seek grant opportunities;**

24 **h. Report activities of the Community Neighborhood Watch monthly to the Director of**
25 **Public Safety;**

26 **i. Perform other emergency service duties as directed by the Director of Public Safety**
27 **and City Council, and other duties as required by law.**

28
29 **2.36.034 Emergency Manager.**

A. Appointment. shall be appointed by the Emergency Manager, confirmed by the City Council, and serve at the pleasure of the Director of Public Safety.

B. Operation and Duties.

1. The operation of the Emergency Management Department shall be under the direction and command of the Emergency Manager.

2. The Police Chief shall:

a. Appoint, supervise, and command the personnel of the Emergency Management Department;

b. Develop and maintain operational policies, procedures, and training of the Emergency Management Department;

c. Develop for Council adoption the necessary ordinances and budget to govern and operate the Emergency Management Department;

d. Assemble the personnel, facilities, equipment, and supplies necessary to field an Emergency Management Department;

e. Have custody of, and all maintenance responsibilities for, all fire equipment, supplies, materials, buildings, and grounds assigned to the Emergency Management Department;

f. Maintain records of the Emergency Management Department operations;

g. Identify and seek grant opportunities;

h. Report activities of the Emergency Management Department monthly to the Director of Public Safety;

i. Perform other emergency service duties as directed by the Director of Public Safety and City Council, and other duties as required by law.

2.36.040 Standard operating guidelines.

~~The Fire Department~~ **All public safety divisions** shall establish rules, procedures and operating guidelines governing the operations of the department. These rules and procedures shall be consistent with accepted standards governing other ~~local fire departments~~ **lateral agencies**. All responders shall act in the best interest of the City. (Ord. 82-S-1 § 3(3), 1982; Ord. 89-14, 1989; Ord. 97-06, 1997; Ord. 09-19 § 4, 2009; Ord. 17-13 § 5, 2017)

2.36.050 Funding.

Repealed by Ord. 20-02. (Ord. 82-S-1 § 3(4), 1982; Ord. 97-06, 1997; Ord. 09-19 § 4, 2009)

4.10.010 Definitions.

When used in this chapter, the following words and phrases shall have the meanings set forth in this section:

“Construction” means the on-site field surveying, erection, rehabilitation, alteration, extension, or repair including painting or redecorating buildings, highways, or other improvements to real property under contract for the City.

“Contract” includes all types of agreements, regardless of what they may be called, for the procurement of supplies, services, or construction.

“Contract amendment” means any change in the terms of a contract accomplished by agreement of the parties and includes a change order.

“Director” means the City Clerk, ~~Fire Chief~~ **Director of Public Safety**, **Director of** Public Works ~~Director or~~ Treasurer/**Director of Finance**.

“Professional service” means a service which involves the exercise of discretion and independent judgment together with advanced or specialized knowledge, expertise or training gained by formal studies or experience, and includes without limitation a service provided by an engineer, architect, attorney, accountant, or consultant.

“Purchasing agent” means department directors or the Mayor.

“Service” means a contract performance whose principal element is not the furnishing of tangible or intangible property.

“Supplies” means tangible or intangible personal property

SECTION V: EFFECTIVE DATE: This ordinance becomes effective immediately upon adoption by the Houston City Council.

ADOPTED by the Houston City Council on _____.

THE CITY OF HOUSTON, ALASKA

Carter Cole, Mayor

ATTEST:

Introduced by: Mayor Cole
Introduction & First Public Hearing Date: April 11, 2024
Second Public Hearing Date: May 9, 2024
Vote:

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Tani Schoneman, CMC, City Clerk

**HOUSTON, ALASKA
ORDINANCE 24-04 (S)**

AN ORDINANCE OF THE HOUSTON CITY COUNCIL AMENDING MULTIPLE SECTIONS OF HOUSTON MUNICIPAL CODE TO CREATE A NEW DEPARTMENT OF PUBLIC SAFETY, MOVE ALL PUBLIC SAFETY RESPONSIBILITIES AND AUTHORITIES UNDER THAT DEPARTMENT, REMOVE THE POSITIONS OF FIRE CHIEF AND POLICE CHIEF FROM DIRECTOR STATUS, AND UPDATE THE TITLE OF CLERK/TREASURER TO CLERK.

WHEREAS, HMC 2.18 and HMC 2.36 separate the two public safety agencies in the City of Houston into two separate departments; and,

WHEREAS, it is in the interest of the city to maximize efficiency of our residents' safety and to minimize politicization of public safety department heads; and,

WHEREAS, it is in the interest of the city to support a community-wide Neighborhood Watch program which has a demonstrated support from residents; and

WHEREAS, in practice the City's Fire Chief has performed duties more commiserate with a Public Safety Director and well outside of the job description provided for Fire Chief; and,

WHEREAS, HMC 02.18 inadequately provided guidance for the municipal police department's accountability to the City Council.

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

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

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

SECTION III: PURPOSE: The purpose of this ordinance is to update Houston Municipal Code (HMC) 2.04.230 Agenda and packets, HMC 2.6.10 Designated, HMC 2.18 Police Department, HMC 2.36 Fire Department, and HMC 4.10.010 Definitions.

SECTION IV: AMENDMENT:

2.04.230 Agenda and packets.

1 A. The Mayor/Council shall work with an agenda and a calendar of events. Councilmembers
2 wishing to put items on the agenda must notify the Clerk 10 days prior to the scheduled
3 meeting.

4 B. The Clerk shall prepare the agenda for each meeting after consultation with the Mayor. Items not on
5 the agenda may not be discussed at the meeting unless approved by a majority vote of the Council.

6 C. The Clerk shall attempt to notify each Councilmember at least 48 hours prior to a meeting.
7 Notification shall be by means of a packet including information on the time and place of meeting and
8 the agenda whenever practicable, minutes of the previous meeting, financial statements, and other
9 background material pertinent to the agenda shall be included in the packet.

10 D. The order of business for each regular meeting shall be as follows:

11 1. Call to order.

12 2. Roll call.

13 3. Invocation and pledge of allegiance.

14 4. Approval of the agenda.

15 5. Special orders of the day.

16 6. Reports/correspondence.

17 a. Mat-Su Borough Assembly district representative.

18 b. Mayor's report.

19 c. Commission/committee reports.

20 d. Department head reports.

21 i. City Clerk's report.

22 ii. Treasurer's report.

23 iii. Public Works report.

24 iv. ~~Fire Chief's~~ **Department of Public Safety** report.

25 e. Information memorandums.

26 7. Public participation.

27 a. Public hearing.

b. Persons to be heard.

c. Audience comments.

8. Consent agenda.

a. Minutes of previous meeting.

b. Introduction of ordinances.

c. Resolutions.

d. Action memorandums.

9. Unfinished business.

10. New business.

11. Record of items placed on the table.

12. Audience comments.

13. Executive session.

14. Council, Clerk, and Mayor comments.

15. Adjournment.

E. At each public hearing, a member of the public may address the council for a maximum of three minutes before Council discussion of the proposed action.

2.16.010 Designated.

The City Clerk/~~Treasurer~~, Attorney, Treasurer/**Director of Finance**, ~~Police Chief or Officer in Charge~~, **Director of Public Works** and ~~Fire Chief~~ **Director of Public Safety** are appointed by the Mayor and must be confirmed by the Council. Appointed officers serve at the pleasure of the Council the length of their services determined by the Council. If any officer is dismissed, the reason for dismissal must be given to the officer, in writing and signed by four or more members of the Council. Officers must take the oath of office in the manner prescribed for Councilmembers.

~~Chapter 2.18~~

~~POLICE DEPARTMENT~~

City of Houston, Alaska

Ordinance 24-04
Page 3 of 6

Sections:

~~2.18.010 Department established.~~

~~2.18.020 Appointment.~~

~~2.18.030 Duties.~~

~~2.18.040 Mission.~~

~~2.18.010 Department established.~~

~~There is established, in accordance with AS Title 29, the Police Department. Executive and administrative duties are vested in the Police Chief or Officer in Charge. (Ord. 04-07 § 4, 2004; Ord. 14-23 § 4, 2015)~~

~~2.18.020 Appointment.~~

~~A. The Police Chief and/or officers shall be appointed by the Mayor with the approval of the City Council and serve at the pleasure of the Council.~~

~~B. Under state law, AS 29.20.250 and 29.20.500(2), the Mayor or Municipal Manager is the chief law enforcement officer, which means that enforcement authority can be delegated to a police officer; however, ultimate responsibility remains with the Mayor or Manager. Upon delegation of an Officer in Charge, said person is responsible in developing, presenting a budget, and monitoring the Police Department. (Ord. 04-07 § 4, 2004; Ord. 14-23 § 4, 2015)~~

~~2.18.030 Duties.~~

~~The duties of the Chief or Officer in Charge shall be to develop for Council adoption the necessary ordinances and budget to govern and operate the Police Department and to assemble the personnel, facilities, equipment and supplies necessary to field a police force. The Chief and/or Officer in Charge shall rely on the Mayor/Council to develop the department. The Chief or Officer in Charge shall manage the department. (Ord. 04-07 § 4, 2004; Ord. 14-23 § 4, 2015)~~

~~2.18.040 Mission.~~

~~The Police Department shall be responsible for the preservation of public peace and order, the prevention and detection of crime and apprehension of offenders of the law, the protection of persons and property,~~

the enforcement of the law, and other duties for the general public welfare as may from time to time be assigned. (Ord. 04-07 § 4, 2004; Ord. 14-23 § 4, 2015)

Chapter 2.36

~~FIRE DEPARTMENT~~ DEPARTMENT OF PUBLIC SAFETY

Sections:

2.36.010 Established.

2.36.020 Officers and members.

2.36.030 Fire Chief.

2.36.040 Standard operating guidelines.

2.36.050 Repealed.

2.36.010 Established.

For the purpose of providing fire protection and rescue to private and public property within the City, there is established a Fire Department Department of Public Safety.

2.36.020 Officers and members.

The Fire Department Department of Public Safety shall consist of ~~a Fire Chief~~ **five divisions, each with a designated Officer in Charge**, and officers. ~~The Fire Chief~~ **Each Division's Officer in Charge** has the authority to appoint any officers deemed necessary and qualified. The Fire Department **All public safety divisions** shall be compatible with all other fire departments **lateral agencies** in the Matanuska-Susitna Borough. All officers and members shall be paid on call at an hourly rate that the ~~Fire Chief~~ **Public Safety Director** and the City Council establish.

2.36.025 Public Safety Director

A. Appointment. The Public Safety Director shall be appointed by the Mayor, confirmed by the City Council, and serves at the pleasure of the Council.

B. Operation and Duties.

1. The operation of all public safety divisions shall be under the direction and command of the Public Safety Director. These include:

a. Fire Department

b. Police Department

c. Animal Safety & Patrol

d. Assist Houston Citizens establish and coordinate Community Neighborhood Watch Program with Alaska State Troopers

e. Emergency Management Department

2. The Public Safety Director shall:

a. Appoint, supervise, and command the personnel of all public safety divisions;

b. Develop and maintain operational policies, procedures, and training of the public safety divisions;

c. Advise and provide assistance to the City Council;

d. Identify and seek grant opportunities;

e. Report activities of all public safety divisions monthly to the City Council;

f. Coordinate all mutual aid agreements with partner agencies, and ensure interoperability of all public safety divisions;

g. Perform other duties as directed by the Mayor and City Council, and other duties as required by law.



Approved	Denied
Public Hearing	
Date Action Taken	
Attest:	

ACTION MEMORANDUM NO. 24-06

Title: Authorizing the Mayor to purchase a Timberwolf Firewood Processing Machine Model HD XL with a Paddle Belt Conveyor 8-way Wedge from Lightspeed Trailers in Calgary, AL in the amount of \$105,466.32.

Originator: Jared Eison
Department: Public Works
Date: January June 4, 2024

Agenda of: June 13, 2024

Route to:	Department Head	Signature	Date
X	Mayor	<i>[Signature]</i>	6/7/2024
X	City Clerk	<i>[Signature]</i>	06/07/24
X	Finance Director	<i>[Signature]</i>	06/06/24
X	Public Works Director	<i>[Signature]</i>	6/6/24
X	Fire Chief	<i>[Signature]</i>	6/7/24

Reviewed by Mayor: *[Signature]*

Attachment(s):

- Ordinance 24-09
- Grant Back-up Documentation

Fiscal Impact: yes ☒ or no ☐

Funds are budgeted: yes ☒ or no ☐

Account name/number: General Fund 01-105-5304 Equipment & Gear Purchases

Summary statement:

Timberwolf Firewood Processing Machine Model HD XL with a Paddle Belt Conveyor 8-way wedge, from Lightspeed Trailers in Calgary, AL, for \$105,466.32.

Administration recommendation: Approve Action Memorandum 24-06