



# CITY OF NORTH POLE *Alaska*

## REGULAR CITY COUNCIL MEETING Monday, November 4, 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  
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**  
*National Anthem sung by NPMS – Shahiba Bhattarai, Lindsay Moisan, Ashley Roberts, Brittany Roberts*
3. **Invocation**
4. **Approval of the Agenda**
5. **Approval of the Minutes**
6. **Communications from the Mayor**
  - United Way presentation by Karen Gardner
  - Reorganization of the City Council

- 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. Tuition Reimbursement for Officer Emily Gibson in the amount of \$495**
  - b. Appeal of water bill for September & October 2013 by James Vogel**
  - c. Acceptance of AHSO Grant 154AL-14-01(C) in the amount of \$119,326.39**
  - d. Award of design services for heating and cooling system in the Police Department to PDC, Inc.**
  - e. Award of Bi-Directional Amplifier (BDA) & Distributed Antenna (DAS) bid to Procomm and authorize the Mayor and City Clerk to sign the Agreement for Professional Services.**
  - f. Council approval of online surplus sale items**
  - g. Ordinance 13-14, An Ordinance Establishing the 2014 Budget and Levying the Mill Rate**
  - h. Resolution 13-17, A Resolution of the North Pole City Council, rescheduling the November 18, 2013 council meeting to November 25, 2013 due to the AML Conference in Anchorage, Alaska.**
- 13. Executive Session**
  - a. To Discuss personnel issues of the Police Department.**
- 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, October 21, 2013 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, October 21, 2013 to order at 7:07 p.m.

***There were present:***

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

***Absent/Excused***

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

Led by Mayor Ward

**INVOCATION**

Invocation was given by Thomas McGhee

**APPROVAL OF AGENDA**

**Mr. Holm moved to Approve the Agenda of October 21, 2013**

**Seconded by Mr. Smith**

**Discussion**

None

**Mr. McGhee moved to consent the following items under New Business as follows:**

- a. Award of the 2014 Heating Fuel Bid
- b. Approval for Mayor Ward to File Declaration of Candidacy and Financial Commitment for Election to The 2014 Alaska Municipal League Board of Directors, District 7.
- c. Request for City Clerk to Attend the AAMC Conference from November 17 – 19 in Anchorage, Alaska
- e. Intergovernmental Agreement for Roles and Responsibilities Under Alaska Pollutant Discharge Elimination System (APDES) Municipal Storm Water Permit No. AKS-053406
- f. Approval of Resolution 13-16, A Resolution of the North Pole City Council Designating City Officials Authorization to Sign on City of North Pole Accounts

**Seconded by Mr. Holm**

**Discussion**

None

***On the Amendment***

**PASSED**

YES – 5 –Hunter, Smith, Holm, McGhee, Ward

NO – 0

Absent – 0

***On the main motion as amended***

**PASSED**

YES – 5 –Hunter, Smith, Holm, McGhee, Ward

NO – 0

Absent – 0

**APPROVAL OF MINUTES**

**Mr. Holm *moved to* Approve the minutes of September 16, 2013**

**Seconded by Mr. McGhee**

**Discussion**

None

**PASSED**

YES – 5 –Hunter, Smith, Holm, McGhee, Ward

NO – 0

Absent – 0

**COMMUNICATIONS FROM THE MAYOR**

- The City of North Pole did receive a settlement from GVEA for the back taxes. The amount was slightly over \$158,000.
- This week is the Week of AFN and The City would like to welcome all of the participants to the interior and to North Pole.
- Thank you to Council member Smith and Hunter for participating in the AIDEA energy update in the Fairbanks North Star Borough Chambers.



- I attended the FMATS meeting last week and helped move an action that would move toward consolidation of the MOU's that created the organization, the effort is to make the organizational structure easier to follow and understand.
- I was also able to attend the State Rail Steering Committee meeting. This group is responsible for developing a statewide rail plan and creating the mechanism to work on accomplishing the goals set forth.
- I also have been faithfully attending the Over the Coffee Cup on KJNP in North Pole every Saturday to help keep our residents informed on the happenings in the city.
- The North Pole City budget will be made public on the 28<sup>th</sup> of October.
- Council is strongly encouraged to mark your calendar to attend the "Council orientation on November 2<sup>nd</sup>" This orientation will go over council meeting procedure, reading financials and introductions to department staff and facilities as well as much more.

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

Mr. Smith asked about the sirens from Flint Hills Refinery this past weekend.

Mayor Ward said that there was a fire and our fire department responded.

Mr. Holm asked about where the monies from GVEA would be going.

Mayor Ward stated that a portion would go to sales tax for 2013 and the other would go into the fund balance.

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

#### **Director of City Services, Bill Butler**

##### **Building Department**

- Paperwork submitted by contractor for residential renovation of burnt structure on West 7<sup>th</sup>
  - New application will push construction permits in North Pole to over \$11.7 million

##### **Public Works**

- Made minor modifications to bus shelter at mall
  - Made modifications as bridge until Borough upgrades shelter
  - Provide bus patrons with protection from weather and elevate out of spring flooding
- Heating fuel contract before Council this evening
- Planning to install Christmas light displays in roundabouts this week

### **Utility Department**

- Major development is the wastewater discharge channel in Tanana River has run dry
  - Noticed loss of flow on October 8 when went to take laboratory samples
  - Flow in the channel is now only treated wastewater
  - Technically, Utility is in violation of its discharge permit because lack a mixing zone
  - Even with no river flow, the discharge water is meeting its other permit requirements
  - ADEC was notified within 24 hours after discovery of violation (within statutory requirement)
  - ADEC will conduct a site inspection on Tuesday, October 22
  - Wastewater engineering study estimated it would cost approximately \$2 million to replace/extend discharge main

### **Natural Gas Utility Board**

- Regulatory Commission of Alaska (RCA) expected to make a ruling in December on granting a service area
- IGU plans to proceed with identifying a director and contractor to move forward with laying the ground work for a public utility if RCA grants the service area to IGU

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

- Congratulations to the new council members. We look forward to working with you.
- As most of you may have heard we are doing our annual Glowstock. Just a reminder we will be handing them out on Halloween.
- Prescription Drug take back is this Saturday 10 am 2 pm. Please spread the word we would like to get a larger turn in than before.
- November 7<sup>th</sup> CTC graduation for Officer Bruce Milne. This should be our last hopefully for some time.
- Our Officers assisted with an AOA this weekend. Shots fired after they went to the door. They are all ok just want to say thank you to Officer Gore for doing a good job.
- New uniforms seem to have been well accepted.
- Staffing – Still have 2 out on light duty and one in academy. CTC graduation will give us one more back in lineup.
- Revenue sharing lowered by 10% due to sequestration.

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

- Congrats to new council members and good luck to Mr. Holm.
- 3 went down to the pre-built for the new platform truck. This is funded through state grant from legislature. May have new platform truck by July 2014.
- New ambulance in January.

- New EMS jackets for the department from state legislative grant.
- Working on budget and working hard on Alaska Shield 2014. Same response but scenario will change and he will keep everyone updated. NIMS testing is important and he will be contacting council members.
- 829 people came through and planning for next year.
- Fire prevention month is October. Fireman's Ball is held this month and give out yearly awards. This year Chad Heinekin received Captain of the Year for 2013.

Mr. McGhee asked if the NPFD has ever thought of doing a Halloween truck like the Christmas lighting truck.

Mr. Lane said he would entertain the idea and would like to meet with Mr. McGhee.

Mr. Smith asked about the sirens yesterday at Flint Hills.

Mr. Lane said that once a month Flint Hills tests their siren. However, yesterday they did have a fire and the NPFD responded. Luckily it was in a room that had fire walls but it did not escape into any other room. It did do significant damage to the room.

Ms. Hunter asked about the time of response between the siren at Flint Hills and the NPFD response.

Mr. Lane stated that Flint Hills has their own fire department and they are not connected to dispatch. Someone has to physically call dispatch to have NPFD respond.

Ms. Hunter asked about the siren and if it was so loud as to inform the public that there is a problem.

Mr. Lane stated that the siren was loud because it needed to warn the people that are working in loud areas in the refinery to evacuate.

Mr. Smith asked about "Change your clock, change your battery" program.

Mr. Lane said they lost their fire education person. With the government being down, they have not been able to get funds to do that program.

**Accountant, Lisa Vaughn**

**You have the September financials:**

- We closed out the bank account that held FRR Industrial monies, from the sewer bills and moved the monies, of \$249,000 into Central Treasury. On the books, the monies were moved from Fund 2 to Fund 27.

**As of the end of September:**

- Sales Tax is \$25,433 over last year at this time
- Alcohol Tax is \$4,282 behind
- Tobacco Tax is \$5,940 ahead

For a total of \$35,655 over last year.

However, Bed Tax is down by \$20,864 over last year. From what I have heard, the Hotel just hasn't had the same level of business this year that they have had in the past.

- We received our check from GVEA for \$158,285.23. Of this amount, \$10,766.92 will be posted to current year sales tax; the remainder will be booked to miscellaneous revenue. The correction of this problem should result in increasing our sales tax by approximately \$20,000 per year.
- Last week I attended the Caselle conference, along with Kathy and Tricia. A couple of the classes to note were on payroll and balancing the subsystems to the general ledger along with a class on the system management. I would like to say that I spoke to the accounting tech from Soldotna. They are going to start their on-line payments with Express Bill Pay...she has spent a lot of time talking to Tricia and wanted me to know how much they appreciate the help that Tricia has given them.

**Borough Representative, Mayor Ward**

- There was nothing that concerned the City of North Pole.

**City Clerk**

- I attended the Caselle Conference last week in Henderson, Nevada and came back with interesting data on a document management, payroll, payroll codes, system management, IT compliance and Human Resources. I will be talking more with Caselle later in the week. This is covered by the grant from the state legislature and I will be actively pursuing the best program that the City can get. More vendors will be at the AAMC Conference in November and I hope to have something put together by the end of the year.
- Code Book Publishing started the legal review and recodification. They have been sending me different fonts to choose from and various layouts. I have decided to stay with the current layout as it is neat and easy to read.
- Request that all council members have professional portraits taken as they hang above the front counter in City Hall. The City pays for this service and I will be sending out information to all of you this week on the vendor "Professional Portraits". New pictures frames are being ordered along with new name plates.
- We have ordered a council timer of which should be here by the next council meeting. One will hang behind the dais and the other will be mounted in the back of the room.

**Here is a breakdown of the dates until the end of the year for budgeting and workshops.**

1. October 21, 2013 – New council members take the oath of office.
2. October 28, 2013 – New elected officials take office and budget workbooks are given to them with info from all depts.
3. November 2, 2013 – Council Orientation – All depts. will give a presentation to council on the workings of their depts.
4. November 4, 2013 – 1<sup>st</sup> reading of the 2014 budget
5. November 12, 13, & 14, 2013 – 2014 Budget Workshops – Let Kathy know when you would like to give your presentation of your dept. budget.  
Tuesday – Admin, Professional Services, Fire Department  
Wednesday – Police Department, Building Dept, Public Works  
Thursday – Utilities
6. November 18, 2013 – Cancel the council meeting by resolution and reschedule – this is the week of AML, AAMC, and AGFOA
7. November 25, 2013 – 2<sup>nd</sup> reading of the 2014 NP Budget
8. December 2, 2013 – 3<sup>rd</sup> and final reading of the 2014 NP Budget

## **ONGOING PROJECTS**

None

## **CITIZENS COMMENTS**

**Representative Doug Isaacson** –

Legislative Update-

- Rep. Isaacson thanked Mayor Ward for updating Senator Coghill and himself on the Capital Priority request. They will ask for a placeholder in the Governor's budget for the wastewater.
- May have a skinny state budget this next year but BP is bringing in two new wells.
- Good news for NP budget, hotel bed tax decline because of no activity from Eielson. They are looking forward to more business with the F16s and UAV's will also be coming.
- Several bills that the legislature is working on;
  1. Energy
  2. Landlord/Tenant act
  3. Military driver's license
  4. Reclassification
  5. 1-1-2
  6. 1 Regulation in, 1 Regulation out
  7. Legislative support for Railroad Extension to expand North
  8. Giving control of Right of Way to municipalities.

## 9. Natural Gas

Mr. McGhee asked what the legislature was going to do about the military starting the fire this past summer.

Rep. Isaacson said he is not on the federal side but he can find out whether they are going to reimburse the state for it.

Mr. McGhee asked about the cost, over \$200,000,000 to residents, and how they are going to recover that. He also asked about the air quality that we are having now, already with the seasonally warm temps.

Rep. Isaacson said that natural gas is the answer to this. There is a citizen initiative on air quality for the state to take this over. It is important for the citizens to comment over the 120 days as there are many in the Interior who need to burn or have wood as their primary source of heat. There will be two more public meetings in the Interior and he encouraged everyone to attend.

Mr. Smith asked about the dedication of the bridges.

Rep. Isaacson said that the two bridges that cross the flood control will be dedicated to Con & Nellie Miller on October 25<sup>th</sup>.

### **Mike Gendreau, 1105 St. Nicholas Drive**

Mr. Gendreau said that he had a meth user come in and steal from his store. Officer Gore came within 5 minutes of the call, watched the tape, and arrested the man and had \$300 worth of merchandise returned from him.

He asked the council to give the NPPD priority with the budget as there seems to be a serious drug problem in the area.

### **Ino Welch, 931 Les Rogers Turnaround**

Ms. Welch said she had talked with some residents about the 5<sup>th</sup> Ave Park and why the FNSB has a park within our City limits. She said the park is not kept up and that City employees need to take action on that.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **2013 STATE HOMELAND SECURITY & EMERGENCY MANAGEMENT OF GRANT AWARD, EMW-2013-SS-00098, IN THE AMOUNT OF \$60,762**

Chief Lane introduced and updated the council on the grant award. The council had the opportunity to ask questions regarding the breakdown of the grant monies.

### **Public Comment**

None

**Mr. McGhee** *moved to* **Approved the 2013 State Homeland Security & Emergency Management Of Grant Award, EMW-2013-SS-00098, In The Amount Of \$60,762**

**Seconded by Ms. Hunter**

**Discussion**

None

**PASSED**

YES – 5 –Hunter, Smith, Holm, McGhee, Ward

NO – 0

Absent – 0

**COUNCIL COMMENTS**

**Mr. Smith** – thanked everyone for coming out tonight. He asked everyone to be cautious with the changing weather and icy roads.

**Mr. McGhee** – be careful on the roads. He commended the Public Works for their work on the bus stop and other projects within the City. He will talk with Chief Lane about the Halloween truck.

**Ms. Hunter** – appreciates the people who came out tonight. Thanked Mr. Gendreau for giving the NPPD kudo's for a job well done. Congrats to new council members.

**Mr. Holm** – been an interesting three years but hasn't always been fun. Most important thing he can say is to address the members of the council and new members that what he has seen and the decision that have made are not always in the best interest to the public. He said the council forgets who put us here and that we are elected to represent the people and not the employees of North Pole.

**Mayor Ward** – This week is the week of AFN. They are seeking for volunteers and he would be happy to give out the number to anyone who is interested. He is looking forward to the new council members coming up and great things happening in the City.

**ADJOURNMENT**

**Mr. McGhee adjourned the meeting at 9:17 p.m.**

**Seconded by Mr. Holm**

The regular meeting of October 21, 2013 adjourned at 9:17 p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Monday, November 4, 2013.

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Bryce J. Ward, Mayor

**ATTEST:**

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Kathryn M. Weber, MMC  
North Pole City Clerk



Office of the Mayor  
City of North Pole

# Proclamation

**WHEREAS**, In 1676, the first Thanksgiving Proclamation was issued in America and thereafter affirmed by the Continental Congress in 1782, by President George Washington in 1789 who called on Americans to "recount the blessings of tranquility, union, and plenty" that shined upon our young country, by President Abraham Lincoln in 1863 who, "in the dark days of the Civil War when the fate of our Union was in doubt" called for "the Almighty hand" to heal and restore our Nation", and

**WHEREAS**, on Thanksgiving Day, the President has called on Americans to "rejoice in the abundance that graces our tables, in the simple gifts that mark our days, in the loved ones who enrich our lives, and in the gifts of a gracious God. Let us recall that our forebears met their challenges with hope and unfailing spirit, and let us resolve to do the same"; and

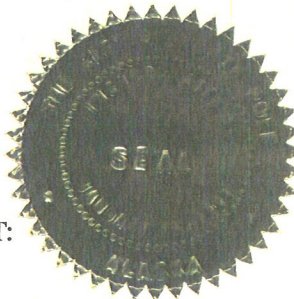
**WHEREAS**, of all people on earth, we who live in the Interior of Alaska are among those who are blessed with an abundance of God's gifts.

**NOW, THEREFORE**, I, Bryce J Ward, Mayor of the City of North Pole, by the authority vested in me, do hereby recognize November 28, 2013 as

## A DAY OF THANKSGIVING

throughout our community in sincere and humble gratitude, for the abundance of our blessings, and encourage the sharing of these blessings with others less fortunate.

**IN WITNESS WHEREOF**, we have hereunto set our hands this 4<sup>th</sup> day of November 2013.



Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC  
North Pole City Clerk



**North Pole Police Dept.  
125 Snowman Ln.  
North Pole, AK 99705**

**Chief Steve Dutra  
Phone: 907-488-8459  
Fax: 907-488-5299**

October 24, 2013

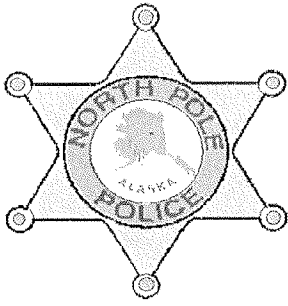
To: North Pole City Council

I have received a Tuition reimbursement request from Officer Emily Gibson in the amount of \$495.00. I have reviewed the request and have determined that Ofc. Gibson has completed the course and received a passing grade.

I have reviewed my budget and I have sufficient funding to reimburse Officer Gibson \$495.00 for her tuition costs.

Thank you for your time.

  
Chief Steve Dutra



**North Pole Police Dept.  
125 Snowman Ln.  
North Pole, AK 99705**

**Officer Emily Gibson  
Phone: 907-488-6902  
Fax: 907-488-5299**

# **Memorandum**

**To: Chief Dutra  
Subject: UAF Tuition Reimbursement  
Date: 10/03/2013**

The purpose of this memorandum is to officially request tuition reimbursement from the City of North Pole for the core coursework required for a B.S. Biological Sciences degree offered at the University of Alaska Fairbanks.

I had taken the following course:

ENG F200X FQ1: World Literature: Horror and Ghost Narratives  
January 17, 2013- May 10, 2013, Saturday 1-4 PM

The cost of the course totaled \$598.00, not including the cost of books. I am requesting reimbursement for tuition only, which comes out to \$495.00.

I have attached information regarding the cost of the class and my final grade in the class.

00845327 Emily I. Durny  
Spring Semester 2013  
Oct 03, 2013 02:05 pm

## Final Grades

### Student Information

#### Current Program

Bachelor of Science

**Level:** Undergraduate - UAA  
**Program:** UAA Coll of Health/Soc Wel BS  
**Admit Term:** Fall Semester 2011  
**Admit Type:** Transfer Within U of A System  
**Catalog Term:** Fall Semester 2011  
**College:** UAA Coll of Health/Soc Welfare  
**Campus:** UAA - Main Campus  
**Major and Department:** Pre-Major Nursing Science, Nursing/BS

#### Secondary

Certificate

**Level:** Undergraduate - UAF  
**Program:** UAF Coll Rural & CDev CERT-CTC  
**Admit Term:** Fall Semester 2010  
**Admit Type:** Readmitted Student  
**Catalog Term:** Spring Semester 2011  
**College:** UAF Coll of Rural & Comm Devlp  
**Campus:** UAF - Community & Tech College  
**Major and Department:** Pre-Nursing Qualifications, Health Technology  
**Academic Standing:** Good Standing

### Undergraduate - UAF Course work

CRN	Subject	Course	Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA Hours	Quality Points
39939	ENGL	F200X	FQ1	World Literature: Horror and Ghost Narratives	UAF - Fairbanks Campus	B+	3.000	3.000	3.000	9.90

### Undergraduate - UAF Summary

	Attempted	Earned	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	3.000	3.000	3.000	9.90	3.30
<b>Cumulative:</b>	116.000	108.000	108.000	319.40	2.95
<b>Transfer:</b>	0.000	0.000	0.000	0.00	0.00
<b>Overall:</b>	116.000	108.000	108.000	319.40	2.95

Select Another Term

**RELEASE: 8.4**

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## Account Detail for Term

20845327 Emily I. Durny  
Oct 03, 2013 02:07 pm



Your current 1098T delivery option is electronic only. Click here to change your option.



Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

Questions? Contact the appropriate office(s).

Once you click "Pay Now", you will be forwarded to a separate **secure** website to:

- Make your payment via a credit card or ACH payment
- Establish (or update) an Authorized User who can make payments on your account
- Schedule your payments in advance for automatic payment on the scheduled due date
- Receive email notification on payments made to your account by you or your Authorized User.

When you are done making your payment or establishing your authorized user, logout and close the payment system window before returning to UAOnline. If you have any questions, please contact your campus business office.

If you would like to add a parking decal, post office box or health insurance charge to your account before making payment, click on the appropriate link

Parking Decal

Post Office Box - UAF students only

Health Insurance - UAF students only

SRC Usage - UAF students only

**Payment plans are available. For more information choose the link that represents the MAU where you have been admitted to your degree program.**

UAA Campus Payment Plans  
Payment Plans

UAF Campus Payment Plans

UAS Campus

**PAY NOW**

### 201301 Spring Semester 2013 Term Detail

Detail Code	Description	Charge	Payment	Balance
FATH	Athletics Fee	\$24.00		
FGT	General Technology Fee	\$15.00		
FNC	UA Network Charge-F	\$9.00		
FRTL	Tuition Lower level	\$495.00		
FSGF	Student Government Fee	\$35.00		
FSUS	Student Sustainability Fee	\$20.00		
AWEB	Web Electronic Credit Card		-\$598.00	
	<b>Net Term Balance</b>			\$0.00
	<b>Net Balance for Other Terms:</b>			\$0.00
	<b>Account Balance:</b>			\$0.00
	<b>Current Amount Due:</b>			\$0.00

To the North Pole Utility (Water Usage) review committee,

I would like to appeal my water usage bill for September and October of 2013. I received a water bill in September 2013 for more than twice my highest usage. Needless to say I was very concerned that I had a leak or break somewhere. My wife and I have lived in North Pole for 7 years. We have never had a bill anywhere near this amount. I had recently returned from visiting family in the lower 48 and thereafter my wife left to visit hers. Leaving me to check out the house. So I went under the house, checked water spouts, the boiler and finally looked at the water softener. The water softener seemed to be coming on periodically and discharging water down a drainage tube. So I called and booked an appointment to have it serviced on 11 Oct 2013. The Service rep came out and identified that there was indeed a broken part on the softener that needed to be replaced. I informed him that I had unplugged the softener when I thought there was a problem. He stated that it would continue to have water run even if it was unplugged due to the broken part.

I'm requesting that my usage ("intended usage"/payment) be changed to reflect my highest usage during the previous 2 years. So that instead of being charged 207.79 for September and I'm not sure about October's bill yet; that I be charged 95.51 for each of those months. Through no fault of ours, the part broke and I have no problem paying the higher amount based on usage previously.

The honorable thing to me seemed to request a compromise where we paid the highest monthly amount for these two months and ask that the remainder be credited to our account since we had autopay. Through no fault of our own, a part broke and additional water was being sent to our septic system/leach field.

I had stopped by to speak with someone mid-october to discuss my concerns. The lady at the front stated Ms. Folgerhty wasn't in and that she was the one I needed to talk with. Then I called the next day and left a message with the answering machine. Then I called back a few days later and found out that she wasn't in again and that she probably wouldn't be in until the following week. I stopped by the following week and spoke with Ms. Folgerhty who stated she didn't decide those issues and that I needed to provide a letter to the review committee.

I've included a copy of my water usage for the last 2 years, my water softener bill for 127 dollars to provide proof of the problem (a broken switch) and 13.12.110 Appeal of utility billings.

Sincerely,

James Vogel  
502 W. 7<sup>th</sup> Ave  
North Pole, AK 99705  
(907) 490-4611

### 13.12.110 Appeal of utility billings.

A. Any City utility customer who believes his utility billing is unjust and inequitable as applied to his property within the intent of the City utility rules and regulations may make written application to the City Council requesting a review of his utility billing. The application shall include the facts and data upon which the appeal is based.

B. While awaiting Council review of his appeal, the customer shall pay the amount of the disputed bill to the City within thirty days from the mailing date to avoid becoming delinquent. Subsequent bills shall be paid in full within the prescribed time limit.

C. Payment of disputed bills as required by this section shall not be deemed to prejudice an otherwise valid contest.

D. Review of the request shall be made by the City Council who shall determine if it is substantiated or not, including recommending further study of the matter by a designated representative.

E. If the request is determined to be substantiated, the charges for the customer shall be recomputed based on the Council approved terms, and the new charges thus recomputed shall be applicable retroactively up to one year.

F. In instances where a utility customer billing appeal relates to a situation limited to forgiveness of sewer service and associated charges where the customer can document the water upon which the charges are calculated was not discharged into the sewer system, the Mayor or his designee may waive these charges without the appeal proceeding to the City Council for approval. Should such an appeal be granted by the Mayor or his designee, he shall report the waiver of these charges to the City Council. (Ord. 12-02 §2(part), 2012; Ord. 00-16 §2(part), 2000; Ord. 82-8 §2.L, 1982)



# Arctic Home Living-Fairbanks

198 Airport Way #1  
Fairbanks, AK 99701  
Phone: (907) 451-8717 Fax: (907) 451-8716  
robr@arcticak.com

## Service Order

Scheduled Date 10/11/13 Fri 12 - 4

Service Tech Shawn

Make/Model

Model Year

Serial Number

Service Type Service Call - Water Treatment

Installation

### Bill To:

Sherry Vogler  
502 W 7th Ave  
North Pole, AK 99705

### Service Location:

Sherry Vogler  
502 W 7th Ave  
North Pole, AK 99705

Phone: (907) 490-4611

REQUEST: Continuously running, customer unplugged, general service also

Service  
Performed:

Replace Pao Switch

Qty	Item #	Item	Warranty	Unit Price	Total
1	1000	Service Call: Includes Travel Time & 1st 30 Minutes	<input checked="" type="checkbox"/>	\$119.00	\$119.00
1	621	Check Sediment Filter	<input checked="" type="checkbox"/>	\$0.00	\$0.00
1	622	Check Softener Operation	<input checked="" type="checkbox"/>	\$0.00	\$0.00
1	623	Check Brine Mechanism & Float Assembly / Clean If	<input checked="" type="checkbox"/>	\$0.00	\$0.00
1	624	Check Venturi Assembly / Clean If Necessary	<input checked="" type="checkbox"/>	\$0.00	\$0.00
1	625	Tune Up Softener / Anion Tank	<input checked="" type="checkbox"/>	\$0.00	\$0.00
1	626	Check System Settings & Flow Meter / Adjust If Necess	<input checked="" type="checkbox"/>	\$0.00	\$0.00
1	627	Reset Service Reminder	<input checked="" type="checkbox"/> MA	\$0.00	\$0.00
1	628	Initiate OR Schedule Regeneration	<input checked="" type="checkbox"/>	\$0.00	\$0.00
1	7145186	switch	<input type="checkbox"/>		8.00
			<input type="checkbox"/>		
			<input type="checkbox"/>		

Time Arrive

12:14

Time Left

Total Time

Mileage Arrive

69816

☐ Check

☐ Cash

☐ Debit Card

☐ Credit Card

Sub Total

127.00

0.000% Tax

Total

127.00

Special Instructions

Order ID = 92027, Customer ID = 12334, Employee = DEVARGEW  
Ordered 10/8/2013 REG

Customer Signature



## Report Criteria:

Customer Customer number = 622101

6221 01 VOGEL, JAMES 502 W 7TH AVE

## Account Summary:

Period	Water	W Usq	FRRW	Depos	L Fee	Billings	Billing Adjustments	Payments	Other	Balance
09/30/2011	5.00	82.10	8.41	-	-	95.51	-	88.41 -	-	88.41
10/31/2011	5.00	79.25	8.12	-	-	92.37	-	95.51 -	-	95.51
11/30/2011	5.00	62.57	6.41	-	-	73.98	-	92.37 -	-	92.37
12/31/2011	5.00	73.64	7.13	-	-	85.77	-	73.98 -	-	73.98
01/31/2012	5.00	59.68	5.78	-	-	70.46	-	85.77 -	-	85.77
02/29/2012	5.00	48.64	4.71	-	-	58.35	-	70.46 -	-	70.46
03/31/2012	5.00	48.38	4.68	-	-	58.06	-	58.35 -	-	58.35
04/30/2012	5.00	56.37	5.46	-	-	66.83	-	58.06 -	-	58.06
05/31/2012	5.00	68.76	6.65	-	-	80.41	-	66.83 -	-	66.83
06/30/2012	5.00	75.31	7.29	-	-	87.60	-	80.41 -	-	80.41
07/31/2012	5.00	75.56	7.31	-	-	87.87	-	87.60 -	-	87.60
08/31/2012	5.00	57.46	5.56	-	-	68.02	-	87.87 -	-	87.87
09/30/2012	5.00	63.91	6.18	-	-	75.09	-	68.02 -	-	68.02
10/31/2012	5.00	55.60	5.38	-	-	65.98	-	75.09 -	-	75.09
11/30/2012	5.00	58.51	5.66	-	-	69.17	-	65.98 -	-	65.98
12/31/2012	5.00	61.58	5.42	-	-	72.00	-	69.17 -	-	69.17
01/31/2013	5.00	48.90	4.30	-	-	58.20	-	72.00 -	-	72.00
02/28/2013	5.00	59.39	5.22	-	-	69.61	-	58.20 -	-	58.20
03/31/2013	5.00	53.71	4.73	-	-	63.44	-	69.61 -	-	69.61
04/30/2013	5.00	63.66	5.60	-	-	74.26	-	63.44 -	-	63.44
05/31/2013	5.00	78.79	6.93	-	-	90.72	-	74.26 -	-	74.26
06/30/2013	5.00	82.04	7.22	-	.79	95.05	-	-	-	90.72
07/31/2013	5.00	45.30	3.99	-	1.63	55.92	-	-	-	185.77
08/31/2013	5.00	186.39	16.40	-	-	207.79	-	241.69 -	-	241.69
09/30/2013	-	-	-	-	-	-	-	-	-	207.79
10/31/2013	-	-	-	-	-	-	-	-	-	207.79
Totals:	120.00	1,645.50	154.54	-	2.42	1,922.46	-	1,803.08 -	-	-

Report Dates: 10/01/2011 - 10/31/2013

Oct 24, 2013 02:19PM

6221 01 VOGEL, JAMES

502 W 7TH AVE

(Continued)

## Metered Services:

W Usgr Current Rate: 202 Water - Residential - Usage

Period Date	Read Date	Meter ID	Begin Read	End Read	Usage	Multiplier	Amount	Status
10/31/2011	10/31/2011	82004793	65,813	71,421	5,608	1.0000	82.10	
11/30/2011	11/30/2011	82004793	71,421	76,834	5,413	1.0000	79.25	
12/31/2011	12/30/2011	82004793	76,834	81,108	4,274	1.0000	62.57	
01/31/2012	01/31/2012	82004793	81,108	85,859	4,751	1.0000	73.64	
02/29/2012	02/29/2012	82004793	85,859	89,709	3,850	1.0000	59.68	
03/31/2012	03/30/2012	82004793	89,709	92,847	3,138	1.0000	48.64	
04/30/2012	04/30/2012	82004793	92,847	95,968	3,121	1.0000	48.38	
05/31/2012	06/05/2012	82004793	95,968	99,605	3,637	1.0000	56.37	
06/30/2012	07/02/2012	82004793	99,605	104,041	4,436	1.0000	68.76	
07/31/2012	07/31/2012	82004793	104,041	108,900	4,859	1.0000	75.31	
08/31/2012	08/31/2012	82004793	108,900	113,775	4,875	1.0000	75.56	
09/30/2012	09/28/2012	82004793	113,775	117,482	3,707	1.0000	57.46	
10/31/2012	10/31/2012	82004793	117,482	121,605	4,123	1.0000	63.91	
11/30/2012	11/30/2012	82004793	121,605	125,192	3,587	1.0000	55.60	
12/31/2012	12/31/2012	82004793	125,192	128,967	3,775	1.0000	58.51	
01/31/2013	01/31/2013	82004793	128,967	132,579	3,612	1.0000	61.58	
02/28/2013	02/28/2013	82004793	132,579	135,447	2,868	1.0000	48.90	
03/31/2013	04/03/2013	82004793	135,447	138,930	3,483	1.0000	59.39	
04/30/2013	04/30/2013	82004793	138,930	142,080	3,150	1.0000	53.71	
05/31/2013	05/31/2013	82004793	142,080	145,814	3,734	1.0000	63.66	
06/30/2013	06/28/2013	82004793	145,814	150,435	4,621	1.0000	78.79	
07/31/2013	07/31/2013	82004793	150,435	155,247	4,812	1.0000	82.04	
08/31/2013	08/30/2013	82004793	155,247	157,904	2,657	1.0000	45.30	
09/30/2013	09/30/2013	82004793	157,904	168,836	10,932	1.0000	186.39	
10/31/2013		82004793	168,836					

Totals:

103,023

1,645.50

**Pay This Amount**

On or Before 10/31/2013 207.79  
 After 10/31/2013 209.61

**Account Summary**

Previous Balance 241.69  
 Payments & Credits 241.69CR  
 Charges 207.79  
 New Balance 207.79

**Service Summary**

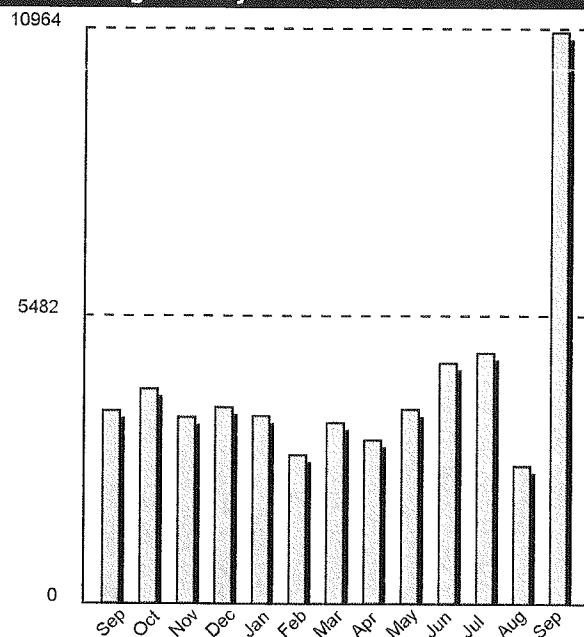
Account No. 6221.01  
 Period -  
 Days  
 Rate Class Residential  
 Address 502 W 7TH AVE

**Messages**

- You Can Pay Your Bill Online At [www.northpolealaska.com](http://www.northpolealaska.com), Click On Pay My Utility Bill||North Pole Health Fair on October 19, 2013 from 8:00 a.m. til noon at North Pole Plaza Mall. [www.alaskahealthfair.org](http://www.alaskahealthfair.org).|||

**Service Detail**

Description	Meter Readings		Mult	Usage	Amount
	Previous	Present			
Water Base					5.00
Water Usage	157904	168836	1.0000	10932	186.39
FRR Water				10932	16.40
Customer Deposit					
Late Fees					

**Water Usage History**

City of North Pole 125 Snowman Lane North Pole AK, 99705-7708  
 For Billing Questions - Please call (907)488-6111



**North Pole Police Dept.  
125 Snowman Ln.  
North Pole, AK 99705**

**Chief Steve Dutra  
Phone: 907-488-8459  
Fax: 907-488-5299**

October 28, 2013

To: Kathy Weber, City Clerk  
North Pole City Council

Re: Acceptance of AHSO Grant 154AL-14-01-00(C) in the amount of \$119,326.39

I would like to ask that the City Council accept the grant funds from the Alaska Highway Safety Office or AHSO in the amount of \$119,326.39. This will help continue to support our Driving Under the Influence enforcement program.

The overall grant agreement is \$132,584.88. This amount has a required 10% match by the City of North Pole, which totals \$13,258.49. This match will come from Lt. Rathbun's efforts to manage the grant, cost of fuel, and vehicle insurance.

This grant will cover the costs associated with one full time Traffic Officer dedicated specifically to the apprehension of impaired drivers in and around the City of North Pole. This program has been extremely successful since its inception and has netted 285 DUI arrests since 2008.

This year the grant is at 90% funding. Next year this grant is due to be reduced to 50% and 10% the following year. This funding is only meant as seed money and this grant was intended to help the City of North Pole maintain its own DUI position after the funding is exhausted. Due to recent changes, AHSO has continued to fund this position well beyond its original agreement.

Thank you for your time.

  
Chief Steve Dutra



THE STATE  
of ALASKA  
GOVERNOR SEAN PARNELL

Department of Transportation and  
Public Facilities

Program Development  
Alaska Highway Safety Office

3132 Channel, Suite 200  
PO Box 112500  
Juneau, Alaska 99811-2500  
Main: 907.465.4070  
Fax: 907.465.6984  
TTY/TTD: 907.465.3657

October 5, 2013

Lieutenant Chad Rathbun  
North Pole Police Department  
125 Snowman Lane  
North Pole, AK 99705

Re: Grant # 154AL-14-01-00(C)

Dear Lieutenant Rathbun:

Congratulations! Your Federal Fiscal Year (FFY) 2014 grant application titled North Pole PD DUI Officer is approved in the amount of \$119,326.39. The attached agreement includes your project budget, required Sub-grantee match, project timeline, agreement conditions, and certification regarding federal lobbying. You must complete the information on the first page, and you and your agency's financial manager must sign the form. In addition, your grant project manager must sign both Section 3: Agreement Conditions and Section 4: Certification Regarding Federal Lobbying. Please mail the entire grant agreement document with original signatures to the Alaska Highway Safety Office (AHSO) at the address on this letterhead.

This letter and the attached grant agreement comprise the entire executed agreement for this grant. Any modifications to your initial proposal are reflected in this executed agreement. Any concerns regarding your executed agreement must be addressed and resolved prior to the expenditure of grant funds.

All applicable forms and documents related to your grant can be found online on the AHSO website at <http://www.dot.state.ak.us/stwdplng/hwysafety/forms.shtml>. The "Authorized to Proceed Date" for this agreement is October 1, 2013. The "Agreement Termination Date" is September 30, 2014. The only costs eligible for reimbursement under this agreement are those incurred within these dates.

Before receiving a Notice to Proceed (NTP), which will allow your agency to proceed with this agreement, your grant program manager and agency financial officer must participate the mandatory "Pre-Activity" meeting scheduled by the AHSO for Thursday, October 24, 2013 from 1:00 – 4:30pm. The Pre-Activity meeting will be held in the large conference room at the DOT Central Region Office, located at 4111 Aviation Ave in Anchorage. The AHSO representative assigned to this agreement is Sumer Todd-Harding and can be contacted at (907) 465-2446.

Please note that this agreement is to be funded under the federal grant program that begins October 1, 2013. This grant is funded under Catalog of Federal Domestic Assistance (CFDA) Number 20.607, Section 154, Alcohol Open Container Requirements, FAIN#18X5201540AK. **Funding of this**

**agreement is dependent upon the availability of federal funds as appropriated and obligated by the US Department of Transportation for FFY 2014.** Should any change in federal funding adversely affect the AHSO's ability to implement an approved agreement, the AHSO reserves the right to revise or terminate any approved grant in writing. The AHSO reserves the right to limit grant amounts at any time based on performance and/or available funding.

We look forward to working with you in FFY 2014 to improve highway traffic safety in Alaska.

Sincerely,



Tammy Kramer, Acting Administrator

Alaska Highway Safety Office

Attachment

Cc: Lieutenant Chad Rathburn

Lisa Vaughn <sup>STH</sup>



**FFY 2014  
HIGHWAY SAFETY  
GRANT AGREEMENT**

State of Alaska  
Department of Transportation & Public Facilities  
Alaska Highway Safety Office (AHSO)  
P.O. 112500; Suite #200  
Juneau AK 99811-2500  
Ph: 907-465-2446  
Fax: 907-465-6984  
[www.dot.alaska.gov/ahso](http://www.dot.alaska.gov/ahso)

<b>Subgrantee Agency Name and Address:</b>  North Pole PD 125 Snowman Lane North Pole, AK 99705  Project Manager: Chad Rathbun Non-Profit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Grant Period:</b> Begin: 10/1/13      End: 9/30/14		<b>Project Title:</b> North Pole PD DUI Officer  <b>Project Location:</b> North Pole  Effective Date: 10/1/13	
If previously funded, indicate the total number of months of Federal support: 48			
Other Federal or State Support (If using other Federal support on this project, it must be identified and explained):			
<b>COST CATEGORY</b>	<b>AHSO</b>	<b>MATCH</b>	<b>TOTAL</b>
Personnel Services	\$116,759.90	\$7,393.12	\$124,153.02
Contractual Services			
Commodities	\$2,566.49	\$5,865.37	\$8,431.86
Operating Capital Outlay			
Indirect Costs (10% of total budget maximum) allowed ONLY with a current cognizant Federal Agency Letter			
<b>Total</b>	\$119,326.39	\$13,258.49	\$132,584.88

**Acceptance of conditions:** It is understood and agreed by the undersigned that any grant funds received from the AHSO are subject to all State and Federal government regulations. This project does or will constitute an official part of the Highway Safety Program of the State of Alaska, and will meet all requirements and administrative regulations of the National Highway Traffic Safety Administration and Federal Highway Administration. The undersigned also agree to perform those activities detailed in the attached proposal and will maintain records documenting expenditure of funds for the activities. **Subject to the availability of Federal funding**, reimbursement will be made upon submission of a reimbursement voucher following completion of monthly grant activities, including an update on grant performance measures. Final reimbursement claim will not be processed until all four Quarterly Reports, Equipment Record (if purchased), and Annual Evaluation Report are submitted to, and received by, the AHSO.

Subgrantee Financial Manager: Lisa Vaughn Title: Accountant Signature: _____ Date: _____		Phone: 907-488-8594 E-mail: <a href="mailto:Lisa-vaughn@northpolealaska.org">Lisa-vaughn@northpolealaska.org</a> Fax: 907-488-3002	
Subgrantee Authorizing Official: Chad Rathbun Title: Lieutenant Signature: _____ Date: _____		Phone: 907-488-0612 E-mail: <a href="mailto:crathbun@northpolepolice.org">crathbun@northpolepolice.org</a> Fax: 907-488-5299	

**AHSO ONLY:**

AHSO Administrator: Tammy Kramer	Grant #: 154AL-14-01-00(C)
	CC: 24462537
	LC: 30629682
Approved By: _____ Date: _____	PGM: 57870      Program Area: 154 Alcohol

## Section 1. Project Budget

	AHSO	Subgrantee Match	Total
<b>Personnel Services – Payroll</b>			
1. Wages & Benefits	101,504.00		101,504.00
2. Grave Shift Differential	1,331.20		1,331.20
3. Overtime	10,535.70		10,535.70
4. Holiday	3,389.00		3,389.00
5. Lt. Rathbun		7,393.12	7,393.12
<b>Personnel Total:</b>	116,759.90	7,393.12	124,153.02
<b>Contractual Services</b>			
1.			
2.			
3.			
4.			
<b>Contractual Total:</b>			
<b>Expenses</b>			
1. Fuel	1,371.53	5,865.37	7,236.90
2. Vehicle Insurance	1,194.96		1,194.96
3.			
4.			
<b>Expenses Total:</b>	2,566.49	5,865.37	8,431.86
<b>Operating Capital Outlay</b>			
1.			
2.			
3.			
4.			
<b>Operating Capital Outlay Total:</b>			
<b>Indirect Costs (10% maximum of total budget) allowed ONLY with a current cognizant Federal Agency letter submitted to AHSO.</b>			
1.			
2.			
<b>Indirect Costs Total:</b>			
<b>Total Project Costs:</b>	119,326.39	13,258.49	132,584.88



[illegible]

### Section 3: Agreement Conditions

#### THE FOLLOWING CONDITIONS ARE A PART OF THE PROJECT AGREEMENT AND, AS SUCH, ARE BINDING ON ALL PARTIES TO THE PROJECT AGREEMENT

- A. **Contingent Upon Federal Funding:** The award of grant funding is subject to the availability of Federal funding. The AHSO reserves the right to incrementally fund any awarded grant at any time during the grant period.
- B. **Match:** The Grantee agency is expected to provide a local hard dollar match when funding for personnel is included in this Agreement. The local match is a minimum of 10 percent for first year projects, 50 percent for the second year of project funding, and 75 percent for the third year of project funding. Funding identified by the grantee to meet the "hard" match requirement shall not originate from other federal funds or be used as match for another federal program.
- C. **Property:** State and Local Agencies and Other Non-State Sub grantees: Equipment and other property acquired under this Agreement for use in highway safety projects shall be used and kept in operation for highway safety purposes. State Agencies: Property management standards described in the "State Property Accounting Manual" will be used in accounting for equipment purchased under this Agreement. Local Agencies and Other Non-State Sub grantees: Standards for property management described in 49 CFR 18.32(c) through e) will be used in accounting for equipment purchased under this Agreement. The Applicant Agency shall seek disposition instructions from the Alaska Highway Safety Office prior to disposing of any item of equipment purchased under this project. Nothing in this Agreement shall prevent the Applicant Agency from following existing property management standards that exceed the requirements set out in 49 CFR 18.32(c) through (e).
- D. **Copyright:** The AHSO and the U.S. Department of Transportation reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for State or Federal government purposes: 1) the copyright in any work developed under a grant, sub grant, or contract under a grant or sub grant; and 2) any rights of copyright to which a grantee, sub grantee, or a contractor purchases ownership with grant support.
- E. **Sub Awards to Debarred and Suspended Parties:** Subgrantees must not make any award (sub grant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."
- F. **Standards for Americans with Disabilities:** Subgrantees, contractors, and others who receive funding from the State of Alaska, Department of Transportation and Public Facilities, to provide a service or services to the general public as an agent of the state must certify that all programs, services, and activities operated under the grant or contract are made available to the general public in compliance with the Americans with Disabilities Act of 1990. Grant or contract recipients are subject to state review.
- G. **Procurement Standards:** Subgrantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 49 CFR 18.36.
- H. **Progress Reports:** The Subgrantee agency shall submit quarterly narrative progress reports by mail or electronically which must include an update on grant performance measures, by the 15th of the month following the end of each calendar quarter and an annual evaluation report by November 15th during the life of the project.
- I. **Financial Reports:** The Subgrantee agency certifies it has an accounting system capable of properly accounting for expenditures made under this project. Claims for costs incurred must be submitted on a monthly basis, by the 15<sup>th</sup> of the end of the previous month. Claims must be accompanied by supporting documentation which may be submitted by mail or electronically. Original copies of all supporting documentation submitted electronically must be kept in the Subgrantee agency's grant project file for at least three years after the end date of the grant.
- J. **Motorcycle-related Advertisements:** All motorcycle-related advertising funded under this Agreement must have prior approval of the AHSO before distribution. Failure to receive AHSO approval prior to distribution will be grounds for denial of reimbursement.
- K. **News Releases:** The AHSO encourages Subgrantee agencies to publicize Highway Safety project award. The Alaska Highway Safety Office shall be named as the granting agency in any news releases announcing the project award. Any subsequent news releases written by the Subgrantee agency regarding the project and related activity shall mention the Alaska Highway Safety Office.
- L. **Highway Safety Tag:** The Alaska Highway Safety Office shall be identified as the sponsor or co-sponsor in any

public information materials developed under a highway safety project. This requirement includes: public service announcements on radio and television, newspaper advertisements, pamphlets and brochures, and promotional "give-aways" such as bumper stickers, key chains, etc. Promotional items must include both AHSO and Alaska's "Target Zero" logo or wording to support the Alaska Strategic Highway Safety Plan as well as the type or national/state slogan of the current national or state driver behavior program: Impaired Driving, Occupant protection, Traffic Records, Motorcycle Safety, etc. Examples of a national program include: "Click It Or Ticket", and "Drive Sober Or Get Pulled Over".

- M. **Record Retention:** All financial and programmatic records, supporting documents, statistical records, and other records of the Subgrantee agency which are required to be maintained by the terms of 49 CFR 18.42 and other records reasonably considered as pertinent to program regulations or the project agreement must be retained for a period of three years after submittal of the final claim. Additional record retention requirements may be found in 49 CFR 18.42 and are incorporated and made part of this Agreement by reference. The AHSO and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access to any pertinent books, documents, papers, or other records of subgrantees which are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts.
- N. **Enforcement:** If the Subgrantee agency materially fails to comply with any term of this Agreement, the Alaska Highway Safety Office may take one or more of the actions listed in 49 CFR 18.43(a)(1) through (5), as appropriate in the circumstances. Additional provisions for enforcement are listed in 49 CFR 18.45(b) through (d).
- O. **Termination for Convenience:** Except as provided in 49 CFR 18.43, this Agreement may be terminated in whole or in part only as follows: a) by the Alaska Highway Safety Office with the consent of the Subgrantee agency, in which case the two parties shall agree upon the termination conditions, including the effective date, and, in the case of partial termination, the portion to be terminated, or b) by the Subgrantee agency upon written notification to the Alaska Highway Safety Office, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. If, however, in the case of a partial termination, the Alaska Highway Safety Office determines that the remaining portion of this Agreement will not accomplish the purposes for which the award was made, the Alaska Highway Safety Office may terminate the Agreement in its entirety under either 49 CFR 18.43 or paragraph a) of this section.
- P. **Audit:** The Subgrantee agency agrees to arrange for a financial and compliance audit as required under the Single Audit Act of 1984 and to provide a copy of the final audit report to the Alaska Highway Safety Office upon request. The CFDA (Catalog of Federal Domestic Assistance) number of the State and Community Highway Safety Program is 20.600-20.613. The financial agency responsible for arranging for the audit shall be advised by the Subgrantee agency of this number.
- Q. **Laws of Alaska:** This Agreement shall be governed in all respects by the laws of the State of Alaska.
- R. **Limited English Proficient Persons (LEP) Guidance:** There are two Federal authorities, Title VI of the Civil Rights Act of 1964 and the Presidential Executive Order (EO) 13166, Improving Access to Services for Persons with Limited English Proficiency, that require the ADOT&PF to provide LEP persons with meaningful access to programs, activities and services. To fully implement Title VI and EO 13166, the U.S. DOT published guidance to its recipients of Federal assistance on December 14, 2005 in the Federal Register. ADOT&PF is required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. By 2/2/2008, the department's Civil Rights Office staff had developed a plan, in cooperation with staff from all three regions. A policy and procedure manual is being created to explain how to implement this plan. If you have any questions, please contact the Civil Right Manager, at 907 269-0850.
- S. **Buy America Act:** Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.
- T. **Political Activity (Hatch Act):** The Subgrantee agency 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.

Signature of Subgrantee Project Manager: \_\_\_\_\_

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

## **Section 4: Certification Regarding Federal Lobbying**

### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

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, an officer or employee of Congress, or an employee of 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 sub-award at all tiers (including subcontracts, sub grants, and contracts under grant, loans, and cooperative agreements) and that all sub recipients 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.

### ***RESTRICTION ON STATE LOBBYING***

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

**Signature of Subgrantee Project Manager:** \_\_\_\_\_

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

The City of North Pole is located 13 miles southeast of Fairbanks and received its start in 1944, when the area was homesteaded. Renamed North Pole in 1952 in attempt to attract a toy manufacture, the area was incorporated into a home rule city in 1953.

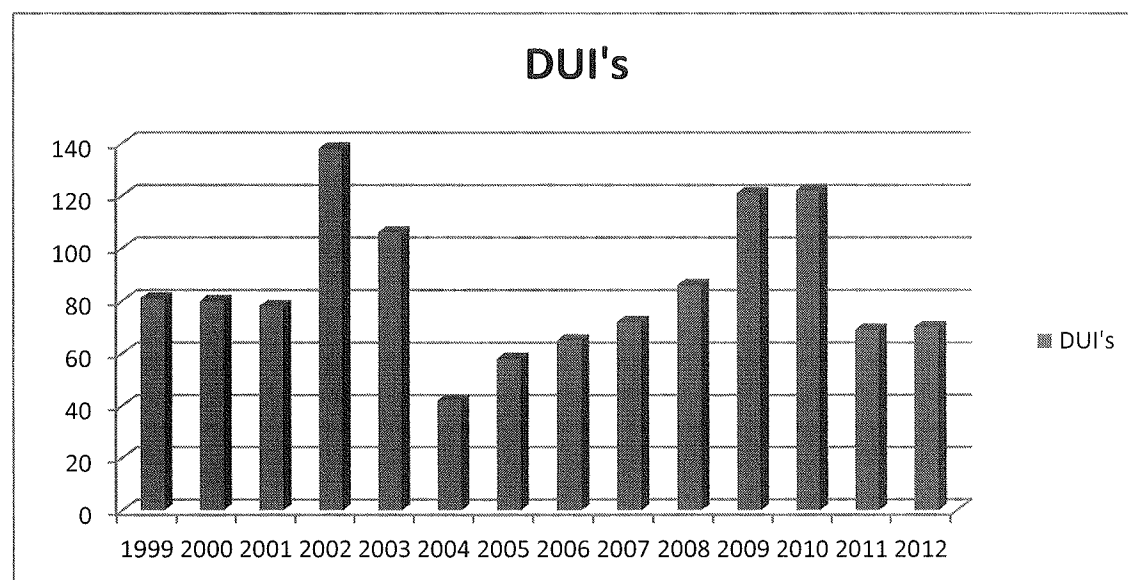
The city of North Pole has approximately 35 miles of road and 2154 residents ( State of Alaska Dept. of Commerce.) The population increases by approximately 2181 students daily during the school year. (FNSB 2009-2010) North Pole facilitates two military bases, Eielson AFB which is 8 miles south and Ft. Wainwright which is 7 miles north. Surrounding population, within a 10 mile radius of North Pole, adds approximately 22,000+ people who access and utilize North Pole's shopping, restaurants, businesses. bars, parks and recreation.

The Richardson Hwy runs through North Pole, south of Fairbanks to Yukon and British Columbia It is directly accessed through Badger Rd and Santa Claus Ln. A large percent of the outlying, 25,000 populations travel through the city on a daily basis. Tourist traffic increases during the summer months. Traffic figures obtained through the SOA Department of Transportation, with AADT to exceed 12,000 vehicles daily.  
([http://www.dot.state.ak.us/stwdplng/transdata/traffic/volume\\_data08/2008\\_Northern\\_VMT.pdf](http://www.dot.state.ak.us/stwdplng/transdata/traffic/volume_data08/2008_Northern_VMT.pdf)).

## THE PROBLEM

2003-2008, the North Pole Police Department did not have an established traffic enforcement program. Patrol handled DUI enforcement in addition to calls for service (assaults, burglaries, thefts, criminal mischief, etc.) The North Pole Police Department is continually understaffed with only one officer on per shift at times. Many times DUI reports were given a lower priority because our officers were on other calls and delayed in their response.

The 2008 AHSO DUI/Traffic enforcement funding, created a new environment for the City of North Pole, giving direct, immediate attention to DUI and Traffic related calls for service. Further the North Pole Police department was enabled to assume a dedicated proactive approach to DUI enforcement, targeting prime DUI hours and location throughout the city.



The chart shows the impact a dedicated full time DUI officer can make. In 2001-2003 we received funding for a DUI officer, the impact on DUI arrests was significant. When grant funding dissolved and the dedicated DUI position was discontinued we observed a dramatic drop in DUI arrests. In late 2008 the North Pole Police department again received grant funding to reinstate the dedicated DUI officer position and we observed a substantial increase in DUI arrests.

“There are numerous accounts of cases where driving under the influence spurred events that led to serious injury. **In 2010 Alaska experienced 26 fatality motor vehicle crashes involving an impaired drivers. In 2011 this number increased to 30 fatality motor vehicle crash involving impaired drivers.** The number of Alcohol-related figures include non-occupant persons (e.g. pedestrians, pedal cyclists, etc.) in addition to drivers and passengers of motor vehicles.

([http://www.dot.state.ak.us/stwdplng/hwysafety/assets/pdf/2013/CrashData/FFY2014\\_HSP\\_IMPAIRED\\_DRIVER\\_CRASHES\\_BY\\_GENDER.pdf](http://www.dot.state.ak.us/stwdplng/hwysafety/assets/pdf/2013/CrashData/FFY2014_HSP_IMPAIRED_DRIVER_CRASHES_BY_GENDER.pdf))

In addition to these statistics, the Fairbanks and North Pole communities have been plagued by fatalities during 2011-2012. Most of them are documented in articles from the Fairbanks Daily News Miner.

Alcohol Related Fatalities (includes non-drivers):							
Percentage	31%	43%	44%	41%	34%	33%*	22%*
Number	23	35	27	26	19	23*	11*
	2006	2007	2008	2009	2010	2011	2012

<http://dot.alaska.gov/stwdplng/hwysafety/fars.shtml>

**\*These numbers are based on preliminary reports and therefore subject to change.**

## PROPOSED SOLUTION:

The North Pole Police Department is committed to maintaining and improving traffic safety in the City of North Pole and surrounding area. The common proactive enforcement measures combating impaired drivers will be deployed in these efforts.

The DUI Officer will concentrate his proactive DUI enforcement to specific prime DUI hours, typically 6 pm to 4 am, on weekends, ( Wednesday, Thursday, Friday and Saturday ) . Concentrating on specific locations where impaired driver are often found as well as roaming patrols focused on thoroughfares typically travelled by impaired drivers. This should enhance the success of our efforts in the detection, apprehension and deterrence of impaired driving.

## OBJECTIVE

The North Pole Police Department is committed to improving traffic safety in and around the City of North Pole. These efforts provide a safer environment to motorists as well as the general public. Our goal is to continue our current proactive enforcement, arrest and deterrence of impaired drivers. We have had a dedicated DUI officer since 2008. It is well known throughout the North Pole community of the dedicated, committed efforts by AHSO and the North Pole Police Departments to ensure the continued safety of motorists and public in and around the City of North Pole.

### **Performance Measure**

**Performance evaluation will be conducted to measure the following:**

1. The DUI Officer will maintain 50 DUI arrests from 2013 to 2014.

### **EVALUATION:**

The DUI Officer will maintain records and statistics documenting progress and success. Lt. Rathbun will monitor the overall DUI Officer program and make needed adjustments to ensure its success.

1. Specifically to maintain the DUI Officers apprehension of 50 impaired drivers.
2. Ensure the DUI Officers patrols are in peak hours and location to provide deterrence.
3. DUI Officers efforts are focused during peak holidays and events.

### **Qualifications:**

#### **City of North Pole:**

The City of North Pole Accountant will collect payroll and expense documentation. The Accountant will be responsible for managing income and expenses associated with the grant. The Accountant is assisted by the Accounts Receivable and Payable clerk.

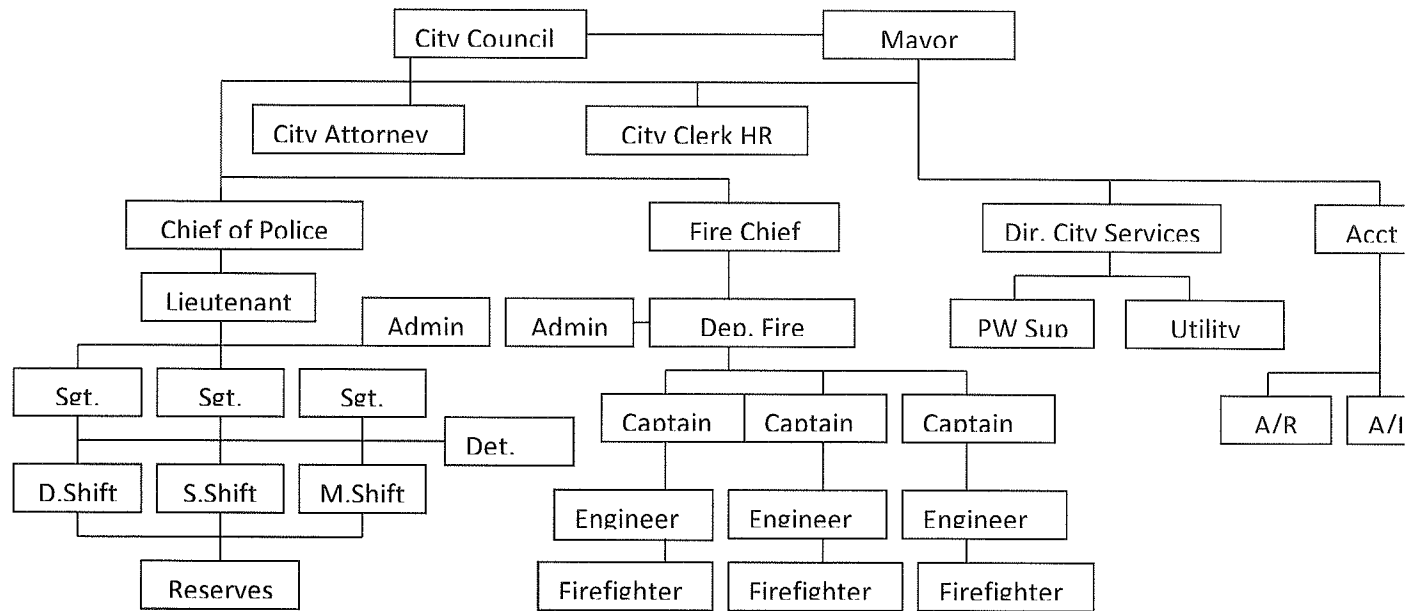
The City of North Pole has participated in several Federal and State grants over the years and has shown they are capable and qualified to maintain all required Progress and Financial Reports during the term of the AHSO Grant. The organizational chart is as follows.

#### **Lisa Vaughn – City Accountant**

Lisa Vaughn has been with the City of North Pole for almost 4 years now and is responsible for all of the city finances to include audits, payroll, accounts receivable, accounts payable. Lisa Vaughn has 20 years of accounting experience which included accounting for the City of Palmer, Alaska and the City of Homer, Alaska. Lisa Vaughn is responsible for managing the annual budget of \$7.2 million dollars.

#### **Marilyn Zrucky – Accounts Payable**

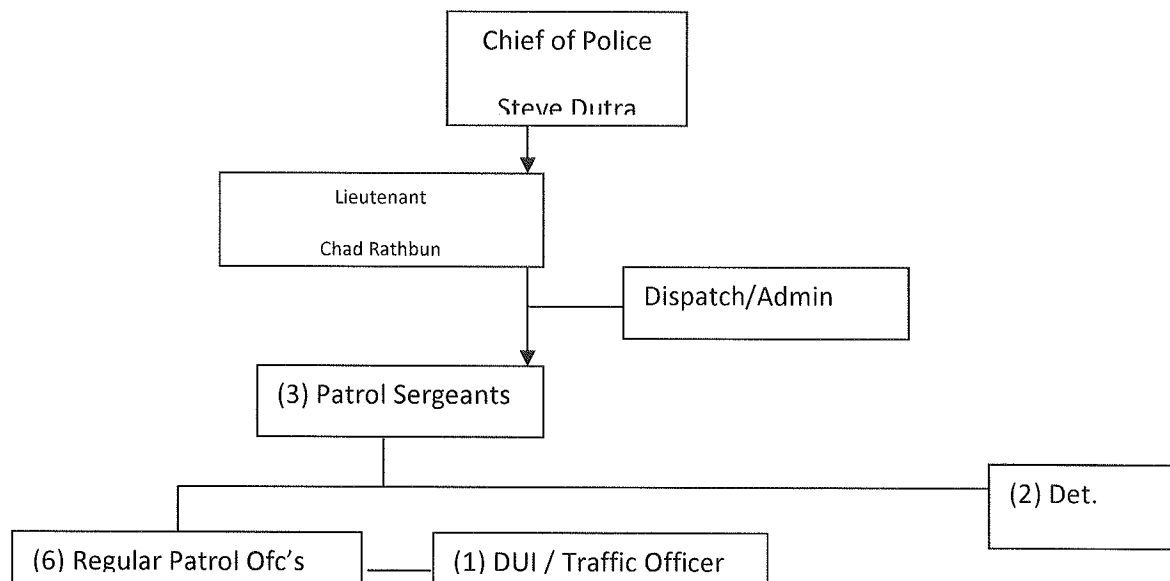
Marilyn has been with the City of North Pole for almost 7 years and has 5 years of prior experience with accounting. Marilyn is responsible for all payable accounts to include business licensing, purchase orders, and fillings. Marilyn ensures that the city is complying with all payment obligations.



#### Agency:

The North Pole Police Department will have the following people involved in the proposed project. The Chief of Police will be in charge of the overall success of the project with the Police Lieutenant coordinating as Project Director. The Lieutenant will monitor and collect all necessary data related to the AHSO Grant and he will provide all necessary documentation to the City Accountant and AHSO according to State and Federal guidelines. The DUI / Traffic Officer will report to his/her patrol Sergeant directly during normal duty hours. The DUI / Traffic Officer will report all statistical information, related to the AHSO Grant to the Lieutenant through the Sergeant.

The North Pole Police is staffed with 14 sworn officers which includes the Chief of Police. This includes the Lieutenant, (3) Sergeants, (2) Detectives, (6) Regular Patrol Officers, and (1) DUI / Traffic Officer, with a Reserve Officer capacity of 10.





### **Steve Dutra Chief of Police**

Chief Steve Dutra has almost 17 years of law enforcement experience in the State of Alaska with 8 years as the Lieutenant and 2 years as a patrol Sergeant. Chief Dutra has a Bachelor's Degree in Criminal Justice with thousands of hours of training in defensive tactics, investigations, patrol, drug interdiction, supervision, and administration. Chief Dutra is responsible for the annual budget of over 1.7 million dollars. Chief Dutra is responsible for allocating funds and resources in the most efficient and effect manner possible. Chief Dutra has been the Project Manager on Federal Grants as well as 3 previous years with the AHSO DUI / Traffic Officer Grant.

### **Lieutenant Chad Rathbun**

Lt. Rathbun has 17.5 years of law enforcement experience in the State of Alaska, with 1 year as Lieutenant and 5 years as Patrol Sergeant. Lt. Rathbun has approximately 2000 + hours of additional training in law enforcement, to include, defensive tactics instructor, FTO, advance investigations and crime scene, police supervision and administration. Lt. Rathbun hold an advanced certificate to Alaska Police Standards Council. Lt. Rathbun is responsible for the day to day operations of the North Pole Police Department.

### **Future Funding Plans**

The North Pole Police Department has worked hard over the last four years to produce a quality DUI/Traffic Safety program. With the help of the staff at AHSO it has been a complete success. Our desire has always been one of independence and self-sufficiency. Over the years we have sought funding for the tools necessary to create an independent long term DUI/Traffic Officer program. A program which would continue to carry on the goals and objectives of AHSO, NHTSA, and the citizens of North Pole.

In talks with AHSO staff it was apparent we are restarting our time line as follows:

Our Mayor has agreed to the following:

Grant Year	AHSO Funding	City Of North Pole (not including matching funds)
2013 - 2014	90%	10%
2014 - 2015	50%	50%
2015 - 2016	25%	75%
2016 - 2017	0%	100%

This plan would place the DUI/Traffic Officer on a long term stable platform. This plan slowly removes the financial burden from AHSO and shifts it to the City of North Pole. During this transition period the DUI/Traffic Officer would continue to support the goals and objectives of all of the citizens and help ensure that the roadways of Alaska are safe to drive.



**North Pole Police Dept.  
125 Snowman Ln.  
North Pole, AK 99705**

**Chief Steve Dutra  
Phone: 907-488-8459  
Fax: 907-488-5299**

October 28, 2013

To: Kathy Weber City Clerk  
North Pole City Council

Re: Design Services for Heating and Cooling for Police Station  
Funding Source 2013 Legislative Grant: 14-DC-113

The City of North Pole received a \$75,000 grant from the State of Alaska legislature earlier this year. Since receiving this grant I have been inquiring into how best to complete this project. It was decided to seek professional advice to ensure we spent this money in the best possible way.

I sought out proposals from five firms and received written proposals from Design Alaska and PDC Inc. Engineering. I reviewed both proposals and PDC came in the lowest bid which satisfies our needs.

I am requesting that the North Pole City Council award PDC Inc. the contract to provide design services to the City Of North Pole for the Police Station Heating and Cooling system.

PDC Inc. = \$15,975.00.  
Design Alaska = \$24,500.00

Thank you for your time.

A handwritten signature in black ink, appearing to be "Steve Dutra", written over a faint circular stamp.

Chief Steve Dutra



**PDC INC. ENGINEERS**

August 29, 2013

Chief Steve Dutra  
North Pole Police Department  
125 Snowman Lane  
North Pole, Alaska 99705

**SUBJECT:** Police Station Heating & Ventilation Improvements Fee Proposal

Chief Dutra,

PDC is pleased to provide a fee proposal for mechanical and electrical design services for the Police Station Heating & Ventilation Improvements project. The fee proposal was developed with the following assumptions.

1. The primary purpose for the project is to provide mechanical cooling to the occupied spaces in the original part of the facility.
2. PDC will develop construction drawings for the mechanical and electrical systems. The project will be delivered in a design-bid capacity.
3. It is assumed that North Pole project managers will interface with permitting and City Purchasing departments.
4. Sheet specifications will be used. It is assumed that North Pole city project managers will provide Division 0 and 1 specifications (General conditions, etc) including the bid forms.
5. The fee assumes that PDC will be redrawing the floor plan and existing mechanical and electrical systems to the extent required to deliver the design.
6. The fee excludes structural design services. If structural design is necessary after the concept is finalized, then we can negotiate those fees at that time.
7. PDC will provide the following deliverables:
  - a. 15% concept narrative to outline the design intent for review.
  - b. 65% narrative and drawing set for review.
  - c. 100% signed drawing set for construction.
8. Rough-Order-of-Magnitude engineering construction cost estimates will be provided at the 15% and 65% design levels. PDC will contract with a professional cost estimator to provide these services in order to provide a more accurate bidding estimate.
9. PDC will provide informal construction administration services, including answering permit questions, submittal reviews and assisting the contractor through the construction phase of the project.

We will work with you to create a mutually agreeable schedule of milestones to complete the services. We are ready to start work immediately.

We are pleased to provide the above services for a lump sum fee of \$ 15,975. A breakdown of the fees are attached.

1028 Aurora Drive  
Fairbanks, AK 99709  
T: 907.452.1414  
F: 907.456.2707

North Pole Police Station A/C Fee Proposal  
August 29, 2013  
Page 2

We appreciate the opportunity to work with you to improve the working conditions of your police headquarters.

Sincerely,

A handwritten signature in blue ink, appearing to be 'C. Fredeen', with a long horizontal stroke extending to the right.

Craig Fredeen, P.E.

## PDC Summary Sheet

#	PHASE	MECH	ELECT	PDC Sub Total	Cost Estimator	Subconsultant Sub Total	Totals
20	Concept Narrative	\$ 1,722	\$ 1,092	\$ 2,815	\$ 1,000	\$ 1,000	\$ 3,815
	Reimbursibles	\$ -	\$ -	\$ -		\$ -	\$ -
	Phase Total	\$ 1,722	\$ 1,092	\$ 2,815	\$ 1,000	\$ 1,000	\$ 3,815
25	65% design	\$ 3,291	\$ 2,771	\$ 6,063	\$ 1,000	\$ 1,000	\$ 7,063
	Reimbursibles	\$ -	\$ -	\$ -		\$ -	\$ -
	Phase Total	\$ 3,291	\$ 2,771	\$ 6,063	\$ 1,000	\$ 1,000	\$ 7,063
35	Construction Documents	\$ 1,843	\$ 1,184	\$ 3,027		\$ -	\$ 3,027
	Reimbursibles	\$ -	\$ -	\$ -		\$ -	\$ -
	Phase Total	\$ 1,843	\$ 1,184	\$ 3,027	\$ -	\$ -	\$ 3,027
80	Construction Administration	\$ 1,207	\$ 863	\$ 2,070		\$ -	\$ 2,070
	Reimbursibles	\$ -	\$ -	\$ -		\$ -	\$ -
	Phase Total	\$ 1,207	\$ 863	\$ 2,070	\$ -	\$ -	\$ 2,070
	Totals	\$ 8,064	\$ 5,911	\$ 13,975	\$ 2,000	\$ 2,000	\$ 15,975



October 2, 2013



North Pole Police Department  
125 Snowman Lane  
North Pole, Alaska, 99705

Attn: Steve Dutra

Re: North Pole Police Station Improvements  
Proposal for Professional Services

Design Alaska, Inc. (Design Alaska) is pleased to submit this proposal for professional services to the City of North Pole (Client).

## **AGREEMENT**

Upon acceptance of this proposal by Client, the considerations expressed herein (including Basic Services, Compensation and Other Terms) will constitute the Agreement between Client and Design Alaska for the Professional Services to be performed.

## **THE PROJECT**

Upgrade heating and cooling systems in the occupied portions of the North Pole Police Department.

## **BASIC SERVICES**

The scope of professional services proposed for this project is limited to:

1. Evaluating of the existing heating and cooling system and provide a report with proposed options with order of magnitude costs.
2. Develop construction documents to solicit for competitive low bid construction.
3. Bidding assistance to edit owner bidding documents for owner public solicitation. Bidding services also include attendance of the pre-bid conference and answering questions on the construction documents.
4. Construction administration services. Services will include submittal review, answering permit questions, answering contractor questions, one progress inspection and one substantial completion inspection.

This proposal is offered with the understanding that:

1. Three hard copies and one electronic file of the reports and design submittals will be provided to the City of North Pole for their own use.
2. Two design review meetings in person will be held in North Pole.
3. It is assumed that the existing mechanical system for the Police Station meets the outside air ventilation standard for indoor air quality. If a deficiency is noted during the investigation, additional services can be provided to include improvements to the ventilation system in the construction documents.

4. The unoccupied garage areas of the facility will not be investigated. Only the normally occupied portions of the facility will be reviewed.
5. Existing as-built conditions of the project will be determined by field investigation. Drawings of the existing facility are not available.
6. 3 design submittals are anticipated, investigative, design development, and final documents. The investigative report will be a narrative only. The construction document submittals will include narrative, specifications, drawings and cost estimates.
7. Bidding documents will be prepared so the construction contractor will be responsible to obtain plan review and North Pole construction permits.
8. City of North Pole will provide the bidding documents (Instruction to Bidders, Sample Contract, Bid Forms etc.) for editing. We can provide those forms if needed as an additional service. It is assumed that the city of North Pole will administer the bidding phase of the project, receive bids, and hold the bid opening.

This proposal specifically excludes:

1. Services associated with the identification or abatement of hazardous materials that might be encountered as part of the design phase of this project. None are anticipated for this facility.
2. Modification to the building structural system. Minor structural and architectural services for attachment of equipment are included.

## COMPENSATION

For the Basic Services rendered and Other Direct Costs, Design Alaska will be compensated on a Lump Sum basis in accordance with the following schedule:

Investigative Report	\$7,000
Design Development Documents	\$7,000
Final Construction Documents	\$6,000
Bidding Services	\$1,000
Construction Administration Services	\$3,500
Total	\$24,500

Other Direct Costs include the cost of travel and out-of-town living expenses, reproduction and mailing expenses, hazardous materials sample laboratory testing costs, public authority document review fees, and any state or local taxes imposed where the Project is located.

Compensation may be adjusted if the Basic Services are not authorized within 90 days of the date of this letter.

## **OTHER TERMS**

Any professional services beyond the scope of professional services included with Basic Services will be performed upon written authorization of the Client and will be compensated for on a Time and Expense Basis in accordance with Design Alaska's Hourly Rate Schedule in effect at the time services are provided, plus fees of subconsultants and Other Direct Costs, or as otherwise negotiated. A copy of the current rate schedule is attached.

Payments for professional services rendered and for Other Direct Costs will be made monthly upon presentation of Design Alaska's statement. Payments due Design Alaska under this Agreement will include a service charge of twelve percent (12%) per annum or the maximum permissible by applicable law, whichever is less, on any amount not paid within thirty (30) days after the date of billing.

Design Alaska makes no guarantees or warranties, express or implied, that the professional services performed under this agreement will be without error or flaw in judgment. Design Alaska will exercise that degree of skill, care, and judgment commensurate with the professional standards for services of a similar nature. Design Alaska shall not be liable under any other standard of performance.

Design Alaska shall not be liable for consequential damages arising out of or relating to the services provided under this Agreement. Consequential damages include rental expenses; loss of use, income, profit, financing, business, and reputation; and loss of management or employee productivity or of the services of such persons.

Design Alaska has no control over information supplied by others (Client, utilities, other consultants, etc.) and has no obligation to verify its accuracy unless verification of such information is specifically listed in the scope of professional services under Basic Services.

Because of factors beyond the control of Design Alaska and Client, actual bids or negotiated construction costs may vary from estimates of construction cost, which Design Alaska may prepare. Accordingly, Design Alaska does not warrant such estimates.

Design Alaska shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with construction of the Project, for the acts or omissions of contractors, subcontractors or any other persons performing construction of the Project, or for the failure of any of them to carry out the Project in accordance with the Contract Documents.

This Agreement may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In the event of termination not the fault of Design Alaska, Design Alaska shall be compensated for all services performed to termination date, together with reimbursable charges then due and all termination expenses.

This letter is the entire Agreement between the Client and Design Alaska. Changes or additions to this Agreement must be in writing and must be signed by both the Client and Design Alaska.

Acceptance of this Agreement by separate instrument is limited to the terms hereof, and Design Alaska hereby expressly objects to any different or additional terms contained in the Client's instrument of acceptance, whether in form of purchase order, acknowledgment, acceptance or other document.





If this proposal is satisfactory, sign, date, and return the original to Design Alaska. With the signature of Client, this document becomes an Agreement for Professional Services and provides Design Alaska with authorization to proceed.

Respectfully submitted,

Accepted by:

**Design Alaska, Inc.**

**City of North Pole**

A handwritten signature in blue ink, appearing to read "Chris H. Miller".

Chris H. Miller, P.E.  
Vice President

By: \_\_\_\_\_  
Authorized Signature

Title: \_\_\_\_\_

Date: 10/2/13

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

encl: Hourly Rate Schedule  
xc: JBW, CHM, LV, LCU, MPC  
Fax xc. Pages: 4

m:\potential projects\00 misc\north pole police station renovation rfp\np police station letter agreement 2013.doc

**Design Alaska, Inc.**  
**Hourly Rate Schedule**  
**2013**

<b>Category</b>	<b>Hourly Rate</b>
CONTRACT MANAGER	\$184.00
SENIOR ARCHITECT/ENGINEER	\$160.00
STAFF ARCHITECT/ENGINEER II	\$136.00
STAFF ARCHITECT/ENGINEER I	\$112.00
ARCHITECT/ENGINEER IN TRAINING	\$88.00
* CAD TECHNICIAN II	\$88.00
* CAD TECHNICIAN I	\$65.00
PROJECT MANAGEMENT ASSISTANT	\$112.00
SENIOR LAND SURVEYOR	\$136.00
* LAND SURVEYOR	\$112.00
* ASSISTANT LAND SURVEYOR	\$88.00

\* These classifications are subject to an overtime charge of 1.35 standard hourly rate.



**North Pole Police Dept.  
125 Snowman Ln.  
North Pole, AK 99705**

**Chief Steve Dutra  
Phone: 907-488-8459  
Fax: 907-488-5299**

October 23, 2013

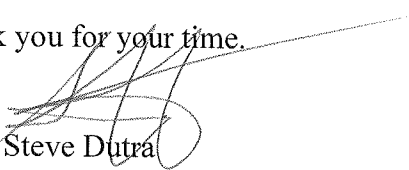
To: Kathy Weber North Pole City Clerk  
North Pole City Council

The City of North Pole received a grant from the SOA Department of Homeland Security and Emergency Management in 2012, Grant # 12SHSP-GR34077. This grant was awarded to support two programs. One was to purchase mobile radios and the second was to install a Bi-directional Amplifier (BDA) inside the North Pole Police Department and adjoining City Hall.

The Mobile Radios have been ordered and the IFB for the BDA is now complete. We received one bid from ProComm Alaska in the amount of \$63,646.00. This bid will meet all of the requirements listed in IFB PD 13-01 and is \$25,717.00 under the amount granted to us under the grant. We may seek permission from DHS&EM to use the remaining funding for service after the sale or additional equipment needs. This is under review.

I am requesting that the city council award this bid to Procomm and authorize the Mayor and Clerk to sign the Agreement for Professional Service with Procomm.

Thank you for your time.

  
Chief Steve Dutra



**CITY OF NORTH POLE  
INFORMATION FOR BID  
FOR  
FURNISHING**

**BI-DIRECTIONAL AMPLIFIER (BDA) AND DISTRIBUTED ANTENNA (DAS)  
TO  
CITY OF NORTH POLE**

**IFB: PD-13-01**

**CITY CLERK  
KATHY WEBER**

**PHONE: 907-488-8583**

**FAX: 907-488-3002**

**EMAIL: [Kathy.Weber@northpolealaska.org](mailto:Kathy.Weber@northpolealaska.org).**

**IFB OPENING – DATE/TIME: October 23, 2013, 3:01 PM**

**PD-13-01**

**September 15, 2013**

**CITY OF NORTH POLE  
INFORMATION FOR BID**  
Bi-directional Amplifier and Distributed Antenna System  
PD-13-01

Sealed bids for Bi Directional Amplifier and Distributed Antenna System for the City of North Pole (City), Police Department and North Pole City Hall, are requested from all qualified firms. Bids will be received by the City Clerks office, City Hall, 125 Snowman Lane, North Pole, Alaska 99705 until 3:00 p.m., local time, **October 23, 2013.**

THE BID MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE PLAINLY MARKED WITH THE BID OPENING DATE AND TIME, AND MARKED WITH THE FORMAL BID NUMBER PD-13-01. IFB MAY BE MAILED TO CITY OF NORTH POLE, CITY CLERK'S OFFICE, 125 Snowman Lane, North Pole, Alaska 99705.

Services include, but are not limited to, furnishing all labor, equipment and material to install a completely functional Bi-directional Amplifier (BDA) and Distributed Antenna System (DAS) in the North Pole Police Department and City Hall building located at 125 Snowman Lane North Pole, AK 99705.

Specifications and related bid documents may be obtained at the office of the City Clerk, City Hall, 125 Snowman Lane, North Pole, Alaska 99705 or on-line at [www.northpolealaska.com](http://www.northpolealaska.com), under City Government, in Public Notices.

The City reserves the right to waive informalities not inconsistent with law and to reject any or all bids.

Kathy Weber  
City Clerk  
City of North Pole

PUBLISH: FAIRBANKS DAILY NEWS MINER September 15, 18, 22, and 24<sup>th</sup>.

## **INTENT TO SUBMIT BID**

Firms intending to submit a bid for the Bi-directional Amplifier and Distributed Antenna system IFB PD-13-01, are encouraged to return this form immediately by fax to 907-488-3002 scanned and emailed to [Kathy.Weber@northpolealaska.org](mailto:Kathy.Weber@northpolealaska.org) or by mail to the following address:

City Clerk's Office  
City of North Pole  
125 Snowman Lane  
North Pole, Alaska 99705  
ATTN: Kathy Weber, City Clerk  
**IFB PD-13-01**

Firm Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_

By (Print Name): \_\_\_\_\_ Telephone #: \_\_\_\_\_

Title: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

All questions regarding this project shall be submitted only in writing to the City Clerk at the above address or fax number. Telephone clarification is not acceptable, but inquiries regarding status may be made to 907-488-8583.

Failure to submit this form does not preclude a firm from submitting a bid.

# INFORMATION AND INSTRUCTIONS FOR RESPONDENTS

## CITY OF NORTH POLE POLICE DEPARTMENT Bi-directional Amplifier and Distributed Antenna System PD-13-01

Project Managers: Chief Steve Dutra or designee  
North Pole Police Department

City Clerk: Mrs. Kathy Weber, City Clerk  
125 Snowman Lane  
North Pole, Alaska 99705  
Phone: 907-488-8583  
Fax: 907-488-3002  
Email: [Kathy.Weber@northpolealaska.org](mailto:Kathy.Weber@northpolealaska.org)

Submit Bids Only To: City of North Pole  
City Clerk's Office  
125 Snowman Lane  
North Pole, Alaska 99705

Submittal Deadline: **October 23, 2013**, 3:00 p.m., local time

Bid Opening: October 23, 2013 3:01 p.m. local time

Number of Copies to be Submitted: Four (4) -- (1) original and three (3) copies

### **1. INSTRUCTIONS FOR RESPONDENTS**

- 1.1 Bidders are requested to carefully review this bid, without delay, for defects and questionable or objectionable matter. Questions, objections, or comments shall be made in writing and received by the City Clerk, so that any necessary amendments may be published and distributed to bidders to prevent the opening of a defective bid. Bidder's protests based upon any omission, errors, or the content of the Request for Bids will be disallowed if not made known prior to the bid opening. Address all questions, objections, or comments to: City of North Pole, City Clerk's Office, 125 Snowman Lane, North Pole, Alaska 99705. Faxed or email inquiries are encouraged to 907-488-3002 or [Kathy.Weber@northpolealaska.org](mailto:Kathy.Weber@northpolealaska.org).
- 1.2
- 1.2 City assumes no responsibility for any interpretation or representations made by any of its officers, agents, or employees unless interpretations or representations are incorporated in a written amendment to the Information for Bid (IFB).
- 1.3 Deliver bid copies (number specified above) only to the above address before the deadline. Bids received by the City Clerk's Office after the time specified will not be accepted; they will be returned unopened to the bidder. **Faxed bids are not acceptable and shall be rejected.**
- 1.4 Ornate bindings and sectional dividers are not to be included. Color displays may be included.

The use of lay-flat binders is encouraged.

- 1.5 Package(s) containing bids must be sealed, marked, and addressed as shown in the example below.

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Respondent's Return Address

City of North Pole  
City Clerk's Office  
125 Snowman Lane  
North Pole, Alaska 99705  
PD-13-01

Submittal Deadline: **45 days from first day of publication or October 23, 2013, 3:00 p.m.**

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- 1.6 Neither the City nor its officers, agents, employees shall be responsible for the premature opening of, or failure to open, a bid not properly addressed and identified.
- 1.7 The City shall not be liable for any cost incurred by any firm in response to this solicitation. The City, at its option, may require of the selected firm(s): refined bid(s), oral presentation(s) and/or interview(s).
- 1.8 The City may accept or reject any and all bids and may choose not to enter any agreement.
- 1.9 Equal Opportunity: The City is an Equal Opportunity employer. City and all contractors, subcontractors, vendors, and suppliers, agree and certify that they shall comply with the requirements of all pertinent Federal and State laws relating to equal opportunity in contracting and procurement activities.
- 1.10 Business Licenses: A copy of the bidders current Alaska Business License and North Pole City Business License shall be submitted with the bid.
- 1.11 Acceptance of Bid: As soon as practicable after opening of bids and after the next scheduled North Pole City Council Meeting. The City reserves the right to reject any or all bids and to negotiate some provisions of the contract pursuant to NPMC 4.16.040. The rights and obligations of the contract shall become effective and binding upon the contracting parties only after formal execution of a contract form signed by Contractor and the Mayor. No other act -- oral, written, or implied -- shall constitute acceptance of a bid.
- 1.12 Cancellation of Invitations for Bids or Requests for Bids: Disbursement of monies by The City hereunder shall be subject to cancellation against any monies owed to The City pursuant to the provisions of NPMC 4.16.040(C).
- 1.13 Procedure: Selection and execution of any agreement will be accomplished in accordance with The City's standard policy and procedures. Formats for agreements consist of a basic agreement, plus the statement of services and contents of submitted bid.
- 1.14 Postponement: The City reserves the right to postpone the submittal date of bids and will give written notice of any such postponement to all known holders of the documents.
- 1.15 Protest Procedures: Protests may be filed in accordance with Alaska Statutes (AS)36.30.560-36.30.610.



## 2. RULES GOVERNING COMPETITION

- 2.1 EXAMINATION OF BIDS - Bidders should carefully examine the entire IFB, any addenda thereto and all related materials and data referenced in the IFB.
- 2.2 BID ACCEPTANCE PERIOD - Award of this bid is anticipated to be announced after the next scheduled North Pole City Council meeting, although all bids must be complete and irrevocable for 30 days following the submission date.
- 2.3 CONFIDENTIALITY - The content of all bids will be kept confidential until the selection of the firm is publicly announced. At that time, the selected bid is open for review by the public. After the award of the contract, all bids will then become public information.
- 2.4 SIGNATURE REQUIREMENTS - All bids must be signed in black or blue ink by a corporate officer or other authorized agent to sign contracts on the Bidders behalf. The name and title of the individual(s) signing the bid must be clearly shown immediately below the signature.
- 2.5 BID PREPARATION - All bids shall be type written. Each Bidder shall provide one original and three (3) copies are required.
- 2.6 ALTERNATE BIDS AND COLLUSION - No bid shall be considered from any person or entity submitting more than one bid document, under the same or different names. The copies of the bid required are not applicable to this provision. If there is any evidence indicating that two or more respondents are in collusion to restrict competitive bidding, the bids of all such respondents shall be rejected and such evidence may be cause for the disqualification of the participants on any future bid for any contract with the City.
- 2.7 DISPOSITION OF BIDS - All materials submitted in response to this IFB will become the property of the City. One (1) copy shall be retained for the official files of the City Clerk's Office and will become public record after award of the contract.
- 2.8 CONFIDENTIAL/PROPRIETARY INFORMATION - After the award of the contract, bids shall become public information except for proprietary information. If a bidder wishes individual pages which contain actual business proprietary information held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking individual pages, the bidders cover sheet will also be annotated with the words, THIS BID CONTAINS PROPRIETARY INFORMATION. Proprietary information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors.
- 2.9 MODIFICATION/WITHDRAWAL OF BIDS - A respondent may withdraw a bid at any time prior to the final submission date by providing written notification of its withdrawal, signed by an agent authorized to represent the Bidder. The Bidder may thereafter submit a new or modified bid prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final bid cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by The City after the date of receipt and following oral presentations.
- 2.10 ORAL CHANGE/INTERPRETATION - No oral change or interpretation of any provision contained in the IFB is valid whether issued at a pre-bid conference or otherwise. Written addendum will be issued when changes, clarifications or amendments to bid documents are deemed necessary by City.

- 2.11 EQUAL EMPLOYMENT OPPORTUNITY REPORTING REQUIREMENTS - The successful bidder will be required to execute and return such forms as required by the Equal Employment Opportunity Contract Compliance Officer.
- 2.12 LATE SUBMISSIONS – Bid information received after the date and time specified in the cover letter will not be considered and will be returned unopened.
- 2.13 REJECTION OF BIDS – The City reserves the right to reject any or all bids if it is determined to be in the best interests of the City.

### **3. BID AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and to obtain the maximum degree of comparability, it is required that the bids be organized in the manner specified. Bids shall not exceed fifteen (15) pages in length (excluding resumes, title page(s), index/table of contents, attachments or dividers). Information in excess of those allowed will not be evaluated. One page shall be interpreted as one side of single lined, typed 8 2" x 11" piece of paper. The use of lay-flat binders is encouraged.

- 3.1 TITLE PAGE - Show the IFB number and subject, the name of your firm, address, telephone number(s), name of contact person and date on the Title Page of the submittal.
- 3.2 TABLE OF CONTENTS - Clearly identify the materials by section and page number.
- 3.3 LETTER OF TRANSMITTAL
1. Briefly state your firm's understanding of the services to be performed and a commitment to provide the services as specified.
  2. Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, addresses and telephone numbers.
  3. The letter must be signed by a corporate officer or other individual who has the authority to bind the firm.
- 3.5 EQUIPMENT - Provide information regarding the equipment which will be used in the accomplishment of this service.
- 3.6 EMPLOYEE QUALIFICATIONS -

All vendors will be responsible for ensuring that all employees in their employment possess the following qualifications:

1. Have no criminal conviction entered by a court within the past five (5) years from the date of conviction or the date of release from prison, whichever is later, of any of the following offenses:
  - a. Any offense that includes as an element the use or threat of force upon a person;
  - b. Burglary, larceny, fraud or embezzlement; or
  - c. A crime involving dishonesty

3.7 COST - Include completed BID FORM.

## 4. EVALUATION CRITERIA AND PROCESS

### 4.1 EVALUATION CRITERIA

1.	Cost	<u>100</u>	<u>          </u>
	TOTAL:	<u>100</u>	<u>          </u>

### 4.2 EVALUATION PROCESS

Not Applicable.

## 5. SELECTION PROCESS

The bid with the lowest cost that meets all the criterion may be selected. However, City reserves the right to terminate negotiations with any bidder should it be in City's best interest. City reserves the right to reject any and all bids submitted.

## 6. SCOPE OF WORK

### 6.1 GENERAL

The City of North Pole Police Department is seeking a vendor who can install a bi-directional amp and antenna system to ensure connectivity between portable radios in the North Pole Police Station and Emergency Operations Center (EOC) and the North Pole City Hall.

The City of North Pole EOC is located in the police departments' officers' room. North Pole City Hall is located next to police department and all buildings are located at 125 Snowman Lane, North Pole, AK 99705. Buildings are standard wood construction with both buildings being separated by a covered walkway.

The City Hall and Police Department complexes are single story buildings. All cables installed from outside to the equipment are required to be shielded by conduit and equipment will be installed in the police departments radio room, labeled "files 115," on supplied map attachment A 2.1.

The intent of this Information for Bid (IFB) is to identify those firms who are qualified to perform the work required. Bidders certify by submitting a bid that they are thoroughly familiar with all City

and State statutes and regulations pertaining to this work and possess the skill and qualified manpower to interface with the public and complete the work.

Submittal data should be on standard 8½ x 11 paper and the use of standard lay-flat binders is encouraged. Company brochures should be excluded.

6.2 PRE-BID CONFERENCE - A pre-bid conference is scheduled for September 23, 2013 at 11:00 a.m. in the City Council Chambers, North Pole City Hall, 125 Snowman Lane, North Pole, Alaska.

6.3 SCOPE

The Contractor shall furnish all labor, equipment and material to include, but not limited to,

6.10 CONTRACTOR'S UNDERSTANDING

It is understood and agreed that the Contractor has by careful examination satisfied himself as to the nature and location of the work, the character, quantity and quality of materials to be used, if any, the character of equipment and facilities provided preliminary to and during the execution of the work, the general and local conditions, and all other matters which can in any way affect the work under this contract. No verbal agreement or conversation with any officer, employee or agent of the City, either before or after the execution of the contract, shall affect or modify any of the terms or obligations herein contained. All requests for changes or modifications to the bid shall be in writing and submitted to The City for approval.

6.11 SUBMITTALS

The following shall accompany each bid:

1. Certificates of insurance in the amounts prescribed in 6.16. Liability insurance must be in effect for each vehicle listed in 3.5 – Equipment, and upon award of the contract the Contractor must present a Certificate of Insurance including a provision stating that the insurance policy (policies) shall remain in effect for the term of this contract and shall not be canceled nor materially altered until at least thirty (30) days written notice thereof has been given to the City of North Pole, City Clerk's Office.
2. Copy of Alaska Business License.
3. Copy of North Pole City Business License.
4. List of equipment to be used (if applicable.)
5. The City reserves the right to request background checks on any or all employees involved in the project.

## 6.12 MATERIALS, APPLIANCES, AND EMPLOYEES

The Contractor shall provide and pay for all materials, labor, tools, equipment, and transportation necessary for the execution of this contract. City will supply access to the buildings for all necessary installations Monday – Friday 0800 – 1700 hours, excluding holidays.

- A. The Contractor shall provide one complete system using TXRX Bird Technologies equipment that is capable of delivering -85 dBm signal in critical areas (all areas within police station) and -90 dBm to -95 dBm in non-critical areas (North Pole City Hall.) Contractors must have manufacturer certifications / authorizations to install TXRX Bird Technology equipment.
- B. These signal measurements must be attained with a portable radio being worn in a duty belt on the side. As to replicate normal wear for patrol officer in uniform with radio on hip.
- C. System must exhibit a minimum of 4.0 Digital Audio Quality (DAQ) in all areas where voice and speech is easily understood with occasional distortion/noise.
- D. ALMR Primary donor site must be Birch Hill and secondary site will be Quarry Hill.
- E. Conventional repeater frequencies will be as follows:

Primary:	Fairbanks Police Department	TX 155.01	RX 156.03
	North Pole Fire Department	TX 154.445	RX 153.89
- Back Up: North Pole Police Department TX 155.13 RX 156.15
- F. Conventional repeater for 155.13 and 156.15 are located at 125 Snowman Lane North Pole, AK 99705. Conventional Repeater for 154.445 and 153.89 are located on Lakloy Hill.
- G. The system must be capable of enhancing analog, digital trunked or conventional signal at 12.5 KHz channels using VHF frequencies that will be able to cover the band from 136-160 MHz.
- H. Contractor must also provide details of service after the sale. These details must include costs for 24x7x365 service, annual preventative maintenance plans from 2-5 years. This needs to be included in the bid but will not be part of the overall package. If additional service is decided it will be purchased separate from this IFB.
- I. System must be NFPA1221, IFC2009, and NFPA 12009 compliant.
- J. Bidders will be allowed 45 day response period. This date starts the day of initial publication.
- K. System must also have backup power features, which must be listed in bid. Minimum power backup is 1 hour. System must be hooked up to backup AC power system inside NPPD building.
- L. All control equipment will be installed in Room 115 labeled "files," on Attachment A 2.1.

THE CONTRACTOR SHALL AT ALL TIMES ENFORCE STRICT DISCIPLINE AND GOOD ORDER AMONG HIS EMPLOYEES, AND SHALL NOT EMPLOY ON THE WORK, ANY UNFIT PERSON OR ANYONE NOT SKILLED IN THE WORK ASSIGNED TO HIM. AN UNFIT

PERSON INCLUDES ANY PERSON WHO DOES NOT POSSESS THE QUALIFICATIONS SET OUT IN SECTION 3.6.

- 6.13 COMPLIANCE WITH LAW - The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing upon the conduct of the work.
- 6.15 CITY'S RIGHT TO TERMINATE - The City may terminate the contract at any time the Contractor is in material default in performance, provided, however, that thirty (30) days written notice shall be given to Contractor of the intent to terminate. Contractor has the right to cure this default within this thirty (30) day period. No waiver of default by the City shall be deemed a waiver of other or subsequent defaults.
- 6.16 LIABILITY INSURANCE - The Contractor shall maintain insurance in the amount of five hundred thousand Dollar (\$500,000.00) level limit policy for property damage and bodily injury while in process of working on equipment. Contractor shall attach certificates of such insurance with this bid. Workers Compensation coverage shall be in accordance with all State of Alaska requirements.

#### Certificate of Insurance

Contractor must furnish a certificate of insurance within the (10) days of receipt of the Notice-of-Intent to Award and must provide for a thirty (30) day prior notice of cancellation, non-renewal or material change of the policies. Failure to furnish satisfactory evidence of insurance or lapse of policy shall be endorsed with a waiver of subrogation in favor of the Owner. All other insurance policies required of the Contractor by this agreement shall be endorsed to provide that such insurance shall apply as primary insurance and that any insurance or self-insured carried by the Owner will be excess only and will not contribute with the insurance required by this agreement. All other insurance policies required of the Contractor and subcontractors by this Agreement shall be endorsed to name the Owner as additional insured. All insurance shall be on an occurrence from acceptable to the Owner.

1. Workers' Compensation and Employers' Liability Insurance as required by any applicable law or regulation. Employers' liability insurance shall be in the amount no less than \$500,000 each accident for bodily injury, \$500,000 policy limit for bodily injury by disease and \$500,000 each employee for bodily injury by disease. The Contractor shall be responsible for Workers' Compensation Insurance for any subcontractor who directly or indirectly provides services under this contract. This coverage must include statutory coverage for states in which employees are engaging work. If there is an exposure of injury to Contractor's employees under the U.S. Longshoremen's Harbor Workers' Compensation Act, the Jones Act, or under laws, regulations or statutes applicable to maritime employee, coverage shall be included for such injuries or claims.
2. Commercial General Liability Insurance: The Contractor is required to provide Commercial General Liability (CGL) insurance with limits not less than \$1,000,000 combined single limit per occurrence and \$2,000,000 in the aggregate not excluding premises operations, independent contractors, products, and completed operations, broad form property damage, blanket contractual, explosion, collapse and underground hazards. Limits may be a combination of primary and excess (umbrella) policy forms.

3. Comprehensive Automobile Liability Insurance: Covering all owned, hired and non-owned vehicles with coverage limits not less than \$1,000,000 single limit per occurrence bodily injury and property damage.

4. Property Insurance: The Contractor shall submit to the Owner evidence of All Risk Builder's Risk Insurance for all physical loss, including earthquake and flood (100% completed value basis) upon the entire work naming the Owner, the Contractor and the subcontractors as additional insured parties and as their interests may appear to the full contract sum thereof, until the project is completed by the Contractor and accepted by the Owner. The policy, by endorsement, shall specifically permit partial or beneficial occupancy at or prior to substantial completion or final acceptance of the entire work.

A. PROOF OF INSURANCE: The Contractor shall furnish the Owner with a Certificate of Insurance or where requested by the Owner, the policy declaration page with required endorsements attached thereto showing the type, amount, effective dates and dates of expiration of all policies. All endorsements shall reference policy number and the project name and project number.

B. To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the Owner occurs, and employees from and against any and all loss, expense, damage, claim, demand, judgment, fine, charge, lien, liability, action, cause of action, or proceedings of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, emotional distress or death) arising directly or indirectly in connection with the performance or activities of the Contractor hereunder, whether the same arises before or after completion of the contractor's operations or expiration of this Agreement, except for damage, loss or injury resulting from the Owner's gross negligence or willful misconduct.

C. Without limiting its indemnification, the Contractor shall maintain, until acceptance of the project by the Owner, occurrence type coverage of the kinds and minimum amounts set forth below. All insurance limits are minimum. If the Contractor's policy contains higher limits, the Owner shall be entitled to coverage to the extent of such higher limits. The Owner, at its sole discretion, may rise or lower the limit.

#### 6.17 INDEMNITY

The Contractor shall indemnify and hold harmless the City from all loss or damage which the City may sustain by reason of the injury to any person or property through the negligent or willful act of the Contractor in the performance of the contract. In the event that any action, suit, claim or proceeding is brought against the City, the City shall at once give notice in writing thereof to the Contractor. Upon the receiving of such notice, the Contractor at his own expense shall defend against such action, suit, claim or proceeding and take all such steps as may be necessary or proper therein to prevent the obtaining of a judgment against the City. This City requires a minimum \$1,000,000.00 liability policy.

6.18 ASSIGNMENT - Neither party to the contract shall assign the contract without prior written consent of the other.

6.19 TERM OF CONTRACT - This contract shall remain in effect until work is satisfactorily completed, provided, however, that it may be terminated by the City under the conditions provided in 6.15.

6.20 CITY OPTION TO EXTEND – Upon mutual consent, this agreement may be extended for two (2) 1 month terms.

**BID FORM**  
**CITY OF NORTH POLE**  
**POLICE DEPARTMENT**  
**Bi-directional Amplifier and Distributed Antenna System**  
**PD-13-01**

City Clerk  
City of North Pole  
125 Snowman Lane  
North Pole, Alaska 99705

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

The undersigned bidder, having carefully examined the contract documents provided and referred to in the INFORMATION TO BIDDERS proposes to furnish the following:

1. To provide all services and equipment as described in these specifications.

FOR THE SUM OF (in words) \_\_\_\_\_  
(\$ \_\_\_\_\_)

- ( ) Alaska Business License
- ( ) North Pole City Business License
- ( ) System must be NFPA1221, IFC2009, and NFPA 12009 compliant
- ( ) Complete system using TXRX Bird Technologies equipment
- ( ) Meets all requirements listed in Section 6.12.

2. Optional information regarding service after the sale. Service for \_\_\_\_\_ period for the sum of  
(in words) \_\_\_\_\_ (\$ \_\_\_\_\_).

Firm Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_

By (Print Name): \_\_\_\_\_ Telephone #: \_\_\_\_\_

Title: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_



# NON-COLLUSION AFFIDAVIT

CITY OF NORTH POLE

Bi-directional Amplifier and Distributed Antenna System

PD-13-01

I, \_\_\_\_\_, of \_\_\_\_\_,  
being \_\_\_\_\_

(Firm Name)

Duly sworn, do depose and state:

That I, or the firm, association or corporation of which I am a member, a bidder, on the contract to be awarded, by the City of North Pole of the State of Alaska, for Bi-directional Amplifier and Distributed Antenna System contract, PD-13-01, have not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with such contract.

\_\_\_\_\_  
(Signature)

Office address for which this  
Submittal is made:

Name: \_\_\_\_\_

Street: \_\_\_\_\_

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

P.O. Box: \_\_\_\_\_

Title: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Firm  
Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Type of Firm (check one)

Fax: \_\_\_\_\_

\_\_\_\_ Individual  
\_\_\_\_ Partnership  
\_\_\_\_ Corporation / LLC

Corporation in the State of: \_\_\_\_\_

Other (specify): \_\_\_\_\_

Subscribed and sworn to this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Alaska  
My commission expires: \_\_\_\_\_

## EXHIBIT A

### AGREEMENT FOR PROFESSIONAL SERVICES

#### CITY OF NORTH POLE

#### Bi-directional Amplifier and Distributed Antenna System

#### PD-13-01

THIS AGREEMENT, made and entered to be effective the \_\_\_\_\_ by and between the **CITY OF NORTH POLE**, hereinafter called OWNER, and Procomm Alaska, licensed and qualified to do business within the State of Alaska and City of North Pole, hereinafter called CONTRACTOR.

#### RECITALS

a) The OWNER desires the performance, provision and accomplishment of the services, labor and materials described and set forth in Request for furnishing Bi-directional Amplifier and Distributed Antenna System, IFB PD-13-01.

b) CONTRACTOR represents that it is ready, able and qualified to provide, in all respects, all of the services according to the conditions and provisions of this agreement in the manner, at the times, and for the consideration hereafter provided.

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

**SECTION 1. AGREEMENT TO PERFORM** - the OWNER hereby agrees to engage the CONTRACTOR, and the CONTRACTOR hereby agrees to perform, complete, provide and furnish, in a timely and proper manner, and pursuant to and in accordance with all of the terms, covenants, conditions, and provisions of this agreement, all of the work, services, labor and materials required to accomplish all of the work described in NP-13-01 bid, hereof at the times and in the manner and for the consideration set forth.

**SECTION 2. SCOPE OF WORK** - The CONTRACTOR shall perform, supply and provide all of the work, services and materials (hereinafter collectively referred to as work) as set forth and described in NP-13-01. The tasks are to be performed following the award by the North Pole City Council, unless terminated pursuant to section 6.15, Scope of Work, or extended.

#### TASKS:

Installation of all necessary equipment and associated work and other services as are detailed in City of North Pole IFB PD-13-01, and the filed bid of Procomm Alaska. To the extent the scope of work is outlined in IFB PD-13-01 and the CONTRACTOR'S bid, those documents are a part of this agreement by reference. In the event of a conflict between OWNER'S and CONTRACTOR'S scope of work to be performed (as enunciated in OWNER'S IFB PD-13-01 and \_\_\_\_\_ if required \_\_\_\_\_ amended scope presented in the \_\_\_\_\_ BDA and DAS \_\_\_\_\_ bid), the OWNER'S scope shall dictate the scope of work required under this agreement and is incorporated herein by this reference.

SECTION 3: COMPENSATION AND PAYMENT - For and in consideration of the timely and proper performance of work authorized as provided herein, the OWNER shall pay the CONTRACTOR net 30 upon receipt of itemized invoice. Billing shall be done at the end of the project; invoice shall include a report including a complete list of work completed.

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

SECTION 5: OWNER'S CONTRACTING OFFICER - For purposes of this agreement, the OWNER'S Contracting Officer shall be the CITY CLERK, POLICE CHIEF or such other person as is designated in writing by such person.

SECTION 6: COMPLIANCE WITH GUIDELINES AND PROCEDURES - The CONTRACTOR shall provide and perform all work, services and materials in full, strict and complete compliance with all the following procedures and guidelines:

a) CONTRACTOR will provide, at its expense, all necessary office and work areas and all equipment and office supplies.

b) CONTRACTOR will provide adequate numbers of professional personnel as well as all other skilled personnel to accomplish the required scope of services contained herein.

SECTION 7: CONTRACTOR QUALIFICATION - The CONTRACTOR expressly represents and warrants it is now and shall continue to be at all times during the performance of this agreement, the holder of all required or necessary professional, business or other licenses or permits and is qualified and capable of performing all of the work covered or called for by this agreement and is presently ready, able and willing to undertake and perform all of such work and services and to supply all necessary materials and equipment in a non-negligent professional and workmanlike manner pursuant to the terms, conditions and provisions, at the times, and for the compensation and payments as herein provided.

SECTION 8: CONTRACTOR RESPONSIBLE FOR PERSONNEL - The CONTRACTOR has or will secure, at CONTRACTOR'S own cost and expense, all personnel required to perform this agreement in a timely and proper manner. The parties hereto agree and understand that such personnel shall in no event be deemed to be, and are not, employees, agents, or representatives of the OWNER and such persons shall have no contractual or other relationship with the OWNER, and the OWNER shall have no responsibility or liability whatsoever to any of said persons, or for the acts or omissions of any of such persons.

SECTION 9: PERSONNEL SUPERVISION - CONTRACTOR agrees that all work and services required or provided under this agreement shall be performed by the CONTRACTOR, or qualified employees thereof.

SECTION 10: INDEPENDENT CONTRACTOR - The parties hereto expressly agree that the CONTRACTOR shall be and is an independent CONTRACTOR and is not an employee or agent of the OWNER, and is, therefore, entitled to no insurance coverage, whether worker's compensation or otherwise and no other benefits accorded to OWNER'S employees. No withholding, FICA, or other taxes (whether income, sales or otherwise) or other amounts, will be withheld from the payments due to the CONTRACTOR, it being understood that the CONTRACTOR is solely responsible therefore, provided OWNER shall be entitled to withhold such retainage or other amounts from any progress or other payments as have been provided for elsewhere in this agreement.

SECTION 11: TERMINATION - If this agreement is terminated, OWNER shall be liable only for payment

for actual work performed.

SECTION 12: CHANGES OR MODIFICATIONS - Any change in any regulations or requirements applicable to the work called for herein, made, caused or imposed by, or as a result of, the action of any state, federal, or other governmental agency that has or will provide all or any portion of any funds for payment for the work or project which is the subject of this agreement shall automatically become a part of and amendment to this agreement and the CONTRACTOR shall comply therewith

SECTION 13: CONFLICT OF INTEREST - The CONTRACTOR covenants, warrants and represents that the CONTRACTOR has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner with the subject matter or the performance of this agreement. The CONTRACTOR further covenants, warrants and represents that in the performance of this agreement, no person having any such interest shall be employed. In the event that there may be any appearance of potential conflict of interest, CONTRACTOR will advise OWNER the details thereof, in writing, and the OWNER may grant CONTRACTOR a specific waiver of this provision on an individual case basis.

SECTION 14: CONFIDENTIAL INFORMATION. All information, and work products relating to or generated pursuant to this agreement shall be kept confidential and shall not be disclosed, discussed or made available to any other person or organization by the CONTRACTOR, its employees or representatives, without the prior written approval of the OWNER provided, however, the OWNER shall have the right to audit, inspect and otherwise obtain any information as provided in Section 15 or regarding performance of this agreement by the CONTRACTOR.

#### SECTION 15: REPORTING AND RECORDS

All project records shall be maintained by the CONTRACTOR for not less than three (3) years after completion and final acceptance of all work by the OWNER and shall be subject to inspection and copying by the OWNER, representative of the OWNER, or third party designated in writing by OWNER.

SECTION 16: HOLD HARMLESS AND INDEMNITY - The OWNER, its officers, employees and agents shall not be held liable for any claims, liabilities, penalties, fines or for damage to any goods, properties or effects of any person whatsoever, nor for any personal injury or death, caused by or resulting from any act or omission of CONTRACTOR, or by any of CONTRACTOR'S officers, employees, agents, representatives, contractors, or subcontractors in the performance or nonperformance of this agreement, and CONTRACTOR further agrees to appear and defend, and to indemnify and save free and harmless the OWNER and its officers, employees and agents from and against any of the foregoing claims, liabilities, penalties, fines or damages, whether or not valid, and for any cost and expense, including reasonable attorney's fees incurred by the OWNER, its officers, employees or agents on account of any claim therefore

SECTION 17: INSURANCE - As indicated in: Section 6. Scope of Work, 6.16 Liability Insurance.

SECTION 18: INDEPENDENT CONTRACTOR; NO AUTHORITY TO BIND OWNER - The parties hereto agree that CONTRACTOR is an independent contractor and is not, and shall not be construed to be a partner, joint venturer, employee or agent of the OWNER and shall not, and is not authorized to, enter into or make any contracts, agreements or enter into any other understanding with any other person, corporation, partnership, joint venture, or other entity, in the name of or for the benefit of the OWNER.

SECTION 19: NO THIRD PARTY BENEFICIARIES - Nothing in this agreement shall be construed to give any person other than the OWNER and the CONTRACTOR any legal or equitable right, remedy or claim under this agreement, but it shall be held to be for the sale and exclusive benefit of the OWNER and the CONTRACTOR.

SECTION 20: PAYMENT OF TAXES - The CONTRACTOR shall pay all federal, state, and local sales,

excise or other taxes or assessments incurred by the CONTRACTOR in a timely manner.

**SECTION 21: ASSIGNMENT AND SUBLETTING PROHIBITED WITHOUT PRIOR CONSENT OF THE CITY OF NORTH POLE** - The CONTRACTOR shall not assign, transfer, convey, pledge, hypothecate, sublet, subcontract, or otherwise dispose of or encumber this agreement, or the rights there under, nor shall the CONTRACTOR delegate any of its duties hereunder **without the prior written consent of the THE CITY OF NORTH POLE**. Any such attempted assignment, transfer, conveyance, pledge, hypothecation, subletting or other disposition, or the attempted assignment, disposition or delegation of duties or rights shall be null and void and of no force or effect and shall be grounds and cause for immediate termination of this agreement without liability by and at the option of the City of North Pole.

**SECTION 22: NOTICE** - Any notice, demand, request, consent, approval, or other communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first class mail at the address set forth below. Either party may change its address by notifying the other party of its change of address in writing. Notice shall be deemed to have been duly made and given when delivered if served personally, faxed, or upon the expiration of seventy-two (72) hours after the time of mailing if mailed as provided in this section. Notice made by fax will be confirmed with mailing of original notice.

**OWNER:**  
City of North Pole  
125 Snowman Lane  
North Pole, Alaska 99705

**CONTRACTOR:**  
ProComm Alaska  
2100 E 63<sup>rd</sup> Avenue  
Anchorage, Alaska 99507

**SECTION 23: EQUAL EMPLOYMENT OPPORTUNITY**

a) The CONTRACTOR shall not discriminate against any employee or applicant for employment because of unlawful reasons and will abide by all federal and state laws, regulations, and policies pertaining to the prevention of discriminatory employment practices. The CONTRACTOR will take affirmative action to insure that such federal and state employment discrimination laws are not violated. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, those notices regarding employment discrimination as required by law.

b) The CONTRACTOR shall state in all solicitations or advertisements for employees to work on contract jobs to be let in the performance of this agreement, that all qualified applicants will receive consideration for employment in a form required by law.

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

d) Full cooperation as expressed in the foregoing clause c) shall include, but not be limited to, being a witness in any proceeding involving questions of unlawful, or invidious discrimination if such is deemed necessary by any official or agency of the State of Alaska, permitting employees of said CONTRACTOR to be witnesses or complainants in any proceeding involving questions of unlawful or invidious discrimination, if such is deemed necessary by any official or agency of the State of Alaska, or the OWNER, participating in meetings, submitting periodic reports on the equal employment aspects of present and future employment, assisting in inspection of relevant facilities, and promptly complying with all state directives deemed essential by any office or agency of the State of Alaska, or the OWNER, to insure compliance with all federal and state laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.

- e) Failure to perform any of the above agreements pertaining to equal employment opportunities shall be deemed a material breach of the contract and sufficient grounds for termination of this agreement for cause without liability.

**SECTION 24: WORKER'S COMPENSATION COVERAGE** - The CONTRACTOR, if subject to the provisions of the Alaska Worker's Compensation Act (A.S. Title 23, Chapter 30), shall, upon request, provide the OWNER and the State of Alaska with proof, furnished by the insurance carrier, of current coverage for worker's compensation with an insurance company or association authorized to transact such business in the State of Alaska, or an approved current certification of self-insurance by the Alaska Worker's Compensation Board. The CONTRACTOR further acknowledges and agrees that in the event it fails to maintain proper worker's compensation coverage, the provisions of A.S. 23.30.045(e) will be implemented, and the OWNER, at its option, may terminate this agreement for cause without liability. The City will require proof of Workers Compensation Coverage, Automotive Insurance and Liability Insurance.

**SECTION 25 - MISCELLANEOUS**

- a) **Relationship of Parties**: Nothing herein contained shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship or principal and agent or of partnership or of joint venture between the parties hereto, it being understood and agreed that neither method of computation of payment nor any other provision contained herein, nor any acts of the parties hereto, shall be deemed to create any relationship between the parties hereto other than the relationship of OWNER and independent contractor.
- b) **Terminology**: Whenever herein the singular number is used, the same shall include the plural, and the masculine gender shall include the feminine and neuter genders.
- c) **Nonwaiver**: No delay or omission of the right to exercise any power by either party shall impair any such right or power, or be construed as a waiver of any default or as acquiescence therein. One or more waivers of any covenant, term, or condition of this agreement by either party shall not be construed by the other party as a waiver of a subsequent breach of the same covenant, term or condition. The consent or approval by either party to any act by the other party of a nature requiring consent or approval shall not be deemed to waive or render unnecessary consent to or approval of any subsequent similar act.
- d) **Law Applicable**: The laws of the State of Alaska shall govern the construction, validity, performance and enforcement of this agreement. Venue as to any action or claim proceeding, arising out of, or based upon this agreement, including, but not limited to, any action for declaratory or injunctive relief, shall be the appropriate state court sitting in the City of Fairbanks, Fourth Judicial District, Alaska.
- e) **Successors and Assigns**: Except as otherwise provided herein, the covenants, agreements and obligations herein contained shall extend to bind and inure to the benefit not only of the parties hereto but their respective personal representatives, heirs, successors and assigns.
- f) **Compliance With Law and Regulations**: CONTRACTOR shall, at CONTRACTOR'S sole cost and expense, comply with all of the requirements of all local, state, or federal laws, ordinances, or regulations now in force, or which may hereafter be in force, pertaining to this agreement, or the project or work to be performed, and shall faithfully observe in the performance of this agreement, all local, state, and federal laws, ordinances and regulations now in force or which may hereafter be in force.
- g) **Entire Agreement**: This agreement and any schedules, appendices or attachments attached hereto set forth all the covenants, promises, agreements, conditions and understandings between the parties, hereto, and there are no covenants, promises, agreements, conditions, or understandings, either oral or written, between them other than as herein set forth. Except as herein otherwise expressly

provided, no contemporaneous or subsequent agreement, understanding, alteration, amendment, change or addition to this agreement, or any schedule, appendix, exhibit or attachment thereto shall be binding upon the parties hereto unless reduced to writing and signed by both parties. This agreement constitutes a final, complete, and exclusive statement of the agreement between the parties; provided, however, that this agreement does not incorporate or nullify any previous oral or written contract for other work not encompassed within the scope of work of this agreement.

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

i) CONTRACT INTERPRETATION: This contract shall not be construed against the drafting party.

WHEREFORE, the parties have entered into this agreement to be effective as of the day and year first above written. Executed at the City of North Pole, Alaska.

BY:

OWNER:

CONTRACTOR:

CITY OF NORTH POLE

ProComm Alaska

\_\_\_\_\_  
Bryce Ward , Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title:

\_\_\_\_\_  
Date

Approved as to Form:

OFFICE OF THE CITY ATTORNEY

ATTEST:

\_\_\_\_\_  
Zane Wilson, City Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kathy Weber, City Clerk

\_\_\_\_\_  
Date

**PD-13-01**  
**City of North Pole**  
**Police Department**  
**Bi-directional Amplifier and Distributed**  
**Antenna System**

Presented by:  
ProComm Alaska  
2100 E 63<sup>rd</sup> Ave  
Anchorage, Alaska 99507  
Gary Peters  
907-261-2620  
October 23, 2013

Atta





October 21, 2013

City of North Pole  
125 Snowman Lane  
North Pole, AK 99705

Re: IFB PD-13-01 Bi-directional Amplifier and Distributed Antenna

Ms. Weber:

In response to the IFB # PD-13-01 issued by the City of North Pole, ProComm Alaska is submitting a bid package that includes the procurement and installation of a TXRX Bird Technologies VHF band in-building Bi-Directional Antenna (BDA) Signal Booster that will utilize a coax and internal antenna based Distributed Antenna System (DAS) for the City of North Pole Police Station and the adjoining City Hall.

The goal of this project is to improve ALMR and conventional VHF radio communication inside the City of North Pole Police Station and City Hall building, and to do so with equipment that meets NFPA standards for today's UB Code. The estimate is to enhance VHF band signal strength in areas specified by North Pole PD as critical for day to day operations to support and enhance portable radio talk back to the sites from inside the buildings.

A BDA will be installed in Room 115 in existing 19" rack provided by the City of North Pole. The BDA will be powered from a standard (115VAC) outlet and grounded to a building/electrical ground from the electrical panel in the generator room (via No.2 ground conductor).

A 3 dB Gain single exposed dipole antenna will be installed on the antenna tower on the South side of the Police Building. The "donor site" antenna will be installed at 50 – 60 foot level on the tower to ensure line of sight propagation between all remote sites and the North Pole PD building.

LDF4-50A coax transmission line will be used between the antenna and penetration point at the base of the tower. NPPD must provide permission for ProComm to install new wall penetration panels which must be installed to ensure weatherproof entry for the donor antenna coax in to NPPD's building and also to achieve compliance with Motorola's R56 Standards and Guidelines for Communication Sites grounding requirements.

An MGB (Master Ground Bar) will be installed on the South side of the Police Building, below the penetration panel. Approximately 60 feet of No.2 grounding conductor will be run between the electrical panel in the generator room and the MGB. A ground rod will be driven into the ground below the MGB to protect equipment from lightning strikes. No.2 stranded conductor will be used to connect MGB to a driven ground rod. (underground utilities "locates" must be done around the tower area prior to ground rod installation and this is the responsibility of the City of North Pole).





LMR400 coax and indoor VHF antennas will be used to create the DAS. The donor antenna's location and quantity will be based on the signal strength readings collected during the site walk that was performed by ProComm Alaska's Engineer. Antennas will be mounted in optimum locations to provide the best coverage without introducing interference to outside or inside communication systems. Miscellaneous hardware will be used to secure the transmission lines and antennas to the building structure. The coax will be secured to the building/tower structure every 3 – 4 feet (where possible) to avoid being in close proximity of existing data cables running above the drop in ceiling.

A ProComm Alaska technician will optimize the BDA for the best performance based on live readings from the equipment.

ProComm Alaska will provide and install one (1) Uninterruptible Power Supply (UPS) as an AC power backup for the BDA in case of main power malfunction. The UPS will power BDA for minimum of 1 hour.

ProComm Alaska is committed to providing the City of North Pole with the equipment and services as specified in within this response.

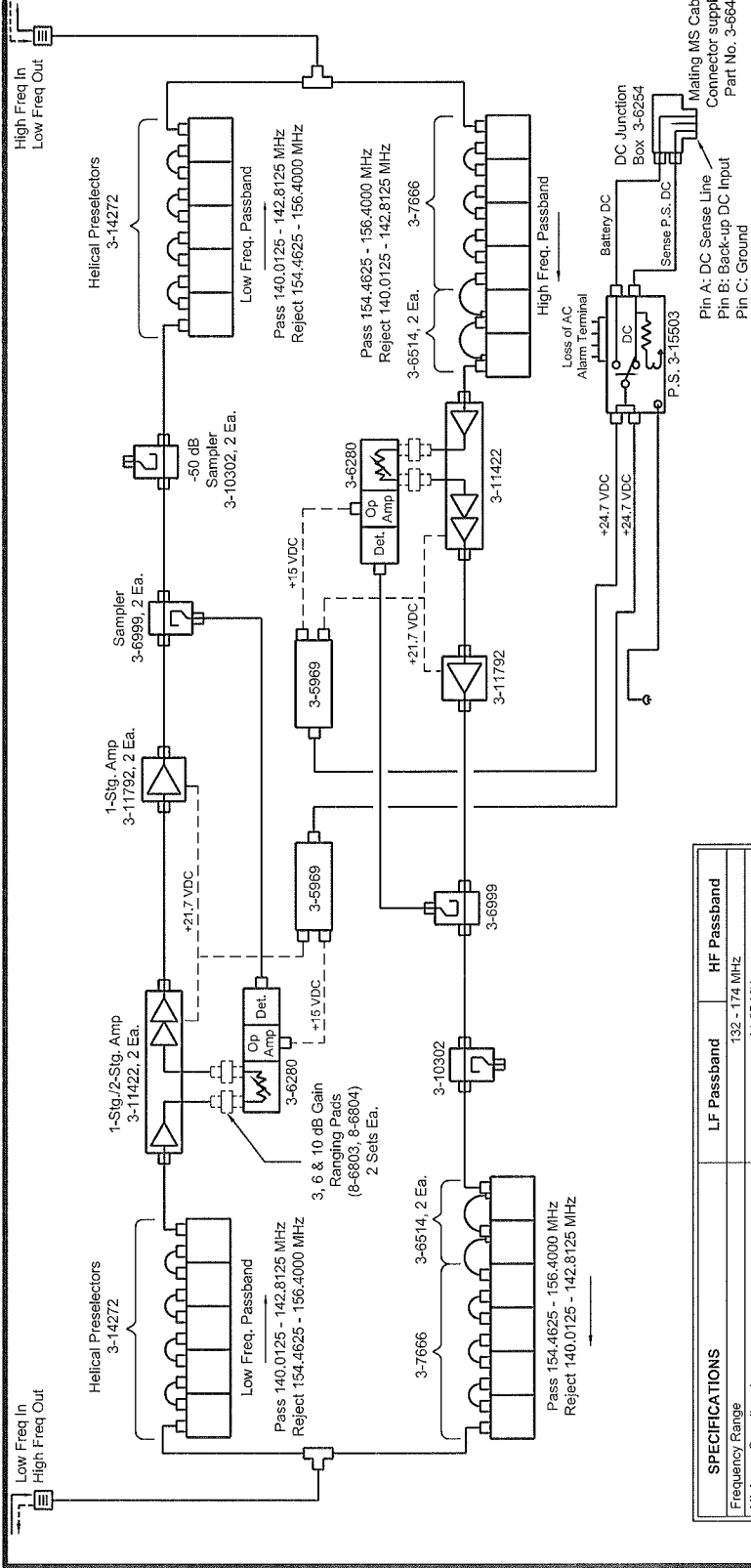
Please contact me at 907-261-2620 or 907-830-4324 if you have any questions.

Respectfully,



Gary Peters  
President & CEO  
ProComm Alaska LLC.  
2100 E63rd Avenue  
Anchorage, AK 99507





**Specific Order Specifications**

Serial No. \_\_\_\_\_  
Low Freq. 140.0125 - 142.8125 MHz  
Gain Setting \_\_\_\_\_ dB  
High Freq. 154.4625 - 156.4000  
Gain Setting \_\_\_\_\_ dB



8625 INDUSTRIAL PARKWAY  
ANGOLA, N. Y. 14006  
A MEMBER OF BIRD TECHNOLOGIES GROUP

Rev.	Change No.	Date	Initiator

TOLERANCES UNLESS OTHERWISE SPECIFIED  
XXX ± .01  
XXX ± .005  
XXXX ± .0005  
ANGLES ± 1°  
FILLETS .005 - .040  
BREAK ALL EDGES .005 MIN.  
✓80 FINISH ALL OVER.  
DIMENSIONS APPLY AFTER PLATING OR COATING.  
ALL PARTS TO BE FREE OF BURRS.  
ALL DIMENSIONS ARE IN INCHES.

Designed By:	SM	10-15-13
Engineered By:	SM	10-15-13
Detailed By:		
Drawn By:	SM/BW	10-15-13
Checked By:		

Title:  
SPECIFICATIONS FOR  
2-WAY VHF  
SIGNAL BOOSTER  
MODEL: 61-38-06042-RM-R1  
FCC ID: PZZ5P1613805  
IC: 1940A-P1613805

Drawing No.	6-TBD	Rev.	p1
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Number of frequencies accommodated per passband will determine the maximum allowable power per frequency. The levels below are per passband in proposed EIA Standard PN 2009, Section 8.

No. of Freqs / Passband	Max. Power per Freq.
2	22.06 dBm (160.7 mW)
4	17.35 dBm (54.4 mW)
6	14.68 dBm (29.4 mW)
8	12.82 dBm (19.1 mW)
10	11.4 dBm (13.8 mW)
20	7.09 dBm (5.1 mW)
30	4.66 dBm (2.9 mW)
40	2.96 dBm (2.0 mW)
50	1.67 dBm (1.5 mW)

Amplifiers are tuned for specific Passbands.

SPECIFICATIONS		LF Passband	HF Passband
Frequency Range		132 - 174 MHz	
Minimum Guardband		11.65 MHz	
Number of Passbands		2	
Pass Bandwidth (Factory Set)		2.8 MHz	1.9375 MHz
Output Level Control (OLC)		Yes	
Maximum gain (OLC inactivated, without gain set pads)		+65 dB Typical	
Gain Set Method		3 dB, 6 dB	
Gain Adjust Range		0 to 19 dB	
1dB Compression Point		+29 dBm Minimum	
Third-Order Output Intercept Point		+39 dBm Minimum	
Output RF Sampler		-50 dB	
System Noise Figure (without gain set pads)		10 dB max.	
Temperature Range		-30° to +60° C	
Nominal Impedance		50 Ohms	
VSWR		2.0:1 maximum	
Input / Output Connectors		Type N/ Female	
RF Sampler Port Connectors		BNC/ Female	
AC Power Input Current Draw		100-120 / 200-240 VAC, 50-60 Hz	
DC Backup Input Voltage		N/A	
Unit Current Draw		2.0 Amps DC / <1.0 Amps AC	
Housing			
		RM: 19" Rack Mountable	
Nominal Size (Internal)		19" W x 20" D x 16" H	
Net Weight		75 lb (33 Kg) est.	

# Employee Qualifications

Employees assigned on-site have security clearances through Federal agencies requiring background checks. Additional background investigation, if required, can be provided at ProComm Alaska's cost.

**BID FORM**  
**CITY OF NORTH POLE**  
**POLICE DEPARTMENT**  
**Bi-directional Amplifier and Distributed Antenna System**  
**PD-13-01**

City Clerk  
City of North Pole  
125 Snowman Lane  
North Pole, Alaska 99705

Date: October 21, 2013

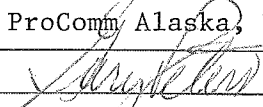
The undersigned bidder, having carefully examined the contract documents provided and referred to in the INFORMATION TO BIDDERS proposes to furnish the following:

1. To provide all services and equipment as described in these specifications.

FOR THE SUM OF (in words) Sixty-three thousand six hundred forty-six  
(\$63,646.00 ) dollars and zero one-hundreds

- ( ) Alaska Business License  
(X) North Pole City Business License  
( ) System must be NFPA1221, IFC2009, and NFPA 12009 compliant  
(X) Complete system using TXRX Bird Technologies equipment  
(X) Meets all requirements listed in Section 6.12.

2. Optional information regarding service after the sale. Service for ea 1 year period for the sum of  
(in words) Four thousand one hundred dollars even (\$4,100).

Firm Name: ProComm Alaska, LLC Address: 2100 E. 63rd Avenue  
Signature:   
By (Print Name): Gary Peters Telephone #: (907) 563-1176  
Title: CEO Fax #: (907) 261-2663  
Email: gary.peters@procommak.com

**Alaska Department of Commerce, Community, and Economic Development**  
Division of Corporations, Business and Professional Licensing  
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

**PROCOMM ALASKA, LLC**

2100 E 63RD AVENUE ANCHORAGE AK 99507

owned by

**PROCOMM ALASKA, LLC**

is licensed by the department to conduct business for the period

December 28, 2012 through December 31, 2014  
for the following line of business:

42 - Trade



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location. It is not transferable or assignable.

Susan K. Bell  
Commissioner



# BUSINESS LICENSE

## 2013

PROCOMM ALASKA LLC

2100 E 63RD AVENUE  
ANCHORAGE AK 99507

This Business License authorizes PROCOMM ALASKA LLC to conduct business within the City of North Pole, Alaska, as required in Section 4.08.015 of the North Pole Code of Ordinances. If the rules and regulations of the North Pole Code of Ordinances are not complied with, revocation and/or suspension of this Business License may result.

*[Handwritten Signature]*  
Authorized Signature

Business License # 2559

Expires: December 31, 2013



**NON-COLLUSION AFFIDAVIT**  
**CITY OF NORTH POLE**  
**Bi-directional Amplifier and Distributed Antenna System**  
**PD-13-01**

I, Linda Peters, of ProComm Alaska LLC,  
being \_\_\_\_\_  
(Firm Name)

Duly sworn, do depose and state:

That I, or the firm, association or corporation of which I am a member, a bidder, on the contract to be awarded, by the City of North Pole of the State of Alaska, for Bi-directional Amplifier and Distributed Antenna System contract, PD-13-01, have not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with such contract.

Linda Peters  
(Signature)

Office address for which this  
Submittal is made:

Name: Linda Peters

Street: 2100 E. 63rd Ave

Date: 10-15-13

P.O. Box: \_\_\_\_\_

Title: CEO

City: Anchorage  
State/Zip: AK 99507

Firm  
Name: ProComm Alaska LLC

Telephone: 907-563-1176

Type of Firm (check one)

Fax: 907-261-2663

☐ Individual  
☐ Partnership  
☒ Corporation / LLC

Corporation in the State of: Alaska

Other (specify): \_\_\_\_\_

Subscribed and sworn to this 15 day of OCTOBER, 2013



[Signature]  
Notary Public in and for the State of Alaska  
My commission expires: 3/22/16





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/20/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Alaska USA Insurance Brokers P.O. Box 196530  Anchorage AK 99519	CONTACT NAME: Brook Bernier, CISR PHONE (907) 561-1250 FAX (907) 561-1315 E-MAIL: B.Bernier@alaskausainurance.com ADDRESS: B. Bernier@alaskausainurance.com
INSURED ProComm Alaska, LLC 2100 E. 63rd St.  Anchorage AK 99507	INSURER(S) AFFORDING COVERAGE INSURER A: Alaska National Ins. Company 38733 INSURER B: Republic Indemnity INSURER C: INSURER D: INSURER E: INSURER F:

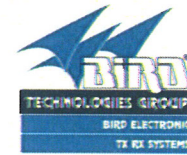
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	UNITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			13IPS59394	9/3/2013	9/3/2014	MED EXP (Any one person) \$ 5,0000
							PERSONAL & ADV INJURY \$ 1,000,000
A	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						
	<input checked="" type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
A	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS			13IAS59394	9/3/2013	9/3/2014	BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						Underinsured motorist \$ included
A	<input checked="" type="checkbox"/> UMBRELLA LIAB						EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE						
	DED <input checked="" type="checkbox"/> RETENTIONS 10,000			13ILU59394	9/3/2013	9/3/2014	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> VIC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A	18613101	9/3/2013	9/3/2014	E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	Larry Linegar/BROKER



## BIRD CERTIFIED INTEGRATOR

CERTIFICATE OF COMPLIANCE AND CAPABILITIES

### PROCOMM ALASKA

CERTIFICATION DATE: October 1<sup>st</sup>, 2013

The bearer of this Certificate has met or exceeds the minimum standards for design, installation and maintenance of Life Critical In-Building Communications Systems as set forth by Bird Technologies and its wholly owned subsidiary TXRX Systems, and is classified as a Bird Certified Integrator.

The areas of expertise that a Bird Certified Integrator must excel in are:

- Site Surveys
- DAS design
- System Installation
- System Optimization
- System Commissioning
- Service and Maintenance

BCI status is valid for 24 months from Certification date.

Systems and Applications Engineering Manager

*Minfei Leng*

October 1st, 2013

Vice President of Sales

*Terry Grant*

October 1st, 2013



# Equipment List

Description	Model	QTY
Bi Directional Amplifier VHF	61-38-06042-RM-R1	1
Hybrid Directional Coupler	85-38-XX	2
VHF outdoor Dipole Antenna	871F-70SM	1
VHF Indoor, Unity Gain Antenna	Roof-FT-Nit	3
External transmission Line	LDF4-50	80 feet
Indoor transmission line	LMR400	300 feet
Misc. grounding hardware		

**CITY OF NORTH POLE  
ORDINANCE 13-14**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL  
ESTABLISHING THE 2014 BUDGET AND LEVYING THE MIL RATE**

**Section 1. Classification.** This ordinance is of a special nature and shall not be included in the North Pole Code of Ordinances.

**Section 2. General Fund Operating Budget.** The anticipated general fund revenues of **\$5,349,809** are hereby appropriated to fund January 1, 2014 to December 31, 2014 operations as follows:

Administration	581,551
Professional Services	383,624
Police Department	1,776,215
Fire Department	1,951,358
Public Works	657,061
<b>Total</b>	<b>5,349,809</b>

**Section 3. Effective Date.** This ordinance shall be effective on January 1, 2014.

**Section 4. Utility Fund Operating Budget.** The anticipated utility fund revenues of **\$1,517,619** are hereby appropriated to fund January 1, 2014 to December 31, 2014 operations as follows:

Utility Department Water Operating Budget	755,679
Utility Department Sewer Operating Budget	761,940
<b>Total</b>	<b>1,517,619</b>

**Section 5. Water Reserves Fund.** This fund accounts for the revenues that are received from the FRR and Water Base portions of the water bills and expenses related to capital projects for water.

Transfer from Water Dept (FRR)	81,120
Transfer from Water Dept (Water Base)	106,128
<b>Total</b>	<b>187,248</b>

**Section 6. Sewer Reserves Fund.** This fund accounts for the revenues that are received from the FRR and Water Base portions of the sewer bills and expenses related to capital projects for sewer.

Transfer from Sewer Dept (FRR)	63,511
Transfer from Sewer Dept (FRR-Industrial)	63,511
Transfer from Sewer Dept (Sewer Base)	72,000
<b>Total</b>	<b>199,022</b>

**Section 7. Building Fund Operating Budget.** The anticipated building fund revenues of **\$76,085** are hereby appropriated to fund January 1, 2012 to December 31, 2012 operations as follows:

Building Fund-Revenue	114,500
Building Fund-Expenditures	114,500

**Section 8. Special Revenues.** Special Revenue Fund Accounts exist for Abade, AHSO Traffic Officer, Byrne JAG Officer, Vehicle Fleet Funds, and State Forfeiture. These accounts are similar in nature to the capital fund, revenues and expenditures may carry over from one fiscal year to the next.

**Section 9. Mill Rate.** The assessed valuation of all taxable property in the City of North Pole has been estimated at \$368,185,060 for 2013. The rate of levy on each dollar of taxable property is hereby fixed at 3.50 mills for municipal purposes. The tax levies are due, delinquent, and subject to penalties prescribed by law and by the Fairbanks North Star Borough.

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 2<sup>nd</sup> day of December, 2013.

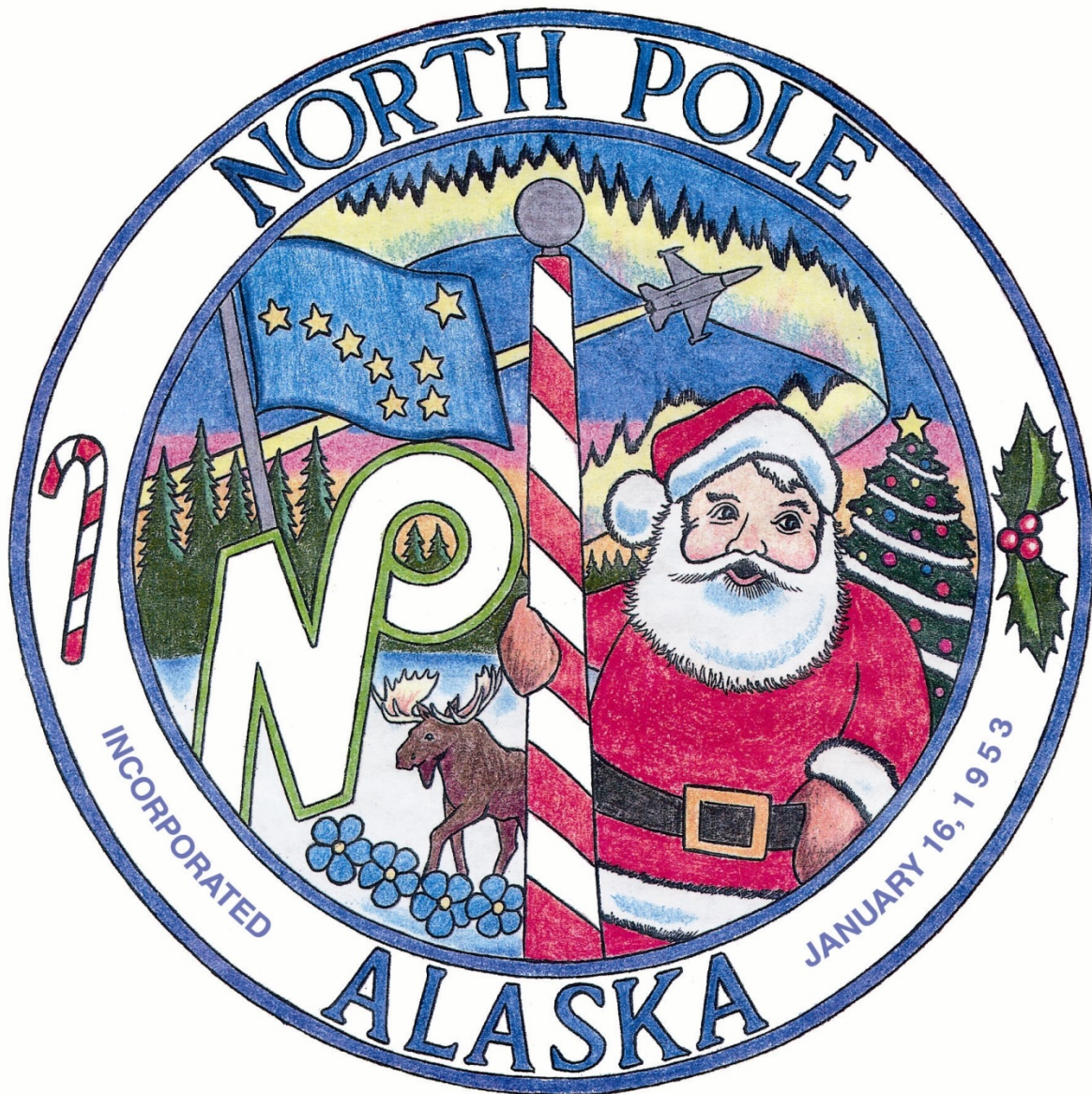
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**Bryce J. Ward, Mayor**

**ATTEST:**

---

**Kathryn M. Weber, MMC**  
**North Pole City Clerk**



## 60th ANNIVERSARY

2014 ANNUAL BUDGET  
JANUARY 1, 2014 - DECEMBER 31, 2014

BRYCE WARD  
CITY MAYOR

**ANNUAL BUDGET**

**OF THE**

**CITY OF NORTH POLE**

**FOR**

**CALENDAR YEAR 2014**

**BRYCE WARD**  
**CITY MAYOR**

**City of North Pole, Alaska  
2014 Proposed Budget**

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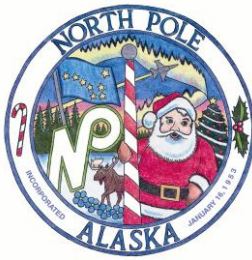
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# City of North Pole

October 28, 2013

Honorable North Pole City Council,

It is my pleasure to present to the 2014 budget for the City of North Pole. The 2014 budget has gone through some substantial changes and holds more information to better inform the public what services the City of North Pole provides, how we provide them, and the cost associated to do so.

I would be remiss if I didn't also give credit to our department heads and city staff for continuing to ensure the City runs efficiently under fiscally constrained budgets. The Council and Mayor may set the direction of the City, but it is our staff, which is tasked with implementing the Policy set forth. My hat goes off to those employees and volunteers who make North Pole a great place to live, work, and play. Thank you for your dedication to our city.

## **Budget Highlights**

Narratives have been provided by all departments as well as historical data, which will give a better picture of where the City has come from and where we are headed. Along with historical data we have also changed the format of the budget to be easier to read and understand.

In the past, municipalities who were enrolled in PERS in Alaska have received a PERS relief contribution equal to about 13% of our eligible wages. This contribution by the State of Alaska is a non-cash expense, meaning that we must show the contribution on our books even though no cash is received or exchanged for it. Past years we have added it to the actuals at the end of the year. However, it has not been reflected in the budgets approved by council. In 2014, we are now including this in the budget to reflect changes to GASB rules and to better reflect the contribution from the state.

In 2013, the council approved Ordinance 13-08 to create designated Vehicle Fleet Funds for all departments and a designated Capital Projects Fund (reserve). Funding sources for these funds will be in the form of transfers from the General Fund equal to a percentage of the mill rate as established in Ordinance 13-08. Allowing these monies to accrue over a period of time will enable the various departments to make new fleet purchases from these monies in the future.

The City of North Pole was very fortunate to be included in the State Capital Budget in 2013. We received over 1.2 million dollars in grants for a much needed ambulance, rescue ladder truck, improvement monies for our Police Department heating system as well as monies for our City Clerk's office to do upgrades to our archiving system, including digitalizing information. We are grateful for the desire of the legislature to help in our local projects.

Capital projects requests to the State Legislature must now include a 10% match for all monies requested. This shows that the local community is vested in their requested projects.

### **Challenges**

2013 was a financially difficult year. Several key revenue streams in our budget did not occur and at mid-year we made budget adjustments to reflect revenue and expenditure decreases of over \$160,000. The City of North Pole still faces considerable challenges in our economy and tax base in 2014. The downgraded value of the Refinery, loss of State supplemental Revenue Sharing, the Air Forces proposed F-16's move (fortunately abandoned), high energy cost, the sequestration and government shutdowns, all have a negative effect on North Pole's economy and stability. Although we have significant challenges in front of us, we also are on the precipice of many electrifying proposals in the immediate future such as natural gas and the prospect of F-35's, which could help alleviate many of our challenges.

Due to the reduction in revenues and the increasing costs to operate, we will be reducing our staffing levels in 2014 through attrition at our Fire and Police departments. The effect of these reductions will affect level of services within the City. However, we are hoping the effects will be minimal. Please see each department's budget for the breakdown of these adjustments.

Respectfully,



Bryce J. Ward,  
North Pole City Mayor

Sponsored by: Mayor Ward  
Introduced & Public Hearing #1 or 3: November 4, 2013  
Public Hearing #2 of 3: November 25, 2013  
Public Hearing #3 of 3: December 2, 2013

## **CITY OF NORTH POLE ORDINANCE 13-14**

### **AN ORDINANCE OF THE NORTH POLE CITY COUNCIL ESTABLISHING THE 2014 BUDGET AND LEVYING THE MIL RATE**

**Section 1. Classification.** This ordinance is of a special nature and shall not be included in the North Pole Code of Ordinances.

**Section 2. General Fund Operating Budget.** The anticipated general fund revenues of **\$5,349,809** are hereby appropriated to fund January 1, 2014 to December 31, 2014 operations as follows:

Administration	581,551
Professional Services	383,624
Police Department	1,776,215
Fire Department	1,951,358
Public Works	657,061
<b>Total</b>	<b>5,349,809</b>

**Section 3. Effective Date.** This ordinance shall be effective on January 1, 2014.

**Section 4. Utility Fund Operating Budget.** The anticipated utility fund revenues of **\$1,517,619** are hereby appropriated to fund January 1, 2014 to December 31, 2014 operations as follows:

Utility Department Water Operating Budget	755,679
Utility Department Sewer Operating Budget	761,940
<b>Total</b>	<b>1,517,619</b>

**Section 5. Water Reserves Fund.** This fund accounts for the revenues that are received from the FRR and Water Base portions of the water bills and expenses related to capital projects for water.

Transfer from Water Dept (FRR)	81,120
Transfer from Water Dept (Water Base)	106,128
<b>Total</b>	<b>187,248</b>

Sponsored by: Mayor Ward  
Introduced & Public Hearing #1 or 3: November 4, 2013  
Public Hearing #2 of 3: November 25, 2013  
Public Hearing #3 of 3: December 2, 2013

**Section 6. Sewer Reserves Fund.** This fund accounts for the revenues that are received from the FRR and Water Base portions of the sewer bills and expenses related to capital projects for sewer.

Transfer from Sewer Dept (FRR)	63,511
Transfer from Sewer Dept (FRR-Industrial)	63,511
Transfer from Sewer Dept (Sewer Base)	72,000
<b>Total</b>	<b>199,022</b>

**Section 7. Building Fund Operating Budget.** The anticipated building fund revenues of **\$76,085** are hereby appropriated to fund January 1, 2014 to December 31, 2014 operations as follows:

Building Fund-Revenue	114,500
Building Fund-Expenditures	114,500

**Section 8. Special Revenues.** Special Revenue Fund Accounts exist for Abade, AHSO Traffic Officer, Byrne JAG Officer, Vehicle Fleet Funds, and State Forfeiture. These accounts are similar in nature to the capital fund, revenues and expenditures may carry over from one fiscal year to the next.

**Section 9. Mill Rate.** The assessed valuation of all taxable property in the City of North Pole has been estimated at \$368,185,060 for 2013. The rate of levy on each dollar of taxable property is hereby fixed at 3.50 mills for municipal purposes. The tax levies are due, delinquent, and subject to penalties prescribed by law and by the Fairbanks North Star Borough.

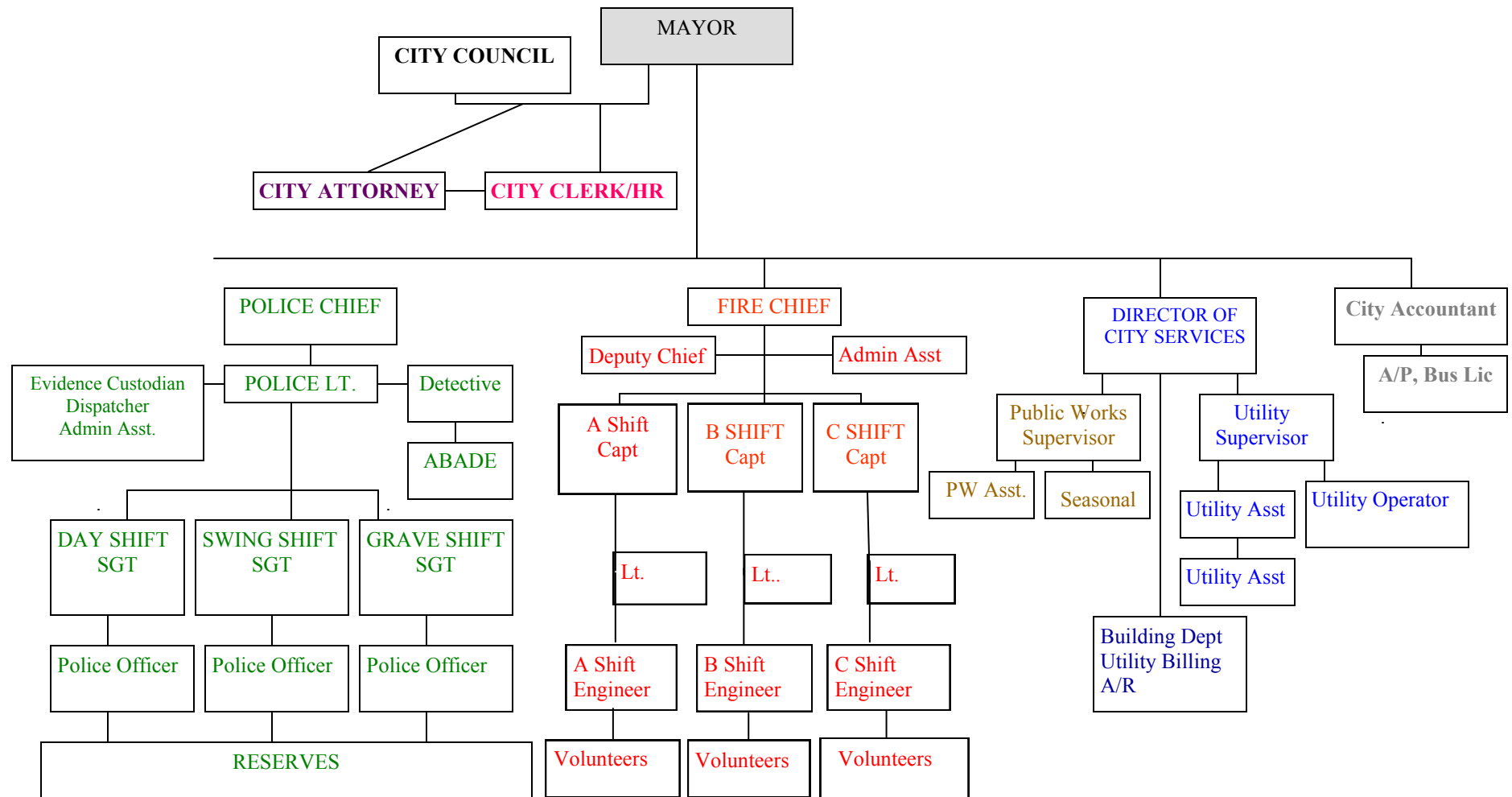
**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 2<sup>nd</sup> day of December, 2013.

\_\_\_\_\_  
**Bryce J. Ward, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Kathryn M. Weber, MMC**  
**North Pole City Clerk**

# CITY OF NORTH POLE ORGANIZATIONAL CHART





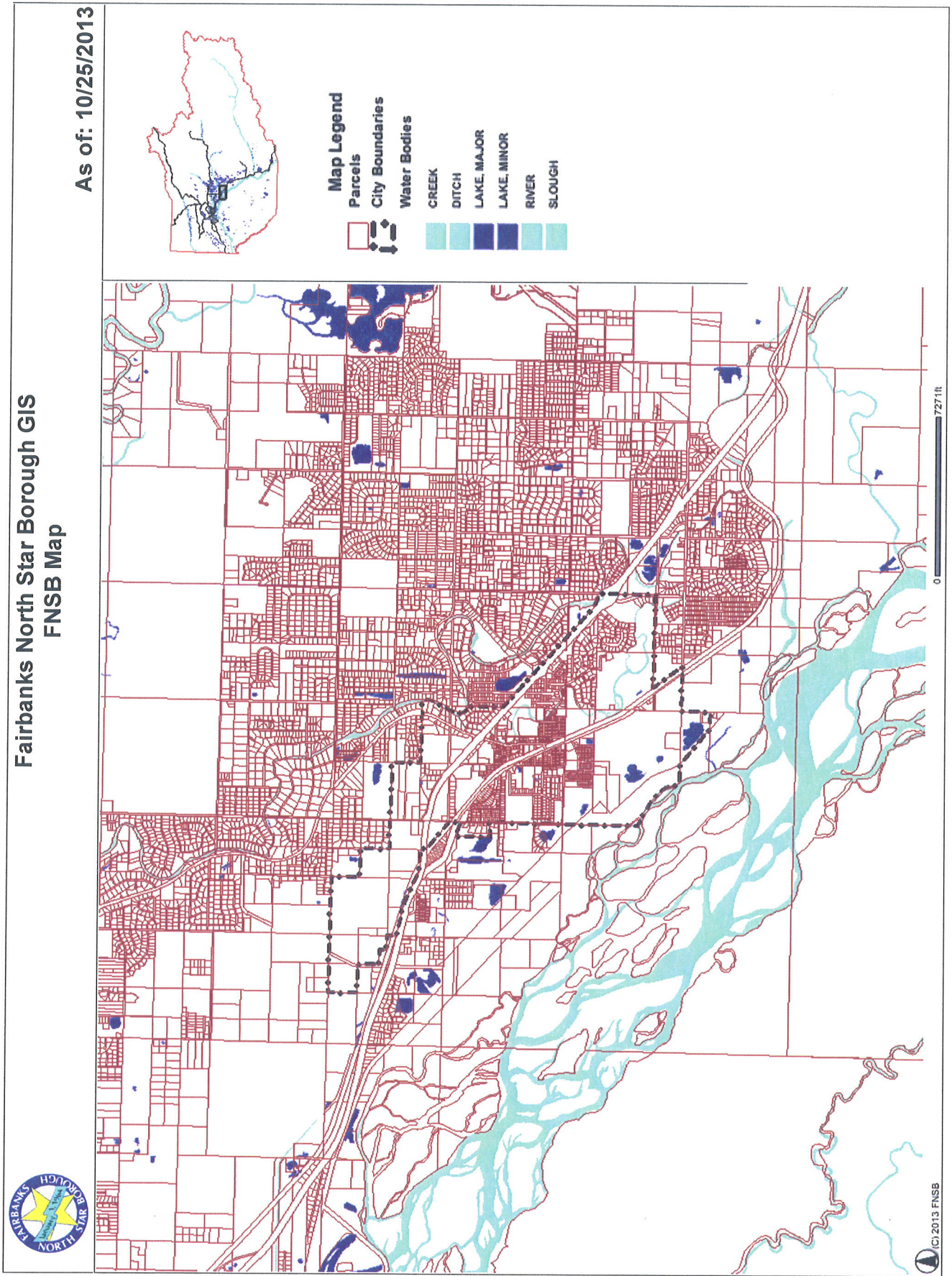
**CITY OF NORTH POLE**  
**2014**  
**Department Directors**

<b>Director</b>	<b>Mailing Address</b>	<b>Phone</b>
<hr/>		
<b><u>Mayor</u></b> <b>Bryce Ward</b> Term 10/12-10/15 email: <a href="mailto:bryce.ward@northpolealaska.org">bryce.ward@northpolealaska.org</a>	125 Snowman Lane North Pole, AK 99705	P: 907-488-8584 F: 907-488-3002 C: 907-888-4444
<hr/>		
<b><u>Director of City Services</u></b> Bill Butler email: <a href="mailto:bill.butler@northpolealaska.org">bill.butler@northpolealaska.org</a>	North Pole Utilities North Pole Public Works	P: 907-488-8593 F: 907-488-3002
<hr/>		
<b><u>North Pole Fire Department</u></b> Buddy Lane, Fire Chief email: <a href="mailto:blane@northpolefire.org">blane@northpolefire.org</a>	110 Lewis St. North Pole, AK 99705	P: 907-488-0444 F: 907-488-3747
<hr/>		
<b><u>North Pole Police Department</u></b> Steve Dutra, Police Chief email: <a href="mailto:sdutra@northpolepolice.org">sdutra@northpolepolice.org</a>	125 Snowman Lane North Pole, AK 99705	P: 907-488-6902 F: 907-488-5299
<hr/>		
<b><u>Chief Financial Officer</u></b> Lisa Vaughn email: <a href="mailto:lisa.vaughn@northpolealaska.org">lisa.vaughn@northpolealaska.org</a>	125 Snowman Lane North Pole, AK 99705	P: 907-488-8594 F: 907-488-3002
<hr/>		
<b><u>City Clerk/HR Manager</u></b> Kathy Weber email: <a href="mailto:kathy.weber@northpolealaska.org">kathy.weber@northpolealaska.org</a>	125 Snowman Lane North Pole, AK 99705	P: 907-488-8583 F: 907-488-3002 C: 907-388-2728

City of North Pole Website is located at: [www.northpolealaska.com](http://www.northpolealaska.com)

**CITY OF NORTH POLE**  
**2014**  
**MAYOR & COUNCIL MEMBERS**

<b>Council Member</b>	<b>Mailing Address</b>	<b>Phone</b>
<hr/>		
<b><u>Mayor</u></b>		
<b>Bryce Ward</b>	606 E 5 <sup>th</sup> Ave	(H)488-7314
Term: 10/12-10/15	North Pole, AK 99705	(C)388-4830
email: <a href="mailto:bryce.ward@northpolealaska.org">bryce.ward@northpolealaska.org</a>		
<hr/>		
<b><u>Council Members</u></b>		
<b>Elizabeth Holm</b>	2454 San Augustine Dr.	(H)488-6125
Term: 10/13-10/16	North Pole, AK 99705	(C)347-3797
Email: <a href="mailto:elizabeth87@live.com">elizabeth87@live.com</a>		
<hr/>		
<b>Sharron Hunter,</b>	322 Crossway	(H)488-4282
Term: 10/12 – 10/15	North Pole, AK 99705	(W)488-3761
email: <a href="mailto:sharron.hunter@K12northstar.org">sharron.hunter@K12northstar.org</a>		
<hr/>		
<b>Kevin McCarthy</b>	1051 Refinery Loop	(H)590-0800
Term: 10/13 – 10/14	North Pole, AK 99705	(W)377-2678
Email: <a href="mailto:kevin@northpolegallery.com">kevin@northpolegallery.com</a>		
<hr/>		
<b>Thomas R. McGhee</b>	1155 North Star Dr.	
Term: 10/13 – 10/14	North Pole, Alaska 99705	(W)455-0010
email: <a href="mailto:thomas.mcgee@northpolealaska.org">thomas.mcgee@northpolealaska.org</a>		
<hr/>		
<b>Preston Smith</b>	PO Box 60882	(H)488-8824
Term: 10/13 – 10/16	Fairbanks, AK 99706	
Email: <a href="mailto:preston.smith@northpolealaska.org">preston.smith@northpolealaska.org</a>		
<hr/>		
<b>Michael Welch</b>	934 Les Rogers Turnaround	(H)488-5834
Term: 10/13 – 10/15	North Pole, AK 99705	
Email: <a href="mailto:northpolemike@gmail.com">northpolemike@gmail.com</a>		
<hr/>		
<b><u>City Clerk/HR Manager</u></b>		
<b>Kathy Weber</b>	125 Snowman Lane	
	North Pole, AK 99705	(W)488-8583
email: <a href="mailto:kathy.weber@northpolealaska.org">kathy.weber@northpolealaska.org</a>		(C)388-2728
		(F)488-3002
<hr/>		
City of North Pole Web Site is located at: <a href="http://www.northpolealaska.com">www.northpolealaska.com</a>		





# City of North Pole

City of North Pole  
2014 Proposed Budget

***“Where the spirit of Christmas Lives Year Round”***  
***Incorporated January 15, 1953***  
***Home Rule City***

## **POLITICAL GEOGRAPHY**



The City of North Pole is a part of the Fairbanks North Star Borough, Fairbanks Recording District, House District 33 & 34, Senate District Q.

North Pole is located 14 miles southeast of Fairbanks on the Richardson Highway in the Tanana River Valley, 386 miles north of Anchorage, 2,347 miles north of Seattle, and 140 miles south of the Arctic Circle. North Pole lies midway between Fort Wainwright Army Post and Eielson Air Force Base.

64 45' N Latitude, 147 21' Longitude Section 09, T002E, Fairbanks Meridian.

## **SCHOOLS**

North Pole Elementary School	453 Students- 250 Snowman Lane 488-2286
North Pole Middle School	679 Students – 300 East 8th Ave 488-2271
North Pole High School	730 Students - 601 NPHS Blvd 488-3761

**LAND AREA:** 4.1 square miles in city limits.

**POPULATION:** There are 2117 people in the North Pole City limits. In a 15-mile radius of the city, the population is 32,000. A 2010 census reported 129 American Indian or Alaska Native, 129 Black or African American, 136 Asian, 8 Asian/Pacific Islands and the remainder 1836 Caucasian or other.

**TRANSPORTATION:** The Richardson Highway and the Alaska Railroad pass through the city linking the city to the rest of the state and Canada. There are five privately owned airstrips in the vicinity and Fairbanks International Airport is nearby. Additionally, residents are served by the Borough Bus System and Van Tran for senior citizens, and disabled residents.

**TRAFFIC COUNTS:** Alaska Department of Transportation reports 12,000 vehicles passing through North Pole City limits daily.

**ECONOMY:** Major employers: Flint Hills Oil Refinery, Petro Star Refinery, Fairbanks North Star Borough School District, Safeway, Wells Fargo Bank, Key Bank, Mt. McKinley Bank, Alaska USA Credit Union, McDonald's, United States Postal Service, Santa Claus House, and the City of North Pole. There are a variety of fast food restaurants and three mini-malls that provide a variety of services and goods.

**STATE SALES TAX:** 0

**PROPERTY TAX:** (2013) 3.5 Mills City of North Pole, FNSB 12.971 Mills

**CITY SALES TAX:** 4% (some exemptions) \$8.00 maximum collected per sale. Tax collected from businesses within the Corporate City Limits or any sales made within the Corporate City Limits.

**HEALTH CARE:** Dr. Marshall, family practice, North Pole Prescription Laboratory, Carr's Pharmacy, North Pole Chiropractic, North Pole Optical, North Pole Physical Therapy, North Pole Veterinary Hospital and four dentists: Dr. Buetow, Dr. Eichler, Dr. Rodriguez, and Dr. Rhotan.



**HOUSING:** There are hundreds of undeveloped lots with city water and sewer services available. Holiday Heights provides affordable housing to senior citizens, which is not tied to income. HUD Housing apartments are also available along with numerous private apartment and duplex rentals.

**COMMUNICATION:** KJNP (King Jesus North Pole) is a local AM/FM radio and television studio providing religious and community broadcasts. Cable TV, telephone, pager and cell phone services are available. The United Postal Service has a North Pole Branch. The North Pole Chamber of Commerce operates a summer visitor center and Golden Valley Electric Association provides electrical service to area residents.

**SPORTS AND RECREATION:** There are three parks with playground equipment within city limits. Santa's Seniors Center offers a breakfast service, weekly activities and meals for senior citizens. In close proximity there are soccer, baseball and softball fields, hockey rinks, indoor, year round swimming, biking, fishing and picnic facilities in the summer; cross-country skiing, dog mushing, and snow machining in the winter. North Pole sponsors winter and summer festivals, a Christmas Light Decorating Contest, and a Community Christmas Candle Lighting Ceremony. The City has a 15 year sister city exchange program with the village of Itadori, Japan. Each year the two cities exchange students and adult chaperones.

**CITY GOVERNMENT** - The city is governed by a strong mayor and six council members. The City Council meets the first and third Monday of each month. The City provides police protection with 14 full time employees, fire protection with 14 fulltime employees and 30 volunteers, water and sewer service with 4 fulltime employees and public works with 2 fulltime and 2 seasonal employees. In addition the city employs a City Accountant, City Clerk/HR Manager, Director of City Services, Utility Billing/AR Clerk and AP/receptionist.

**CITY SERVICES:** The North Pole Fire Department provides excellent fire and ambulance service to area residents. Classroom facilities are available for public meetings in the council chambers at city hall and in the fire station annex. North Pole Police Department provides law enforcement and protection services with a fleet of cruisers, SUV and bicycles. Our city streets are 90 percent paved, with excellent street maintenance and snow removal. The Utility Department provides clear, clean, metered water to residents and businesses. The majority of our residents enjoy an ISO rating of 3. City Hall provides Notary services and citizens can purchase fingerprinting cards for employment purposes. Vacation house watch services are available through the police department.

**HISTORY:** In 1944, Bon Davis homesteaded this area. Dahl and Gaske Development Company later bought the Davis Homestead, subdivided it and named in North Pole. The name was selected to attract the toy industry to manufacture articles made in "North Pole". This endeavor failed to blossom, but North Pole has continued to grow. There is continued interest to develop North Pole as a theme city, "Where the spirit of Christmas lives year round". Many streets bear holiday names: Santa Claus Lane, Snowman Lane, Kris Kringle, Mistletoe, Holiday Rd., Saint Nicholas Drive, North Star Drive, Blitzen, and Donnor. Streetlights are decorated in candy cane motifs and many buildings are painted with Christmas colors and designs. The Santa Claus house, the "official" home of Santa Claus greets all visitors who pass through the city on the Richardson Highway. Live reindeer and Santa Claus himself are available for photographs year round. Each year the community kicks off the holiday season with a candle lighting and tree lighting ceremony, and the opening of Christmas In Ice, an annual ice carving event, the first Sunday in December.

**SERVICE ORGANIZATIONS:** North Pole Chamber of Commerce, North Pole Moose, North Pole Lions, North Pole Rotary, North Pole Kiwanis, VFW, Santa's Seniors, Senior Housing Authority, and North Pole Grange.



## CITY OF NORTH POLE *Alaska*

### North Pole History

City of North Pole  
2014 Proposed Budget

In 1891 Congress enacted legislation for town sites to be laid out in Alaska under regulations specified by the Secretary of the Interior. The same legislation made it possible for a person to obtain 160 acres outside town sites but only for trading and manufacturing purposes. This helped the growing number of fish canneries, if no one else. Bon & Bernice Davis arrived in Fairbanks on April 7, 1944. They rented a car and drove down the Richardson Highway. At 15-Mile, an abandoned part of the original Richardson Trail led off into the timber along the west bank of 14-Mile Slough. They left the car on the main road and walked along the trail from which the snow had been plowed to enable trucks to haul cordwood. They walked for several hundred yards, stopping and looking. Finally, they topped, looked and both spoke the same words at the same time – “This is it!!!”

The land lying west of the slough was covered with scrub trees and brush. Tall spruce grew along the banks of the slough and on the land lying between it and the Pile-Driver Slough to the east. They had been told that grayling and beaver were plentiful in both streams where a variety of waterfowl made their summer homes. Moose, deer, wolves, fox, snowshoe rabbits, squirrels and spruce hen lived on their homestead to-be.

Little did they dream that their undistinguished 160 acres of scrub trees and brush would ever be more than just a homestead, much less that it would be called a city. Shortly after they obtained patent, they sold John Owen and George Manley each a one-acre tract fronting on the Richardson Highway for \$500 an acre.

Among problems involved in starting a subdivision was selection of a suitable name. His dilemma was solved when he learned that the National Board of Geographic Names had given the name “Davis” to the switch built on his homestead when the railroad connecting Ladd Field and Eielson Air Force Base was constructed in 1948.

Ernest Finnel and James Ford each had a homestead adjoining the west side of his. Though they had filed about one year and a half after Bon Davis had left, the three received their patents almost at the same time. Finnel and Davis had discussed subdividing and both of them began doing it in 1950. Ford decided to keep his homestead intact.

With electrical power assured, their land became more in demand. Orland Carey bought the north 40 acres of the Bon Davis homestead in November, 1951, and gave it the name of Sequoia Subdivision. In February, 1952, Dahl and Gaske Development Company bought the Davis Subdivision and the balance of the homestead, except for a few parcels.

Dahl and Gaske, who had bought the Davis homestead and subdivided it, thought if the growing settlement there were named North Pole it would attract business. They reasoned that some toy manufacturer might be induced to locate a plant there so his products could be advertised as having been made in North Pole. Also, someone might start a Santa Land which would become a northern version of Disneyland.

They approached Bon Davis to petition the United States District Court to change the name from “Davis”, which had been the official name since 1949, to North Pole. Bon Davis thought that their idea was far-fetched but acceded to their request. U.S. District Judge Harry Pratt held a hearing and issued a decree making North Pole the official name.

When it was proposed that the two subdivisions be incorporated into a city known as North Pole, residents of Highway Park rallied their forces and soundly defeated the measure at an election. They wanted no part of North Pole, incorporated or otherwise.

Those living in North Pole clung to the idea of incorporation. Another election was held after the proposed boundaries were reduced so that only the original Davis homestead and part of the one belonging to James Ford were included. Incorporation carried at that election and North Pole became a first-class city on January 15, 1953.

The first city council had five members: Everett Dahl, James Ford, Ray Johnson, Robert McAtee and Con Miller. The council appointed James Ford as Mayor pro tem.

	<b>DATE</b>	<b>SALES TAX RATE</b>	<b>MIL RATE</b>
	1953	0	3
	1954	1	3
	1955	1	3
	1956	1	3
	1957	1	3
	1958	1	3
	1959	1	3
	1960	2	12
	1961	2	12
	1962	2	12
	1963	2	12
	1964	2	8
	1965	2	8
	1966	2	8
	1967	2	7
	1968	3	13
	1969	3	11
	1970	3	12
	1971	3	12
	1972	3	12
	1973	3	12
	1974	0	12
	1975	.5 & 3	5.8
	1976	3	5.8
	1977	3	5.8
	1978	3	5.8
	1979	3	5.8
	1980	3	5.8
	1981	3	5.8
	1982	3	5.8
	1983	3	5.8
	1984	3	5.8
	1985	3	5.8
	1986	3	3
	1987	3	2
	1988	3	2
	1989	3	2
	1990	3	2
	1991	3	2
	1992	3	2
	1993	3	2
	1994	3	2.35
	1995	3	2.35
	1996	3	2.3
	1997	3	2.3

	1998	3	2.3
	1999	3	2.3
	2000	3	2.4
	2001	3	2.4
	2002	3	3
	2003	3	3
	2004	4	3
	2005	4	3
	2006	4	3
	2007	4	3
	2008	4	3
	2009	4	3
	2010	4	3
	2011	4	3
	2012	4	3
	2013	4	3.5



## **INVESTMENTS**

In 2012, the City closed out three bank accounts that had monies for our three bond reserves (related to assessments). We rolled that money (\$162,000) into a –one-year CD, renewable in August.

The City has no other investments.

**CITY OF NORTH POLE**  
**LONG TERM DEBT**  
**For the Year Ended December 31, 2013**

City of North Pole  
2014 Proposed Budget

**USDA LOAN 92-06 - HIGHWAY PARK SEWER BOND - District 1**

**CONTACT:** Mariela Figueroa  
907-761-7779 fax 907-761-7793  
[mariela.figueroa@ak.usda.gov](mailto:mariela.figueroa@ak.usda.gov)

**DATES:** Due on February 18 and August 18

**ISSUE:** 595,852.48

**PAYMENTS:** \$18,482.50 September 1 and March 1  
Principal and Interest Amounts depend on date of posting by USDA  
  
Electronically Debited from Central Treasury

**GL ACCOUNTS:** Principal - 02 00 00 2500 Note: this is budgeted in 02 00 00 6600  
Interest - 02 12 00 6500

04 00 00 7092 Assessments: Transfer Out  
02 00 00 5901 WS Transfer In (principal amt)  
02 12 00 5900 Sewer Transfer In (interest amt)

**NOTES:** There is no assessment for this bond. Payments are made out of Central Treasury.  
The liability is booked because it is in an enterprise fund.  
Ordinance 96-01  
Sets up the issue to go to voters for approval.

Ordinance 98-01  
Page 2 - Reserve Fund Requirement - \$18,482.50  
Page 7 - Section 11 - Revenues/Monies in Utility Fund are to pay 1) Operating Costs,  
2) Principal and Interest on Bond, 3) Keep Reserve Fund for Bond  
Page 8 - Amts in Reserve Fund are Pledged as Security for the Bond. City may  
withdraw from the Reserve Fund to pay Bond if Utility Revenues are  
insufficient to pay the Bond.

PRINCIPAL		
Year	Payment	GL Balance
2008		574,547.33
2009	4,362.81	570,184.52
	4,698.48	565,486.04
2010	4,693.29	560,792.75
	4,922.92	555,869.83
2011	4,819.16	551,050.67
	5,158.42	545,892.25
2012	5,064.37	540,827.88
	5,405.55	535,422.33
2013	5,321.67	530,100.66
	5,664.89	524,435.77

INTEREST		
Year	Payment	Total By Year
2009	14,119.69	-
	13,784.02	27,903.71
2010	13,789.21	-
	13,559.58	27,348.79
2011	13,663.34	
	13,324.08	26,987.42
2012	13,418.13	
	13,076.95	26,495.08
2013	13,160.83	
	12,817.61	25,978.44

**CITY OF NORTH POLE**  
**LONG TERM DEBT**  
**For the Year Ended December 31, 2013**

City of North Pole  
2014 Proposed Budget

**USDA LOAN 91-08 - HIGHWAY PARK WATER REVENUE BOND - DISTRICT 2**

**CONTACT:** Mariela Figueroa  
907-761-7779 fax 907-761-7793  
[mariela.figueroa@ak.usda.gov](mailto:mariela.figueroa@ak.usda.gov)

**DATES:** Due on June 20

**ISSUE:** \$300,000 @ 4.75%

**PAYMENTS:** \$16,890.00 Due on June 20  
Principal and Interest Amounts depend on date of posting by USDA  
  
Electronically Debited from Bank 3 - Central Treasury

**GL ACCOUNTS:** Principal - 04 00 00 6600  
Interest - 04 00 00 6500

**NOTES:** This is in a governmental fund, therefore, the liability is not booked.  
Instead, by GASB rules, it is assumed that liability belongs to the governmental entity as a whole and not just one fund. As opposed to long term debt in an enterprise fund that is assumed to belong to just that one fund.

This assessment is for District 2

Payments are made out of Central Treasury.

Required reserve is held in a CD, along with the other bond reserves

In July 2004, City paid an extra \$25,000

Revenue bond is a bond that receives payments only from revenues from a specified revenue generating entity solely associated with the purpose of the bond.

Ordinance 02-03

Issue the bond for up to \$300,000.

PRINCIPAL		
Year	Payment	Balance
2008	-	143,345.00
2009	10,081.08	133,263.92
2010	10,559.92	122,704.00
2011	11,061.53	111,642.47
2012	11,586.96	100,055.51
2013	12,137.33	87,918.18

INTEREST		
Year	Payment	Total by Year
2009	6,809.42	6,809.42
2010	6,330.08	6,330.08
2011	5,827.47	5,827.47
2012	5,303.04	5,303.04
2013	4,752.67	4,752.67

**CITY OF NORTH POLE**  
**LONG TERM DEBT**  
**For the Year Ended December 31, 2013**

City of North Pole  
2014 Proposed Budget

**STILLMEYER STREET IMPROVEMENT GENERAL OBLIGATION BOND - DISTRICT 3**

**CONTACT:** Kathleen Graves, Asst VP Ruth Hayes, Sr. Trust Administrator  
206-667-8910 fax 206-667-8905 [206-336-1615](mailto:206-336-1615) fax 206-667-8905  
[kathleen.graves@bnymellon.com](mailto:kathleen.graves@bnymellon.com) [ruth.hayes@bnymellon.com](mailto:ruth.hayes@bnymellon.com)  
[annamccully@bnymellon.com](mailto:annamccully@bnymellon.com)

**DATES:** April 22 Principal and Interest Due  
Sept 1 Principal and Interest Due (three years beginning 2012)  
October 23 Interest Due

**ISSUE:** 1,350,000.00 TAS 429186  
Bank of New York - Mellon  
April 1, 1994

**PAYMENTS:** Payments for principal and interest are fixed amounts according to payment schedule.

**GL ACCOUNTS:** Principal - 04 00 00 6650  
Interest - 04 00 00 6550

**NOTES:** This is in a governmental fund, therefore, the liability is not booked. Because it is in a governmental fund, it is assumed that it belong to the governmental entity as a whole and not just one fund. As opposed to long term debt in an enterprise fund that is assumed to belong to just that one fund.

General Obligation Bond is a bond that is secured by the state/local government's pledge to use legally available resources, such as tax revenues to repay the bond.

Payments are made out of Central Treasury. Central Treasury is then reimbursed by Bank 9. In 2011, the city quit moving assessment monies over to Bank 9. Instead, all monies come into Central Treasury.

This assessment is for Distric 3.

Resolution 04-20  
Sets up the issue to go to voters for approval.  
Payments to come first from the assessments and then from general revenues of the city.

Ordinance 05-02  
Issue of the Bond.

Refinanced in May 2012. Will have three years of a small payment due September 1; this will finish off the part of the bond that was not callable. - Paying until May 1, 2015

PRINCIPAL			INTEREST		
Year	Payment	Balance	Year	Payment	Total by Year
2008		1,220,000.00			
2009	50,000.00	1,170,000.00	2009	29,077.50	
				30,077.00	59,154.50
2010	50,000.00	1,120,000.00	2010	29,077.50	
				28,077.50	57,155.00
2011	50,000.00	1,070,000.00	2011	28,077.50	
				26,827.50	54,905.00
2012	55,000.00	1,015,000.00	2012	26,827.50	
	10,000.00	1,005,000.00		9,929.03	
				4,500.00	41,256.53
2013	55,000.00	950,000.00	2013	18,325.00	
	9,500.00	940,500.00		18,325.00	
				3,125.00	39,775.00

**CITY OF NORTH POLE**  
**STATE OF ALASKA LOANS**  
**Drinking Water Loan - Loan #633011**  
**For the Year Ended December 31, 2013**

**DEC - Drinking Water Loan**

**CONTACT:** Terrinn Lowell 907-465-5172  
[terriann\\_lowell@dec.state.ak.us](mailto:terriann_lowell@dec.state.ak.us)

**DATES:** Principal and Interest due on April 1st of each year  
Note: They do not send a bill

**ISSUE:** 500,000.00

**PAYMENTS:** Principal - \$25,000  
Interest - Varies - See Schedule

**GL ACCOUNTS** Principal - 02 00 00 2525  
Interest - 02 10 00 6500  
  
25 10 00 7093 Water Reserves - Transfer Out Water Base  
02 00 00 5901 WS Transfer In (principal amt)  
02 10 00 5900 Water Transfer In (interest amt)

**NOTES:** This is for Stillmeyer water

Paid out of utility revenues

We got the loan for the construction. We constructed the asset...then when it was done, we had to start paying back the loan it. We have to pay it back with utility cash because we created it with a utility asset. However, we cannot isolate the revenues that applicable to it. It was not a special assessment. Special assessments are paid back by the beneficiary

PRINCIPAL			INTEREST		
Year	Payment	GL Balance	Year	Payment	Total by Year
2008		450,000.00	2008		
2009	25,000.00	425,000.00	2009	6,750.00	6,750.00
2010	25,000.00	400,000.00	2010	7,956.25	7,956.25
2011	25,000.00	375,000.00	2011	6,000.00	6,000.00
2012	25,000.00	350,000.00	2012	5,625.00	5,625.00
2013	25,000.00	325,000.00	2013	5,250.00	5,250.00

NOTE: Interest is little higher in 2010 than normal...we missed the payment date.

**CITY OF NORTH POLE - 2014 BUDGET**

<u>FUND</u>	<u>REVENUES</u>	<u>EXPENSES</u>
General Fund	5,349,809	5,349,809
Water/Sewer Fund	1,517,619	1,517,619
Building Fund	114,500	114,500
AHSO Officer	80,256	80,256
Jag	50,000	50,000
<b>Total</b>	<b><u><u>7,112,184</u></u></b>	<b><u><u>7,112,184</u></u></b>

**CITY OF NORTH POLE - Breakout of Revenues**

<b>OPERATING REVENUES - GENERAL &amp; UTILITY FUNDS</b>					
<b>Department</b>	<b>Actuals 2010</b>	<b>Actuals 2011</b>	<b>Actuals 2012</b>	<b>Approved Budget 2013</b>	<b>Proposed Budget 2014</b>
<b><u>General Fund</u></b>					
Sales/Bed Taxes	2,793,448	2,854,936	2,874,657	3,022,105	3,008,001
Business Licenses -Fees	10,025	15,495	14,830	21,000	18,500
Property Taxes	913,593	959,554	954,545	1,024,930	1,031,500
State Grants/Contracts	86,472	69,840	76,312	94,500	101,275
State Assistance	292,807	332,882	343,801	261,800	261,800
Fairbanks North Star Borough	357,639	358,946	365,968	385,000	402,000
Police Revenues	154,545	127,721	97,959	161,250	96,000
Fire Revenues	18,460	63,882	56,038	66,000	70,500
Interest	5,121	3,183	2,621	3,000	2,750
PERS Relief	118,698	241,360	253,763	-	263,851
Miscellaneous	21,687	60,326	30,325	28,000	30,000
Federal Grants/Contracts	-	82,800	5,320	-	10,000
<b>Total General Fund Revenue</b>	<b>4,772,495</b>	<b>5,170,925</b>	<b>5,076,139</b>	<b>5,067,585</b>	<b>5,296,177</b>
Transfers Into General Fund	30,676	-	1,822	25,288	53,632
<b>Grand Total General Fund</b>	<b>4,803,171</b>	<b>5,170,925</b>	<b>5,077,962</b>	<b>5,092,873</b>	<b>5,349,809</b>
<b><u>Utility Fund</u></b>					
<b>Water</b>					
Water Sales	642,159	611,267	629,529	701,554	700,853
State Assistance	8,374	16,481	17,518	-	20,326
FRR/Water Base	108,197	11,389	-	-	-
Tie In Fees	19,900	2,250	200	-	-
Lab Testing	69,267	13,711	19,914	15,001	4,000
Miscellaneous	28,156	50,835	21,641	-	-
<b>Total Water</b>	<b>876,053</b>	<b>705,933</b>	<b>688,802</b>	<b>716,555</b>	<b>725,179</b>
<b>Transfers into Utility Fund</b>	<b>-</b>	<b>53,501</b>	<b>5,625</b>	<b>30,251</b>	<b>30,500</b>
<b>Grand Total Water</b>	<b>876,053</b>	<b>759,434</b>	<b>694,427</b>	<b>746,806</b>	<b>755,679</b>
<b>Sewer</b>					
Sewer Sales	579,399	496,780	571,804	662,911	627,687
State Assistance	11,103	20,484	22,004	-	22,288
FRR/Sewer Base	180,559	17,675	-	-	-
Tie In Fees	6,100	750	200	-	-
SID Treatment/Testing	126,479	94,001	242,497	90,000	75,000
Miscellaneous	14,498	8,341	1,406	-	-
<b>Total Sewer</b>	<b>918,138</b>	<b>638,031</b>	<b>837,911</b>	<b>752,911</b>	<b>724,975</b>
<b>Transfers into Utility Fund</b>	<b>30,567</b>	<b>-</b>	<b>26,495</b>	<b>36,965</b>	<b>36,965</b>
<b>Grand Total Sewer</b>	<b>948,706</b>	<b>638,031</b>	<b>864,407</b>	<b>789,876</b>	<b>761,940</b>
<b>Total Utility Fund</b>	<b>1,824,759</b>	<b>1,397,465</b>	<b>1,558,833</b>	<b>1,536,682</b>	<b>1,517,619</b>
<b>Total Revenues</b>	<b>6,566,687</b>	<b>6,514,889</b>	<b>6,602,853</b>	<b>6,537,051</b>	<b>6,746,331</b>
<b>Total revenues with Transfers</b>	<b>6,627,930</b>	<b>6,568,390</b>	<b>6,636,795</b>	<b>6,629,555</b>	<b>6,867,428</b>

### CITY OF NORTH POLE - Breakout of Personnel & Operating Expenses

PERSONNEL EXPENSES - GENERAL & UTILITY FUNDS					
Department	2010	2011	2012	Budget 2013	2014 Proposed
Administration	415,230	433,781	453,663	448,628	445,850
Professional Services	-	-	-	-	-
Police	1,201,762	1,353,923	1,355,276	1,249,084	1,431,809
Fire	1,516,904	1,645,208	1,715,454	1,616,985	1,699,163
Public Works	234,484	194,624	269,863	279,740	307,161
<b>Total General Fund</b>	<b>3,368,381</b>	<b>3,627,537</b>	<b>3,794,255</b>	<b>3,594,437</b>	<b>3,883,983</b>
(percent of operating budget)	71%	75%	74%	71%	74%
Water	226,638	236,677	244,884	265,558	463,569
Sewer	315,422	321,014	331,835	301,962	333,592
<b>Total Utility Fund</b>	<b>542,060</b>	<b>557,690</b>	<b>576,718</b>	<b>567,520</b>	<b>797,161</b>
(percent of operating budget)	33%	33%	34%	37%	47%
<b>Total Personnel Costs</b>	<b>3,910,442</b>	<b>4,185,227</b>	<b>4,370,973</b>	<b>4,161,957</b>	<b>4,681,144</b>
(percent of operating budget)	61%	64%	64%	63%	67%

NON PERSONNEL EXPENSES - GENERAL & UTILITY FUNDS					
Department	2010	2011	2012	Budget 2013	2014 Proposed
Administration	131,141	133,511	156,568	110,802	102,350
Professional Services	234,656	163,301	263,163	430,419	383,624
Police	403,502	335,521	330,064	339,050	330,906
Fire	291,385	288,103	255,050	243,175	252,195
Public Works	316,660	268,065	336,422	360,082	307,161
<b>Total General Fund</b>	<b>1,377,343</b>	<b>1,188,500</b>	<b>1,341,266</b>	<b>1,483,528</b>	<b>1,376,236</b>
(percent of operating budget)	29%	25%	26%	29%	26%
Water	701,854	721,454	739,081	481,250	463,569
Sewer	403,671	416,095	371,328	487,915	425,965
<b>Total Utility Fund</b>	<b>1,105,525</b>	<b>1,137,549</b>	<b>1,110,409</b>	<b>969,165</b>	<b>889,534</b>
(percent of operating budget)	67%	67%	66%	63%	53%
<b>Total Operating Costs</b>	<b>2,482,867</b>	<b>2,326,049</b>	<b>2,451,675</b>	<b>2,452,693</b>	<b>2,265,770</b>

TOTAL OPERATING EXPENSES - GENERAL & UTILITY FUNDS					
Department	2010	2011	2012	Budget 2013	2014 Proposed
Administration	546,371	567,292	610,230	559,430	548,200
Professional Services	234,656	163,301	263,163	430,419	383,624
Police	1,605,264	1,689,444	1,685,340	1,588,134	1,762,715
Fire	1,808,289	1,933,311	1,970,503	1,860,160	1,951,358
Public Works	551,144	462,689	606,285	639,822	614,321
<b>Total General Fund</b>	<b>4,745,724</b>	<b>4,816,037</b>	<b>5,135,521</b>	<b>5,077,965</b>	<b>5,260,219</b>
Water	928,492	958,131	983,964	746,808	927,138
Sewer	719,093	737,109	703,163	789,877	759,557
<b>Total Utility Fund</b>	<b>1,647,585</b>	<b>1,695,240</b>	<b>1,687,127</b>	<b>1,536,685</b>	<b>1,686,695</b>
<b>Total Operating Costs</b>	<b>6,393,309</b>	<b>6,511,277</b>	<b>6,822,648</b>	<b>6,614,650</b>	<b>6,946,913</b>

NOTE - These are operating expenses only. They do not include depreciation expenses and transfer expenses.



CITY OF NORTH POLE - Expenses (variance)

Fund #	General Fund	2011			2012			2013			2013	2014	Difference
		2010	Actuals	Difference	2011	Actuals	Difference	2012	Budget	Difference	Budget	Proposed	
1	Administration	561,670	598,478	36,808	598,478	644,204	45,726	644,204	559,430	(84,774)	559,430	581,551	22,121
1	Professional Services	234,656	163,301	(71,354)	163,301	263,163	99,861	263,163	430,419	167,256	430,419	383,624	(46,795)
1	Police	1,603,300	1,776,661	173,361	1,776,661	1,688,699	(87,962)	1,688,699	1,603,442	(85,257)	1,603,442	1,776,215	172,773
1	Fire	1,808,289	1,933,311	125,022	1,933,311	1,970,503	37,193	1,970,503	1,860,160	(110,343)	1,860,160	1,951,358	91,198
1	Public Works	551,144	462,689	(88,456)	462,689	606,285	143,596	606,285	639,822	33,537	639,822	657,061	17,239
	Total General Fund	4,759,059	4,934,440	175,380	4,934,440	5,172,854	238,414	5,172,854	5,093,273	(79,581)	5,093,273	5,349,809	256,536
	Enterprise Fund												
2	Water	1,035,764	973,971	(61,794)	973,971	983,851	9,880	983,851	746,808	(237,043)	746,808	755,679	8,871
22	Sewer	1,387,372	1,449,149	61,776	1,449,149	1,426,615	(22,534)	1,426,615	789,877	(636,738)	789,877	761,940	(27,937)
25	Water Reserves	-	135,673	135,673	135,673	238,985	103,312	238,985	-	(238,985)	-	337,248	337,248
27	Sewer Reserves	30,567	227,382	196,815	227,382	213,147	(14,236)	213,147	200,330	(12,817)	200,330	761,940	561,610
	Total Utilities	2,453,704	2,786,175	332,471	2,786,175	2,862,598	76,423	2,862,598	1,737,015	(1,125,583)	1,737,015	2,616,807	879,792
	Other Funds												
5	Building	56,079	47,680	(8,399)	47,680	9,561	(38,119)	9,561	68,000	58,439	68,000	114,500	46,500
22	AHSO Officer	147,400	95,613	(51,786)	95,613	79,269	(16,345)	79,269	-	(79,269)	-	80,256	80,256
23	BYRNE - Jag	72,637	43,616	(29,021)	43,616	79,233	35,618	79,233	60,788	(18,445)	60,788	50,000	(10,788)

## **General Fund Description**

The General Fund is the City's primary operating fund and is used to account for resources traditionally associated with General Government; Administration, Police, Fire and Public Works; which are not required legally or by sound financial management to be accounted for in another fund.

## **General Fund Revenues**

Revenues are derived principally from taxation. Proceeds from property tax and sales tax account for 75 percent of General Fund revenue. Revenue derived from charges for services include fingerprinting fees, ambulance fees, traffic tickets, and other fees. In total, these proceeds account for approximately 9.5 percent of General Fund revenues.

Intergovernmental revenues from the State of Alaska, the Fairbanks North Star Borough Ambulance service, and the US Army Corps of Engineers contract, account for 14.5 percent of General Fund revenues. These intergovernmental appropriations include revenue sharing, PERS on-behalf revenue, FNSB contract fee's for providing EMS ambulance service, US Army Corps of Engineers contract for police protection and some of our smaller hourly reimbursable grants.

License and permits, fines and forfeitures, interest, prior year citation collections, other miscellaneous revenues and intergovernmental transfers account for less than 2 percent of General Fund revenues.

## **Taxation Breakdown**

The City of North Pole collects taxation revenues through two primary means, property tax and sales tax.

Property tax is collected by the Fairbanks North Star Borough on behalf of the City of North Pole per Alaska Statute 29.45.560. Property tax is calculated using a mill rate or (percentage) of the value of the property. One mill of tax is equal to 1/ of one percent of the value of a property. The best way to figure the tax amount of a property is to use the following equation

Property Value X [.00(Mill rate)] = Tax Amount

The City of North Pole has a mill rate of 3.5 or 3.5% of the value of your property.

If your property was worth \$100,000 the property tax would be \$350 per year for the City of North Pole.

Property tax revenue is projected to be 19 percent of our general fund revenue in 2014, virtually unchanged from 2013.

Sales tax is collected by the City of North Pole and includes some of the following special taxes, Bed tax, Tobacco Tax and Alcohol Tax. These special taxes are factored at different rates per City of North Pole Code 4.08.020.

General Sales Tax	4%	Maximum tax per transaction \$8.00
Bed Tax	8%	No Cap (Same as FBKS and FNSB)
Alcohol Tax	5%	No Cap (Same as FBKS and FNSB)
Tobacco Tax	8%	No Cap (Same as FBKS and FNSB)

All sales tax is collected monthly or quarterly

General sales tax revenue is projected to be 56% of General Fund revenue, virtually unchanged from 2013. The following sales taxes are represented showing their percentage of the General Fund Revenue.

General Sales Tax	48.7%	(Unchanged over 2013)
Bed Tax	1.3%	( Down 19% over 2013 Budget)
Alcohol Tax	4%	( Down 5% over 2013 Budget)
Tobacco Tax	2%	( up 3% over 2013 Budget)

GENERAL FUND REVENUE - FUND 01

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actuals	2013 Amended Budget	2014 Proposed Budget	Meeting #1	Meeting #2	Meeting #3	2014 Approved Budget	% of Budget
1	01-00-00-4002	Property Tax	913,593	959,554	954,545	1,024,930	1,031,500				1,031,500.00	19.3%
2	01-00-00-4003	Ambulance Service	357,639	358,946	365,968	385,000	402,000				402,000.00	7.5%
3	01-00-00-4005	Ambulance Fees	-	27,801	49,127	60,000	63,000				63,000.00	1.2%
4	01-00-00-4008	Fire Department Revenue	18,460	36,080	6,911	6,000	7,500				7,500.00	0.1%
5	01-00-00-4014	Police Department Revenue	-	11		-					-	0.0%
6	01-00-00-4017	Citation Revenue	85,663	58,985	44,353	62,500	50,000				50,000.00	0.9%
7	01-00-00-4018	FingerPrinting	8,226	10,295	11,495	12,000	12,000				12,000.00	0.2%
8	01-00-00-4019	Police Reports	937	6,368	3,015	2,750	2,000				2,000.00	0.0%
9	01-00-00-4021	Citation Revenue - Prior Year Collect.	59,556	51,680	32,436	48,000	32,000				32,000.00	0.6%
10	01-00-00-4024	Impound Lot Fees	-		5,760	36,000					-	0.0%
11	01-00-00-4025	Police Vehicle Revenue	163	383	899	-					-	0.0%
12	01-00-00-4045	Made In North Pole				4,000	2,000				2,000.00	0.0%
13	01-00-00-4062	Municipal Assistance	15,128	67,592	82,196	-					-	0.0%
14	01-00-00-4140	Shared Taxes	67,145	59,353	56,805	57,000	57,000				57,000.00	1.1%
15	01-00-00-4141	Business License	10,025	15,495	14,830	17,000	16,500				16,500.00	0.3%
16	01-00-00-4142	Liquor License Revenue Sharing	4,200	5,200	4,800	4,800	4,800				4,800.00	0.1%
17	01-00-00-4162	State Revenue Sharing	206,334	200,737	200,000	200,000	200,000				200,000.00	3.7%
18	01-00-00-4163	Corps of Engineers Contract	68,476	52,307	67,388	80,000	84,000				84,000.00	1.6%
19	01-00-00-4165	PERS Relief	118,698	241,360	253,763	-	263,851				263,851.00	4.9%
20	01-00-00-5000	Sales Tax Revenue	2,502,922	2,452,042	2,463,477	2,594,105	2,603,001				2,603,001.00	48.7%
21	01-00-00-5001	Sales Tax Penalties		-		-					-	0.0%
22	01-00-00-5085	DOT Safety (CVI)	4,220	3,360	3,255	3,500	4,375				4,375.00	0.1%
23	01-00-00-5800	Interest on Deposits	5,121	3,183	2,621	3,000	2,750				2,750.00	0.1%
24	01-00-00-5801	Miscellaneous Revenue	21,687	60,326	30,325	28,000	30,000				30,000.00	0.6%
25	01-00-00-5802	Alcohol Beverage Tax	206,588	193,166	207,515	224,000	212,500				212,500.00	4.0%
26	01-00-00-5809	AHSO (HVE)	13,776	14,173	5,668	11,000	12,900				12,900.00	0.2%
27	01-00-00-5807	DEPT Homeland Security Grant					10,000				10,000.00	0.2%
28	01-00-00-5816	FNSB- Economic Dev. Funds		-		-					-	0.0%
29	01-00-00-5817	Bed Tax	83,938	83,173	85,894	83,000	67,500				67,500.00	1.3%
30	01-00-00-5818	Tobacco Tax		126,556	117,771	121,000	125,000				125,000.00	2.3%
31	01-00-00-5820	DEA Reimbursement		81,133		-					-	0.0%
32	01-00-00-5822	IRS Reimbursement		1,667	5,320	-					-	0.0%
33	01-00-00-5900	Transfer In From Fund Balance	30,676	-	1,822	10,000	-				-	0.0%
34	01-00-00-5901	Transfer In From Fund 10 (Beautification)				1,788	-				-	0.0%
35	01-00-00-5901	Transfer in From Fund 24 (SOA Forfeitures)					17,632				17,632.00	0.3%
36	01-00-00-5901	Transfer in From Fund 36 (Impounds)					36,000				36,000.00	0.7%
37	01-00-00-5901	Transfer in From Fund 16 (Fire)				13,500	-				-	0.0%
		Total	4,803,171	5,170,925	5,077,962	5,092,873	5,349,809	-	-	-	5,349,809	
											5,349,809	

NOTE - In 2013 the City Transferred in \$10,000 (from fund balance) for a Beautifiaction grant recieved in previous years  
NOTE - In 2014 Impound Lot revenues have been moved to Impound Lot (Fund 36) and are seen as a transfer in from Fund 36, to better account for cost associated with impounds

2013		
Department	% of Budget	Approved Budget
Administration	11%	559,430
Professional Services	8%	430,419
Police	31%	1,603,442
Fire	37%	1,860,160
Public Works	13%	639,822
Total General Fund Expenses		5,093,273
Total General Fund Revenue		5,092,873
Difference (revenue over expenses)		(400)

2014		
Department	% of Budget	Approved Budget
Administration	11%	581,551
Professional Service	7%	383,624
Police	33%	1,776,215
Fire	36%	1,951,358
Public Works	12%	657,061
Total General Fund Expenses		5,349,809
General Fund Revenue		5,349,809
revenue over expenses		0

NOTE: In 2014, the City has budgeted for the PERS Relief payments, made by the State, on behalf of the City. While there is no direct revenue or expense to the City, we are required by GASB to book these amounts. The revenue has been booked into account 01-00-00-4165 and the expenses have been booked to each department PERS Relief account. In previous years, the expense side was booked to the PERS expense for each department; this budget breaks out that portion of the total PERS expense and moves it to the new accounts that were set up for this expense.

**Mission:**

The Office of the City Clerk provides the professional link between citizens, local governing bodies, city administration and agencies of government at all levels. Administer and conduct city elections in accordance with applicable local, state, and federal election laws in the highest possible standards. To preserve public records of the City of North Pole.

**Program Description:**

The City Clerk must adhere to constitutional government and laws of the community and state; impart standards of quality and integrity that merit public confidence; and maintain professional ethical standards. The City Clerk is responsible to administrative support to the Council; accurate records of proceedings of the governing body; administration of City elections; maintaining all records of the City; research and development of ordinances, resolutions, and reports; provide public information to citizens of the City; serve as a conduit between the Administration and the Council. The City Clerk is responsible for city elections and knowledge of election laws (federal, state and local).

**Objectives:**

- Continue to run the office in an efficient and effective manner providing the public access to their local government and staying within the fiscal constraints as required by state statutes and the city code of ordinances.
- Conduct efficient and litigation free elections.
- Improve election history information on the City webpage.
- Continue the restoration of permanent and historical paper documents.

**Major Long Term Issues and concerns:**

- Upgrade the sound system in the Council Chambers as the current system is old and has not been upgraded for many years.
- Move confidential records to the new archive room and purchase new file cabinets to store current data in Administration.
- Implement a document management system for Administration that will eventually envelop all departments within the City.

**FY2013 Accomplishments:**

- Received a grant from the State Legislature to enable the city administration personnel to develop an efficient, compliant archival system and secure records in the event of a disaster as well as expedite retrieval of archived documents. The City has invested \$50,000 in basic archival equipment, phase one. The second phase of the project is to acquire the electronic equipment and scanners, supplies, and training necessary to implement a document archival system.
- Started the process for recodification of the North Pole Municipal Code and a legal review.
- Conducted Parliamentary and Newly Elected Official training.
- Studied, researched, and implemented an IT improvement and upgrade that would bring the City of North Pole into compliance.
- Assisted all departments with the bidding process and advertisements.

- Negotiated health care contract with Alaska USA Insurance and AW Rehn to ensure affordable health care for employees and the City.
- Purchased a time keeping device for the Council Chambers for Citizen Comments.
- Continue to work on the webpage to ensure that information is kept up to date and to help with transparency in local government.
- Added a dedicated line in the Council Chambers to help with transmission of elections and for ease of conference calling during meetings. Purchased Polycom device from ACS.
- Conducted City elections free of litigation.

**FY2014 New Initiative:**

- Develop and implement an electronic archival system with training for staff and use grant funding to hire temporary help to achieve goal.
- Develop and implement a travel policy.
- Begin implementation of an electronic records management program. Implementation of e-records management is dependent upon funding.
- Purchase two new ipads each year to keep equipment up to date.

**Line-Item Explanations / Admin**

**7001 Publication & Advertising.** Cost of publishing agendas, meeting notices, public hearing notices and bids in the Fairbanks Daily Newsminer.

**7002 Election Expense.** Annual fee for FNSB to conduct the elections for the City.

**7004 Travel/Administration ( Council).** Travel costs for Mayor and Council to travel to Juneau for annual lobbying and Washington DC, attend Alaska Municipal League (AML) annual conference in Anchorage and Summer Session in August.

**7009 Council Supplies & Equipment.** Purchase of computers, ipads, and materials needed for the council.

**7049 Training.** Travel costs for City Clerk to attend annual Alaska Association of Municipal Clerks) AAMC conference and International Institute of Municipal Clerks (IIMC), Finance Officer, A/R, A/P to attend the Caselle Conference (Financial software), and for Finance Officer to attend AGFOA and the GFOA conference. Also includes mileage, hotel and meals. Included in this is any webinars for continuing education credits.

**Mission:**

The mission of the Office of Human Resources is to lead the successful development of employees and employment relationships through effective hiring, training and related support services.

**Program Description:**

The Office of Human Resources provides employee relations, talent management, recruitment, hiring, retention, training and the administering of benefits for employees, ensures regulatory and statutory compliance, develops policies and procedures and administers the labor relations for the City.

**Direct Services**

Employment and Classification is responsible for :

- Developing and sustaining a fair, efficient, effective, transparent, and equitable recruitment, selection, and hiring process.
- Locating sources of qualified manpower to meet the needs of the City
- Maintaining and administering a fair and objective system for classifying jobs/positions.
- Creating and maintain pay grades for comparable work across the City.
- Administering employee records.

**Major Long Term Issues and concerns:**

- Improving talent acquisition and talent management.
- Standardizing, centralizing, memorializing, and implementing necessary policies and forms.
- City-wide salary survey and assessment.
- Managing healthcare costs, benefits and administration.
- Implementation of electronic solutions for HR Processes.
- Standardizing job descriptions
- Ensuring a functional and user-friendly Human Resources website

**FY2013 Accomplishments:**

- Negotiated health care contract with Alaska USA and AW Rehn to ensure affordable health care for employees and the City.
- Started implementing the Human Resources module in Caselle to make sure that it is capturing each employee for better management of records.
- There were no grievances filed for 2013.

**FY2014 New Initiative:**

- Update and standardize policies, forms and job descriptions.
- Develop the Human Resources website to better serve our employees, supervisors and the public.
- Review and restructure the salary schedules.
- Develop and implement an updated travel policy.
- Leverage technology to provide employees with self-service access to administrative information and processes.

ADMINISTRATION EXPENDITURES

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actuals	2013 Amended Budget	2014 Proposed Budget	Meeting #1	Meeting #2	Meeting #3	2014 Approved Budget
1	01-01-00-6000	Salaries Expense	263,876	267,147	274,244	273,265	273,368				273,368
2	01-01-00-6060	Salaries Expense - Council	12,805	14,950	16,100	18,000	18,000				18,000
3	01-01-00-6090	Admin Overtime Exp	1,020	295	1,145	750	750				750
4	01-01-00-6091	Holiday Pay			182	-					-
5	01-01-00-6097	Workers Comp. Ins.	1,866	1,602	1,778	1,944	1,894				1,894
6	01-01-00-6098	FICA	652	462	682	1,134	578				578
7	01-01-00-6099	Medicare	3,925	4,093	4,378	4,292	3,975				3,975
8	01-01-00-6100	PERS	61,273	60,349	63,293	64,243	62,286				62,286
9	01-01-00-6102	Health & Disability Insurance	65,680	80,507	86,013	81,000	81,000				81,000
10	01-01-00-6103	Leave Cash Out	4,133	4,375	6,028	4,000	4,000				4,000
11	01-01-00-6100	Pers Relief	15,299	31,186	33,791		33,351				33,351
12	01-01-00-7001	Publications & Advertising	23,186	20,469	18,908	21,000	20,000				20,000
13	01-01-00-7002	Election Expense	4,358	3,879	7,152	4,500	4,500				4,500
14	01-01-00-7003	Promotion	5,094	7,403	3,688	4,000	4,000				4,000
15	01-01-00-7004	Travel/Council	13,993	11,641	16,896	9,500	7,000				7,000
16	01-01-00-7006	Sales Tax Rebates	4,800	4,648	4,800	800	800				800
17	01-01-00-7007	Maint. Contracts/Equipment	35,212	41,377	35,665	34,602	23,500				23,500
18	01-01-00-7009	Council Supplies & Equipment		4,892	1,904	1,800	1,800				1,800
19	01-01-00-7015	Vehicle Gas	77	1,061	2,674	3,400	2,250				2,250
20	01-01-00-7016	Vehicle Maintenance		863		-	500				500
21	01-01-00-7022	Office Supplies	14,574	9,294	12,506	10,500	10,500				10,500
22	01-01-00-7029	Admin/Misc. Expenses	13,740	6,135	6,444	6,500	6,000				6,000
23	01-01-00-7030	Office Equipment	-	5,557		3,500	3,000				3,000
24	01-01-00-7039	Postage/Meter Rental	2,348	6,409	5,054	6,100	6,500				6,500
25	01-01-00-7041	Bad Debts	5,879			-					-
26	01-01-00-7049	Training/ Classes/Manuals	7,881	9,884	5,876	4,600	12,000				12,000
27	01-01-00-8055	Arctic Winter Games			15,000	-					-
28	01-01-00-8056	Sled Dog Races			20,000	-					-
		<b>TOTAL</b>	<b>561,670</b>	<b>598,478</b>	<b>644,204</b>	<b>559,430</b>	<b>581,551</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>581,551</b>
											<b>581,551</b>

NOTE - IN 2014, staff travel has been included in training/ classes/ manuals Acct# 01-01-00-7049

NOTE - Acct# 01-01-00-7004 (travel / administration) was renamed to (Travel Council) to better represent the cost of Council travel.

NOTE - in 2014, Maintainance Contracts and Equipments (01-01-00-7007) was reduced because IT support was consolidated to a new account in Professional Services



### Administration Breakout of Expenses

	Actual 2010	Actual 2011	Actual 2012	Budgeted 2013	Proposed 2014	Approved 2014
<b>PERSONNEL COSTS</b>						
Salaries - Admin	263,876	267,147	274,244	273,265	273,368	273,368
Salaries - OT	1,020	295	1,145	750	750	750
Salaries - Council	12,805	14,950	16,100	18,000	18,000	18,000
Medicare	3,925	4,093	4,378	4,292	3,975	3,975
SS	652	462	682	1,134	578	578
Pers	61,273	60,349	63,293	64,243	62,286	62,286
Pers - State						
Leave Cash Out	4,133	4,375	6,028	4,000	4,000	4,000
Workman's Comp	1,866	1,602	1,778	1,944	1,894	1,894
Disability Insurance						
Health Insurance	65,680	80,507	86,013	81,000	81,000	81,000
<b>TOTAL COST OF PERSONNEL</b>	<b>415,230</b>	<b>433,781</b>	<b>453,663</b>	<b>448,628</b>	<b>445,850</b>	<b>445,850</b>
(percent of operating budget)	74%	72%	70%	80%	77%	77%
<b>NON PERSONNEL COSTS</b>	<b>131,141</b>	<b>133,511</b>	<b>156,568</b>	<b>110,802</b>	<b>102,350</b>	<b>102,350</b>
(percent of operating budget)	23%	22%	24%	20%	18%	18%
<b>TOTAL BUDGET</b>	<b>561,670</b>	<b>598,478</b>	<b>644,204</b>	<b>559,430</b>	<b>581,551</b>	<b>581,551</b>

## **Professional Services**

Professional Services accounts are for expenses not directly related to one department and/or the operational efficiency of the City as a whole. Expenses include dispatch fees, State railroad fees, legal fees, audit fees, bed tax allocations and transfers to fund balance.

New items in the Professional Services account include contract IT support. This line item has been included here in an effort to consolidate IT expenses for all departments. Also new to Professional Services are the transfers to the newly created Vehicle Fleet Funds and Capital Projects Fund.

PROFESSIONAL SERVICES EXPENSE

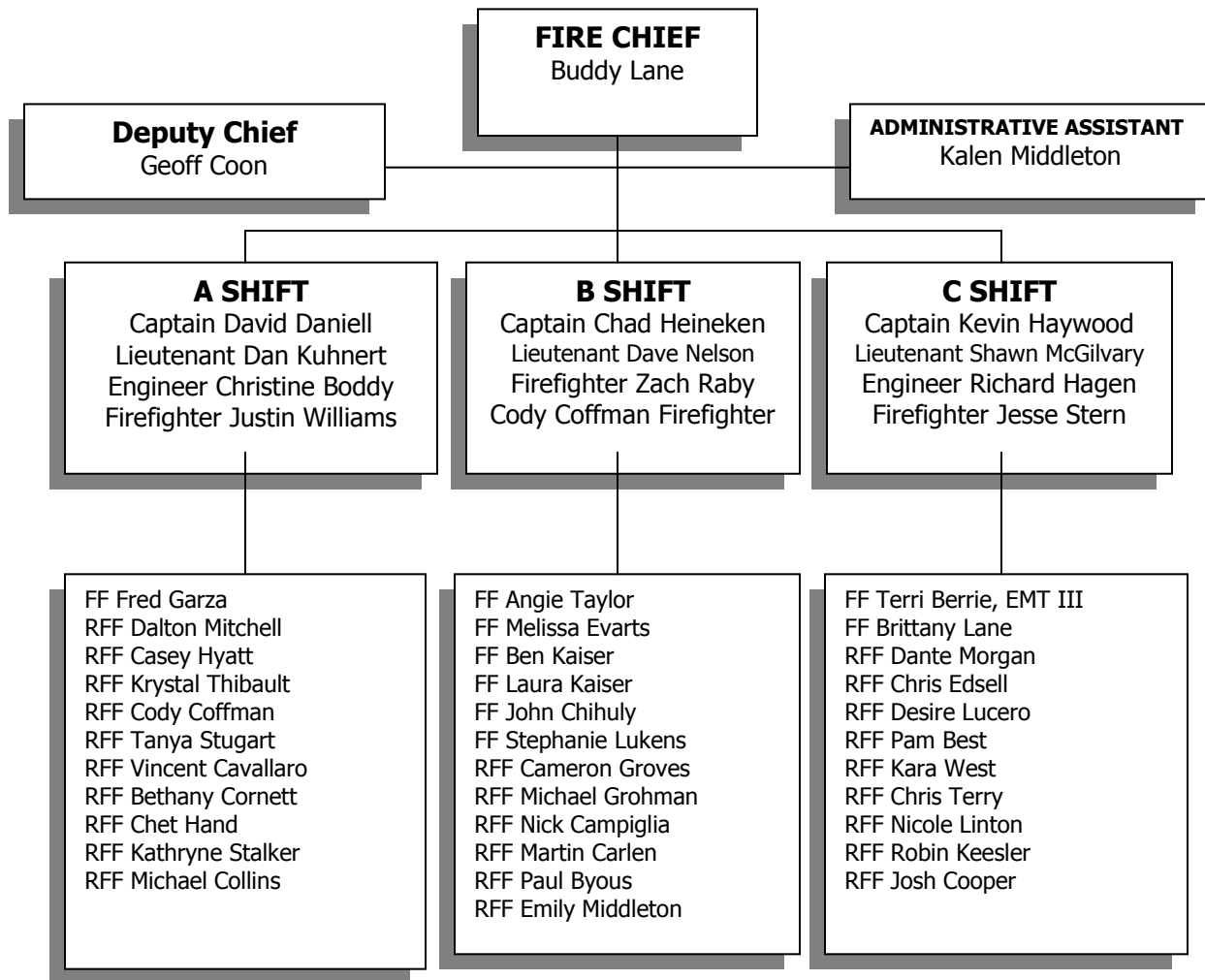
Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actuals	2013 Amended Budget	2014 Proposed Budget	Meeting #1	Meeting #2	Meeting #3	2014 Approved Budget
1	01-02-00-6104	Insurance	21,364	19,997	20,770	21,500	22,000				22,000
2	01-02-00-7004	Audit & Accounting	20,702	20,783	25,539	24,790	26,000				26,000
3	01-02-00-7005	Legal Fees	12,318	4,641	7,122	8,000	7,500				7,500
4	01-02-00-7012	City Hall Bldg. Maintenance	15,121	1,557		2,000	2,500				2,500
5	01-02-00-7016	CH Electricity	9,817	9,976	10,588	12,000	12,000				12,000
6	01-02-00-7017	CH Heating Fuel	13,522	7,997	11,800	12,000	12,000				12,000
7	01-02-00-7019	Telephone, City Hall	9,528	8,548	10,367	8,750	8,750				8,750
8	01-02-00-7020	Fuel - Santa Seniors			(2,027)						-
9	01-02-00-7025	Dispatch Services			85,841	94,425	104,000				104,000
10	01-02-00-7035	Ordinance Codification	180	860	5,464	6,000	5,000				5,000
11	01-02-00-7042	Citation Court Admin Fees	4,634	3,954	3,902	5,000	3,500				3,500
12	01-02-00-7043	Citation SOJ Fees	15,225	8,322	3,675	10,000	7,500				7,500
13	01-02-00-7050	Credit Card User Fees	10,172	3,932	4,615	3,500	4,000				4,000
14	01-02-00-7055	Preparedness				-	2,000				2,000
15	01-02-00-7071	Website Design & Maintenance	20,775	2,039	2,498	3,000	3,000				3,000
16	01-02-00-7201	Bed Tax to - Chamber	24,390	21,209	21,903	21,165	17,212				17,212
17	01-02-00-7203	Bed Tax to - Christmas in Ice	12,195	10,605	10,951	10,583	8,606				8,606
18	01-02-00-7204	Bed Tax to - Economic Develop.	40,650	35,348	36,505	35,274	28,687				28,687
19	01-02-00-7205	Bed Tax to - FCVB	4,065	3,535	3,651	3,528	2,869				2,869
20	01-02-00-7024	AK Railroad Permits Fees				8,000	8,000				8,000
21	01-02-00-7007	IT contract support					12,500				12,500
22	01-02-00-7091	Transfer out to Fund 50 (Fire Fleet)				13,975	13,975				13,975
23	01-02-00-7091	Transfer out to Fund 51 (Police Fleet)				13,975	13,975				13,975
24	01-02-00-7091	Transfer out to Fund 53 (Public Works Fleet)				9,675	9,675				9,675
25	01-02-00-7091	Transfer out to Fund 52 (Admin Fleet)				5,375	5,375				5,375
26	01-02-00-7091	Transfer out to Fund 54 (GG Reserves)				43,000	43,000				43,000
27	01-02-00-7999	Move to Fund Balance				54,904	-				-
		<b>TOTAL</b>	<b>234,656</b>	<b>163,301</b>	<b>263,163</b>	<b>430,419</b>	<b>383,624</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>383,624</b>
											383,624

NOTE - in 2013, the Council adopted ordinance 13-11 (Designated funds) that created funds for vehicle replacement and capital projects. These funds are required to be funded with a percentage of property tax.

NOTE - in 2013, Alaska Railroad Permit Fees were added to Professional Services

NOTE - in 2013, IT support was added to Professional Services

NOTE - in 2013, Transfer to Fund Balance was moved to Professional Services



**\*\*Life Members\*\***

Walter Priddy  
Frank Ownby  
Barry Jennings  
Carleta Lewis  
Brett Lewis  
Dr. William Doolittle



## **North Pole Fire Department**

**125 Snowman Lane - North Pole, Alaska 99705**

**Phone: 907.488.2232 Fax: 907.488.3747**

Honorable Bryce Ward  
Mayor, City of North Pole  
Members of the North Pole City Council

North Pole Fire Department  
Fiscal Year 2014 Budget Proposal

Mayor Ward, Council Members;

North Pole Fire Department is an all-risk, all-hazard agency, responding to a wide variety of emergency and non-emergency needs in the community. It is a valued asset that the citizens rely on daily. The workload has steadily increased, with an increase in emergency responses as well as the department's support of community services.

North Pole Fire Department has been in existence since 1957, comprised of individuals with a desire to protect the lives and property of their neighbors. Through the years, the department has seen a lot of changes as the community has grown and changed, with quite a number of North Pole's finest citizens contributing their time and effort as volunteers. These contributions have made North Pole Fire Department one of the premier fire departments in the State of Alaska.

Currently, the department operates as a combination department, comprised of paid staff and volunteers. Services are provided 24 hours a day, 7 days a week, 365 days a year. Paid employees include the Fire Chief, Deputy Fire Chief, three Captains, three Lieutenants, three Engineers, three Firefighters and an Administrative Assistant. Volunteer members serve as their schedule allows, supplementing the paid staff. The combination system provides the volunteers a flexible schedule to accommodate work and family, with the paid staff providing around the clock emergency response capability for the community.

North Pole Fire Department responds to over 1,000 calls per year. This includes all responses to fire and emergency medical requests both inside and outside the City of North Pole. The department has mutual-aid agreements with other departments throughout the Interior, including both military bases. North Pole Fire Department has for many years maintained a contract with the Fairbanks North Star Borough for ambulance services, providing treatment and transport of people in an approximately 100 square mile area. An automatic-aid agreement with North Star Fire Department is maintained to the mutual benefit of both departments during periods of low staffing, particularly during the daytime hours when volunteers have commitments to work and school.

The services provided by the fire department have grown and changed in step with the City. The wide variety of services provided include fire suppression, fire prevention, advanced life support emergency medical services, technical rescue services, hazardous materials response, and public education on injury prevention and safety.

North Pole Fire Department works with the community in a number of ways to help educate the citizens on injury prevention and safety. Some of the programs the department has implemented include: *Risk Watch*, a comprehensive injury prevention program currently in use at North Pole Elementary School; newborn and child safety classes, bicycle safety programs; and Fire Prevention month. The department also sponsors the fire department Open House, fireworks safety public service announcements, various special request classes for North Pole Middle School and North Pole High School, and a fire and life safety program for the residents at Holiday Heights. Community CPR classes, first-aid courses, and babysitting classes are also supported.

Training is a vital element in the department. All members are trained to standards published by the National Fire Protection Association, and as mandated by federal and state regulations. The department is certified by the State of Alaska to provide training at the Firefighter I and II level, and provides training in emergency medical response to the EMT III level for qualified members. Hazardous materials training and technical rescue courses are offered throughout the year, as well as courses in vehicle extrication, wild land firefighting, industrial firefighting, and instructor courses. This in-house training is crucial in meeting the varied hazards the community faces, and helps to provide members with the skills and expertise needed to serve and protect the citizens.

The department works hard to be as self-sufficient as possible. Building maintenance, equipment maintenance, light vehicle maintenance, and custodial tasks are handled within the department to the greatest extent possible. Testing of equipment is conducted on a specified schedule, ranging from daily inspection to mandated annual testing. Recordkeeping and program development are done in-house, as well as administrative tasks and inventory.


Several important identified needs have been addressed through securing available grant funding. This includes items such as fire hose, protective clothing, and upgrades to self-contained breathing apparatus, communications equipment, medical equipment and a new ambulance and platform truck that will be delivered in 2014. Addition grants received in 2013 include; FEMA grant for smoke and CO detectors, DHS grant for radios, equipment for our EOC and funding to offset wages as we participate in Alaska Shield 2014 and a grant to offset the wages of the Fire Chief for time spent on emergency management duties. Although we have had some success obtaining grants it's important to note that grants are competitive in nature, and should not be counted on as a source of revenue. We will continue to pursue grants as they become available.

Challenges facing NPFDD for 2014: Over the last three years NPFDD's budget has seen a decrease in the operational part of the budget with cuts to training, equipment outlay, prevention and department uniforms. The biggest challenge for 2014 will be the removal the part time labor

from the budget. Removing the part time labor will have a major impact on the day to day operations of the department. By removing part time labor we will not have minimum staffing of four personnel fifty percent of the time. Not maintaining a staffing of four will have an impact on response times when there are multiple calls. Delays in response time could be as long as thirty minutes. While emergency response is the major concern with the cuts, other areas that will be affected will include outreach programs on fire prevention, public education. Community classes in CPR, first aid and home preparedness to name a few.

North Pole Fire Department strives to meet the needs of the community by providing the best emergency services possible. As the community changes and grows, it becomes more complex, and the dangers it faces become more complex as well. North Pole Fire Department will continue to adapt and change to meet the community's needs, to provide safe, efficient service to the citizens it protects.

Respectfully Submitted,

  
Buddy Lane  
Fire Chief



FIRE DEPARTMENT EXPENSE

Line	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actuals	2013 Amended Budget	2014 Proposed Budget	Meeting #1	Meeting #2	Meeting #3	2014 Approved Budget
1	01-04-00-6000	Salaries	877,739	894,531	916,386	922,145	932,266				932,266
2	01-04-00-6030	Dispatch Contract	36,130	36,130		-	-				-
3	01-04-00-6032	Ambulance Billing Fees		1,914	3,717	2,500	2,500				2,500
4	01-04-00-6090	Overtime	36,559	23,164	38,238	35,700	36,000				36,000
5	01-04-00-6091	Holiday Pay	15,660	11,753	14,764	13,770	15,000				15,000
6	01-04-00-6092	Overtime - Forestry		9,949	893	-	-				-
7	01-04-00-6094	Straight Time - Forestry		658		-	-				-
8	01-04-00-6097	Workers Comp. Ins.	60,788	67,157	75,907	94,152	99,660				99,660
9	01-04-00-6098	FICA	3,530	4,505	4,764	3,778	5,000				5,000
10	01-04-00-6099	Medicare	12,455	13,122	13,566	15,399	15,417				15,417
11	01-04-00-6100	PERS	198,736	294,708	301,852	216,041	216,318				216,318
12	01-04-00-6102	Health & Disability Insuarnce	193,597	143,143	157,049	247,000	247,000				247,000
13	01-04-00-6103	Leave Cash Out	15,214	10,988	16,483	20,000	20,000				20,000
14	01-04-00-6105	Insurance	50,498	47,230	47,498	55,080	55,000				55,000
15	01-04-00-6106	Unemployment		1,031		-	-				-
16	01-04-00-6100	PERS Relief	52,910	101,658	105,062	-	112,502				112,502
17	01-04-00-7007	Maintenance Contracts	7,541	3,366	7,401	8,200	8,200				8,200
18	01-04-00-7008	Fire Training/Education	15,972	18,139	13,132	8,000	12,000				12,000
19	01-04-00-7009	Equipment Outlay	7,751	5,159	1,523	-	-				-
20	01-04-00-7010	Equipment Maintenance	3,026	7,388	10,370	6,500	6,500				6,500
21	01-04-00-7011	Base Station/Radio Mnt.	406	515	1,030	1,500	1,500				1,500
22	01-04-00-7014	Vehicle Maintenance	11,988	9,815	8,292	9,000	9,000				9,000
23	01-04-00-7015	Vehicle Gas & Oil	16,219	23,436	22,813	22,000	22,000				22,000
24	01-04-00-7022	Office Supplies	981	1,395	558	2,900	2,900				2,900
25	01-04-00-7029	Fire Dept/Miscellaneous	3,830	3,283	3,493	3,000	3,000				3,000
26	01-04-00-7030	Building Supplies	2,636	2,191	3,174	2,600	2,600				2,600
27	01-04-00-7035	PY Ambulance Fees Return			958	-	-				-
28	01-04-00-7039	Postage	258	695	446	650	650				650
29	01-04-00-7040	Ambulance Supplies	19,335	19,986	15,353	17,500	17,500				17,500
30	01-04-00-7050	Part Time Labor	49,716	66,517	70,490	49,000	-				-
31	01-04-00-7051	Part Time Labor - Forestry		2,323		-	-				-
32	01-04-00-7061	Equipment Lease Payments	35,983	37,681	39,953	46,945	46,945				46,945
33	01-04-00-7062	Equipment Lease -interest.	10,962	9,263	6,991	-	-				-
34	01-04-00-7065	Fire Supplies (Expendables)	-	198		-	-				-
35	01-04-00-7075	Volunteer Incentive	2,561	964	1,607	-	1,600				1,600
36	01-04-00-7085	Prevention/Public Education	2,509	2,254	2,717	-	2,500				2,500
37	01-04-00-7095	Employee Health Protection	446	635	1,700	2,000	-				-
38	01-04-00-7099	NFPA Station Uniforms	5,493	2,319	894	-	2,500				2,500
39	01-04-01-7011	Fire Dept. Maintenance	3,368	2,015	3,219	3,000	3,000				3,000
40	01-04-01-7016	Fire Dept. Electricity	15,251	16,188	17,252	17,000	17,000				17,000
41	01-04-01-7017	Fire Dept. Heat	13,278	15,466	17,869	15,000	15,000				15,000
42	01-04-01-7018	Fire Dept. Telephone	13,591	11,965	12,065	9,800	9,800				9,800
43	01-04-02-7011	Annex Maintenance Expense	1,391		153	1,500	1,500				1,500
44	01-04-02-7016	Annex Electricity	2,344	2,305	3,136	3,000	3,000				3,000
45	01-04-02-7017	Annex Heat costs	5,010	5,219	7,510	5,500	5,500				5,500
46	01-04-03-7016	Dorm Electricity	318	334	228	-	500				500
47	01-04-03-7017	Dorm Heat costs	2,309	655	-	-	-				-
		TOTAL	1,808,289	1,933,311	1,970,503	1,860,160	1,951,358	-	-	-	1,951,358
											1,951,358



## Fire Department Breakout of Expenses

	Actuals	Actuals	Actuals	Budgeted	Proposed	Approved
	2010	2011	2012	2013	2014	2014
<b>PERSONNEL COSTS</b>						
Salaries	877,739	894,531	916,386	922,145	932,266	932,266
Salaries - OT	36,559	23,164	38,238	35,700	36,000	36,000
Forestry Pay	-	12,931	893	-	-	-
Holiday Pay	15,660	11,753	14,764	13,770	15,000	15,000
Part Time Employees	49,716	66,517	70,490	49,000	-	-
Unemployment	-	1,031	-	-	-	-
Taxes	15,985	17,627	18,330	19,177	20,417	20,417
Pers - State	52,910	101,658	105,062	-	112,502	112,502
Pers	198,736	294,708	301,852	216,041	216,318	216,318
Accrued Vacation Pay	15,214	10,988	16,483	20,000	20,000	20,000
Workman's Comp	60,788	67,157	75,907	94,152	99,660	99,660
Health Insurance	193,597	143,143	157,049	247,000	247,000	247,000
<b>TOTAL COST OF PERSONNEL</b>	<b>1,516,904</b>	<b>1,645,208</b>	<b>1,715,454</b>	<b>1,616,985</b>	<b>1,699,163</b>	<b>1,699,163</b>
(percent of operating budget)	84%	85%	87%	87%	87%	87%
<b>NON PERSONNEL COSTS</b>	<b>291,385</b>	<b>288,103</b>	<b>255,050</b>	<b>243,175</b>	<b>252,195</b>	<b>252,195</b>
(percent of operating budget)	16%	15%	13%	13%	13%	13%
<b>TOTAL OPERATING BUDGET</b>	<b>1,808,289</b>	<b>1,933,311</b>	<b>1,970,503</b>	<b>1,860,160</b>	<b>1,951,358</b>	<b>1,951,358</b>

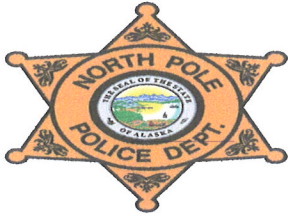


A Status Update



By

Chief Steve Dutra



**North Pole Police Dept.  
125 Snowman Ln.  
North Pole, AK 99705**

**Chief Steve Dutra  
Phone: 907-488-8459  
Fax: 907-488-5299**

The Honorable Bryce Ward  
Mayor, City of North Pole  
Members of the North Pole City Council  
Citizens of the City of North Pole

October 15, 2013

**North Pole Police Department  
"A Status Report"**

I would like to spend some time discussing the dynamics of your police department. We have a fine group of employees who all have been hand selected from a diverse pool of applicants. Your staff has done a great job at meeting the mission even though our staffing levels in 2013 were at the lowest they have been in years. I am going to share with you an incredible amount of information in order to educate you on the job that your officers have done over the last year and some of the exciting objectives for 2014.

This will be my second year as Chief of Police and my second budget. This last year we faced significant challenges and met most of those with success, but not without sacrifices. We entered 2013 with the same mission but with a decrease in funding and a **28% decrease** in authorized personnel from 2012.

First of all, I want to point out our **2014 Proposed Budget and our 2013 Amended Budget for salaries**. I would like to you understand that our 2013 Proposed Budget included full staffing and the 2013 Amended Budget did not. So the actual difference between our 2013 Proposed Personnel Budget and our 2014 Proposed Personnel Budget is approximately 1.5% or \$12,588.00. This is well within the expected growth range.

I want the council to be informed as to why we are showing an increase over the 2013 Amended Budget. We have had no significant changes other than the reinstatement of the lost position removed under ordinance Resolution 13-08. We realized a savings in mid-2013 that allowed us to maintain our Amended Personnel costs without increasing our Salaries. This savings was made up by the officers covering shifts without full staffing and lower salary ranges due to newly hired employees.

In order to sum up this change I wanted to show these numbers in a simpler form.

Salaries	→	\$817,627	Original 2013 Approved (Nov 2012)
		\$774,155	Amended 2013 (May 2013)
	→	\$830,215	Proposed 2014 Budget
↓			
\$12,588.00 = 1.5% increase in salaries			

### Historical Budget:

In order to show you where we are and what our historical budgets have looked like, I am including the following graph.

2007	2008	2009	2010	2011	2012	2013
\$1,672,106.00	\$1,512,299.00	\$1,544,028.00	\$1,603,300.40	\$1,776,661.10	\$1,688,699.31	\$1,603,441.00

Our 2014 budget has been cut to accommodate another year of budget shortfalls. This particular trend cannot continue and I am hoping it will become the top priority of the council in 2014-15. We have seen a decline in our operational funding over the last several years. Each successive year we find more and more demands being placed on an already strained budget. These short term solutions are now starting to affect the overall health of our department.

In order to meet the budget gap in 2014 and maintain our staffing until we experience attrition we have reduced the following areas.

Line item 01-03-6019 Uniform Expense: has been reduced \$3,000. This cut is only possible because of the delays in uniform purchasing in 2013 to help with the uniform switch over and the release of new uniforms in late 2013.

Line item 01-03-6020 Investigative Expense: has been reduced \$2,500. We have not experienced some of the investigative expenses in recent years so I felt we could temporarily cut back this expense. Although this line item is unpredictable and could easily require additional funding

Line item 01-03-7008 Police Training: has been reduced by \$6,000. We are going to experience some cut backs and some adjustments to accommodate this reduction. We will need to return this fund to its original amount as soon as possible in order to accommodate our longer term training objectives.



Line item 01-03-7009 Equipment Outlay: this line item has been reduced for the second year in a row and is down from the original amount of \$18,000. We must return this line item to its original amount in 2015 so we can replace radios, computers, vests, and so on. This is where all of our high dollar expenses come from.

Line item 01-03-7011 Building Maintenance: this line item has been reduced \$1,650.00. We will not be able to replace or repair at the levels we have in the past. We will reduce repairs to only those items vital for operations.

We have removed the vehicle purchase from Equipment Outlay. Although this item was not in my 2013 budget it was placed in there prior to the budget meetings. Our original plan was to purchase a new patrol car and outfit this vehicle for \$36,581. We planned on using \$13,975 from the fleet fund leaving a balance of \$22,606. This was eliminated in order to close the budget gap.

### **Personnel challenges:**

In the beginning of 2013 we experienced a void in patrol officers with four positions open. Although one was filled, this officer was still in training, this left large holes in our normal staffing. With our applicant pool on a steady decline over the last several years, we were forced to hire individuals without academies. This trend has added significant challenges to an already strained budget.

We had to find ways to send three non-certified officers to the academy and stay within our budget. Academy costs including overtime can be in excess of \$10,000 per person, a burden our budget could not bear. We found outside sources for two academies and used nontraditional funding from Asset Forfeiture to offset tuition costs for the third. We had to use most our Training overtime to offset overtime costs for employees attending the 6 and sometime 7 days a week academy schedule. We were successful because we tackled problems with a can do attitude.

Once two of these recruits finished their 16 week academy they returned to NPPD for Field Training or FTO. One recruit was injured during the academy he was unable to return to normal duty and is currently working light duty. The second recruit completed FTO in August and was finally able to rotate into the schedule. The third recruit was slated to attend the fall academy where he will be until November 9<sup>th</sup>. This third Officer/Recruit was slotted into the schedule for a few months between FTO and the fall academy.

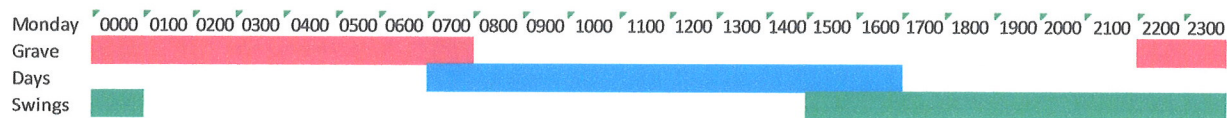
At no point during 2013 have we been at full staffing. At no time during 2012 were we at full staffing. I can only recall two short periods in the last 5 years where we have been fully staffed. Law enforcement is a very competitive arena and our wage structure makes it difficult for us to compete for applicants. We will continue to struggle with recruitment and the ability to retain trained officers unless we remedy our wage structure. This would include Unified Pay scale restructuring, COLA considerations, and shift differential.

## Staffing Levels:

Standard Patrol staffing levels at full complement are as follows: (excluding May – Sept)

(2) Officers and 1 Sergeant to cover each of the three shifts and (1) Lieutenant on Day shift monitoring Operations.

Shift overlaps: 10 Hours shifts



Augmented staffing includes:

- (1) Chief of Police
- (1) Evidence Custodian/Dispatcher
- (1) SDEU Officer assigned full time to Drug/Alcohol Interdiction
- (1) Detective
- (1) Traffic Officer

Staffing levels in patrol for January 2013 dropped to:

### (2) Officers including the Lieutenant for each shift

SDEU Officer was left unfilled for almost all of the first quarter which is January – April.

## Overtime:

2007	2008	2009	2010	2011	2012	2013*
\$22,574.00	\$30,147.00	\$33,250.00	\$15,288.69	\$18,794.57	\$19,550.18	\$20,639.00
• As of October 9, 2013						

As you can see above our overtime expenses have been on a downward trend mainly due to 10 hour shifts. 2013 will be an anomaly and will be a 4 year high. This is attributed to shortage in staff due to injury, attrition, and training.

### **Training:**

Our annual training regimen includes training in firearms where qualifications are required twice a year, blood borne pathogen, hazmat, First Aid and CPR/AED, Taser refreshers, Emergency Vehicle Operations, and defensive tactics.

Our professional development requires officers to attend Field Training Officer, Interview and Interrogation classes. These courses certify our officers to train new police officers and is required for everyone. Our interview and interrogation requirement is one of the most important training classes. This gives the officers the skills they need to be successful in resolving cases.

### **Grant Funding:**

We understand that revenue is tight and the needs of our small community are unique. In order to help offset budget strains, the Police Lieutenant manages two grants on top of patrol duties. In 2013 our grant awards and contracts related to our staffing were in the range of **\$246,000**. These grants and contracts varied depending on actual expenses. Final figures are not yet available since fiscal years fall in difference sequences.

### **Police Related Revenue including Grants and Contracts:**

In an attempt to show the council and the public that the North Pole Police Department as an entity is not a direct drain on the budget we wanted to show a balanced financial picture. The following sources of revenue are directly tied to police related functions.

ICAC Agreement	\$5,000.00
AHSO	\$110,127.00
JAG	\$55,388.00
Chena Lakes contract	\$80,859.44
Report*	\$1,850.00
Impound*	\$20,000.00
Asset Forfeiture	\$42,056.00
Citation Revenue*	\$38,450.00
Fingerprinting*	\$11,950.00
Liquor License Revenue	\$4,600.00
<b>TOTAL</b>	<b>\$370,280.44</b> *=estimates based on current

Although we do not regulate our activities based on revenue streams it is important to acknowledge these sources of revenue which help offset the overall cost of police services to the citizens of North Pole. Many of these revenue streams require significant time commitments in order to maintain.

Some of these grants have been with the City of North Pole for some time and I felt it was important to identify the amount of money granted to the city over the years. The benefits to the citizens have been substantial. One specific data point is the 285 DUI arrests from the AHSO funded Traffic Safety Officer.

AHSO and NHTSA have awarded granted funding since 2008 in excess of \$763,000. Actual reimbursement is approximately \$450,000.

SOA – Pass through Byrne funding Grant awards have been \$380,000. Actual reimbursements are approximately \$229,000 not counting Asset Forfeiture.

#### **Chena Lakes Contract:**

Every year since the 1990's the City of North Pole has signed a contract with the Army Corp of Engineers for law enforcement services. These services include one full time officer stationed in the Chena Flood Control project between May 1 and September 30. This officer patrols the area during this period and returns to normal patrol between October 1 and April 30.

This last fiscal year the contract was for \$80,859.44. This is a win win for the city and the corp. We expect this contract to continue in 2014.

#### **Asset Forfeiture and SOA money seizure:**

Over the course of our involvement in the SDEU, or the State Drug Enforcement Unit and the IRS Task force the city has realized revenue streams from these programs. One of the programs is the Asset Forfeiture or Equitable Sharing program. This program diverts revenue into two funds. One of the funds is called Justice (DEA) and the other is Treasury (IRS). Depending on the agency adopting the case these funds will be diverted through one of these two agencies.

Generally these funds come through the Alaska State Troopers, due to their designation as the coordinating agency, and are diverted and divided based on the pre-determined revenue sharing agreement. Once the revenues are divided they are distributed to participating agencies. These revenues come from illicit drug/alcohol activity and money laundering cases to including, but not limited to, marijuana grows, heroin distribution, and methamphetamine. Any federally adopted case funneled through SDEU would qualify for this distribution process.

The third source of funds comes from cases prosecuted through the State of Alaska. These cases are also divided amongst participating agencies to exclude the federal government, unlike Equitable Sharing funds which have a proportional percentage extracted from them prior to the division. Each set of funds has its own criterion for spending.



As of the date of this letter, we have received approximately \$150,000. This money has been used to renovate the police station with much needed desks, flooring, and paint. We have purchased a new vehicle for the Detective and paid for a significant amount of training for our officers. We have also made a substantial purchase of laptops for patrol using these funds.

### **Impound Fees:**

In late 2012, I was successful at completing a long term deterrence plan and implement an impound program for DUI, Driving While Suspended, and No Insurance offenses. The City of North Pole now has another tool to help reduce these crimes from occurring inside the city limits.

The entire idea behind this plan was to reduce the number of DWSOL, DUI and No Insurance events through a community backed effort where vehicles used by violators would be impounded. The administrative fee of \$384.00 was originally intended to be placed into a fund that would allow the City of North Pole to establish a Forfeiture Program, but due to budget shortfalls this money is now diverted to the general fund and no money is put aside for the original purpose.

This is an unfortunate practice since there are no funds being set aside to establish a forfeiture program. This program would have added an additional layer of deterrence and help secure the safety of the citizens. I firmly believe the City of North Pole should seek vehicle forfeiture on repeat offenders but without funding, this program will never see the light of day. In the long term this decision is costing the citizens in more than one way.

### **Alternate Funding for special programs:**

The North Pole Police Department personnel have committed extra time toward special programs which help increase public safety and assist the department in attaining its goals and objectives. The ultimate goal is to keep the community safe. Each one of these programs requires time and commitment from our patrol officers. Many of them have funding sources and some do not. In order to educate the council on each of these I am including a list.

One of our goals is to maintain safe roadways for vehicular traffic. These efforts are augmented by several funding sources. Along with our DUI enforcement patrols, where 90% of the costs in 2013-14 is paid for through AHSO, our ongoing funding through the State of Alaska Commercial Vehicle Enforcement helps us maintain commercial vehicle safety.

### **Commercial Vehicle Enforcement:**

For many years now we have received funding for commercial vehicle enforcement. This year we will receive up to \$4,470 for level 1, 2, 3 inspections. Over the course of this agreement we have found it to be extremely beneficial to the citizens. Not only are severe violations of safety being discovered we are sending a message that commercial vehicle safety is a high priority and should be taken serious.

#### **Alaska Strategic Traffic Enforcement Plan:**

In order to assist the National Highway Safety Administration with their safety goals, the Alaska Highway Safety Office offers grant funding to help increase seatbelt usage and to apprehend impaired drivers. In 2013 we received additional money to augment patrol with officers targeting seatbelt and impaired driving. This grant targets holidays and other NHTSA sponsored campaigns. The amount of money for these activities in 2012 - 2013 was approximately \$15,000 or 206 hours of overtime.

#### **Special Funding for Programs related to Investigations:**

##### **Internet Crimes Against Children or ICAC:**

The North Pole Police Department has entered into an agreement with the Anchorage Police Department to assist a nationwide effort to combat the victimization of children on the internet. We have problems in our own community with documented predators engaging in online solicitation and child pornography distribution.

Our involvement includes investigations into reports within our jurisdiction and assisting other agencies in investigations. Our monthly reports are filed with the ICAC APD unit and for this we received funding in the amount of \$5,000. In 2013 we used this funding to help pay for our UFED touch with allows us to investigate cases where cell phones and other portable electronic devices are used to exchange child pornography.

##### **Internal Revenue Service:**

The North Pole Police Department has entered into an agreement for the last several years where our Detective is assigned to assist IRS agents with cases. Detective Johns Stewart is a Task Force Officer assigned to assist the IRS. For his involvement the City of North Pole is compensated for any overtime incurred during an investigation. This also included some costs associated with travel for training. In 2013 the City of North Pole received approximately \$3,000 for overtime expenses.

#### **Changes to Grant Funding in 2014:**

We are expecting the following changes to our grant funding sources in the coming fiscal year.

AHSO is reducing grant funding from 2013 levels of 100% to 90%. This leaves the remaining cost to be covered by the City. This funding will be reduced even farther in 2015 to 50%. As originally stated to council when the first grant was accepted in 2008, this grant was meant to assist the city in establishing its own fully funded traffic officer. The eventual goal of this program is to sustain this position after the funds are depleted in 2017.

We expect no decline in funding from the State of Alaska regarding commercial vehicle enforcement. We currently have no agreement with AHSO to fund ASTEP programs into 2014, although I do expect AHSO to send notifications for this funding soon.

We do not expect a change in funding from ICAC or the IRS. Although we have not received new MOU's for 2014 from either of these agencies, it is expected that this relationship will be continued. Our Byrne/Jag grant is funded on a July 1 – June 30 cycle and the amount of funding expected in the 2014-15 cycle is likely to be within the range of previous years of \$50,000 - \$60,000.

Legislative and Department of Homeland Security and Emergency Management grants are expected to be completed by the end of 2013. These grants are as follows:

Legislative Grant in the amount of \$75,000 was granted to the City of North Pole specifically for the purpose of fixing the heating and cooling systems within the police facility. The current building has been experiencing high energy costs and much of this is attributed to inadequate or non-existing heating and cooling in all occupied spaces.

We are currently placing a proposal in front of the City Council in November to accept a bid for design work to prepare a competitive bid to complete the work before the end of 2013. Although it may be possible for this project to be completed in early 2014, it is likely to be complete in 2013. We plan on using \$15,000 of the funds to assist with design and the remaining \$60,000 to be used for construction. Once all of our options have been explored we will bring it forward to the council for approval.

The DHS&EM grant is a grant received in 2012 for a bi-directional amplifier inside City Hall and the Police station to help improve radio broadcast. There is also funding in this grant to purchase mobile radios for the patrol vehicles. As of now the Bi-directional amplifier IFB is still open and is due to close at the end of October. The mobile radio has been awarded and is due to be expended within a short period of time. This grant award was \$128,363.00.

#### **Annual Programs supported by Police Department Staff:**

As a department we believe it is our duty to support the community in as many ways possible. 2013 was a difficult year for the staff due to demands and schedule shortfalls. We continued our support for the following programs.

- Gang Resistance Education And Training: or GREAT.  
A program aimed at 6<sup>th</sup> graders in the North Pole Middle School. This course is taught one day a week and focusses positive decision making skills and positive interaction with law enforcement.
- High School presentation on Forensics and search and Seizure
- Community outreach in North Pole Middle school for Red Ribbon Week to discuss drugs and alcohol in the schools.
- Annual Preparedness Fair

- Tours of police station to include girl scouts, boy scouts, elementary school kids, and more.
- Community interaction during 4<sup>th</sup> of July parade and Homecoming.
- Outreach to the Army discussing DUI topics.
- Our annual Operation Glowstick. Focused on child safety during Halloween.
- Presentation to GVEA about drug recognition.
- Attend a variety of meetings with organizations all over the area.
- Bi- Annual assistance with classes taught at the CTC law enforcement academy.

### **Equipment Status:**

Over the last 10 years the City of North Pole has invested into police vehicles in order to maintain a fleet capable of supporting the mission of the police department. The idea behind this investment was to replace a vehicle every year in order to maintain a healthy fleet of vehicles not prone to breakdown and maintain a level of safety for our officers.

When a vehicle goes down it requires an enormous investment of time and money. When a car is subject to repair it requires someone, usually patrol, to drive the vehicle to town and then retrieve the vehicle once it is repaired. This takes the patrol officer out of the city limits for the time it takes to do this.

We have supported the assigned vehicle method versus the pool car method and have been able to stretch the life of our vehicles up to 14 years. Using this method gives the vehicle a longer life and it has been proven over and over in numerous studies to be the most economical way to provide patrol cars for police departments.

Unfortunately over the last decade we have allowed our fleet replacement schedule to falter. Often times the vehicle is sacrificed to close the “budget gap.” This can be best explained in the following way. Of the 14 vehicles in our fleet, 3 have been purchased with funds other than general fund revenue. We have used Grants and Asset Forfeiture funds to purchase vehicles.

Currently our average vehicle has 88,200 miles on it. This is extremely concerning as we go into the 2014 budget cycle with another year of budget cuts and no funds to purchase a new vehicle. I am concerned that next year our average will be close to 100,000 miles. With a consistent replacement policy we would have an approximate average of 60,000 miles. All the money and effort put into bringing this fleet to the level it needs to be to provide adequate service to the citizens and safety for the employees will be wasted. We will inevitably see a significant increase in maintenance costs in order to stave off breakdowns that will occur due to the high mileage.

In 2007 budget shortfalls and delays in vehicle purchases cause 3 vehicles to arrive in 2008. This may have been a good thing for the fleet but as these vehicles meet their end of life this poses a significant problem with 3 vehicles needing replacement at the same time.

In 2012 I was able to use Equitable Sharing to purchase a vehicle for our Detective. In 2010 I was able to secure a grant from AHSO to purchase a vehicle for our traffic unit. In 2012 I cut my budget to find money to purchase a vehicle due to an oversight in the 2011 budget preparations. In 2009 we were able to purchase a Dodge pickup using Equitable Sharing funds to purchase a vehicle which was seized in a drug case. In 2013 we purchased a motorcycle using funds from the sale of some assets. This motorcycle was significantly less expensive than a vehicle and will help decrease mileage on more than one fleet vehicle over the next 20+ years. It is important for us to share this information because it will become our biggest obstacle in the years to come.

#### **Supplemental Equipment:**

Along with our patrol fleet we have acquired numerous support vehicles. These vehicles include (2) 6 x 6 Polaris side by sides, (2) enclosed trailers for emergency response equipment, (2) four wheelers, and (2) snowmobiles. We also have one motorcycle to be used during the summer months.

All of this equipment should be stored in warm storage. This is one of the reasons we support the City of North Pole's capital project request to the legislature.

#### **Computers and IT status:**

In the last few years we have found funding to help maintain our Information Technology. With much of the burden falling on my shoulders we have maintained a healthy system. We have searched for an alternate 24/7 solution and discovered Tekmate. Tekmate has offered to handle our IT service at a cost of \$2,800.00. This is also being differed in order to close the budget gap. This expense would also include the upgrade of our server.

#### **Conclusion:**

As you can see your police department is an extremely diverse organization. We have numerous revenue sources tied to our activities which help offset the costs to the citizens. We do as much as we can with the as little as we can. We are continuously finding ways to improve, use in house trainers, increase efficiency, and be a responsive progressive agency.

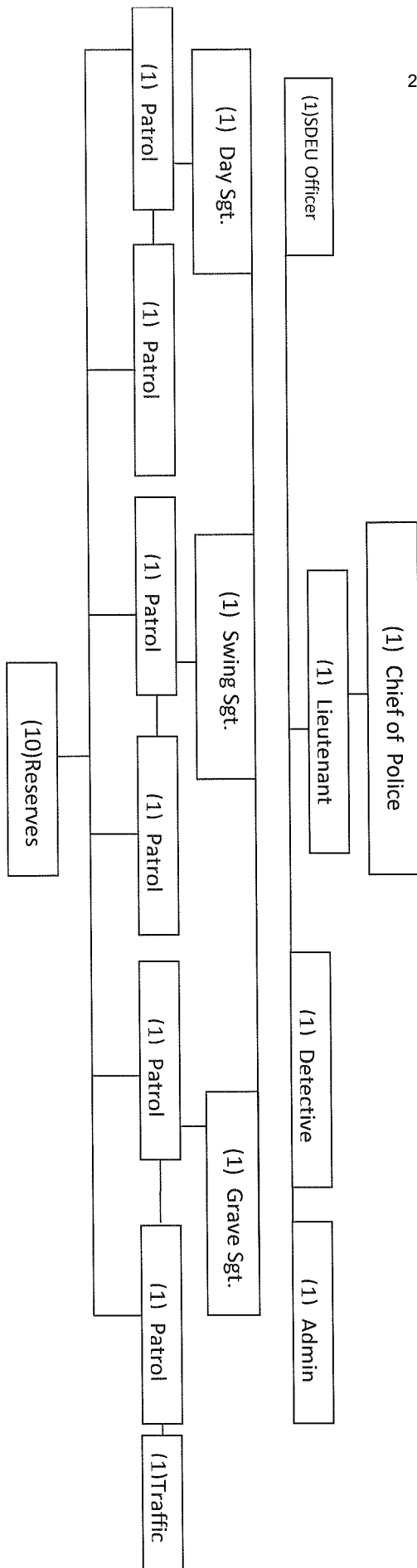
As I have shown above, we are involved in a lot of programs and we take pride in providing the best police service we can. Our commitment to the community is our top priority. We have been given a mission to keep this community safe and we take that commitment very serious.

Thank you for your time.

Chief Steve Dutra

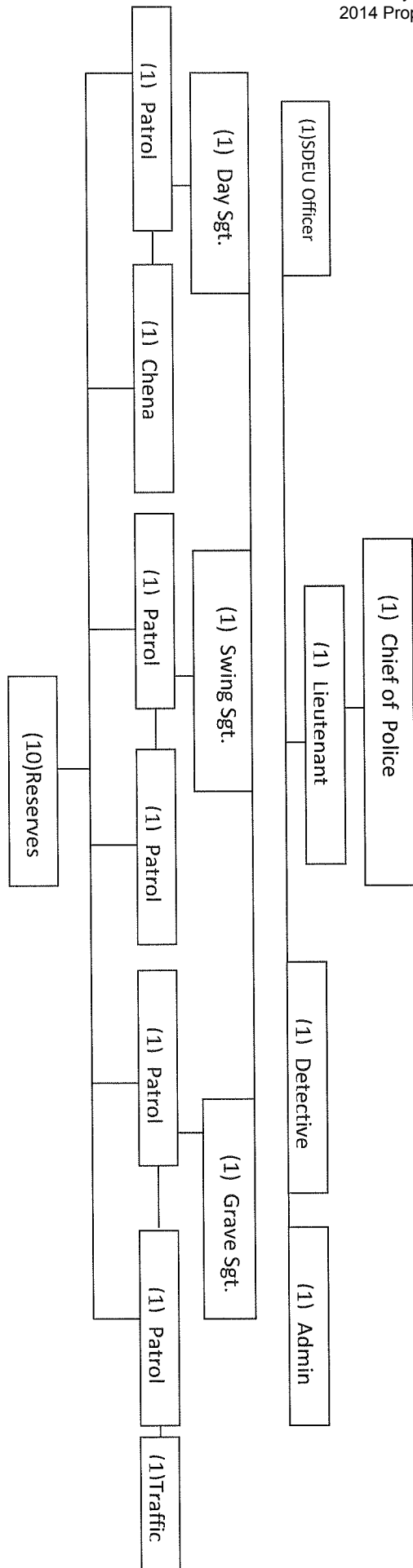
**North Pole Police Organizational Chart 2013**

**Full Staffing January-April**



**North Pole Police Organizational Chart 2013**

**Full Staffing May - Sept**



POLICE DEPARTMENT EXPENSES										
Account Number	Account Title	2010 Actual	2011 Actual	2012 Actuals	2013 Amended Budget	2014 Proposed Budget	Meeting #1	Meeting #2	Meeting #3	2014 Approved Budget
01-03-00-6000	Salaries	728,713	737,745	738,161	774,155	830,215				830,215
01-03-00-6019	Uniform Expense	3,235	5,078	5,736	6,000	6,000				6,000
01-03-00-6020	Investigative Expense	3,721	2,220	2,583	7,000	7,000				7,000
01-03-00-6022	Training Overtime	1,011	6,512	3,929	6,000	6,000				6,000
01-03-00-6030	Dispatch Contract	36,130	36,130		-					-
01-03-00-6090	Overtime	15,289	18,795	19,550	29,000	29,000				29,000
01-03-00-6091	Holiday Pay	4,662	8,341	9,574	7,500	7,500				7,500
01-03-00-6095	Grant Overtime - ASTEP	6,804	13,522	12,517	11,808	10,000				10,000
01-03-00-6096	Grant Overtime - CVI	5,132	2,320	1,383	3,500	3,500				3,500
01-03-00-6097	Workers Comp. Ins.	26,598	24,138	26,543	36,195	40,556				40,556
01-03-00-6098	FICA	-	19	50	51	-				-
01-03-00-6099	Medicare	10,591	7,984	11,130	12,151	12,400				12,400
01-03-00-6100	PERS	183,395	186,701	183,095	183,032	194,167				194,167
01-03-00-6102	Health & Disability Insurance	170,155	225,777	231,405	195,000	205,000				205,000
01-03-00-6103	Leave Cash Out	4,119	25,818	18,995	6,000	6,000				6,000
01-03-00-6105	Insurance	122,359	98,383	99,343	125,000	125,000				125,000
01-03-00-6100	PERS Relief	43,332	96,787	99,345	-	100,971				100,971
01-03-00-6303	Salary-Police Officer	-	-		-	-				-
01-03-00-6106	Unemployment		5,550	2,960	-					-
01-03-00-7001	Subscriptions & Publications	-	437	1,513	750	1,000				1,000
01-03-00-7007	Maintenance Contracts	3,142	3,462	2,559	3,500	3,500				3,500
01-03-00-7008	Police Training	11,532	12,442	13,781	18,000	12,000				12,000
01-03-00-7009	Equipment Outlay	14,271	13,537	9,033	13,100	10,856				10,856
01-03-00-7010	Equipment Maintenance	4,647	7,056	3,087	5,500	5,500				5,500
01-03-00-7011	Building Maintenance	6,408	3,510	8,308	6,500	5,350				5,350
01-03-00-7014	Vehicle Maintenance	7,957	10,834	16,640	19,000	21,000				21,000
01-03-00-7015	Vehicle Gas & Oil	41,278	46,520	52,595	46,500	46,500				46,500
01-03-00-7016	Electricity	18,159	22,898	17,987	18,000	19,000				19,000
01-03-00-7017	Heating Fuel	4,901	9,711	12,254	14,000	14,000				14,000
01-03-00-7018	Telephone	21,685	19,339	19,281	21,500	19,500				19,500
01-03-00-7022	Office Supplies	4,312	1,586	4,867	5,000	5,000				5,000
01-03-00-7028	Operational Supplies	4,002	3,813	3,773	5,000	5,000				5,000
01-03-00-7029	Police/Miscellaneous	15,156	2,049	5,193	5,000	5,000				5,000
01-03-00-7031	Recruitment	2,521	1,797	2,494	3,950	3,850				3,850
01-03-00-7039	Postage	466	990	925	1,000	1,100				1,100
01-03-00-7055	DEA Reimbursable Expenses		81,133		-	-				-
01-03-00-7061	Equipment Lease Payments	75,351	29,779	46,076	14,250	14,250				14,250
01-03-00-7062	Equipment Lease -interest.	2,268	3,949	2,036	500	500				500
01-03-00-7091	Transfer out to Fund 51 (Police Fleet)		-	-	-					-
	TOTAL	1,603,300	1,776,661	1,688,699	1,603,442	1,776,215	-	-	-	1,776,215

- In 2011, the City received \$81,133 from the DEA to purchase equipment on their behalf. This is a one-time occurrence. The revenue is under General Fund Revenues, the expense is listed above in 01-03-00-7055.

- In the past the wages/ benefits for the JAG and AHSO officers have been budgeted in the Police Department. In 2011, these positions are being budgeted in Funds 22 and 23.



### Police Department Breakout of Expense

	Actual 2010	Actual 2011	Actual 2012	Budgeted 2013	Proposed 2014	Approved 2014
<b>PERSONNEL COSTS</b>						
Salaries	728,713	737,745	738,161	774,155	830,215	830,215
Salaries - OT	16,300	25,307	23,479	35,000	35,000	35,000
Holiday Pay	4,662	8,341	9,574	7,500	7,500	7,500
Grant Overtime	13,899	15,308	13,500	-	-	-
Taxes	10,591	8,002	11,180	12,202	12,400	12,400
Pers	183,395	186,701	183,095	183,032	194,167	194,167
Pers - State	43,332	96,787	99,345	-	100,971	100,971
Leave Cash Out	4,119	25,818	18,995	6,000	6,000	6,000
Workman's Comp	26,598	24,138	26,543	36,195	40,556	40,556
Health and Disability Insurance	170,155	225,777	231,405	195,000	205,000	205,000
<b>TOTAL COST OF PERSONNEL</b>	<b>1,201,762</b>	<b>1,353,923</b>	<b>1,355,276</b>	<b>1,249,084</b>	<b>1,431,809</b>	<b>1,431,809</b>
(percent of operating budget)	75%	76%	80%	78%	81%	81%
<b>NON PERSONNEL COSTS</b>	<b>403,502</b>	<b>335,521</b>	<b>330,064</b>	<b>339,050</b>	<b>330,906</b>	<b>330,906</b>
(percent of operating budget)	25%	19%	20%	21%	19%	19%
<b>DEA Reimbursable Expenses</b>	-	81,133	-	-	-	-
<b>TOTAL OPERATING BUDGET</b>	<b>1,603,300</b>	<b>1,776,661</b>	<b>1,688,699</b>	<b>1,603,442</b>	<b>1,776,215</b>	<b>1,776,215</b>

## **Public Works Department**

Most North Pole residents and visitors daily experience the works of the Public Works Department. Public Works focus on two areas that are mutually supportive. One of Public Works' roles is maintaining buildings, grounds and roads the other area where the Department focuses its efforts is working to improve the quality of life in the City.

If you live or come into the City, it is hard to avoid things touched by Public Works. The Department maintains the over 18 miles of City-owned roads. Routine maintenance functions include snow plowing, graveling, sweeping, and road patching and paving. Public Works performs some of these functions directly and uses private contracts for others. Public Works does not have the equipment or staffing to plow the City's roads or to sweep the tons gravel spread during the winter. Public Works does spread gravel on our icy roads and does small road patches. A private asphalt contractor makes any major road repairs. Private contractors perform all major road-paving projects. Road paving projects are typically paid for with state and/or federal funds channeled through the Fairbanks Metropolitan Area Transportation System (FMATS) with a 9.03% cash match from the City. A function Public Works is adding to its workload is striping City roads and parking lots.

In the past several years, Public Works has expanded its efforts to make the City a more attractive place to live and visit. An ongoing effort of Public Works is beautification along the City's main street—Santa Claus Lane. Santa Claus Lane is a state-owned road. The state plows, sweeps and performs major maintenance on the road, but the state does not have the resources for beautification. Public Works efforts at beautification on Santa Claus lane include landscaping the roundabouts and road right-of-way, installing benches and planters and sweeping the sidewalks of gravel. In the winter, Public Works installs Christmas tree light displays in the roundabouts and makes a priority of plowing the Santa Claus Lane sidewalks. In 2014 and beyond, Public Works has plans to expand beautification on Badger Road to the City limits. This expansion will mirror beautification efforts on Santa Claus Lane. Plans also include landscaping the Richardson Highway interchange ramps. The goal is to make our main street something residents can be proud and to make a positive first impression on visitors.

Public Works is committed to making the City more pedestrian and bicycle friendly. Besides plowing snow from the Santa Claus Lane sidewalks, Public Works also plows the other pedestrian and bicycle paths throughout the City. In 2014, DOT plans to build the pedestrian path along Saint Nicholas Drive from Santa Claus Lane to Busby Road. This will add almost two more miles of sidewalk for Public Works to maintain. In September 2013, Public Works installed six radar speed signs, two each on Homestead Road, Avenue and North Pole High School Boulevard. Public Works hopes to install two additional radar signs on Perimeter Drive in 2014. Other roads will also be considered for traffic calming options to promote public safety.

In 2014, some of Public Works' beautification plans and efforts to improve the quality of life in North Pole include:

- Construction of a 20 exercise station, two-mile exercise trail
- Landscaping and tourist attractions around City Hall
- Dog park
- Hanging flower baskets along Avenue
- Road striping
- Richardson Highway-Santa Claus Lane/Badger Road interchange beautification
- Saint Nicholas Drive sidewalk construction (DOT project)
- Repave West Avenue, East Avenue, East Avenue, section of Davis Road, Owens Street, Manley Street and Blanket Boulevard (FMATS Preventive Maintenance Project)

**PUBLIC WORKS DEPARTMENT EXPENSE**

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actuals	2013 Amended Budget	2014 Proposed Budget	Meeting #1	Meeting #2	Meeting #3	2014 Approved Budget
1	01-08-00-6000	Salaries	146,913	99,702	127,153	135,139	139,562				139,562
2	01-08-00-6003	Leave Cash Out	-	-		-					-
3	01-08-00-6090	Overtime	4,402	2,239	4,863	5,000	5,000				5,000
4	01-08-00-6091	Holiday Pay	-	311		500	500				500
5	01-08-00-6097	Workers Comp. Ins.	4,838	3,761	7,789	11,612	14,831				14,831
6	01-08-00-6098	FICA	651	1,739	2,329	2,798	2,616				2,616
7	01-08-00-6099	Medicare	1,121	1,007	2,451	2,750	2,712				2,712
8	01-08-00-6100	PERS	34,591	22,815	29,155	30,941	31,913				31,913
9	01-08-00-6102	Health & Disability Insurance	21,000	16,918	40,294	42,000	45,000				45,000
10	01-08-00-6103	Leave Cash Out	2,220	3,901	1,154	4,000	3,000				3,000
11	01-08-00-6105	Insurance	13,661	11,966	13,242	14,500	15,000				15,000
12	01-08-00-6xxx	PERS Relief	7,157	11,729	15,565		17,027				17,027
13	01-08-00-7000	Summer Hire	11,591	30,502	39,110	45,000	40,000				40,000
14	01-08-00-7029	Unemployment summer hire					5,000				5,000
15	01-08-00-7001	Parks/Trails/Grounds Supplies	4,067	5,095	5,972	6,500	15,600				15,600
16	01-08-00-7008	Training	-	213	3,366	2,000	2,000				2,000
17	01-08-00-7009	Equipment Outlay	1,256	1,487	9,964	20,000	15,000				15,000
18	01-08-00-7011	Building Maintenance	1,360	10,345	19,208	10,000	8,000				8,000
19	01-08-00-7012	Street Maintenance	182,464	81,499	66,758	101,582	50,000				50,000
20	01-08-00-7013	Street Lights Maintenance	3,070	6,520	6,606	5,000	5,000				5,000
21	01-08-00-7014	Vehicle Maintenance	836	1,270	8,998	8,000	12,000				12,000
22	01-08-00-7015	Vehicle Gas & Oil	5,475	5,165	8,379	10,000	10,000				10,000
23	01-08-00-7016	Electricity	4,434	5,567	5,551	7,000	6,000				6,000
24	01-08-00-7017	Heating Fuel	10,695	13,680	15,617	14,500	16,500				16,500
25	01-08-00-7018	Telephone, Public Works	1,308	1,095	2,578	3,000	3,500				3,500
26	01-08-00-7020	Snow Removal	25,963	47,100	49,470	50,000	54,000				54,000
27	01-08-00-7024	ARRC Permits		200		-					-
28	01-08-00-7029	Public Works Misc	10,129	6,290	2,121	5,000	4,500				4,500
29	01-08-00-7031	FMATS Match Participation	7,500	32,006	63,384	60,000	60,000				60,000
30	01-08-00-7032	Electricity -Street lights	39,441	35,019	35,582	25,000	20,000				20,000
31	01-08-00-7033	Christmas Decorations	5,000	3,548	2,678	3,000	2,000				2,000
32	01-08-00-7035	Backhoe (1/3 of expense)				-	33,000				33,000
33	01-08-00-7034	Beautification			13,316	15,000	17,800				17,800
34	01-08-00-7092	Transfer Out			3,631	-					-
		<b>TOTAL</b>	<b>551,144</b>	<b>462,689</b>	<b>606,285</b>	<b>639,822</b>	<b>657,061</b>	-	-	-	657,061
											657,061

**Public Works Department Breakout of Expenses**

<b>Public Works Department Breakout of Expenses</b>						
	Actual	Actual	Actual	Budgeted	Proposed	Approved
PERSONNEL COSTS	2010	2011	2012	2013	2014	2014
Salaries	146,913	99,702	127,153	135,139	139,562	139,562
Salaries - OT	4,402	2,239	4,863	5,000	5,000	5,000
Holiday Pay	-	311	-	500	500	500
Part Time Employees	11,591	30,502	39,110	45,000	40,000	40,000
Taxes	1,773	2,745	4,780	5,548	5,328	5,328
Pers	34,591	22,815	29,155	30,941	31,913	31,913
PERS - State	7,157	11,729	15,565	-	17,027	17,027
Leave Cash Out	2,220	3,901	1,154	4,000	3,000	3,000
Workman's Comp	4,838	3,761	7,789	11,612	14,831	14,831
Unemployment	-	-	-	-	5,000	5,000
Health Insurance	21,000	16,918	40,294	42,000	45,000	45,000
<b>TOTAL COST OF PERSONNEL</b>	<b>234,484</b>	<b>194,624</b>	<b>269,863</b>	<b>279,740</b>	<b>307,161</b>	<b>307,161</b>
(percent of operating budget)	43%	42%	45%	44%	47%	47%
<b>NON PERSONNEL COSTS</b>	<b>316,660</b>	<b>268,065</b>	<b>336,422</b>	<b>360,082</b>	<b>349,900</b>	<b>349,900</b>
(percent of operating budget)	57%	58%	55%	56%	53%	53%
<b>TOTAL OPERATING BUDGET</b>	<b>551,144</b>	<b>462,689</b>	<b>606,285</b>	<b>639,822</b>	<b>657,061</b>	<b>657,061</b>

## Utility Department

### **Water System**

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The North Pole Utility water system provides safe, sanitary potable water and fire protection in compliance with State of Alaska Drinking Water Standards to approximately three quarters of the City. The Utility treats the water to remove iron, but does not chlorinate or add fluoride to the water as part of the treatment process. On average, the Utility produces over 150,000 gallons per day (gpd) of water. The two new drinking water wells, installed by Flint Hills Resources and gifted to the City in 2011, each well has the capacity to produce up to 1 million gpd. Recent upgrades to the water treatment plant's pumps and filters enable the Utility to produce up to approximately 650,000 gpd of potable water. In 2010 with a federal economic stimulus award, the Utility upgraded all the pumps and electronic controls in the water treatment plant that pump water into the distribution system. The Utility circulates and heats the water in the distribution system to prevent freezing in winter and circulates the water in summer to keep it fresh.

In 2010, the Utility commissioned an engineering analysis and design project to upgrade the water system. The project was possible with the assistance of grants from the US Department of Agriculture-Rural Development (USDA-RD) and Alaska Department of Environmental Conservation (ADEC). The Utility expects delivery of the results of this analysis in 2014. Recommendations under consideration as part of the engineering analysis include increasing the water storage capacity; upgrading the treatment plant's emergency generator and emergency fire pump; reconfiguring the flow of water through the system to reduce system operating pressure; and installing emergency generators at the Utility's three branch pump stations.

A looming issue for the Utility is aging steel water mains. The Utility installed these mains in the early 1970s. To date these mains have been performing adequately; however, other communities have experienced failures of steel water mains due to corrosion. The steel water mains are located mostly in the oldest parts of the City. The only way to address this problem is to remove the steel water mains and replace them with ductile iron mains. Installing new water mains could cost in excess of \$5 million because you not only must replace the mains, but all the streets where the mains and the customer service lines are buried must be excavated and roads replaced.

### **Water System Statistics**

- Number of customers
  - Residential: 470
  - Senior: 47
  - Multi-family: 70
  - Commercial & industrial: 97
- Pumping capacity of each City drinking water well: 1 million gpd
- Average gallons of potable water produced per day: 150,000
- Reservoir water holding capacity: 850,000
- Three remote water pump stations
- Water mains: 127,065 feet/24.1 miles
  - Steel water mains: 19,657 feet/3.7 miles
  - Ductile iron mains: 107,408 feet/24.1 miles

## **Wastewater System**

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The City treats an average volume of 250,000 gpd of wastewater. The utility uses a “passive system” to treat wastewater—water passes through a series of four lagoons where biological activity and settling treat the water to ADEC standards. After passing thorough the treatment lagoons, the Utility does add chlorine to kill coliform bacteria then adds a second compound to remove the chlorine. The Utility discharges the treated wastewater to the Tanana River under a permit from ADEC. A serious development occurred in mid-October—for the second time in 18 months, the flow of the Tanana River channel where the Utility discharges treated wastewater has run dry. Correction of this problem could be expensive and a priority mandate of ADEC.

The completion of a sewer main and manhole rehabilitation project in October is expected to significantly reduce the volume of wastewater the Utility treats. Prior to the project, the Utility estimated as much as 25% of the wastewater flow came from ground water leaking into the system. An ADEC grant and loan paid the approximate \$2.5 million up-front costs of the project.

Like the water system, the Utility commissioned an engineering analysis and design project to upgrade the wastewater treatment system. The project was possible with assistance of grants from USDA-RD and ADEC. The wastewater treatment analysis and design is nearing completion. The Utility hopes to release a request for bids in fall 2013 or early 2014 to begin renovations at the treatment works in summer 2014. Planned renovations include replacement of aging piping and the failing lift station in the plant; upgrading the aeration system; replacing the under-sized emergency generator; installing a system to pre-screen wastewater; and extension of the building to house the modifications.

The Utility discharges treated wastewater to the Tanana River under an Alaska Pollutant Discharge Elimination System (APDES) permit. The Utility’s permit was renewed in 2008. Part of this permit included responsibility for the Utility to issue permits to the industries that discharge wastewater to the Utility. The Utility’s APDES permit was scheduled to be renewed in June 2013, but instead ADEC administratively extended the permit indefinitely. The loss of flow in the channel of the Tanana River where the Utility discharges treated wastewater is likely to complicate issuing the Utility a new APDES permit.

In 2013, the Utility progressed on obtaining the land immediately south of the WWTP lagoons for future expansion. The land is managed by the Department of Natural Resources (DNR) on behalf of the School Trust. DNR is mandated to sell School Trust Land for fair market value. Based upon a comparative appraisal, the land was valued at \$115,400. The Utility initiated the process to purchase the land. Options open to the Utility are an outright purchase or to finance the purchase for up to 20 years. Financing the purchase would require a public vote. Purchase of the land could be especially critical as a site to provide an alternative treatment option to resolve the loss of flow in the channel of the Tanana River where the Utility discharges treated wastewater.

### **Wastewater System Statistics**

- Number of customers

- Residential: 363
- Senior: 47
- Multi-family: 68
- Commercial & industrial: 90
- Permitted daily discharge from treatment plant: 500,000 gpd
- Average gallons of wastewater discharged per day: 250,000 gpd
- Four treatment lagoons holding capacity: 10,000,000 gal
- 13 active sewer lift stations and 4 moth-balled lift stations
- Sewer mains: 74,000 feet/14 miles
  - Sewer mains by material
    - \* Ductile iron: 62,000 feet/11.8 miles
    - \* Techite: 9,000 feet/1.7 miles
    - \* HDPE: 2,200 feet/0.4 miles
  - Sewer mains by function
    - \* Gravity flow: 54,000 feet/10 miles
    - \* force mains: 20,000 feet/3.8 miles



**WATER / SEWER ENTERPRISE FUND - Fund 02 - Water-10 & Sewer-12**

WATER - 12-10		SEWER - 12-12		TOTAL WATER & SEWER	
Revenues	755,679	Revenues	761,940	Revenues	1,517,619
Expenses	755,679	Expenses	761,940	Expenses	1,517,619
Difference	0	Difference	0	Difference	(0)

Utility Department Water Revenue

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Amended Budget	2014 Proposed Budget	Meeting #1	Meeting #2	Meeting #3	2014 Approved Budget
1	02-10-00-4165	PERS Relief	8,374	16,481	17,518	-	20,326				20,326
2	02-10-00-5000	Water Utility Revenue	642,159	610,467	629,529	701,554	700,853				700,853
3	02-10-00-5800	Interest on Deposits	-	-	-	-					-
4	02-10-00-5801	Miscellaneous Revenue	23,261	48,545	6,274	-					-
5	02-10-00-5802	Reimburseable Water Breaks	4,896	2,290	15,367	-					-
6	02-10-00-5810	Bulk Water Sales Revenue	-	800	-	-					-
7	02-10-00-5815	Tie-in Fees	19,900	2,250	200	-					-
8	02-10-00-5820	Interfund Trans.from General	-	-	-	-					-
9	02-10-00-5825	Water FRR Residential/Com'l	43,308	5,470	-	-					-
10	02-10-00-5830	Water Base	64,889	5,919	-	-					-
11	02-10-00-5835	Lab Testing	69,267	13,711	19,914	15,001	4,000				4,000
12	02-10-00-5901	Transfer In - FRR Water		53,501	5,625	30,251	30,500				30,500
		TOTAL	876,053	759,434	694,427	746,806	755,679	-	-	-	755,679
											755,679

NOTE - In 2011, Water FRR Residential and Water Base Revenues were transferred to Fund 25

UTILITY DEPARTMENT WATER EXPENSE

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Amended Budget	2014 Proposed Budget	Meeting #1	Meeting #2	Meeting #3	2014 Approved Budget
1	02-10-00-6000	Salaries	145,926	142,375	147,208	163,435	166,603				166,603
2	02-10-00-6090	Overtime	1,266	3,725	2,344	4,000	4,000				4,000
3	02-10-00-6091	Holiday Pay	-	-		-	-				-
4	02-10-00-6097	Workers Comp. Ins.	5,095	4,600	4,928	6,269	8,581				8,581
5	02-10-00-6098	Fica			9	10	15				15
6	02-10-00-6099	Medicare	2,060	2,157	2,197	2,508	2,553				2,553
7	02-10-00-6100	PERS	40,716	48,327	50,330	36,836	37,532				37,532
8	02-10-00-6102	Health & Disability Insurance	25,900	31,169	34,354	47,000	47,000				47,000
9	02-10-00-6103	Leave Cash Out	5,676	4,323	3,514	5,500	5,500				5,500
10	02-10-00-6105	Insurance	19,148	17,017	19,288	22,000	25,000				25,000
11	02-10-00-6106	Unemployment		1,998	555	-	-				-
12	02-10-00-61xx	PERS Relief					20,326				20,326
13	02-10-00-6500	Interest Expense ADWF	7,956	5,564	5,625	5,250	5,250				5,250
14	02-10-00-7001	Publications & Advertising	150	371	667	3,000	3,000				3,000
15	02-10-00-7003	Billing Service		-	1,621	3,000	3,000				3,000
16	02-10-00-7004	Audit/Accounting Fees	9,833	10,039	9,216	9,000	9,000				9,000
17	02-10-00-7005	Legal Fees	5,737	2,591	2,726	3,000	5,000				5,000
18	02-10-00-7006	Professional Services		(26)		2,500	2,500				2,500
19	02-10-00-7007	Safety Equipment	-	235	945	2,500	2,500				2,500
20	02-10-00-7009	Equipment Outlay/Repair	67,771	32,459	35,148	30,000	26,400				26,400
21	02-10-00-7011	System Supplies	8,469	3,604	33,074	10,000	20,000				20,000
22	02-10-00-7012	Water Treatment Chemicals	15,455	7,152	7,319	15,000	15,000				15,000
23	02-10-00-7014	Vehicle Maintenance	1,832	4,582	1,124	5,000	3,000				3,000
24	02-10-00-7015	Vehicle Gas/oil	3,839	5,343	7,178	5,500	5,500				5,500
25	02-10-00-7019	Laboratory	52,618	22,029	11,340	15,000	10,000				10,000
26	02-10-00-7021	Liability Insurance	12,559	-		-					-
27	02-10-00-7022	Office Supplies	899	2,098	3,905	5,000	3,000				3,000
28	02-10-00-7029	Miscellaneous	3,372	5,989	3,634	2,500	2,000				2,000
29	02-10-00-7039	Postage	1,931	3,572	1,234	3,000	3,000				3,000
30	02-10-00-7041	Bad Debt Expense	5,022	2,906	260	5,000	2,000				2,000
31	02-10-00-7045	Training		-	321	2,500	2,500				2,500
32	02-10-00-7050	Debt Retirement-AK.Drinking Water	-	-		25,000	25,000				25,000
33	02-10-00-7051	Credit Card User Fees		5,933	6,643	5,000	6,000				6,000
34	02-10-00-7060	Accumulated Annual Leave	(924)	2,308	(113)	-	-				-
35	02-10-00-7092	Transfer Out - FRR	43,308	5,470		-					-
36	02-10-00-7094	Transfer Out - Water Base	64,889	5,919		-	-				-
37	02-10-00-7097	Transfer Out - Capital Projects		2,144		-					-
38	02-10-00-7400	Deferred Maintenance Expense	38,012	4,218		30,000	25,000				25,000
39	02-10-00-7500	Utility Truck Replacement	-	-		-					-

UTILITY DEPARTMENT WATER EXPENSE

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Amended Budget	2014 Proposed Budget	Meeting #1	Meeting #2	Meeting #3	2014 Approved Budget
40	02-10-00-7802	Reimburseable Water Breaks	-	-	1,020	-					-
41	02-10-00-7905	Energy Reserve				25,000	15,000				15,000
42	02-10-00-8100	Water - Depreciation Expense	263,116	371,492	389,612	-					-
43	02-10-04-7016	Electricity WTP	67,620	52,007	48,803	55,000	50,000				50,000
44	02-10-04-7017	Heating Fuel WWTP	56,902	81,932	53,466	75,000	70,000				70,000
45	02-10-04-7018	Telephone WTP	6,295	9,687	8,458	2,000	4,000				4,000
46	02-10-04-7020	Building Maintenance WTP	224	122		2,000	4,000				4,000
47	02-10-06-7016	Electricity - Highway Park	20,322	21,140	21,719	25,000	25,000				25,000
48	02-10-06-7017	Heating Fuel - Highway Park	4,364	3,809	5,463	6,000	5,000				5,000
49	02-10-06-7018	Telephone - Hiway Park	401	406	403	500	500				500
50	02-10-06-7020	Building Maintenance - Highway Park	-	-		500	1,000				1,000
51	02-10-08-7016	Electricity - 8th Avenue	8,332	8,896	10,352	11,500	12,000				12,000
52	02-10-08-7017	Heating Fuel - 8th Avenue	2,906	3,813	3,289	4,000	4,000				4,000
53	02-10-08-7020	Building Maintenance - 8th Avenue	220	243	765	500	1,000				1,000
54	02-10-10-7016	Electricity - Stillmeyer	14,089	14,740	14,881	21,500	21,500				21,500
55	02-10-10-7017	Heating Fuel - Stillmeyer	2,000	2,039	3,574	5,000	3,000				3,000
56	02-10-10-7018	Telephone - Stillmeyer	458	472	459	500	500				500
57	02-10-10-7020	Building Maintenance - Stillmeyer	-	-		500	1,000				1,000
58	02-10-11-7016	Electricity - Well House		9,190	12,084	10,500	10,500				10,500
59	02-10-11-7017	Heating Fuel - Well House		1,871	6,606	7,500	7,500				7,500
60	02-10-11-7018	Telephone - Well House		1,920	2,942	4,000	1,000				1,000
61	02-10-00-7999	Move to Retained Earnings	-	-		-	319				319
62	02-10-12-7016	Electricity - Utility Shop				3,500	3,500				3,500
63	02-10-12-7017	Heating Fuel - Utility Shop			3,247	7,500	5,000				5,000
64	01-10-12-7018	Telephone SCDA					8,000				8,000
65	02-10-12-7018	Telephone - Utility Shop			115	5,000	1,000				1,000
66	02-10-12-7031	Snow Removal					3,600				3,600
67	02-10-12-7020	Building Maintainance - Utility Shop					2,000				2,000
		TOTAL	1,035,764	973,971	983,851	746,808	755,679	-	-	-	755,679
											755,679

Utility Department Water Breakout of Expenses						
	Actual	Actual	Actual	Budgeted	Proposed	Approved
PERSONNEL COST	2010	2011	2012	2013	2014	2014
Salaries	145,926	142,375	147,208	163,435	166,603	166,603
Salaries - OT	1,266	3,725	2,344	4,000	4,000	4,000
Holiday Pay	-	-	-	-	-	-
Taxes	2,060	2,157	2,206	2,518	2,568	2,568
Pers	40,716	48,327	50,330	36,836	37,532	37,532
PERS - State	-	-	-	-	20,326	20,326
Leave Cash Out	5,676	4,323	3,514	5,500	5,500	5,500
Workman's Comp	5,095	4,600	4,928	6,269	8,581	8,581
Health Insurance	25,900	31,169	34,354	47,000	47,000	47,000
<b>TOTAL COST OF PERSONNEL</b>	<b>226,638</b>	<b>236,677</b>	<b>244,884</b>	<b>265,558</b>	<b>292,110</b>	<b>292,110</b>
(percent of operating budget)	22%	24%	25%	36%	39%	39%
<b>NON PERSONNEL COSTS</b>	<b>701,854</b>	<b>721,454</b>	<b>739,081</b>	<b>481,250</b>	<b>463,569</b>	<b>463,569</b>
(percent of operating budget)	68%	74%	75%	64%	61%	61%
<b>TOTAL OPERATING BUDGET</b>	<b>1,035,764</b>	<b>973,971</b>	<b>983,851</b>	<b>746,808</b>	<b>755,679</b>	<b>755,679</b>
<b>DEPRECIATION EXPENSE</b>						
<b>TRANSFERS OUT</b>	<b>108,197</b>	<b>13,533</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUDGET</b>	<b>1,036,689</b>	<b>971,663</b>	<b>983,964</b>	<b>746,808</b>	<b>755,679</b>	<b>755,679</b>

Utility Department Water Reserve (Fund 25)

Line #	Account Number	REVENUES	2010 Actual	2011 Actual	2012 Actual	2013 Amended Budget	2014 Proposed Budget	Meeting #1	Meeting #2	Meeting #3	2014 Approved Budget
1	25-10-00-5825	FRR Residential Water	43,308	65,235	63,818	63,000	81,120				81,120
2	25-10-00-5830	Water Base	64,889	70,438	71,512	81,120	106,128				106,128
3	25-10-00-5900	Transfer in from Retained Earnings					150,000				150,000
		<b>TOTAL</b>	<b>108,197</b>	<b>135,673</b>	<b>135,330</b>	<b>144,120</b>	<b>337,248</b>				<b>337,248</b>
											<b>337,248</b>

EXPENSES											
4	25-10-00-7091	Transfer out Fund 3 (Capital Projects)					289,248				289,248
5	25-10-00-7091	Transfer out Fund 55 (Utility Fleet)					48,000				48,000
6	25-10-00-7092	Transfer Out - FRR	-	-	104,180						-
7	25-10-00-7093	Transfer Out - Water Base			134,805						-
8	25-10-00-7999	Transfer To Retained Earnings									-
		<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>238,985</b>		<b>337,248</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>337,248</b>
											<b>337,248</b>

**ATTENTION:** This is a new fund, set up in 2010, to account for the revenues that are received from the FRR and Water Base portions of the Water bills.

**NOTE -** Expenses to this fund will be for the repair and replacement of water utility infrastructure. These expenses will need to have the approval of council.

**NOTE -** Expenses to this fund will also be for the 10% pay back on the principal and the related interest on various ADEC water loans.

**NOTE -** 2010 and 2011 Budget Actuals vary slightly from financials: In the budget, amounts in the Transfer From accounts have been combined with the normal revenue accounts  
25-10-00-5901 - has been combined with 25-10-00-5825  
25-10-00-5902 - has been combined with 25-10-00-5830  
This makes it easier to compare revenues year to year.

(in 2010 and early 2011, we were transferring the revenue, each month from the Water Department. In mid-2011, we set up the water/sewer billings to automatically post these revenues to this fund.)

**NOTE -** in 2014, the City began transferring to Utility Fleet (Fund 55) at a 50% match rate from Fund 25 (water reserves) and Fund 27 (Sewer reserves)

**NOTE -** In 2014, we also began including the YTD account Balance with the published budget

Utility Department Water Reserves (Fund 25)		
	Date	Fund Balance
Account Balance as of	10/24/2013	243,762

Utility Department Sewer Revenue

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Amended Budget	2014 Proposed Budget	Meeting #1	Meeting #2	Meeting #3	2014 Approved Budget
1	02-12-00-4165	PERS Relief	11,103	20,484	22,004	-	22,288				22,288
2	02-12-00-5000	Sewer Utility Revenue	579,399	496,780	571,804	662,911	627,687				627,687
3	02-12-00-5002	Flint Hills Lab Testing	-			-	-				-
4	02-12-00-5005	SID Pretreatment Program	-	-	196,502	15,000	75,000				75,000
5	02-12-00-5010	Construction Permits			39,873	-	-				-
6	02-12-00-5800	Interest on Deposits	393	309	248	-	-				-
7	02-12-00-5801	Miscellaneous Revenue	14,106	8,032	1,158	-	-				-
8	02-12-00-5802	Industrial SID Lab Tests	126,479	94,001	45,995	75,000	-				-
9	02-12-00-5805	Facility Repair & Replacement	79,548	7,204		-	-				-
10	02-12-00-5815	Tie-In Fees	6,100	750	200	-	-				-
11	02-12-00-5820	Interfund Trans.from General	-			-	-				-
12	02-12-00-5825	Sewer FRR Com'l & Residential	40,662	5,007		-	-				-
13	02-12-00-5830	Sewer Base	60,348	5,464		-	-				-
14	02-12-00-5900	Transfer In	30,567		26,495	36,965	36,965				36,965
		TOTAL	948,706	638,031	904,280	789,876	761,940	-	-	-	761,940
											761,940

NOTE - in 2014, SID Lab Test account# (02-12-00-5802) was consolidated with the SID Pretreatment Program account# (02-12-00-5005)

NOTE - In 2011, Sewer FRR and Sewer Base revenues were transfered to Fund 27

**Sewer Expense**

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Amended Budget	2014 Proposed Budget	Meeting #1	Meeting #2	Meeting #3	2014 Approved Budget
1	02-12-00-6000	Salaries	186,593	177,617	185,096	178,182	182,687				182,687
2	02-12-00-6090	Overtime	8,564	4,280	2,709	5,000	5,000				5,000
3	02-12-00-6091	Holiday Pay	-	-		-					-
4	02-12-00-6097	Workers Comp. Ins.	7,317	6,656	7,185	7,739	9,532				9,532
5	02-12-00-6098	Fica			11	12	-				-
6	02-12-00-6099	Medicare	2,708	2,692	2,750	2,729	2,794				2,794
7	02-12-00-6100	PERS	53,846	60,040	63,220	40,300	41,291				41,291
8	02-12-00-6102	Health & Disability Insurance	50,064	58,784	65,267	63,000	65,000				65,000
9	02-12-00-6103	Leave Cash Outs	6,330	6,283	4,302	5,000	5,000				5,000
10	02-12-00-6105	Insurance	20,012	17,255	10,461	22,000	17,500				17,500
11	02-12-00-6106	Unemployment		4,662	1,295	-	-				-
12	02-12-02-6107	WWTP Land Acquisition	-	-		-	-				-
13	02-12-00-6xxx	PERS Relief					22,288				22,288
14	02-12-00-6500	Rev. Bond Int. (HwyPkSewer)	27,349	26,074	26,495	-	-				-
15	02-12-00-6501	Interest Expense - ACWF Loans	-	-		-	-				-
16	02-12-00-6600	Rev. Bond Princ.(HwyPkSewer)	-	-		36,965	36,965				36,965
17	02-12-00-6601	Principal Payment - ACWE Loans	-	-		-	-				-
18	02-12-00-7001	Publications & Advertising	748	1,439	260	3,000	2,500				2,500
19	02-12-00-7003	Billing Service		-	1,621	3,000	3,000				3,000
20	02-12-00-7004	Audit/Accounting Fees	9,833	10,039	9,216	9,000	9,000				9,000
21	02-12-00-7005	Legal Fees	7,705	4,131	3,487	4,000	5,000				5,000
22	02-12-00-7006	Professional Services	1,512	181	9,645	2,500	2,500				2,500
23	02-12-00-7007	Safety Equipment	166	1,490	1,894	2,500	2,500				2,500
24	02-12-00-7008	Pretreatment Program	38,460	13,550	39,040	15,000	75,000				75,000
25	02-12-00-7009	Equipment Outlay/Repair	16,285	63,849	10,734	20,000	16,400				16,400
26	02-12-00-7010	Utility Truck Replacement	-	-		-					-
27	02-12-00-7011	System Supplies	9,588	6,998	9,675	10,000	15,000				15,000
28	02-12-00-7012	I & I Evaluation & Repair	-	-		-	-				-
29	02-12-00-7013	WWTP Chemicals	13,994	21,231	23,180	20,000	20,000				20,000
30	02-12-00-7014	Vehicle Maintenance	2,455	1,325	2,575	4,000	4,000				4,000
31	02-12-00-7015	Vehicle Gas & Oil	5,286	6,715	7,487	7,000	7,000				7,000
32	02-12-00-7017	Heating Fuel - WWTP	-	-		-					-
33	02-12-00-7019	Laboratory	130,586	112,535	89,093	40,000	40,000				40,000
34	02-12-00-7023	Laboratory - Industrial Pretreatment				75,000	-				-
35	02-12-00-7021	Liability Insurance	10,000	-		-	-				-
36	02-12-00-7022	Office Supplies	436	187	2,490	5,000	2,500				2,500
37	02-12-00-7029	Miscellaneous	2,755	4,466	2,616	3,000	3,000				3,000
38	02-12-00-7039	Utililty Postage	2,097	3,587	1,750	3,000	3,000				3,000
39	02-12-00-7042	Bad Debt Expense	622	2,140	86	1,000	1,000				1,000



Sewer Expense

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Amended Budget	2014 Proposed Budget	Meeting #1	Meeting #2	Meeting #3	2014 Approved Budget
40	02-12-00-7045	Training		218	321	2,000	2,000				2,000
41	02-10-00-7050	Credit Card User Fees		5,787	6,491	5,000	6,000				6,000
42	02-12-00-7060	Accumulated Annual Leave	(924)	2,308	(113)	-	-				-
43	02-12-00-7092	Transfer Out - FRR	40,662	5,007		-					-
44	02-12-00-7094	Transfer Out - Sewer Base	60,348	5,464		-					-
45	02-12-00-7096	Transfer Out - FRR Industrial	79,548	7,204		-					-
46	02-12-00-7097	Transfer Out - Capital Projects		2,144		-					-
47	02-12-00-7300	Richardson Hwy. Dawson Crossing	-	-		-					-
48	02-12-00-7400	Deferred Maintenance Expense	-	273		50,000	10,000				10,000
49	02-12-00-7905	Energy Reserve				12,500	5,000				5,000
50	02-12-00-8100	Sewer - Depreciation Expense	488,645	689,913	723,565	-					-
51	02-12-04-7016	Electricity -WWTP	53,050	55,730	61,115	55,000	60,000				60,000
52	02-12-04-7017	Heating Fuel -WWTP	10,303	15,931	15,087	10,000	11,000				11,000
53	02-12-04-7018	Telephone - WWTP	3,227	3,575	2,612	3,000	3,500				3,500
54	02-12-04-7020	Building Maintenance - WWTP	220	-		2,500	1,000				1,000
55	02-12-05-7018	Telephone - SCADA	89	-		5,000	7,500				7,500
56	02-12-06-7016	Electricity - Generator Storage	230	244	230	-					-
57	02-12-06-7017	Heating Fuel - Generator Storage	-	-		-					-
58	02-12-70-7016	Electricity -Lift Station 1A - Holiday	4,772	5,009	3,496	5,500	5,000				5,000
59	02-12-70-7018	Telephone - Lift Station 1A	600	94	534	1,000	1,000				1,000
60	02-12-71-7016	Electricity - Lift Station 2A - Yukon	5,687	4,334	2,424	5,500	4,500				4,500
61	02-12-71-7018	Telephone - Lift Station 2A - Yukon		94	579	1,000	1,000				1,000
62	02-12-72-7016	Electricity - Lift Station 3A - Kitt	1,096	1,845	1,197	2,500	2,000				2,000
63	02-12-72-7018	Telephone - Lift Station 3A - Kitt		94	583	1,000	1,000				1,000
64	02-12-73-7016	Electricity - Lift Station 3B - 8th Ave	649	594	569	750	1,000				1,000
65	02-12-73-7018	Telephone - Lift Station 3B	428	571	513	750	750				750
66	02-12-74-7016	Electricity - Lift Station 3C - N Blanket	2,908	3,065	2,740	3,000	3,000				3,000
67	02-12-74-7018	Telephone - Lift Station 3C	390	533	419	750	750				750
68	02-12-75-7016	Electricity - Lift Station 4B - S Blanket	1,276	1,169	1,150	-					-
69	02-12-75-7018	Telephone - Lift Station 4B	459	472	417	-					-
70	02-12-76-7016	Electricity - Lift Station 4C - Black Bear	3,063	2,527	2,758	-					-
71	02-12-76-7018	Telephone - Lift Station 4C	459	472	417	-					-
72	02-12-77-7016	Electricity - Lift Station 4F - H&H	4,648	5,163	5,838	5,500	5,000				5,000
73	02-12-77-7018	Telephone - Lift Station 4F	345	533	513	1,000	500				500
74	02-12-78-7016	Electricity - Lift Station 5A - Finnel	1,671	683	722	750	1,000				1,000
75	02-12-78-7018	Telephone - Lift Station 5A	390	533	513	750	500				500
76	02-12-79-7016	Electricity - Lift Station 5B - Hurst	1,268	1,458	966	1,200	1,500				1,500
77	02-12-80-7016	Electricity - Lift Station 6A - Old Richardson	921	1,899	1,124	2,000	1,500				1,500
78	02-12-80-7018	Telephone - Lift Station 6A - Old Richardson		94	534	1,500	500				500

Sewer Expense

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Amended Budget	2014 Proposed Budget	Meeting #1	Meeting #2	Meeting #3	2014 Approved Budget
79	02-12-81-7016	Electricity - Lift Station 6B - Tanana	803	770	836	1,000	1,000				1,000
80	02-12-82-7016	Electricity - Lift Station Mockler	589	644	745	1,000	750				750
81	02-12-83-7016	Electricity - Lift Station Stillmeyer	3,823	4,063	3,661	4,000	4,000				4,000
82	02-12-83-7018	Telephone - Stillmeyer	421	434	417	500	250				250
83	02-12-84-7016	Electricity - Utility Shop				3,500	3,500				3,500
84	02-12-84-7017	Heating Fuel - Utility Shop				7,500	5,000				5,000
85	02-12-84-7018	Telephone - Utility Shop				5,000	500				500
86	02-12-10-7020	Building Maintenance -Utility Shop					5,000				5,000
87	02-12-00-7031	Snow Removal					3,600				3,600
88	02-12-00-7999	Move to Retained Earnings		-		-	2,383				2,383
		TOTAL	1,387,372	1,449,149	1,426,615	789,877	761,940	-	-	-	761,940
											761,940

### Utility Department Sewer Breakout of Expenses

	Actual 2010	Actual 2011	Actual 2012	Budgeted 2013	Proposed 2014	Approved 2014
<b>PERSONNEL COSTS</b>						
Salaries	186,593	177,617	185,096	178,182	182,687	182,687
Salaries - OT	8,564	4,280	2,709	5,000	5,000	5,000
Holiday Pay	-	-	-	-	-	-
Pers	53,846	60,040	63,220	40,300	41,291	41,291
PERS - State	-	-	-	-	22,288	22,288
Taxes	2,708	2,692	2,762	2,741	2,794	2,794
Leave Cash Out	6,330	6,283	4,302	5,000	5,000	5,000
Workman's Comp	7,317	6,656	7,185	7,739	9,532	9,532
Unemployment	-	4,662	1,295	-	-	-
Accumulated annual leave	-	-	-	FALSE	-	-
Health Insurance	50,064	58,784	65,267	63,000	65,000	65,000
<b>TOTAL COST OF PERSONNEL</b>	315,422	321,014	331,835	301,962	333,592	333,592
(percent of operating budget)	23%	22%	23%	38%	44%	44%
<b>NON PERSONNEL COSTS</b>	403,671	416,095	371,328	487,915	425,965	425,965
(percent of operating budget)	29%	29%	26%	62%	56%	56%
<b>DEPRECIATION EXPENSE</b>	488,645	689,913	723,565	-	-	-
<b>TRANSFERS OUT</b>	180,559	19,819	-	-	2,383	2,383
<b>TOTAL BUDGET</b>	1,388,296	1,446,841	1,426,728	789,877	761,940	761,940

Utility Fund Sewer Reserves (Fund 27)

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Amended Budget	2014 Proposed Budget	Meeting #1	Meeting #2	Meeting #3	2014 Approved Budget
REVENUES											
1	27-12-00-5801	Miscellaneous Revenue			3,399	-					-
2	27-12-00-5805	FRR Industrial Sewer	79,548	67,714	71,749	64,610	63,511				63,511
3	27-12-00-5825	FRR Sewer	40,662	58,993	57,607	63,720	63,511				63,511
4	27-12-00-5830	Sewer Base	60,348	64,262	65,458	72,000	72,000				72,000
5	27-12-00-5900	Transfer from Retained Earnings					300,000				300,000
		TOTAL	180,559	190,969	198,211	200,330	499,021	-	-	-	499,021
											499,021

EXPENSES											
6	27-12-00-7091	Transfer out Fund 3 (Capital Projects)					451,021				451,021
7	27-12-00-7091	Transfer out Fund 55 (Utility Fleet)					48,000				48,000
8	27-12-00-7092	Transfer Out - FRR	30,567	227,382	107,436						-
9	27-12-00-7093	Transfer Out - Sewer Base			105,710						-
10	27-10-00-7999	Transfer To Retained Earnings				200,330					-
		TOTAL	30,567	227,382	213,147	200,330	499,021	-	-	-	499,021
											499,021

ATTENTION: This is a new fund set up in 2010 to account for the revenues that are received from the FRR and Sewer Base portions of the Water bills.

NOTE - Expenses to this fund will be for the repair and replacement of water utility infrastructure. These expenses will need to have the approval of council.

NOTE - Expenses to this fund will also be for the 10% pay back on the principal and the related interest on various ADEC water loans.

NOTE - 2010 and 2011 Budget Actuals vary slightly from financials: In the budget, amounts in the Transfer From accounts have been combined with the normal revenue accounts

27-10-00-5901 - has been combined with 27-12-00-5825

27-10-00-5902 - has been combined with 27-12-00-5830

27-12-00-5903 - has been combined with 27-12-00-5805

This makes it easier to compare revenues year to year. (in 2010 and early 2011, we were transferring the revenue, each month from the Water Department. In mid-2011, we set up the water/sewer billings to automatically post these revenues to this fund.)

NOTE - In 2014, the City began transferring to Utility Fleet (Fund 55) at a 50% match rate from Fund 25 (Water reserves) and Fund 27 (Sewer reserves)

NOTE - In 2014, we also began including the YTD account Balance with the published budget

Utility Department Water Reserves (Fund 25)		
	Date	Fund Balance
Account Balance as of	10/24/2013	496,330

**FLEET FUND - UTILITY - Fund 55**

Line #	Account Number	Account Title	2013 Approved Budget	2014 Proposed Budget
<b>REVENUES</b>				
1	55-00-00-5900	Transfer From Fund 25 Water Reserve (Jet Vac)	-	-
2	55-00-00-5900	Transfer From Fund 27 Sewer Reserve (Jet Vac)	-	-
3	55-00-00-5900	Transfer From Fund 25 Water Reserve (Crane truck)	-	-
4	55-00-00-5900	Transfer From Fund 27 Sewer Reserve (Crane truck)	-	-
5	55-00-00-5900	Transfer From Fund 25 Water Reserve (operator truck)	-	15,000.00
6	55-00-00-5900	Transfer From Fund 27 Sewer Reserve (operator truck)	-	15,000.00
7	55-00-00-5900	Transfer From Fund 25 Water Reserve (Backhoe 1/3 EXP)	-	33,000.00
8	55-00-00-5900	Transfer From Fund 27 Sewer Reserve (Backhoe 1/3 EXP)	-	33,000.00
9	55-00-00-5900	Transfer From Public Works (Backhoe 1/3 EXP)	-	33,000.00
			-	
		<b>TOTAL</b>	<b>-</b>	<b>129,000</b>

<b>EXPENSES</b>				
10	55-00-00-7901	Transfer to Retained Earnings (Utility Truck)	-	-
11	55-00-00-7901	Transfer to General Fund Balance (Jet Vac)	-	-
12	55-00-00-7901	Transfer to General Fund Balance (Crane Truck)	-	-
13	55-00-00-7901	Purchase Utility Truck	-	30,000.00
14	55-00-00-7901	Purchase Backhoe	-	99,000.00
15	55-00-00-7901	Transfer to Retained Earnings	-	-
		<b>TOTAL</b>	<b>-</b>	<b>129,000.00</b>

NOTE - This fund was created in 2013, by Ordinance 13-11, and is funded by allocations from Fund 25 (Water Reserves) and Fund 27 (Sewer Reserves).

NOTE - Monies from this Fund may only be spent by budget approval of the Council.

Vehicle Fleet Fund (Fund 55)		
	Date	Fund Balance
Account Balance as of	10/24/2013	-

## 2014 UTILITY CAPITAL PROJECTS FUND 03

	Project	Expense	Revenue	Revenue Source
1	Water Treatment Plant Engineering and Design	125,000	125,000	State MMG# 63321
2	Water Treatment Plant Engineering and Design	375,000	375,000	USDA Planning Grant
3	Waste Water Treatment Plant Engineering and Design	125,000	125,000	State MMG# 63320
4	Waste Water Treatment Plant Engineering and Design	375,000	375,000	USDA Planning Grant
5	Well Rehabilitation and Adjustment Control Panel	147,500	147,500	State DCCED #09-DC-505
6	Techite Sewer Main and Manhole Rehabilitation <sup>1</sup>	2,515,000	2,515,000	State MMG# 63322
7	Inflow and Infiltration Reduction <sup>1</sup>	1,416,500	1,416,500	State ACWF# 633291
8	Waste Water Treatment Rehabilitation Project <sup>2</sup>			
9	Waste Water Treatment Rehabilitation Phase 1	1,075,140	1,075,140	State MMG #63323
10	Waste Water Treatment Rehabilitation Phase 1	708,526	708,526	Pending MMG request
11	Emergency Generators	302,500	302,500	ACWF (waiting loan approval)
12	Utility Garage <sup>3</sup>	545,093	712,311	State MMG# 63319
13		233,611	534,096	City match

TOTAL GRANTS

7,877,477

### Notes

1. Sewer lining project funded with MMG# 63322 and ACWF# 63291 should be completed and closed prior to the end of 2013.
2. Waste Water Treatment Project is expected to go to bid in 2014 . Required match will be drawn from capital reserves and capital income generated in 2014.
3. Utility Garage is essentially completed except for warranty issues resulting in \$10,000 of retainage. The Utility has also withheld \$13,000 in liquidated damages.

## **Building Department**

The Building Department is responsible for implementing the building codes adopted by the City. The City has traditionally adopted the same national building codes as the City of Fairbanks. In addition, the City has also traditionally adopted the amendments to the national codes adopted by the City of Fairbanks based upon recommendations by the Building Code Commission composed building professionals from the Interior. North Pole has done this for two reasons. First, having uniform building codes across the two cities makes it easier for developers and contractors who operate in both municipalities. Second, it is an expensive process and the City lacks the personnel to conduct an independent review of the national codes and generate code amendments.

Building codes are “best practices” that provide builders, contractors, tradesman, and do-it yourselfers guidance concerning standards of construction. Building according to the codes also provides protection of property owners’ health and investment by helping to ensure that structures are safe, secure and energy efficient. To ensure that the City provides quality plan review and inspections of construction within the City, the Building Department contracts with professional engineers to provide these services. The City’s contract engineers are licensed professional engineers in the state of Alaska.

As a service to contractors and developers, the Building Department proposes to use a portion of the accumulated revenues to develop an interactive website. Such a website would provide information on building codes and fees, a fee estimator and other tools to assist users. Because the Building Department is part of the larger City, the web development project would also entail updating the entire City’s website to provide a consistent image and an attractive “front door” to the City.

**Building Department (Fund 5)**

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Approved Budget	2014 Proposed Budget	Meeting #1	Meeting #2	Meeting #3	2014 Approved Budget
<b>REVENUES</b>											
1	05-00-00-4001	Residential Plan Check Fee	3,526	7,946	1,000	6,000	5,000				5,000
2	05-00-00-4002	Residential Building Permit Fee	17,646	14,193	2,388	10,000	7,500				7,500
3	05-00-00-4003	Commercial Plan Check Fee	8,523	8,766		6,000	10,000				10,000
4	05-00-00-4004	Commerical Building Permit Fee	7,148	28,852		10,000	12,000				12,000
5	05-00-00-4005	Industrial Plan Check Fee	14,670	-		3,000	3,000				3,000
6	05-00-00-4006	Industrial Building Permit Fee	23,255	-		5,000	5,000				5,000
7	05-00-00-4007	Road Excavation Bond	5,000	-		5,000	1,000				1,000
8	05-00-00-4008	Storm Water Plan Inspection Fee	720	-		2,000	1,000				1,000
9	05-00-00-4009	Storm Water Permit Fee	-	-		1,000	1,000				1,000
10	05-40-00-4010	Special Inspection Fee	-	-		-					
11	05-00-00-5900	Transfer In From Fund Balance	-	-		20,000	69,000				69,000
		<b>TOTAL</b>	<b>80,488</b>	<b>59,757</b>	<b>3,388</b>	<b>68,000</b>	<b>114,500</b>	-	-	-	<b>114,500</b>
			-								114,500

<b>EXPENSES</b>											
12	05-00-00-7000	Road Excavation Bond Return	5,500	-		5,000	1,000				1,000
13	05-00-00-7001	Residential Plan Review	3,800	4,000	500	6,000	6,000				6,000
14	05-00-00-7002	Residential Inspections	7,808	6,150	5,250	10,000	10,500				10,500
15	05-00-00-7003	Commercial Plan Review	5,700	9,298	697	6,000	10,000				10,000
16	05-00-00-7004	Commercial Inspections	2,774	25,113		16,000	12,000				12,000
17	05-00-00-7005	Industrial Plan Review	10,225	-		3,000	8,000				8,000
18	05-00-00-7006	Industrial Inspections	18,281	1,437		5,000	13,000				13,000
19	05-00-00-7005	Institutional Plan Review					-				-
20	05-00-00-7006	Institutional Inspections					17,000				17,000
21	05-00-00-7007	Storm Water Plan Inspections	960	-		2,000	-				-
22	05-00-00-7008	Storm Water Site Inspections	-	-		1,000	-				-
23	05-01-00-7001	Publications & Advertising	-	-	260	1,500	2,000				2,000
24	05-01-00-7005	Legal Fees	-	75		500	1,000				1,000
25	05-01-00-7006	Professional Services	-	-	1,350	9,000	25,000				25,000
26	05-01-00-7022	Office Supplies/Software	1,030	1,607	422	1,000	2,000				2,000
27	05-01-00-7029	Admin/Misc. Expenses	-	-	262	1,000	2,500				2,500
28	05-01-00-7041	Bad Debt Expense		-		-	-				-
29	05-01-00-7049	Training Classes/Manuals	-	-	819	1,000	5,500				5,500
		<b>TOTAL</b>	<b>56,079</b>	<b>47,680</b>	<b>9,561</b>	<b>68,000</b>	<b>114,500</b>	-	-	-	<b>114,500</b>
											114,500

<b>Building Department (Fund 5)</b>		
	<b>Date</b>	<b>Fund Balance</b>
<b>Account Balance as of</b>	<b>10/24/2013</b>	<b>118,071</b>

NOTE - A portion of the revenue from Fund Balance Transfer In is from revenues recieved in prior years; but the correlating expenses are not projected until 2014.

NOTE - A portion of Fund Balance Transfer In, equal to \$23,500, has been budgeted to be used for updating the City's website to create a portal for online building permits and other updates.



## Gaming (Fund 7)

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Approved Budget	2014 Proposed Budget
<b>REVENUES</b>							
1	07-00-00-5000	Bed Tax Revenue				-	
						-	
						-	
<b>EXPENSES</b>							
2	07-00-00-7999	City Retainage				-	
3	07-00-00-7000	Transfer to G Fund				-	
4	07-00-00-7003	NPEDC				-	
5	07-00-00-7005	NP Chamber of Commerce				-	
6	07-00-00-7006	FCVB				-	
7	07-00-00-7007	NP Christmas in Ice				-	
						-	

NOTE - The City has a separate bank account tied to this fund as required by state law.

NOTE - This Fund has remained inactive for multiple years

Gaming (Fund 7)		
	Date	Fund Balance
Account Balance as of	10/24/2013	38

**FIRE DEPARTMENT FUND - Fund 16**

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Approved Budget	2014 Proposed Budget
<b>REVENUES</b>							
1	16-00-00-5900	Transfer in from fund balance				13,500.00	
2	16-00-00-4001	Revenue	16,512	24,897	-	-	
3	16-00-00-5100	Donations - Volunteer Dinner	-	7,000	-	-	
		<b>TOTAL</b>	<b>16,512</b>	<b>31,897</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>EXPENSES</b>							
4	16-00-00-7901	Transfer to General Fund				13,500.00	
5	16-00-00-7000	Expenses	12,490	9,285	19,665	-	
6	16-00-00-7001	Volunteer Dinner		5,840			
		<b>TOTAL</b>	<b>12,490</b>	<b>15,126</b>	<b>19,665</b>	<b>-</b>	<b>-</b>

NOTE - This fund is funded by Dept of Forestry use of city fire trucks and by special donations. It is used by the Fire Department for expenses related to upgrading the fire department and their annual dinner.

Fire Department (Fund 16)		
	Date	Fund Balance
Account Balance as of	10/24/2013	3,567

**NORTH POLE COMMUNITY ICE RINK FUND - Fund 19**

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Approved Budget	2014 Proposed Budget
		<b>REVENUES</b>					
1	18-00-00-4001	North Pole Community Ice Rink	12,660	50		-	
		<b>EXPENSES</b>					
2	18-00-00-7000	North Pole Community Ice Rink	2,170	-	190	-	

NOTE - This fund is used for repairs/maintenance at the North Pole High School Hockey Rink. A community member makes the repairs and submits his invoices for reimbursement.  
Reimbursement is contingent on funds available - the city periodically receives donations for this purpose.

NP Ice Rink (Fund 19)		
	Date	Fund Balance
Account Balance as of	10/24/2013	10,973

## NORTH POLE FESTIVAL FUND - Fund 20

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Approved Budget	2014 Proposed Budget
<b>REVENUES</b>							
1	20-00-00-4001	North Pole Festival donations	32,265	10,648	9,650	-	<b>7,500.00</b>
2	20-00-00-4002	City Funds			200	-	
		<b>TOTAL</b>	<b>32,265</b>	<b>10,648</b>	<b>9,850</b>	-	7,500.00

<b>EXPENSES</b>							
3	20-00-00-7000	Expenditures	25,100	(65)	1,200	-	-
4	20-00-00-7001	Summerfest and	4,820	7,708	3,584	-	<b>7,500.00</b>
5	20-00-00-7002	Other Festivals	386	1,281	1,616	-	
		<b>TOTAL</b>	<b>30,307</b>	<b>8,925</b>	<b>6,400</b>	-	<b>7,500.00</b>

NOTE - This fund is used for expenses related to Summer Fest and the Mayor's Labor Day Picnic. Revenues are received from community donations for this purpose.

North Pole Festival (Fund 20)		
	Date	Fund Balance
Account Balance as of	10/24/2013	8,252

## ABADE - Fund 21

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Approved Budget	2014 Proposed Budget
<b>REVENUES</b>							
1	21-00-00-4001	Revenues	6,137	60,384	6,382	-	
		<b>TOTAL</b>					
<b>EXPENSES</b>							
2	21-00-00-7000	Expenditures	2,012	3,995	31,505	-	
3	21-00-00-7001	Vehicle Purchase			23,936	-	
4	21-00-00-7002	Equipment			22,547	-	
		<b>TOTAL</b>	<b>2,012</b>	<b>3,995</b>	<b>77,987</b>	-	-

NOTE - This fund is for drug forfeiture monies that come to the City through the Federal Government. These monies must be accounted for separately in their own fund. There are very tight restrictions as to the use of these monies. All expenses must be approved by the federal department of justice.

ABADE (Fund 21)		
	Date	Fund Balance
Account Balance as of	10/24/2013	20,942

## AHSO TRAFFIC OFFICER - Fund 22

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Approved Budget	2014 Proposed Budget
<b>REVENUES</b>							
1	22-00-00-4001	Grant Revenue	144,256	91,357	75,989	-	<b>76,799.74</b>
2	22-00-00-4165	PERS Relief	3,144	4,256	3,279	-	<b>3,456.00</b>
3		<b>TOTAL</b>	<b>147,400</b>	<b>95,613</b>	<b>79,269</b>	<b>-</b>	<b>80,255.74</b>
			-				
<b>EXPENSES</b>							
4	22-00-00-6000	Salaries	49,168	47,043	37,130	-	<b>44,928.00</b>
5	22-00-00-6022	Training Overtime		1,192	-	-	
6	22-00-00-6090	Overtime	6,092	2,735	2,558	-	
7	22-00-00-6091	Holiday Pay	898	1,047	433	-	
8	22-00-00-6095	Grant Overtime		-	-	-	
9	22-00-00-6095	Grant Overtime			-	-	
10	22-00-00-6097	Workers Comp. Ins.	2,357	2,225	2,154	-	<b>2,008.28</b>
11	22-00-00-6099	Medicare	804	744	682	-	<b>651.46</b>
12	22-00-00-6100	PERS	15,615	15,735	12,407	-	<b>9,857.16</b>
13	22-00-00-6102	Health & Disability Insurance	16,644	19,649	23,904	-	<b>19,354.84</b>
14	22-00-00-6103	Leave Cash Out		1,387	-	-	
15	22-00-00-6105	Insurance	679		-	-	
16	22-00-00-7000	Expenditures	55,143	3,855	-	-	
	20-00-00-6100	Pers Relief					<b>3,456.00</b>
		<b>TOTAL</b>	<b>147,400</b>	<b>95,613</b>	<b>79,269</b>	<b>-</b>	<b>80,255.74</b>

NOTE - In the past, expenses and revenues, for the AHSO Traffic Officer, were budgeted in the General Fund even though the actual revenues and expenses were booked to Fund 22. Starting in 2011, the City of North Pole will begin budgeting all revenues and expenses from this program in Fund 22.

NOTE - The City has received a state grant for 100% funding of this position through September 30, 2014.

NOTE - The AHSO Grant is a 90% match for the salary of the officer.

NOTE - The AHSO Grant is expected to lower the match in future years. It is expected that if the Grant is not awarded this position will be paid for through the General Fund.

## BYRNE/JAG OFFICER - Fund 23

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Approved Budget	2014 Proposed Budget
<b>REVENUES</b>							
1	23-00-00-4001	Grant Revenue	69,819	40,353	93,194	60,787	50,000.00
2	23-00-00-4165	PERS Relief	2,818	3,263	6,529	-	
		<b>TOTAL</b>	<b>72,637</b>	<b>43,616</b>	<b>99,723</b>	<b>60,787</b>	<b>50,000.00</b>
			-	-			

<b>EXPENSES</b>							
3	23-00-00-6022	Training Overtime		-	-	-	
4	23-00-00-6000	Salaries	38,010	20,460	44,583	42,730	29,962.50
5	23-00-00-6022	Training Overtime			38	-	
6	23-00-00-6090	Overtime	11,459	1,839	2,407	2,000	
7	23-00-00-6091	Holiday Pay	53	517	567	-	
8	23-00-00-6095	Grant Overtime		-	534	-	
9	23-00-00-6097	Workers Comp. Ins.	2,049	1,070	2,451	1,899	1,339.33
10	23-00-00-6099	Medicare	743	354	784	649	434.46
11	23-00-00-6100	PERS	13,701	12,064	18,759	9,841	6,564.78
12	23-00-00-6102	Health & Disability Insurance	4,503	7,312	9,111	3,669	11,698.93
13	23-00-00-6103	Leave Cash Out	2,118	-	-	-	
14	23-00-00-7000	Expenditures		-	-	-	
					-	-	
		<b>TOTAL</b>	<b>72,637</b>	<b>43,616</b>	<b>79,233</b>	<b>60,788</b>	<b>50,000.00</b>

NOTE - Note: In the past, expenses and revenues, for the JAG Officer, were budgeted in the General Fund even though the actual revenues and expenses were booked to Fund 23. Starting in 2011, the City of North Pole will begin budgeting all revenues and expenses for this program in Fund 23.

NOTE - The City receives a State grant that covers part of the cost of a JAG Police Officer. We have received a percentage of the cost of the position in the past, however; in 2014, we have been awarded a set dollar amount.

NOTE - This grant is for the term of July 1, 2013 through June 30th, 2014. It is assumed that the City will receive continued grant support from the State, however; if not, the City will need to cover the cost of this position from the General Fund.

NOTE - It should be noted that this position is a normal, full-time, position within the Police Department, it was created under the General fund. The JAG grant was received at a later time to help offset the costs of this officer.

**STATE FORFEITURES FUND - Fund 24**

Line #	Account Number	Account Title	2010 Actual	2011 Actual	2012 Actual	2013 Approved Budget	2014 Proposed Budget
<b>REVENUES</b>							
1	24-00-00-5900	Transfer in from Fund Balance					17,632
2	24-00-00-4001	State Forfeiture Revenue	-	1,356	4,341	-	
		<b>TOTAL</b>					<b>17,632</b>
<b>EXPENSES</b>							
3	24-00-00-7000	Expenses		-	927		
4	24-00-00-7091	Transfer to General Fund					17,632
		<b>TOTAL</b>					<b>17,632</b>

NOTE - This Fund account is for assets recieved in State of Alaska forfeitures (Police)

State Forfeitures (Fund 24)		
	Date	Fund Balance
Account Balance as of	10/24/2013	21,875



**FUND 31 - GENERAL GOVERNMENT PROJECTS**

Project Name	Grant #	Amount	Funding Source
Fire Equipment Upgrades	11 DC 314	95,000.00	DCCED
FNSB Beautification	na	10,000.00	Borough
Exercise Trail	na		Donations
Police Radios & Equipment	12SHSP-2102-SS-00127	128,363.00	Homeland Security
Ladder Truck	14 DC 109	980,000.00	DCCED
Ambulance	14 DC 110	125,000.00	DCCED
Pass Through to NPEDC - Sled Dog Races	14 DC 111	80,000.00	DCCED
North Pole Archival System	14 DC 112	150,000.00	DCCED
Police Station - Heating & Cooling Systems	14 DC 113	75,000.00	DCCED
Alaska Shield Exercise	EMW-2013-SS-00098	60,000.00	Homeland Security

## Sister City (Fund 32)

Line #	Account Number	Account Title	2012 Actual	2013 Approved Budget	2014 Proposed Budget
<b>REVENUES</b>					
1	32-00-00-5001	Travel to Japan		-	
		<b>TOTAL</b>			

<b>EXPENSES</b>					
2				-	
				-	
		<b>TOTAL</b>		-	-

NOTE - This fund was created in 2012 to account for expenses/donations for Sister City travel and hosting.

Sister City (Fund 32)			
		Date	Fund Balance
Account Balance as of		10/24/2013	300

## IRS FORFEITURES - Fund 33

Line #	Account Number	Account Title	2012 Actual	2013 Approved Budget	2014 Proposed Budget
<b>REVENUES</b>					
1	33-00-00-4001	IRS Forfeitures	6,417	-	
<b>Total</b>					
<b>EXPENSES</b>					
2				-	
				-	
		<b>TOTAL</b>	-	-	-

NOTE - This fund was created in 2012 to account for forfeitures from IRS case work.

IRS Forfeitures (Fund 33)			
		Date	Fund Balance
Account Balance as of		10/24/2013	6,416

## IMPOUND LOT FUND - FUND 36

Line #	Account Number	Account Title	2012 Actuals	2013 Approved Budget	2014 Proposed Budget
<b>REVENUES</b>					
1	36-00-00-4024	Administration Fees		-	36,000
2	36-00-00-4025	Transfer to General Fund		-	
3	36-00-00-5900	Transfer from Fund Balance			
		<b>TOTAL</b>		-	36,000

<b>EXPENSES</b>					
4	36-00-00-7105	Hearing Fees		-	
5	36-00-00-7106	Attorney Fees		-	
6	36-00-00-7107	Towing Fees		-	
7	36-00-00-7108	Bad Debt		-	
8	36-00-00-7109	Refund to Vehicle Owner		-	
9	36-00-00-7092	Transfer to General fund			36,000
10	36-00-00-7901	Transfer to Fund Balance			
		<b>TOTAL</b>		-	36,000

NOTE - This fund was created in 2012, by ordinance, to collect impound lot fees. It was the intention to build funds in order for the City to have a impound lot of our own for seizures. Currently, in 2013, impound lot fees are budgeted in the general fund. At year end, we will do a transfer, from the Impound Lot Fund to the General Fund for all fees received, minus expenses.

Impound (Fund 36)			
		Date	Fund Balance
Account Balance as of		10/24/2013	16,118

**FLEET FUND - FIRE - Fund 50**

Line #	Account Number	Account Title	2013 Approved Budget	2014 Proposed Budget
<b>REVENUES</b>				
1	50-00-00-5900	Transfer From General Fund	13,975	13,975
2			-	
3		<b>TOTAL</b>	<b>13,975</b>	<b>13,975</b>

<b>EXPENSES</b>				
4	50-00-00-7901	Transfer to Fund Balance	13,975	13,975
5			-	
6			-	
7		<b>TOTAL</b>	<b>13,975</b>	<b>13,975</b>

NOTE - Budgeted transfers into this fund will be done at year end, once all property tax has been collected.

NOTE - This fund was created in 2013, by Ordinance 13-11, and is funded by a percentage of Property Tax.

NOTE - Monies from this Fund may only be spent by budget approval of the Council.

Vehicle Fleet Fund Fire (Fund 50)			
		Date	Fund Balance
Account Balance as of		10/24/2013	-

**FLEET FUND - POLICE - Fund 51**

Line #	Account Number	Account Title	2013 Approved Budget	2014 Proposed Budget
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**REVENUES**

1	51-00-00-5900	Transfer From General Fund	13,975	13,975
2			-	
3		<b>TOTAL</b>	<b>13,975</b>	<b>13,975</b>

**EXPENSES**

7	51-00-00-7901	Transfer to Fund Balance	13,975	13,975
8			-	
9			-	
10		<b>TOTAL</b>	<b>13,975</b>	<b>13,975</b>

NOTE - Budgeted transfers into this fund will be done at year end, once all property tax has been collected.

NOTE - This fund was created in 2013, by Ordinance 13-11, and is funded by a percentage of Property Tax

NOTE - Monies from this Fund may only be spent by budget approval of the Council

Vehicle Fleet Fund Police (Fund 51)			
		Date	Fund Balance
Account Balance as of		10/24/2013	-

## VEHICLE FLEET FUND - ADMIN - Fund 52

Line #	Account Number	Account Title	2013 Approved Budget	2014 Proposed Budget
<b>REVENUES</b>				
1	52-00-00-5900	Transfer From General Fund	5,375	5,375
2			-	
3		<b>TOTAL</b>	<b>5,375</b>	<b>5,375</b>

	<b>EXPENSES</b>			
4	52-00-00-7901	Transfer to Fund Balance	5,375	5,375
5			-	
6			-	
7		<b>TOTAL</b>	<b>5,375</b>	<b>5,375</b>

NOTE - Budgeted transfers into this fund will be done at year end, once all property tax has been collected.

NOTE - This fund was created in 2013, by Ordinance 13-11, and is funded by a percentage of Property Tax.

NOTE - Monies from this Fund may only be spent by budget approval of the Council

Vehicle Fleet Fund Admin (Fund 52)			
		Date	Fund Balance
Account Balance as of		10/24/2013	-

## VEHICLE FLEET FUND - PUBLIC WORKS - Fund 53

Line #	Account Number	Account Title	2013 Approved Budget	2014 Proposed Budget
<b>REVENUES</b>				
1	53-00-00-5900	Transfer From General Fund	9,675	9,675
2			-	
3		<b>TOTAL</b>	<b>9,675</b>	<b>9,675</b>

<b>EXPENSES</b>				
4	53-00-00-7901	Transfer to Fund Balance	9,675	9,675
5			-	
6			-	
7		<b>TOTAL</b>	<b>9,675</b>	<b>9,675</b>

NOTE - Budgeted transfers into this fund will be done at year end, once all property tax has been collected.

NOTE - This fund was created in 2013, by Ordinance 13-11, and is funded by a percentage of Property Tax.

NOTE - Monies from this Fund may only be spent by budget approval of the Council

Vehicle Fleet Fund Public Works (Fund 53)			
		Date	Fund Balance
Account Balance as of		10/24/2013	-



## CAPITAL PROJECTS - GENERAL GOVERNMENT RESERVES - Fund 54

Line #	Account Number	Account Title	2013 Approved Budget	2014 Proposed Budget
<b>REVENUES</b>				
1	54-00-00-5900	Transfer From General Fund	43,000	43,000
2			-	
3		<b>TOTAL</b>	<b>43,000</b>	<b>43,000</b>

<b>EXPENSES</b>				
4	54-00-00-7901	Transfer to Fund Balance	43,000	43,000
5			-	
6			-	
7		<b>TOTAL</b>	<b>43,000</b>	<b>43,000</b>

NOTE - Budgeted transfers into this fund will be done at year end, once all property tax has been collected.

NOTE - This fund was created in 2013, by Ordinance 13-11, and is funded by a percentage of Property Tax.

NOTE - Monies from this Fund may only be spent by budget approval of the Council.

Capital Projects General Government Reserves (Fund 54)			
		Date	Fund Balance
Account Balance as of		10/24/2013	-

Sponsored by: Mayor Bryce J. Ward  
Introduced & Adopted: August 19, 2013

**CITY OF NORTH POLE  
RESOLUTION 13- 13**

**A RESOLUTION ESTABLISHING THE SEWER LIFT STATION  
REHABILITATION PROJECT PHASE 3 AS THE *CITY OF NORTH POLE'S*  
PRIORITY CAPITAL PROJECT FOR CALENDAR YEAR 2014**

**WHEREAS**, the City of North Pole created its water and sewer utility system to provide residents with the sanitation, protection and convenience afforded by a municipal water and sewer utility system and to promote an improved community environment; and

**WHEREAS**, the City of North Pole desires to receive funding from the State of Alaska, Federal Government and other external funding sources for local Utility projects; and

**WHEREAS**, the priority Utility Department capital project for calendar year 2014 is the Sewer Lift Station Rehabilitation Project Phase 3.

**NOW THEREFORE BE IT RESOLVED**, that the North Pole City Council endorses as the *City of North Pole's* calendar year 2014 priority capital project the Sewer Lift Station Rehabilitation Project Phase 3.

**PASSED AND APPROVED BY by a duly constituted quorum of the North Pole City Council** this 19th day of August, 2013.

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Bryce Ward, Mayor

ATTEST:

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Kathryn M. Weber, MMC  
North Pole City Clerk

PASSED/FAILED

Yes:

No:

Absent:

Sponsored by: Mayor Bryce Ward  
Introduced and Adopted: October 7, 2013

## CITY OF NORTH POLE

### RESOLUTION 13-15

#### A RESOLUTION ESTABLISHING THE 2014 CAPITAL PROJECT PRIORITIES FOR THE CITY OF NORTH POLE

**WHEREAS**, the City of North Pole seeks to provide its residents with a high quality level of service and has levied property and sales tax to cover the cost of operations; and

**WHEREAS**, The City of North Pole is requesting funding from the State of Alaska and the Federal Government for local capital projects designated as the most urgent; and

**WHEREAS**, The City of North Pole is matching all capital projects with a 10% match; and

**WHEREAS**, Resolution 13-15 established the priority Utility project request for calendar year 2014 as the North Pole Waste Water Treatment Plant Rehabilitation Project and this Resolution establishes other Departmental priority and Community projects as follows:

**STRATEGIC PLANNING NORTH POLE:** The City of North Pole would like help in executing and implementing a comprehensive strategic planning process for the City of North Pole.

**Cost: \$300,000**

**Description and Justification:** The City of North Pole would like to complete a comprehensive strategic plan for the City of North Pole. The Strategic Plan would include a third party expert who could assess the strengths and weaknesses of our community to include but not limited to, city government, commercial businesses and social services. The Strategic plan would use a involved public process to identify the goals of the community as well as any future plans. The process would then disseminate a plan that outlines the vision and goals of the community and how to best implement them. The Strategic plan would include a guide to the process so that it can be updated as goals are accomplished or change.

#### **REDESIGN OF CITY HALL AND POLICE STATION:**

**Cost: \$400,000**

**Description and Justification:** The City of North Pole would like to have a completed set of plans for the expansion of City hall and the Police Station. The Police Station was originally City Hall until 1985 when the new City hall was built next door. The two buildings have seen substantial renovations since their initial construction and are slowly becoming too small for the needs of the City. A shelf ready set of plans for expansion would help the City of North prepare for the construction of these much needed facilities. The design and engineering for this project would include connecting the two buildings and include some of the following aspects.

- New office space for our Clerk with secure doors for personnel information
- Archiving and storage space at City Hall
- New evidence locker for Police department

Sponsored by: Mayor Bryce Ward  
Introduced and Adopted: October 7, 2013

- Warm Storage for Police Department equipment
- Redesign the roof to match the two building and
- New entry for police and City Hall with enhanced security for Admin staff.

**NEW SKID STEER LOADER FOR PUBLIC WORKS:**

**Cost: \$80,000**

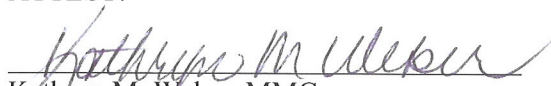
**Description and Justification:** The City of North Pole would like to add a new Skid steer loader to its fleet for the purpose of clearing pedestrian facilities. The City is committed to providing school children, adults and visitors with safe and accessible pedestrian and bicycle paths throughout the year. Pedestrian paths are also seen by the City as means to attract more visitors, promote healthier life styles and to reduce air pollution by encouraging walking and biking for short trips. The Public Works Department has received positive feedback from City residents for its sidewalk maintenance work. The construction of the 1.7 mile Saint Nicholas pedestrian path in 2014 will significantly increase the miles of paths the City will be routinely sweeping and clearing of snow. The Public Works Department does not have enough equipment to adequately perform the needed tasks in a timely fashion. The City will support the project by providing all maintenance, fuel, insurance and labor to operate the skid steer loader. The funding request includes the purchase of the skid steer loader, snow plow blades, snow blower, street sweeper, brushes, loader forks and trailer.

**NOW THEREFORE BE IT RESOLVED**, that the North Pole City Council endorses and requests consideration by the Governor and the Alaska State Legislature for the projects herein.

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 7th day of October, 2013.

  
Bryce J. Ward, Mayor

ATTEST:

  
Kathryn M. Weber, MMC  
North Pole City Clerk



PASSED/FAILED

Yes: 5 – Hunter, Smith, Holm, McGhee, Ward

No: 0

Absent - 0

**CITY OF NORTH POLE  
RESOLUTION 13-17**

**A RESOLUTION OF THE NORTH POLE CITY COUNCIL RESCHEDULING  
THE NOVEMBER 18, 2013 COUNCIL MEETING TO NOVEMBER 25, 2013  
DUE TO THE AML CONFERENCE IN ANCHORAGE, ALASKA**

**WHEREAS**, the City of North Pole holds their regular City Council meetings on the first and third Monday of each month; and

**WHEREAS**, the North Pole Municipal Code states in section 2.12.030 “Regular Council meetings shall be scheduled for the first and third Mondays of each month unless otherwise posted”; and

**WHEREAS**, the majority of the North Pole City Council will be attending the Alaska Municipal League Annual Conference from November 18 – 22, 2013 to receive training on issues facing municipal leaders and to have networking opportunities with other communities and municipal officials and; and

**WHEREAS**, three of our council members will be attending the “Newly Elected Officials” seminar which is one of Alaska’s most highly regarded training programs for local leaders; and

**WHEREAS**, there will not be a quorum to conduct the business of the City on November 18, 2013 and so the meeting will be rescheduled due to the AML Conference and will take place on Monday, November 25, 2013 at 7:00 p.m.

**NOW, THEREFORE BE IT RESOLVED**, that the North Pole City Council does hereby proclaim that the meeting of November 18, 2013 will be rescheduled for Monday, November 25, 2013 at 7:00 p.m.

**PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council on the 4<sup>th</sup> day of November, 2013.**

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**Bryce J. Ward, Mayor**

**ATTEST:**

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**Kathryn Weber, MMC**  
North Pole City Clerk