



# CITY OF NORTH POLE *Alaska*

## REGULAR CITY COUNCIL MEETING Monday, January 7, 2013

Committee of the Whole – 6:30 p.m.  
Regular City Council Meeting – 7:00 p.m.

### COUNCIL MEMBERS

Richard Holm -Alt. Dep. Mayor Pro Tem	488-1776
Sharron Hunter-Mayor Pro Tem	488-4282
Thomas McGhee	455-0010
Derrick Nelson	490-2446
Michelle Sikma -Dep. Mayor Pro Tem	378-5778
Preston Smith	488-8824

### MAYOR

Bryce Ward – 488-7314

### CITY CLERK

Kathy Weber, MMC 488-8583

1. Call to Order/Roll Call
2. Pledge of Allegiance to the US Flag –
3. Invocation
4. Approval of the Agenda
5. Approval of the Minutes
6. Communications from the Mayor
  - FMATS 101 – Donna Gardino
7. Council Member Questions of the Mayor
8. Communications from Department Heads, Borough Representative and the City Clerk
9. Ongoing Projects Report

**10. Citizens Comments (Limited to Five (5) minutes per Citizen)**

**11. Old Business**

**12. New Business**

- a. Annual Review and Appointment of Committee Memberships

**13. Executive Session**

- a. City Clerk Evaluation

**14. Council Comments**

**15. Adjournment**

*The City of North Pole will provide an interpreter at City Council meetings for hearing impaired individuals. The City does require at least 48 hours notice to arrange for this service. All such requests are subject to the availability of an interpreter. All City Council meetings are recorded on CD. These CD's are available for listening or duplication at the City Clerk's Office during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. or can be purchased for \$5.00 per CD. The City Clerk's Office is located in City Hall, 125 Snowman Lane, North Pole, Alaska.*

**Committee of the Whole – 6:30 P.M.  
Regular City Council Meeting – 7:00 P.M.**

A regular meeting of the North Pole City Council was held on Monday, December 17, 2012 in the Council Chambers of City Hall, 125 Snowman Lane, North Pole, Alaska.

**CALL TO ORDER/ROLL CALL**

Mayor Ward called the regular City Council meeting of Monday, December 17, 2012 to order at 7:00 p.m.

***There were present:***

**Mr. Holm  
Ms. Hunter  
Mr. McGhee  
Mr. Nelson  
Ms. Sikma  
Mr. Smith  
Mayor Ward**

***Absent/Excused***

**PLEDGE OF ALLEGIANCE TO THE U.S. FLAG**

**Presentation of Colors and pledge of allegiance by Troop #42**

**INVOCATION**

**Mr. McGhee asked for a moment of silence for the students at Sandy Hook Elementary School in Newtown, CT**

**APPROVAL OF AGENDA**

**Mr. McGhee moved to Approve the Agenda of December 17, 2012**

**Seconded by Mr. Holm**

**Discussion**

**None**

**Mr. McGhee moved to consent the following items on the agenda:**

**Old Business**

- a. Ordinance 12-25, An Ordinance of the City of North Pole, Alaska Amending Title 4, Chapter 4.10.010, User Fees

**New Business**

- a. Approval Of 14 Sets Of Bunker Gear For NFPD In The Amount Of \$26,371.80 To Be Funded By 2010 State Grant

**Seconded by Mr. Nelson**

**Discussion**

None

**On the amendment**

**PASSED**

**YES –7-** Holm, Hunter, Sikma, McGhee, Smith, Nelson, Ward

**NO – 0**

**Absent- 0 -**

**On the main motion as amended**

**PASSED**

**YES –7-** Holm, Hunter, Sikma, McGhee, Smith, Nelson, Ward

**NO – 0**

**Absent- 0 -**

**APPROVAL OF MINUTES**

**Mr. Holm moved to Approve the minutes of December 3, 2012**

**Seconded by Mr. McGhee**

**Discussion**

None

**PASSED**

**YES –7-** Holm, Hunter, Sikma, McGhee, Smith, Nelson, Ward

**NO – 0**

**Absent- 0 -**

**COMMUNICATIONS FROM THE MAYOR**

Governor Parnell announced his energy building blocks proposal. The Plan allows for 355 Million dollars of low interest loans and grants to help provide affordable energy for Alaskans. We presented our legislative priorities to the Interior delegation last week for the City and FMATS, General consensus was we will not get help for our police roof, its Maintenance and should be done by city. The Legislature focuses more on capital projects and infrastructure not maintenance.

Met with EPA, DEC and Mayor Hopkins Taskforce on Air Quality. We did not meet EPA time requirements for STIP, however we are working closely with EPA to assemble a plan and avoid sanctions.

City Employee Christmas party was Friday and was a family fun affair. The best dessert award would have to go to the provider of the Fondant fountain, which many (especially the kids) enjoyed.

I would encourage all to check out the ice park, they have some truly amazing artwork this year!

- Student of the Month, NPHS – Ashlynn Mulcare – November
- Introduction of North Pole Royalty
  - King, Gerry Million
  - Queen, Melissa Bidwell
  - Princess, Brianna Rodriguez
- Employee Service Awards – 5 years
  - Bill Butler
  - Daniel Kuhnert
  - Chris Lindsoe
  - Shawn McGilvary
  - Kalen Middleton
  - Stan Swetzof
  - Marilyn Zrucky

#### **COUNCIL MEMBER QUESTIONS OF THE MAYOR**

None

#### **COMMUNICATIONS FROM DEPT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK**

##### **Police Department, Chief Dutra**

- Present Basic Certificate to Officer Fisher
- Lt. Rathbun and I attended Executive Dev. Conference in Anchorage  
Topics Below 100 plus other topics related to management
- We picked up the new Detective car in Anchorage.
- We also just received the new patrol car from Seekins.
- I plan on putting together 2012 Stats for 2<sup>nd</sup> council meeting in January.
- We have one position still open and two additional openings coming end of Dec.
- Detective Stewart good job
- We are putting together the RFP for the DBA DHS&EM
- We have just completed our narrow banding project. Programming and licensing

##### **Fire Department, Chief Lane**

- Completed narrow banding on radio's as well. Thanked City of Fairbanks for getting a grant to do this and saved North Pole a lot of money.
- Cold weather and snow have caused accidents attributed by visibility. Keep lights on and be aware.
- Mayor received letter from Homeland Security for the preparedness grant and hopefully will receive 5,000 to go toward wages for the program from January – June, 2013. They will apply again in July which will be for a year and \$10,000.

- Fire and Police are working together to put a program together for Emergency Preparedness.
- May lose Kyle Green to City of Fairbanks.
- Fire truck is making its round through North Pole. Starts at 6:00 p.m. and goes for a couple of hours.

**Accountant, Lisa Vaughn**

- You have both a financial statement for November and a copy of the November bank reconciliation. To increase our “transparency” the Mayor has asked that I give you the first page of the bank reconciliation. If you look at the bank balance and the book balance, they are the same and they match the Central Treasury balance on the first page of the bank statement.
- The Mayor and I met this morning to discuss 2012 revenues. We do have some concerns. Prior year citation revenue came in much less than projected. We based our projections on the average collection for the past three years. We are concerned that the sales tax is not going to meet our projected budget. If you look as of November, we are \$580,988 under budget. Based on a three year history, we are projecting that we could come in as much as \$140,000 under budget. We do feel that Alcohol and Tobacco Taxes will come in as scheduled.
- When revenues were forecasted for the 2013 budget, we did feel that the 2012 sales tax was estimated higher than it should have been and we took this into consideration for the 2013 budget.

**Director of City Services, Bill Butler**

**December 17, 2012 City Council Report**

Bill Butler

Director of City Services

**Building Department**

- No new building permits this period

**Public Works**

- Santa’s Senior Center Kitchen Renovation project received a project audit today (12/17)
- Major snow event
  - Plowing made more difficult because snow fell over several days

**Utility Department**

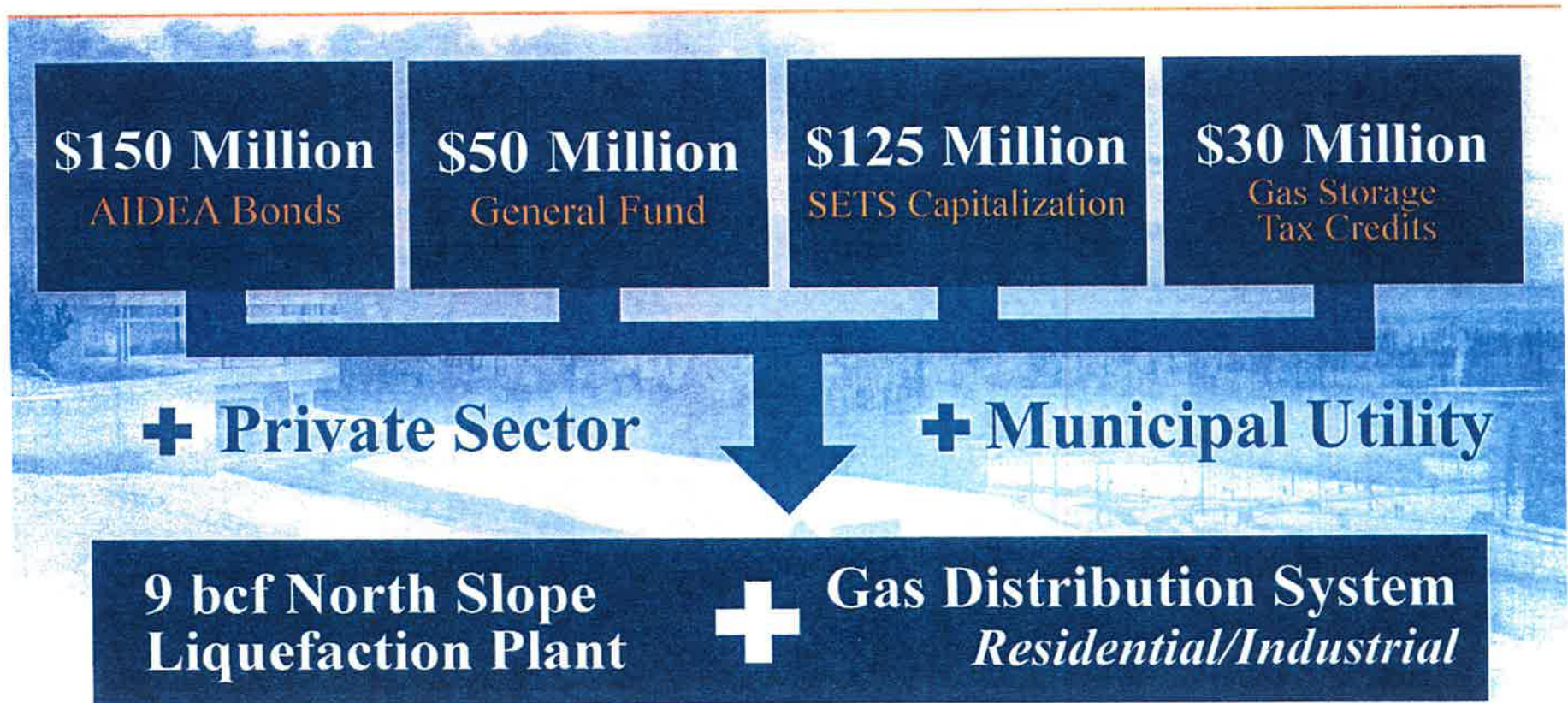
- Successfully separated old water treatment plant reservoir from the water system
  - Separation permit isolation of the remaining reservoirs
  - First time in over five years were able to clean and inspect remaining reservoirs
- Upgrade of lift station control panels approved by the Council is substantially complete
  - Purpose was to modify the Phase 1 panels on the Phase 2 control panel model

**Natural Gas Utility Board**

- Board complement complete with seven members
- Continue to develop draft bylaws
  - By laws must be submitted to and approved by FNSB Council for approval
- Governor announced a natural gas initiative to be included as part of his 2014 budget (See attached)

# INTERIOR ENERGY

State steps up  
with \$355 million



OFFICE OF GOVERNOR  
**SEAN PARNELL**

[gov.alaska.gov](http://gov.alaska.gov)



# Advantages of an LNG Plant and Distribution System

- **Energy relief for Interior Alaskans**
- **Fairbanks distribution system ready for gas pipeline**
- **Access to gas for road and river system communities**
- **Access to gas for Southcentral Alaska**



OFFICE OF GOVERNOR  
**SEAN PARNELL**

[gov.alaska.gov](http://gov.alaska.gov)



**Borough Representative**

- Met on Thursday and had ordinances on labor unions but had no affect on City of North Pole.

**City Clerk**

**December 3, 2012**

- I will be out of the office from December 24 – January 2, 2013.
- There will be an Executive Session on January 7, 2013 for the Clerks evaluation.
- 8 days until Christmas

**ONGOING PROJECTS**

**Christmas in Ice, Ron Jones**

3,000 park guests from last year.

12/8 BP 630 people

12/15 1,050 people

Upcoming events Christmas Day 12 – 6 and Santa will be there. Web cams will be up.

New Years Eve, star drop and is free.

**CITIZENS COMMENTS – 5 Minutes**

- None

**COUNCIL COMMENTS**

**Ms. Hunter** – saw the fire truck tonight with the Christmas music playing on her way to the council meeting. She thanked the fire & police department and wished everyone a safe holiday.

**Ms. Sikma** – wished everyone a Merry Christmas and to stay safe and warm. She said the Ice Park is doing great and they are getting a lot of national attention because it has been too cold to cut ice.

**Mr. Holm** – wished everyone a Merry Christmas and Happy New Year.

**Mr. Smith** – appreciated everyone for welcoming him onto the council and wished everyone a Merry Christmas.

**Mr. Nelson** – encouraged everyone to stay safe and have a Merry Christmas.

**Mr. McGhee**- wished everyone a Happy Yule, Merry Christmas, Happy Hanukah, and pay it forward.

**Mayor Ward** – thanked all the employees and citizens and wished everyone a Merry Christmas

and Happy New Year and encouraged everyone to come and visit City Hall.

**ADJOURNMENT**

**Mr. McGhee adjourned the meeting at 8:05 p.m.**

**Seconded by Mr. Holm**

The regular meeting of December 17, 2012 adjourned at 8:05 p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Monday, January 7, 2013.

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Bryce J. Ward, Mayor

**ATTEST:**

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Kathryn M. Weber, MMC  
North Pole City Clerk

125 Snowman Ln  
North Pole, Alaska  
99705  
907-888-4444  
907-488-8584

**City of North Pole  
Office of the Mayor**

# Memo

**To:** Council Members  
**From:** Bryce Ward  
**cc:** Kathy Weber  
**Date:** January 3, 2013  
**Re:** 2012 Amended Budget

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After discussions with our accountant Ms. Vaughn, and reviewing our budget process I have decided to not offer an end of the year budget for 2012. Typically budgets have been presented during December to make adjustments so that year-end figures are not over the budgeted amount. By changing year end line items in the budget to reflect the actual spending amounts we are short circuiting the budget process. The budget should be altered through the year as circumstances require, not in a last ditch effort at year end. By allowing the budget to come to a close and not make changes, we will be able to check our budgeting abilities and make sure we are maintaining our budget not reacting to it.

In order to streamline our future budget process, increase efficiency, and give greater transparency I have enacted the following steps.

- At a minimum weekly reports of financials (on my desk)
- Biweekly staff meetings
- Bank Rec's and financials at 2<sup>nd</sup> meeting of month (council members)

And will be enacting the following steps in 2013

- Budget details on all Ordinances and Resolutions that affect the budget
- Caselle licenses for all department heads (2 additional copies)
- Revising budget throughout year as needed.

**City of North Pole**  
**2013 Committees and Committee Members**

COMMITTEE NAME	Name	Mailing Address	E-Mail Address	Phone	Fax
<b>North Pole City Council</b>	<b>CITY COUNCIL MEMBERS</b>				
Mayor	Bryce Ward	606 E 5th Ave North Pole, AK 99705	<a href="mailto:mayor@northpolealaska.com">mayor@northpolealaska.com</a>	(907) 888-4444 (cell) (907) 488-8584 (wk)	
City Council Member	Richard Holm	167 Santa Claus Lane North Pole, AK 99705	<a href="mailto:holm@northpolealaska.com">holm@northpolealaska.com</a>	(907) 488-1776 (hm) (907) 488-8555 (wk)	
City Council Member	Sharron Hunter	322 Crossway North Pole, AK 99705	<a href="mailto:shunter@northpolealaska.com">shunter@northpolealaska.com</a>	(907) 488-4282 (hm) (907) 488-3761 (wk)	
City Council Member	Thomas McGhee	1152 North Star Dr. North Pole, AK 99705	<a href="mailto:tmcghee@northpolealaska.com">tmcghee@northpolealaska.com</a>	(907) 455-0010 (wk)	
City Council Member	Derrick Nelson	815 Marquette Loop North Pole, AK 99705	<a href="mailto:dnelson@northpolealaska.com">dnelson@northpolealaska.com</a>	(907) 378-8207	
City Council Member	Michelle Sikma	PO Box 57455 North Pole, AK 99705	<a href="mailto:msikma@northpolealaska.com">msikma@northpolealaska.com</a>	(907) 378-5778	
City Council Member	Preston Smith	PO Box 60882 Fairbanks, AK 99706	<a href="mailto:psmith@northpolealaska.com">psmith@northpolealaska.com</a>	(907) 488-8824 (hm)	
	<b>FINANCE/AUDIT COMMITTEE</b>				
Citizen Member	Mike Welch - Chair	935 Les Rogers Turnaround North Pole, AK	<a href="mailto:northpolermike@netscape.net">northpolermike@netscape.net</a>	(907) 488-5834	
Business Member	Tammy Randolph	450 S. Santa Claus Lane North Pole, AK 99705	<a href="mailto:tammy.randolph@c4xd.statefarm.com">tammy.randolph@c4xd.statefarm.com</a>	(907) 488-7082	
Council Member	Sharron Hunter	322 Crossway North Pole, AK 99705	<a href="mailto:shunter@northpolealaska.com">shunter@northpolealaska.com</a>	(907) 488-4282	
Employee Member	Buddy Lane	PO Box 55925 North Pole, AK 99705	<a href="mailto:blane@northpolefire.org">blane@northpolefire.org</a>		
	<b>ETHICS BOARD COMMITTEE</b>				
3 Year Term	Francie Cork	401 Holiday Rd North Pole, AK 99705	<a href="mailto:thecorks@gci.net">thecorks@gci.net</a>	907-488-1973	
3 Year Term	Jeff Jacobson	PO Box 57033 North Pole, AK 99705	<a href="mailto:jjacobson@co.fairbanks.ak.us">jjacobson@co.fairbanks.ak.us</a>	(907) 460-7733	
2 Year Term	Melissa Bidwell	105 E 7th Ave North Pole, AK 99705		(907) 322-8873	
2 Year Term	Jim Taylor	1124 Lake Drive North Pole, AK 99705		(907) 488-2422	
1 Year Term	Tim Opperman	109 E 5th Ave North Pole, AK 99705		(907) 978-5844	
Alternate Committee Member 1 Year Term	Rone Jones	2410 San Augustin Dr. North Pole, AK 99705		(907) 488-3579	

## **2.12.070 Committees.**

- A. The council may create standing and special committees. The mayor shall appoint committee members and designate a committee chairman subject to confirmation by the council. All committees and their respective memberships shall automatically sunset by December 31 of each year unless otherwise specified. The mayor and the council shall annually review all committees and their respective memberships for consideration of reappointment. In such case as the mayor has a conflict of interest in appointments to special or standing committees, the mayor pro tempore shall appoint committee members subject to confirmation of council. In such case as both the mayor and the mayor pro tempore have a conflict of interest, the deputy mayor pro tempore shall appoint committee members subject to confirmation of council. In such case as the mayor, mayor pro tempore and deputy mayor pro tempore have a conflict of interest, the alternate deputy mayor or pro tempore shall appoint committee members subject to confirmation of council. (Ord. 01-06, 2001)
- B. The majority of those committee members appointed under subsection A of this section and confirmed by council will constitute a quorum of the committee.
- C. No business shall be conducted without a quorum of the committee.
- D. The committee chairman shall see that the committee acts on all business referred to it and reports back to the council as soon as practicable. The committee chairman shall file with the clerk a record of the actions taken by the committee.
- E. Any council member may attend, participate, debate and vote at any committee meeting, but a council member who was not appointed to the committee shall not be counted in determining the presence of a quorum.
- F. A majority of the votes cast on the question shall be required to adopt any motion or other matter brought before a committee.
- G. The clerk shall cause reasonable public notice of a committee meeting to be given. (Ord. 98-5 §§4, 6, 1998: Ord. 94-8 §2(part), 1994: Ord. 82-3 §2-6(10), 1982)



## **City of North Pole Finance and Audit Committee**

**Purpose:** The Audit and Finance Committee exists to give oversight to the audit process and ensure regular communication between management of the City, independent auditors and Council members. This committee may also be given detailed task by the council and may be used to evaluate the financial soundness of a proposed ordinance. The overall purpose of this committee is to ensure proper management of city finances and execution of fiduciary duties.

**Responsibilities:** Members of the audit and finance committee should have at a minimum, a basic understanding of general accounting, Fund accounting auditing, financial reporting and internal controls. If a member does not have understanding of these areas it is the individual's responsibility to obtain the understanding or recuse themselves from the committee.

**Duties of the Audit and Finance Committee are to give review and oversight of:**

1. The City's financial reporting process;
2. The City's internal controls;
3. The independent audit of the City's financial statements;
4. Review the financial statements;
5. Review the independent auditors report and follow up on corrections;
6. Evaluate performance of independent auditors;
7. Evaluate the financial impact of proposed ordinances;
8. Perform tasks requested by council and give detailed reports;
9. Provide recommended modifications and/or reports to council as needed;
10. Execute all task in accordance with North Pole City Code

**Meetings and reports:** Members of the Audit and Finance Committee should meet no less than once a quarter. There should be at least one meeting per year with the independent auditors and city management each. All meetings must be publicly noticed with the City Clerk no later than 5 days in advance. Meetings must be conducted using Roberts Rules of Order (current edition) and all meeting minutes must be submitted to the City Clerk's office in a timely manner. The Audit and Finance Committee should present an annual report of the committee's actions including how they discharged its duties and met its responsibilities no later than the 1st council meeting in January.

**Committee organization:** At the 1st meeting in January the committee shall elect from its members a Committee Secretary. The Chair shall be appointed by the Mayor and serve for a term of one year and shall preside over committee meetings. The secretary will be responsible for keeping minutes and reporting minutes to the City Clerk.

## **Chapter 2.14**

### **CODE OF ETHICS**

This chapter shall be known as and may be cited as the City ethics ordinance. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999)

#### **2.14.020 Scope of chapter.**

- A. This chapter shall apply to the members of the City Council, the Mayor, and/or the City Clerk.
- B. In the event the complaint is against the City Clerk, the City Attorney, or his designee, will assume the duties of the Clerk in the proceedings. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999)

#### **2.14.030 Purpose.**

- A. The purpose of this chapter is to assist members of the Council, and Mayor and the City Clerk in carrying out their responsibilities under their oaths of office to support and defend the Constitution of the United States, the Constitution of the State of Alaska, and the municipal code of the City of North Pole and to set the standards of conduct for the members of the City Council, Mayor, and City Clerk.
- B. The Council declares: (1) that high moral and ethical standards among Councilmembers, Mayor and the City Clerk are essential to the conduct of government; (2) that a code of ethics for the guidance of Councilmembers, Mayor and the City Clerk will discourage those persons from acting upon personal interests in the performance of their duties, will improve standards of elective public service, and will promote and strengthen the faith and confidence of the people of the City in their Councilmembers, Mayor, and City Clerk. The Council further declares that holding public office or employment is a public trust and that as one safeguard of that trust, the people should require the Councilmembers, the Mayor, and the City Clerk to adhere to a code of ethics.
- C. Any effort to benefit a personal or financial interest through official action is a violation of the public trust. The Council finds that as long as the ordinance codified in this chapter does not interfere with the full and faithful discharge of a Councilmember's, or Mayor's, or the City Clerk's responsibilities, this chapter does not prevent a Councilmember or Mayor or the City Clerk from following other pursuits. The Council further realizes that:
  - 1. In a municipality such as the City, Councilmembers, the Mayor, and the City Clerk are drawn from society and therefore often have personal and financial interests in the decisions and policies of local government;
  - 2. People who serve as Councilmembers, the Mayor, or the City Clerk should retain the right to interests of a personal or financial nature;
  - 3. Standards of ethical conduct for the Council, the Mayor, and the City Clerk must distinguish between those minor and insubstantial conflicts that are unavoidable in a free society and those conflicts of interests that are substantial and material.
- D. Unethical conduct is prohibited. However, there is no impropriety if, as to a specific matter, the Councilmember, the Mayor, or City Clerk:
  - 1. Has a personal or financial interest in the matter which is insubstantial or which is possessed generally by the public or a large class of persons to which the Councilmember, the Mayor, or the City Clerk belongs; or
  - 2. Performs some duty or has some influence which would have insubstantial or conjectural effect on the matter. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999)

#### **2.14.040 City Board of Ethics.**

There is established a Board of Ethics consisting of five public members and one alternate public member, nominated and confirmed by the Mayor and the Council. The alternate member shall be a member of the Board with all the rights and responsibilities thereto, except as otherwise provided in Section 2.14.340(G). (Ord. 10-01 §2(part), 2010)

#### **2.14.050 Term of office.**

A. Members of the Board shall serve terms of office of one year, except that initial appointments shall be:

1. One regular member for a term of one year;
2. Two regular members for a term of two years;
3. Two regular members for a term of three years; and
4. The alternate member for a term of three years.

B. A member of the Board shall remain in office until a successor is appointed and confirmed.

C. The Board is not subject to sunset requirements under NPMC. (Ord. 10-01 §2(part), 2010)

#### **2.14.060 Vacancy and removal.**

A. A seat on the Board may become vacant by reason of resignation or death of a member of the Board.

B. Members of the Board may be removed with cause and the seats declared vacant by a majority vote of the Council.

C. Upon declaration of a vacancy the alternate becomes a regular member for the duration of the vacated term and a new alternate is appointed. (Ord. 10-01 §2(part), 2010)

#### **2.14.070 Chair of the Board.**

A. Members of the Board shall elect a chair at a meeting scheduled in January for a term of one year. The chair shall preside at all meetings of the Board. The chair shall represent the Board to the Council and the general public.

B. The Board may appoint a temporary chair in the event that the chair declines or is unable to attend such meetings. (Ord. 10-01 §2(part), 2010)

#### **2.14.080 Meetings.**

The City Clerk shall publish the schedule of all Board meetings and hearings. The Board may schedule meetings or special hearings by a majority vote. (Ord. 10-01 §2(part), 2010)

#### **2.14.090 Quorum.**

A. A quorum shall consist of at least three voting members of the Board.

B. In the event a quorum cannot be met due to a member's refusal to attend without excuse, the member may be removed and the seat declared vacant by a majority vote of the Council. The successor shall be appointed and confirmed as provided in Sections 2.14.040 and 2.14.060 for the unexpired term of the removed member. (Ord. 10-01 §2(part), 2010)

#### **2.14.100 Meetings of the Board.**

A. All meetings of the Board with respect to a complaint shall be closed and confidential, except the respondent may request a public hearing.

B. Other meetings of the Board shall be open and noticed appropriately. (Ord. 10-01 §2(part), 2010)

#### **2.14.110 Conflicts of interest.**

A member of the Board who has a conflict of interest in any matter under investigation or consideration must disclose the conflict of interest and shall not participate in the matter. (Ord. 10-01 §2(part), 2010)

#### **2.14.120 Improper acts, code violation and criminal activity.**

Theft, misappropriation of public funds, dishonesty, improperly disposing of City property, or any other act that violates any federal law, State law or municipal code shall be considered a violation of this chapter. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.035.)

#### **2.14.130 Misuse of official position.**

A Councilmember, the Mayor, or the City Clerk may not:

A. Use or attempt to use an official position for personal gain, and may not intentionally secure or grant unwarranted benefits or treatment for any person;

B. Seek other employment or contracts through coercion or the use or attempted use of his or her position;

C. Attempt to and/or accept, receive or solicit compensation of any kind for the performance of official duties or responsibilities from any entity other than the City;

D. Attempt to and/or use City time, property, equipment or other facilities to benefit personal or financial interests;

E. Attempt to and/or take or withhold official action in order to affect a matter in which the Councilmember, the Mayor, or City Clerk has a personal or financial interest; or

F. Attempt to benefit a personal or financial interest through coercion of a subordinate or any City employee.

G. A City Councilmember shall not represent himself or herself as being the official authorized spokesperson for the Council on a given issue unless specially authorized by the Council, and otherwise when making a public statement or otherwise taking a public position shall state that he or she is expressing a personal opinion. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.040.)

#### **2.14.140 Expenses.**

A public official shall provide required documentation to support requests for expense reimbursements or advancements. Expense reimbursement and advancements shall be made in accordance with City policy and code. (Ord. 10-01 §2(part), 2010)

#### **2.14.150 Improper gifts.**

A. A Councilmember, the Mayor, or the City Clerk may not solicit, accept or receive, directly or indirectly, a gift, in any amount, whether in the form of money, services, a loan, travel, entertainment, hospitality, promise, or other form under circumstances in which it could be reasonably inferred that the gift is intended to influence the performance of official duties, actions or judgment.

B. The receipt of a gift by a person to whom this chapter applies is prohibited.

C. It is not a violation of this section for a person to whom this chapter applies to accept:

1. Travel and hospitality primarily for the purpose of obtaining information on matters of Council concern or:

- a. An incidental transportation to the residence of a person, or
- b. A social event or meal;

2. Discounts that are available generally to the public or to a large class of persons to which the person belongs;

3. Food or foodstuffs indigenous to the state that are shared generally as a cultural or social norm; or

4. Gifts from the family of the person.

D. A person to whom this chapter applies who accepts a gift of travel and hospitality primarily for the purpose of obtaining information on matters of Council concern shall disclose the gift if it had a value of \$100 (one hundred dollars) or more.

E. The disclosure notice of this section shall be submitted to the City Clerk and must include the name and occupation of the person making the gift, a description of the gift and the approximate fair market value of the gift. The disclosure shall be provided within thirty days after receipt of the gift and the Clerk shall maintain a public record of the disclosure.

F. The restriction relating to gifts imposed by this section does not apply to a campaign contribution to a candidate for the City Council, or Mayor, if the contribution otherwise complies with the laws and regulations of government elections and campaign disclosure. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.050.)

#### **2.14.160 Improper use or disclosure of information.**

A current or former City Councilmember, Mayor, or City Clerk may not:

A. Disclose or use information gained in the course of, or by reason of, the Councilmember's or Mayor's duties if that information could in any way benefit any person if the information has not been disseminated to the public; or

B. Disclose or use, without appropriate authorization, information that is confidential by law and that is acquired in the course of the Councilmember's, the Mayor's, or City Clerk's official duties.

C. This provision shall not prevent any public official from reporting violations of this chapter or other illegal acts to the proper authorities. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.060.)

#### **2.14.170 Improper influence in grants, contracts, leases or loans.**

A. A Councilmember, the Mayor, the City Clerk, or members of the Councilmember's, City Clerk's, or Mayor's immediate household may not attempt to acquire, receive, apply for or be party to, or have a personal or financial interest in a bid award, grant, contract, lease or loan to which the City is a party except under the rule of necessity.

B. The Councilmember or the Mayor shall report to the City Clerk, or, in the case of the City Clerk, the Mayor, a personal or financial interest held by the Councilmember, the Mayor, or City Clerk or a member of the Councilmember's, or Mayor's, or City Clerk's immediate household, in a bid award, grant, contract, lease or loan before it is approved by the full Council. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.070.)

#### **2.14.180 Improper representation.**



A Councilmember, the Mayor, or the City Clerk may not represent, advise or assist a person in any matter pending before the Council or the City administration if the representation, advice or assistance is:

A. For compensation, unless the representation, advice, assistance, or compensation is required by statute, regulation, or court rule. The statute, regulation, or court rule which applies shall be included within the disclosure statement; or

B. Without compensation, but is rendered to benefit a personal or financial interest of the Councilmember, the Mayor, or City Clerk. This prohibition does not include a Councilmember or City Clerk who is associated with a nonprofit organization if the person serves without compensation or under the rule of necessity. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.080.)

#### **2.14.190 Outside employment.**

A. The Mayor or City Clerk may not render services to benefit a personal or financial interest or engage in or accept employment with other than the City if the outside service or employment is incompatible or in conflict with the proper discharge of official City duties unless under the rule of necessity.

B. If the Mayor or City Clerk renders services for compensation or engages in employment other than for the City, he or she shall report any outside service performed during the twelve months prior to July 1st of each year, the outside services or employment to the Mayor or City Clerk. During the year any change in the City Clerk's or Mayor's employment activity must be reported as set forth above. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.090.)

#### **2.14.200 Aiding a violation.**

It is a violation of this chapter for a Councilmember, the Mayor, or the City Clerk to knowingly aid another Councilmember, the Mayor, or the City Clerk in the violation of this chapter. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.100.)

#### **2.14.210 Councilmember/Mayor/City Clerk declaration of potential violation.**

A. A Councilmember, the Mayor, or City Clerk who is involved in a matter that may result in a violation of this chapter shall:

1. Refrain from taking any official action relating to the matter until a determination of conflict of interest is made under this section; and
2. Immediately disclose the matter in writing to the City Clerk. If the City Clerk is making the disclosure, it shall be submitted to the Mayor.

B. If the City Council determines that a Councilmember, or the Mayor, has a conflict of interest, then the Councilmember or Mayor shall, in addition to the requirements set forth in subsection A of this section, refrain from voting on the matter that gave conflict of interest for as long as the conflict shall exist.

C. In the case of the City Clerk, the City Attorney or his designee shall make a written determination of whether the involvement violates this chapter. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.110.)

#### **2.14.220 Filing of a verified complaint.**

Any person may file a verified complaint with the City Clerk alleging that a public official has violated City code. The complaint must:

A. Be a written statement of the charge setting out in ordinary and precise language the acts or omissions with which the respondent is charged, so that the respondent is able to prepare a defense;

- B. Specify the sections of the municipal code, State or federal law that the respondent is alleged to have violated;
- C. No action may be taken on any violation which occurred before March 1, 2009, or two years, whichever is sooner. A complaint alleging violation must be filed within two years from the date of the action alleged to be a violation. (Ord. 10-01 §2(part), 2010)

**2.14.230 Form of verification.**

- A. The verification shall be substantially in the following form:

I, (complainant/respondent), have read the foregoing complaint/response, know the contents thereof, and the same are true to the best of my knowledge and belief.

- B. The complaint/response and the verification must be signed by the complainant/respondent before a notary public. (Ord. 10-01 §2(part), 2010)

**2.14.240 Confidentiality.**

- A. All proceedings in respect of a complaint filed under this chapter are confidential and may not be disclosed to any person except as required for the proper processing and handling of the complaint.

- B. It is not a violation of this section for a person to contact or retain an attorney or to participate in a criminal investigation.

- C. All proceedings and records shall remain confidential unless the respondent requests a public hearing or until the Board of Ethics files with the Council its findings of fact and conclusions of law concerning the complaint.

- D. The complainant and all other individuals involved in the ethics complaint have a duty of confidentiality. A violation of confidentiality by the complainant at any time, including pre-filing before the Board makes public the complaint, will result in an automatic rejection of the complaint. Furthermore, any breach of confidentiality by any party involved, except by the respondent, is a violation of the North Pole Charter, Section 1.10. (Ord. 10-01 §2(part), 2010)

**2.14.250 Service of complaint.**

- A. Upon receipt of a verified complaint, the City Clerk, or City Attorney in the event the complaint is against the City Clerk in accordance with Section 2.14.020(B), shall:

1. Stamp the complaint with the date and time received, number the complaint, establish a docket for further proceedings, and enter the complaint, including date and time received, on the docket.
2. Review the complaint to determine that it complies with this chapter, that it alleges facts sufficient to constitute a violation, and that the Board has jurisdiction over the matter.

- B. If the City Clerk determines that the complaint complies with this chapter and that the Board has jurisdiction, the City Clerk shall serve the complaint and notice on the respondent, personally or by U.S. mail, certified return receipt requested.

- C. The City Clerk shall notify both the respondent and the complainant that the complaint has been accepted.

- D. The notice shall specify the following:

1. The respondent must file a response to the complaint within thirty days from the date of the clerk's written notice;
2. The respondent may file a challenge to sufficiency of the complaint, if any, within fifteen days;

3. The respondent has the right to submit affidavits or other written evidence in support of his or her response;

4. Failure to submit a timely response shall be deemed an admission of the allegations in the complaint;

5. The existence of the complaint shall be confidential until after the City Council has reviewed the Board of Ethics findings of fact and conclusions of law;

6. The complainant and the respondent have the right to be represented at any hearing throughout these proceedings.

E. If the City Clerk determines that the complaint fails to comply with this chapter or that the Board does not have jurisdiction, the Clerk shall dismiss the complaint, setting forth the grounds in a written decision. The City Clerk shall serve a copy of the decision on the complainant.

F. A complainant may appeal a dismissal of a complaint to the Board by filing an appeal with the City Clerk within fifteen days after the date of the notice of dismissal. The appeal must state all facts and legal grounds for the appeal. (Ord. 10-01 §2(part), 2010)

#### **2.14.260 Response.**

A. The respondent shall file a verified response within thirty days from the date of service of the complaint.

B. If the respondent fails to respond timely, the allegations of the complaint shall be deemed admitted. The City Clerk shall notify the complainant and respondent the allegations of the complaint are deemed admitted.

C. The respondent may appeal to the Board any deemed admission of the allegations of the complaint, for good cause, by filing an appeal with the City Clerk within fifteen days after the date on which the response was due. The appeal must state all facts and legal grounds for failure to respond timely. (Ord. 10-01 §2(part), 2010)

#### **2.14.270 Transmittal.**

The City Clerk will forthwith furnish to the Board the complaint and response, if any, or any appeal and schedule a meeting of the Board. (Ord. 10-01 §2(part), 2010)

#### **2.14.280 Board of Ethics review and determination.**

A. The Board shall review and consider all complaints accepted by the City Clerk, and timely responses, or any appeal of the dismissal of the complaint.

B. The Board shall take any action or combination of actions which it deems appropriate and which it is lawfully empowered to take, including but not limited to the following:

1. Consider any timely appeals filed pursuant to this chapter. Upon granting of the appeal, it shall notify the parties.

2. If the respondent has admitted the allegation or failed to respond, the Board may issue findings of fact and conclusions of law based on the written record.

C. The Board may, in its sole discretion, dismiss the complaint, or decide to proceed to resolution of the complaint, if:

1. The complainant seeks to withdraw the complaint at any time before the Board takes final action; or

2. The complainant, after notice, materially fails to cooperate in the Board's review and consideration of the complaint. (Ord. 10-01 §2(part), 2010)

#### **2.14.290 Pre-hearing conference.**

- A. Upon receipt of the response, or if the time has passed and the respondent has failed to answer the allegations of the complaint, the City Clerk shall furnish copies of the complaint and response, if any, to the complainant, the respondent and the members of the Board of Ethics, including the notice convening the Board and setting the time and place for a pre-hearing conference.
- B. The pre-hearing conference shall be held no later than thirty days after receipt of the response or the time for filing a response has run.
- C. Both the complainant and the respondent may be represented by counsel at all proceedings after the filing of the complaint. An attorney representing a party shall file with the City Clerk an entry of appearance, furnishing the City Clerk with his or her name, mailing address, telephone and facsimile numbers and email addresses, if any.
- D. At the pre-hearing conference, the following matters shall be considered:
  - 1. Time and place for hearing on the complaint and response;
  - 2. Any stipulations of fact;
  - 3. Any motions to be filed;
  - 4. Any simplifications of the issues;
  - 5. Scheduling motions, discovery and any other relevant matters;
  - 6. Exchange of evidence which shall not be later than ten days before the hearing; and
  - 7. Any other matters that the Board determines will provide a fair and orderly hearing. (Ord. 10-01 §2(part), 2010)

#### **2.14.300 Hearing notice.**

- A. If the Board determines that a hearing on the complaint must be held, the City Clerk shall serve on the complainant and the respondent a notice of hearing setting out the time and place of hearing and the schedule for any preliminary matters. This notice shall include a statement of the right to provide written evidence and oral testimony. The complainant and the respondent shall also be informed of the right to be represented at the hearing.
- B. If the respondent has failed to answer the allegations of the complaint or has admitted the allegations, the Board shall prepare findings of fact and conclusions of law based on the written record. (Ord. 10-01 §2(part), 2010)

#### **2.14.310 Subpoenas.**

- A. The Board shall issue subpoenas and subpoenas duces tecum at the request of either the complainant or the respondent, and may issue subpoenas and subpoenas duces tecum to witnesses not called or named by either party but who are deemed by the Board to have relevant information.
- B. A subpoena issued under this section may be enforced in the Superior Court in the manner provided under the Alaska Rules of Civil Procedure. (Ord. 10-01 §2(part), 2010)

#### **2.14.320 Motions--Depositions.**

- A. All motions shall be served in the manner set forth in the Alaska Rules of Civil Procedure and the answering party shall have ten days from date of service to respond and moving party shall have five days to reply, unless another time has been agreed upon in the pre-hearing conference.
- B. Either party or the Board's attorney may depose witnesses. Notices of deposition shall be served on the parties no less than three business days before the date scheduled for the deposition.

C. Motions and depositions may not be used to extend the time for hearing. For good cause shown, either party may apply to the Board for an extension of the time for hearing. (Ord. 10-01 §2(part), 2010)

**2.14.330 Service by mail and filing.**

A. If service by mail is used, seven days will be added for response time from the date of mailing. The party must certify the date mailed on the document.

B. All documents shall be filed with the City Clerk. (Ord. 10-01 §2(part), 2010)

**2.14.340 Hearing.**

A. All hearings shall be before the Board of Ethics. The chair of the Board shall preside, unless another member of the Board has been so designated by the Board. The chair shall rule on admission and exclusion of evidence.

B. The Board may administer oaths, hold hearings, and take testimony. Upon motion by the Board or application by a party to the hearing, the Board may issue subpoenas to require the presence of witnesses and the production of records, books and papers at the hearing.

C. The City Attorney, or designee, shall act as the attorney for the Board and shall advise the Board on matters of law.

D. The complainant and the respondent may each present opening statements setting out the matters they intend to prove. The complainant shall proceed first with his or her evidence and the respondent shall follow, setting forth his or her evidence. The complainant and the respondent may make closing arguments.

E. The Board may obtain additional information by a request to the City Attorney, or designee, to investigate the complaint and report all information to the Board.

F. The Alaska Rules of Evidence do not apply to the admission of evidence in a hearing, but the Board's findings of fact must be based on reliable and relevant evidence.

G. At the conclusion of the presentation of evidence and closing arguments, the Board shall consider the allegations, the evidence supporting them and the respondent's evidence. If fewer than five members of the Board are available for deliberation the alternate shall be seated as a voting member until conclusion of the matter, including any appeals; otherwise, the alternate is excused at the conclusion of the hearing.

H. The complainant, the respondent, and their counsel shall be excluded from all deliberations of the Board. (Ord. 10-01 §2(part), 2010)

**2.14.350 Findings of fact and conclusions of law.**

A. The Board shall enter its findings of fact and conclusions of law no later than thirty days after the conclusion of the hearing. The Board shall notify the parties and their attorneys if an extension is required to permit the Board to prepare its findings of fact and conclusion of law.

B. If the Board finds that no violation has occurred, the Board shall dismiss the complaint. The City Clerk shall serve the notice of dismissal on the complainant, the respondent and attorneys. The notice of dismissal remains confidential.

C. If the Board finds that a violation of this chapter has been committed, it shall prepare and submit its findings of fact and conclusions of law to the City Council.

D. The findings of fact and conclusions of law are final, conclusive and public in accordance with Section 2.14.250(D)(5).



E. The City Council may not change, modify or otherwise alter the findings of fact and conclusions of law as submitted.

F. The City Council shall impose a penalty on the public official in accordance with Section 2.14.380.

G. If the Board determines that no violation has occurred, or otherwise dismisses the complaint for substantive reasons, the Board may, in its discretion, award full or partial attorney fees from complainant to a public official who reasonably incurred those costs defending the complaint. (Ord. 10-01 §2(part), 2010)

**2.14.360 Appeal of findings of fact and conclusions of law and penalty.**

A. After the City Council has determined and imposed a penalty, appeal of the findings of fact and conclusions of law and the penalty may be taken to the Superior Court in accordance with the Alaska Rules of Appellate Procedure.

B. Notice of an appeal must be filed with the Superior Court within thirty days of the imposition of the penalty. (Ord. 10-01 §2(part), 2010)

**2.14.370 Records retention.**

The City Clerk shall provide for the storage or destruction of all records of the proceedings of the Board in accordance with the approved City retention schedule. (Ord. 10-01 §2(part), 2010)

**2.14.380 Penalties.**

A. A member of the City Council or Mayor who violates this chapter shall receive as a penalty any or all of the following:

1. A civil fine of not more than \$500 (five hundred dollars);
2. Public censure;
3. Restitution of damages sustained by the City including legal fees;
4. A call for the resignation of the public official.

B. In addition to any other remedy available by law or in equity, any City grant, contract or lease entered into in violation of this chapter is voidable at the option of the City Council. In determining under this section whether to void a grant, contract or lease, the interests of the third parties who may be damaged may be taken into account. The City Attorney shall give notice of intent to void a City grant, contract or lease under this section no later than thirty days after the Board's determination of a violation of this chapter.

C. In addition to any other remedy available by law or equity, the City Council may require that a loan received from the City in violation of this chapter shall be immediately due and payable. All City loans are subject to this provision, whether or not the terms of the loan expressly refer to this ethics chapter. A land contract shall not be considered a loan under this chapter.

D. Any City action taken in violation of this chapter is voidable, except that the interest of the third parties in the nature of the violation may be taken into account. The City Attorney may pursue any other remedies available by law or in equity.

E. A penalty imposed under this section is in addition to and not in lieu of any other penalty that might be imposed according to law. To the extent that violations under this code are punishable in a criminal action, that sanction is in addition to the civil remedies set out in this chapter.

F. The decision of the Board is final. An appeal from a decision of the Board may be taken to Superior Court in accordance with the Alaska Rules of Appellate Procedure. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.230.)

#### **2.14.390 Nepotism.**

- A. A member of the City Councilmember's or Mayor's immediate family may not serve as the City Clerk.
- B. Neither a member of the City Council, nor the Mayor, nor the City Clerk shall use the position of office to influence the selection of any of the member's, or the Mayor's, or the City Clerk's immediate family for any City employment. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.240.)

#### **2.14.400 Disqualification.**

- A. A City Councilmember, the Mayor, or the City Clerk shall be disqualified from acting on any matter or proceeding coming before the City Council when such matter involves any person who is, or has been, a client of the member, the Mayor, or City Clerk within the year immediately preceding the date of such matter.
- B. The Board shall interpret the word "client" to include only active financial relationships which could reasonably be expected to benefit from the action of the City Councilmember, the Mayor, or City Clerk.
- C. "Client" does not include nonprofit organizations when the Councilmember, the Mayor, or City Clerk has not been compensated for his or her services. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.250.)

#### **2.14.410 Employment of public officials.**

A City Councilmember, the Mayor, or City Clerk who leaves City service may not, for one year after leaving City service, represent, advise or assist a person for compensation regarding a matter that was under consideration by the Council, and in which the City Councilmember, the Mayor, or City Clerk participated through the exercise of official action. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.260.)

#### **2.14.420 Construction.**

This chapter shall be liberally construed in favor of protecting the public interest in full disclosure of conflicts of interest and maintaining high standards of ethical conduct for members of the City Council, the Mayor, and the City Clerk. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.270.)

#### **2.14.430 Severability.**

If any part of this chapter shall be determined by a court of competent jurisdiction to be of no effect, such determination shall not affect any other part of this chapter. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.280.)

#### **2.14.440 Definitions.**

As used in this chapter:

"Benefit" means anything that is to a person's advantage or self-interest, or from which a person profits, regardless of the financial gain, including any dividend, salary, pension, acquisition, agreement to purchase, transfer of money, deposit, loan or loan guarantee, promise to pay, grant, contract, lease, money, goods, service, privilege, exemption, patronage, advantage, advancement, or anything of value.

"Board" means the City Ethics Board.

"Complainant" means a person filing a complaint with the City Ethics Board.

"Financial interest" means:

1. An interest held by a person or entity subject to this chapter or an immediate family member or immediate household member, which includes an involvement or ownership of an interest in a business, including a property ownership, or a professional or private relationship, that is a source of income, or from which, or as a result of which, a person has received or expects to receive a financial benefit;
2. Holding a position in a business, such as an officer, director, trustee, partner, or holding a position of management.

"Immediate family member" means a City Councilmember's, the Mayor's, or City Clerk's grandparents, parents, children, grandchildren, siblings, spouse, spouse's children, spouses of children, or a regular member of the Councilmember's, the Mayor's, or City Clerk's household.

"Immediate household member" means a person residing at the residence of the Councilmember, the Mayor, or City Clerk whether or not the person is an immediate family member as defined above.

"Person" includes a corporation, company, partnership, firm, association, organization, business trust or society, or joint venture.

"Personal interest" means an interest held or involvement by a public official or a member of a Councilmember's, the Mayor's, or the City Clerk's immediate family, including membership in any organization, whether fraternal, nonprofit, charitable or political, from which, or as a result of which, a person or organization receives a benefit.

"Respondent" means the person against whom a complaint is filed with the Board of Ethics.

"Rule of necessity" means the City may make or enter into a contract in which an officer, employee, agent or member of his/her immediate family or a business associate has an economic interest if the nature of the transaction and the nature of the interest are publicly disclosed on the record prior to the time it is engaged in, and a specific finding is made by the City and is entered on the official record of the proceedings of the governing body that, notwithstanding the conflict, it is in the best interest of the City because the service or product is not otherwise available from another individual or entity at a similar or substantially less price. (Ord. 10-01 §2(part), 2010: Ord. 99-4 §2(part), 1999. Formerly 2.14.290.)

**CITY OF NORTH POLE ALASKA  
CLERK'S EVALUATION - 2012**

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Rating Scale: "1" = Worse possible performance; "5" Best possible performance

RESPONSIBILITY OR CHARACTERISTIC	CIRCLE RATING	COMMENTS
<b>GENERAL PERFORMANCE</b>		
<u>Responsiveness</u> : Responsiveness to Council and staff concerns, questions and research requests.	1 2 3 4 5	
<u>Timeliness</u> : Timeliness in the performance of assigned tasks.	1 2 3 4 5	
<u>Quality of Work</u> : Quality of the work performed. Do you have confidence that work is accurate and deadlines are met? Is the work product well thought out and thorough?	1 2 3 4 5	
<u>Effectiveness with Assembly</u> : Effectiveness in working relationships with the Council, both as individuals and as a group.	1 2 3 4 5	
<u>Effectiveness with City Administration</u> : Effectiveness in working relationships with other members of the City staff.	1 2 3 4 5	
<u>Effectiveness with Citizens and Outside Agencies</u> : Effectiveness in working relationships with citizens and with outside agencies.	1 2 3 4 5	

RESPONSIBILITY OR CHARACTERISTIC	CIRCLE RATING	COMMENTS
<u>General Knowledge and Skill:</u> Demonstration of overall knowledge and skill as a city clerk in the various areas for which responsible.	1 2 3 4 5	
<u>Supervision:</u> Does she delegate authority commensurate with the capabilities of staff? Identify developmental and training opportunities and encourage self-development of employee(s)? Encourage appropriate employee participation in decision-making?	1 2 3 4 5	
<u>Budget:</u> Are the council budgets developed in an effective manner. Does she carry out the budget satisfactorily and control expenses within the levels set in the budget?	1 2 3 4 5	
<u>Written Communication Skills:</u> Effective communication skills through letters, memoranda and other forms of written information.	1 2 3 4 5	
<b>EXTERNAL RELATIONSHIPS</b>		
<u>Community Relations:</u> Skillfulness in dealings with the public and proper avoidance of politics and partisanship in public comments on issues before the Council.	1 2 3 4 5	
<u>Professional Reputation:</u> How the City Clerk stands among her colleagues. Is she respected by professional and staff representatives of other governmental entities?	1 2 3 4 5	



RESPONSIBILITY OR CHARACTERISTIC	CIRCLE RATING	COMMENTS
<b>PERSONAL CHARACTERISTICS</b>		
<u>Imagination</u> : Originality in approaching problems; creativity in finding effective solutions; ability to visualize the implications of various alternatives.	1 2 3 4 5	
<u>Objectivity</u> : Is she fair and impartial in dealing with others?	1 2 3 4 5	
<u>Drive</u> : Energy and willingness to spend the time necessary to do a good job; initiative; mental and physical stamina.	1 2 3 4 5	
<u>Judgment and Decisiveness</u> : Ability to reach quality decisions in a timely fashion; exercise of good judgment in proposing options and alternatives for consideration.	1 2 3 4 5	
<u>Integrity</u> : Fulfillment of responsibilities and duties in accordance with high ethical standards; honesty and forthrightness in her professional and personal capacities; reputation in the community for honesty and integrity.	1 2 3 4 5	
<u>Self Assurance</u> : Appropriate self-assurance in her abilities; ability to be honest with herself and take constructive criticism.	1 2 3 4 5	

General Observations or Comments:

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Specific Suggestions for Improvements:

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