



CITY OF NORTH POLE *Alaska*

REGULAR CITY COUNCIL MEETING **Monday, September 16, 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**
Presentation on Business Retention & Expansion Plan by NPEDC
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**
 - a. Ordinance 13-13, Repealing Ordinance 08-03, An Ordinance of the City of North Pole, Alaska Amending Title 2 and Introducing Section 2.26.010-2.26.110, 2nd Reading
- 12. New Business**
 - a. Approval of Election Judges, Canvass Board, and Accu-Vote Review Board
 - b. Liquor License transfer from Benny's Grill to Taco Azteca, Inc. dba Taco Azteca Mexican Restaurant
 - c. Request for Tuition Reimbursement for Kalen Middleton in the amount of \$495
 - d. Request from North Pole Economic Development Corporation for 1st and 2nd, 2013 Bed Tax Monies
 - e. Approval of Surplus Sale items for City of North Pole Online Auction
 - f. Recommendation to award 100' Rearmount Aerial Ladder Fire Apparatus with Equipment in the amount of \$980,000 to Smeal Fire Apparatus
 - g. Request for Legal Review and Recodification of the North Pole City Code in the Amount of \$9,400 to be paid by Legislative Grant 14-DC-112
 - h. Request from NPFd to make conditional hire at Range 6, \$14.52 per hour.

13. Council Comments

14. 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.

**Utility Department Tour – 5:30 P.M.
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, August 19, 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, August 19, 2013 to order at 7:00 p.m.

There were present:

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

Absent/Excused

Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Mayor Ward

APPROVAL OF AGENDA

Mr. McGhee moved to Approve the Agenda of August 19, 2013

Seconded by Mr. Smith

Discussion

None

PASSED

YES – 4 –Hunter, Smith, McGhee, Ward

NO – 0

Absent – 1 – Holm

APPROVAL OF MINUTES

Mr. McGhee moved to Approve the minutes of August 5, 2013

Seconded by Mr. Smith

Discussion

None

PASSED

YES – 4 – Hunter, Smith, McGhee, Ward

NO – 0

Absent – 1 – Holm

COMMUNICATIONS FROM THE MAYOR

The Draft EIS (DEIS) public comment period has been extended to August 30th. Comments are being accepted through the EIS website www.alaskaf-16eis.com

Last week I met with Congressman Don Young on federal issues that pertain to business and government in North Pole and about how we can overcome these obstacles.

Had a great meeting with DOT and the FMATS coordinator Donna Gardino on our maintenance projects and addressed some of the issues we had this last year, hopefully we have worked out some of the issues.

On the 14th of August I was able to serve our armed forces lunch at Ft. Wainwright. Troops from Eielson and Wainwright were present.

August 28th I will be meeting with the regional director of EPA to discuss air quality and other issues we are facing in North Pole.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Accountant, Lisa Vaughn

- Ms. Vaughn presented council with financial statements. She is working on bank recs from June and July. Ms. Beckman has been working on the citation garnishments of PFD and cleaning up the business license program and A/P.
- Ms. Vaughn will be out of town until September 3, 2013. Ms. Weber will be doing payroll and handling the PERS audit.

Police Department, Chief Dutra

- CV 2000 had a rebuild transmission put into it. Also had another transmission issue on 2008 CV. Issues with the vehicles have been relatively low this year even with these two repairs.
- Our new reserve officer started, will work on date to have him come in front of council.
- Last week we had 3 officers on light duty. One returned to work this week. Two on light duty until late in Dec. One will return to work.
- Chena Lakes officer received excellent comments from Tim Favle regarding his work at the parks, Officer Fisher has been doing a great job.
- Ofc. Bean in in her last 2 days of FTO will be finally entering the schedule. She was hired in Feb.
- I am completing the IFB for our BDA. I will then finish IFB for DHS Grant for radios.
- We are currently trying to get ideas for heating and cooling

Fire Department, Chief Lane

- Chief Lane said the Dept. has lost another employee and they have started the advertising for a new position.
- The Dept. just finish testing for a driver/operator pumping class. They have also done the hydrant and hose testing this summer and all did well.
- Tomorrow at noon all Fire Chiefs will have a conference on the fireworks ban. Fireworks sales will resume from August 27 – September 3rd.
- There was a fire on 7th Ave and it was most likely started by a smoker by smoking fish. The roof of the structure was destroyed and will need to be replaced.

Mr. McGhee was concerned about “Fill the Boot” in the roundabouts and asked the Fire Chief to let his people know that they should not be in the intersection or to obstruct traffic.

Chief Lane said that he would rely Mr. McGhee’s concerns and that the firefighters are usually at the Safeway entrance or McDonalds entrance.

Director of City Services, Bill Butler

Building Department

- No new permits issued

Public Works

- Exercise trail
 - Equipment delivered last Thursday (8/15)
 - Start/End of trail lot cleared
- Lot cleared for planned North Pole Dog Park (adjacent to Tanana Apartments)
- Brush clearing of City roads
 - PW staff are currently clearing brush in Baker & North Star Subdivisions
 - Using one of new attachments for skid steer plus brush wackers

- Energy Efficiency grant application submitted August 12
 - Goal to replace lights in City buildings with LED lights
 - Requested \$150,000 with a proposed \$10,000 City cash match (dispersed across each department) and \$27,500 in-kind match (Public Works labor)
- Bus stop at North Pole Plaza Mall will not be built this year
 - Lowest bid was almost twice the engineer's estimate
 - Borough Transportation plans to re-release RFB this fall or winter

Utility Department

- Sewer Lining Project
 - Lining of sewer mains proceeding on schedule
 - No major problems encountered to date
- Flint Hills Resources is continuing with final phase of the Industrial Sewer Main Project
 - Will line the beginning of the existing industrial sewer main (not replaced last year)
 - Will line the connection between the new industrial sewer main and treatment plant
 - To be done at no expense to City
 - Goal is to prevent leak of any possible sulfolane from industrial waste water stream
- Municipal Matching Grant funding request for sewer lift station rehabilitation submitted
 - To be eligible for 50 scoring points, resolution passed at last Council meeting needs to identify lift station project as City's #1 priority
 - Identifying as Utility #1 priority has been accepted the past three years

Natural Gas Utility Board

- Regulatory Commission of Alaska (RCA)
 - Commission is requiring additional information from each applicant for overlapping service area (public utility—Interior Gas Utility and Fairbanks Natural Gas)
- Alaska Energy Authority (AEA)
 - Working with Interior Gas Utility and Fairbanks Natural Gas to establish compatible projections; for example, miles of gas main used in projections and clarification of gas storage needs

Borough Representative, Mayor Ward

- Nothing to report

City Clerk

Election News

- The ads for the election on October 1, 2013 have started.

- The Municipal Election for the City of North Pole will be held Tuesday, October 1, 2013. The deadline for Declarations of Candidacy ended at 5:00 p.m. on August 16, 2013. The following is a list of the 6 candidates for 5 seats:
- Elizabeth Holm, Thomas McGhee, Kevin McCarthy, Preston Smith, John Boulette, and Michael Welch.

- **City Of North Pole Council Seats**

- (All offices serve at-large)
- City Council Seat.....3-year term Incumbent – Thomas McGhee
- City Council Seat.....3-year term Incumbent – Richard Holm
- City Council Seat.....1-year term Incumbent – Preston Smith
- City Council Seat.....1 year term Vacant -
- City Council Seat.....2-year term Vacant -

- **Qualifications**

A candidate for city mayor or city council must be a qualified voter of the State of Alaska who has resided within the city for a period of one (1) year preceding the period for filing a declaration of candidacy. An elected person may hold only one (1) elective seat at a time.

- **Required When Filing For All Elected City Offices**

- Completed Declaration of Candidacy obtained from the clerk's office
- Completed Public Financial Disclosure Statement that complies with state law. For more information contact APOC at <http://doa.alaska.gov/apoc/> or 800-478-4176
- A twenty five dollar (\$25) non-refundable filing fee shall accompany the declaration of candidacy and PFDS

*Note: A candidate desiring to withdraw may do so by filing a written request with the clerk by August 23, 2013 at 5:00 p.m.

Please go to our website at www.northpolealaska.com for more information and forms.

- Looking into having a legal review and recodification of the NPMC. The City is celebrating its 60th birthday and there has never been a legal review. Recodification would entail redoing the index, cross referencing the code and also having a complete review of it by Code Publishing.
- Will be meeting with Greg Berry tomorrow at 1:00 p.m. to go over Municibid. This is a program that allows governments to put their items online and people from all 50 states can bid on them. Pictures are uploaded to the site with unlimited information on the items listed. Item pages include a map, access to a shipping estimator for bidders, and unique page view counter. The City retains full control of the site and is able to put a starting bid price on items and to list it for as long as needed. Items will be properly marketed, locally and nationally, meaning greater exposure to the right buyers. This may require that we go back and amend the NPMC to allow us to part with our wares in a new way.
- Part of the grant monies that the state legislature award us for archiving involves helping to preserve our records. I am in the process of working with Jerry Handfield of KOFIE

Preservation. It is time to have our Minutes, Ordinances, and Resolutions bound in books and to create a security backup on 16/35mm security microfilm. This would also include digital imaging which is additional to microfilming as digital images are saved as TIFF, PDF or JPEG images. Employees and the public would be able to access records easily by searching for a word or phrase. I hope to be able to report back to you by the next council meeting.

Thomas McGhee stated that he would not be at the meeting of Tuesday, September 3, 2013 as he will be out of town.

ONGOING PROJECTS

None

CITIZENS COMMENTS

John Poirrier, North Pole Grange

- Reported that there was vandalism at the Grange this summer and it set them back financially. Volunteers helped to get it cleaned up and ready to go.
- 3rd Friday will be resuming this month.
- Will be having a festival for gardeners and farmers who are growing vegetables. They will be having a weigh-in for the largest cabbage and other fun activities.

Sister City

Chief Lane reported on Sister City visit.

- Mr. Holm and Mayor Ward attended the dinner at the Lanes to welcome the Japanese visitors.
- It was well accepted by all that were involved.

OLD BUSINESS

None

NEW BUSINESS

RECOMMENDATION TO AWARD AMBULANCE BID TO ROCKY MOUNTAIN AMBULANCE IN THE AMOUNT OF \$164,200

Chief Lane said that the state legislature award the City of North Pole \$160,000 in grant funding for a new ambulance. Bid went out and the lowest bidder was Rocky Mountain Ambulance in the amount of \$164,200. A fiscal note for \$4,200 was attached.

Public Comment

None

Mr. McGhee *moved to* award the ambulance bid to Rocky Mountain Ambulance in the amount of \$164,200

Seconded *by* Ms. Hunter

Discussion

None

PASSED

YES – 4 –Hunter, Smith, McGhee, Ward

NO – 0

Absent – 1 – Holm

ORDINANCE 13-13, REPEALING ORDINANCE 08-03, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA AMENDING TITLE 2 AND INTRODUCING SECTION 2.26.010-2.26.110

Mayor Ward stated that this is housekeeping as NPEDC has fulfilled its role.

Public Comment

None

Mr. McGhee *moved to* Introduce and Advance Ordinance 13-13, Repealing Ordinance 08-03, An Ordinance Of The City Of North Pole, Alaska Amending Title 2 And Introducing Section 2.26.010-2.26.110

Seconded *by* Mr. Smith

Discussion

Mr. McGhee said that there is no funding made available and asked why there was no council member on the board of directors. He was concerned that if council repealed this that they would have no power of the board.

Mayor Ward stated that at this time the City did not have any powers over the organization as they were a separate entity and the only monies received from the City of North Pole were bed tax monies that they applied for.

PASSED

YES – 4 –Hunter, Smith, McGhee, Ward

NO – 0

Absent – 1 – Holm

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

Mr. Butler stated that this was necessary for the City to pass this so they would be eligible for grant funding of this project.

Public Comment

None

Ms. Hunter *moved to* Introduce and Adopt 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

Seconded by Mr. McGhee

Discussion

None

PASSED

YES – 4 – Hunter, Smith, McGhee, Ward

NO – 0

Absent – 1 – Holm

COUNCIL COMMENTS

Mr. McGhee – thanked the Utility Department for the tour and it was interesting to see that the City is keeping up to date and backup systems are in place. He is glad to know that the Mayor is working on the unsightly situation in the Homestead Park area. Mr. McGhee said he removed the signs tonight and does not want anyone advertising in the roundabouts and sidewalks. He will continue to remove them because it isn't allowed and will continue to do it and support anyone who takes down unlawful signs. He encouraged everyone to be careful as school is starting. He encouraged candidates that are running. Mr. McGhee said he is going on 14 years and will continue to serve his community.

Ms. Hunter – thanked Ms. Holm for coming on the tour and that it was interesting and she learned a lot. School is starting and she is hoping that everyone is safe. The sidewalks look really nice.

Mr. Smith - was glad they were able to go on the tour and asked everyone to be careful with school starting.

Mayor Ward – asked everyone to be careful with school starting. He encouraged the council and public to talk with the staff as they are knowledgeable about their departments.

ADJOURNMENT

Mr. McGhee adjourned the meeting at 8:08 p.m.

Seconded by Mr. Smith

The regular meeting of August 19, 2013 adjourned at 8:08 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Tuesday, September 3, 2013.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

SAMPLE BALLOT



REGULAR ELECTION - OCTOBER 1, 2013 CITY OF NORTH POLE

☐ COMPLETELY FILL IN THE OVAL NEXT TO YOUR CHOICE.

NORTH POLE CITY COUNCIL

2 - 3 Year Terms (2013-2016)

1 - 2 Year Remaining On Term (2013-2015)

2 - 1 Year Remaining On Term (2013-2014)

Vote For Not More Than Five

- ☐ Elizabeth Holm
- ☐ Preston Smith
- ☐ John J. Boulette
- ☐ Thomas R. McGhee
- ☐ B. Kevin McCarthy
- ☐ Michael W. Welch
- ☐ Write-in _____
- ☐ Write-in _____
- ☐ Write-in _____
- ☐ Write-in _____
- ☐ Write-in _____

END OF BALLOT

Interior Alaska Community Preparedness Proclamation

WHEREAS, "National Preparedness Month" creates an important opportunity for every resident of our local community as well as throughout the state to prepare their homes, businesses, and communities for any type of emergency including natural & manmade disasters and potential terrorist attacks; and

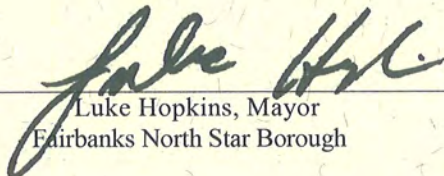
WHEREAS, investing in the preparedness of ourselves, our families, businesses, and communities can reduce injuries & deaths and economic devastation in our communities and in our nation; and

WHEREAS, the Federal Emergency Management Agency's Ready Campaign, Citizen Corps and other federal, state, local, tribal, territorial, private, and volunteer agencies are working to increase public activities in preparing for emergencies and to educate individuals on how to take action; and

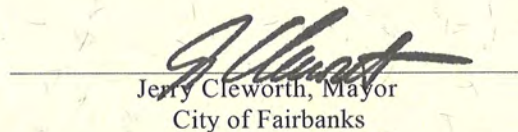
WHEREAS, emergency preparedness is the responsibility of every citizen throughout the State of Alaska and all citizens are urged to make preparedness a priority and work together, as a team, to ensure that individuals, families, and communities are prepared for disasters and emergencies of any type; and

WHEREAS, citizens of communities in Interior Alaska are encouraged to participate in citizen preparedness activities and asked to review the Ready campaign's websites at Ready.gov and become more prepared.

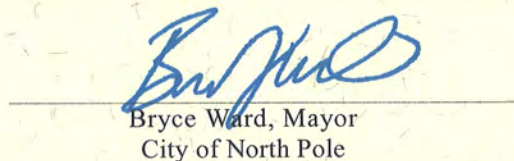
FURTHERMORE, LET IT BE KNOWN that the North Pole, Fairbanks, Eielson AFB, Fort Wainwright, Fairbanks North Star Borough and the State of Alaska proclaim September 2013 as National Preparedness Month, and encourages all citizens and businesses to develop their own emergency preparedness plan, and work together toward creating a more prepared society.



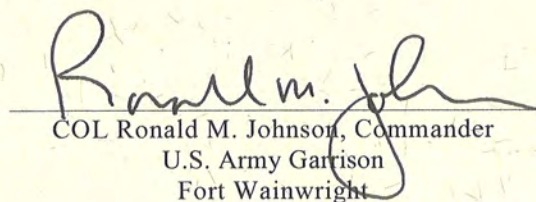
Luke Hopkins, Mayor
Fairbanks North Star Borough



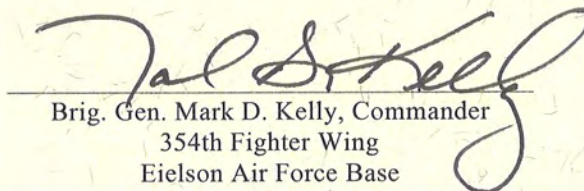
Jerry Cleworth, Mayor
City of Fairbanks



Bryce Ward, Mayor
City of North Pole



COL Ronald M. Johnson, Commander
U.S. Army Garrison
Fort Wainwright



Brig. Gen. Mark D. Kelly, Commander
354th Fighter Wing
Eielson Air Force Base

Kathy Weber

From: Steve Dutra
Sent: Tuesday, August 27, 2013 4:04 PM
To: Kathy Weber; Amanda Bean; Bill Bellant; Bruce Milne; Chad Rathbun; Dave Stevenson; Emily Durny; James McBroom; Jedidiah Smith; John Stewart; Kylie Gore; Randy Binkley; Scott Kvitem; Steve Dutra; Steven Fisher; Terri Nelson
Cc: Bryce Ward
Subject: FW: Wallet Theft at the Refinery Bar

Good job Ofc. Bean and Ofc. Smith. If anyone else was involved please let me know. Thanks for a job well done.

Ofc. Bean please find out who Petty Officer Places's commander is and make sure they get cc'd this email. Sounds like he deserves the credit.

v/r

Chief Steve Dutra
North Pole Police Department
125 Snowman Lane
North Pole, Alaska 99705
Business Phone : (907) 488-6902
Business Voice Mail : (907) 488-8456
Business Fax : (907) 488-5299
E-mail : sdutra@northpolepolice.org
Website : www.northpolealaska.com

-----Original Message-----

From: McMurrain, Jack AME VFA 113, AME Shop [<mailto:jack.mcmurrain1@navy.mil>]
Sent: Tuesday, August 27, 2013 3:57 PM
To: NPPD
Subject: FW: Wallet Theft at the Refinery Bar

To whom it may concern,

Last weekend I was the victim of a wallet theft in North Pole, AK at the Refinery Bar. Thankfully, through the efforts of the North Pole Police Department and a sailor who caught the thief in the act (pursued the suspect on foot until police arrived) all of my belongings/identification cards were recovered.

First and foremost I wanted to thank the North Pole Police Department for recovering my credit cards and drivers' licenses. Secondly, I was curious if there is any possible way to give recognition to the sailor who caught the wallet thief and prevented any further criminal acts from taking place. His name is Nevin Place and he is a Petty Officer in the Navy. He is a junior sailor and I think it would mean a lot for him to receive recognition for his good deed.

Very respectfully,
AME2(AW) McMurrain, Jack D.



Letter of Recognition

RECEIVED
CITY OF NORTH POLE

Sgt. Stevenson,

I have observed your excellent performance over the past year. Having recently joined NPPD, your experience, attitude and demeanor have proven to be a true asset to the North Pole Police Department.

As you rapidly promoted from Officer to Sergeant, you have accepted numerous additional duties, to include Field Training Supervisor, Hiring Background Supervisor, Computer support, in addition to assuming a supervisor position within the department.

Most recognizable is your dedicated efforts and success in re-acquiring the Motor Unit for the North Pole Police Department. The Motor Unit is an invaluable public relations tool, directly supporting the department's mission and commitment to service of the North Pole community.

All of your achievements in your short tenure here, are additional to, regular patrol duties and managing you shift operations, which alone can be extremely difficult.

Your efforts and positive contribution deserve recognition. I greatly appreciate your dedication and commitment to the North Pole Police Department and want to thank you.

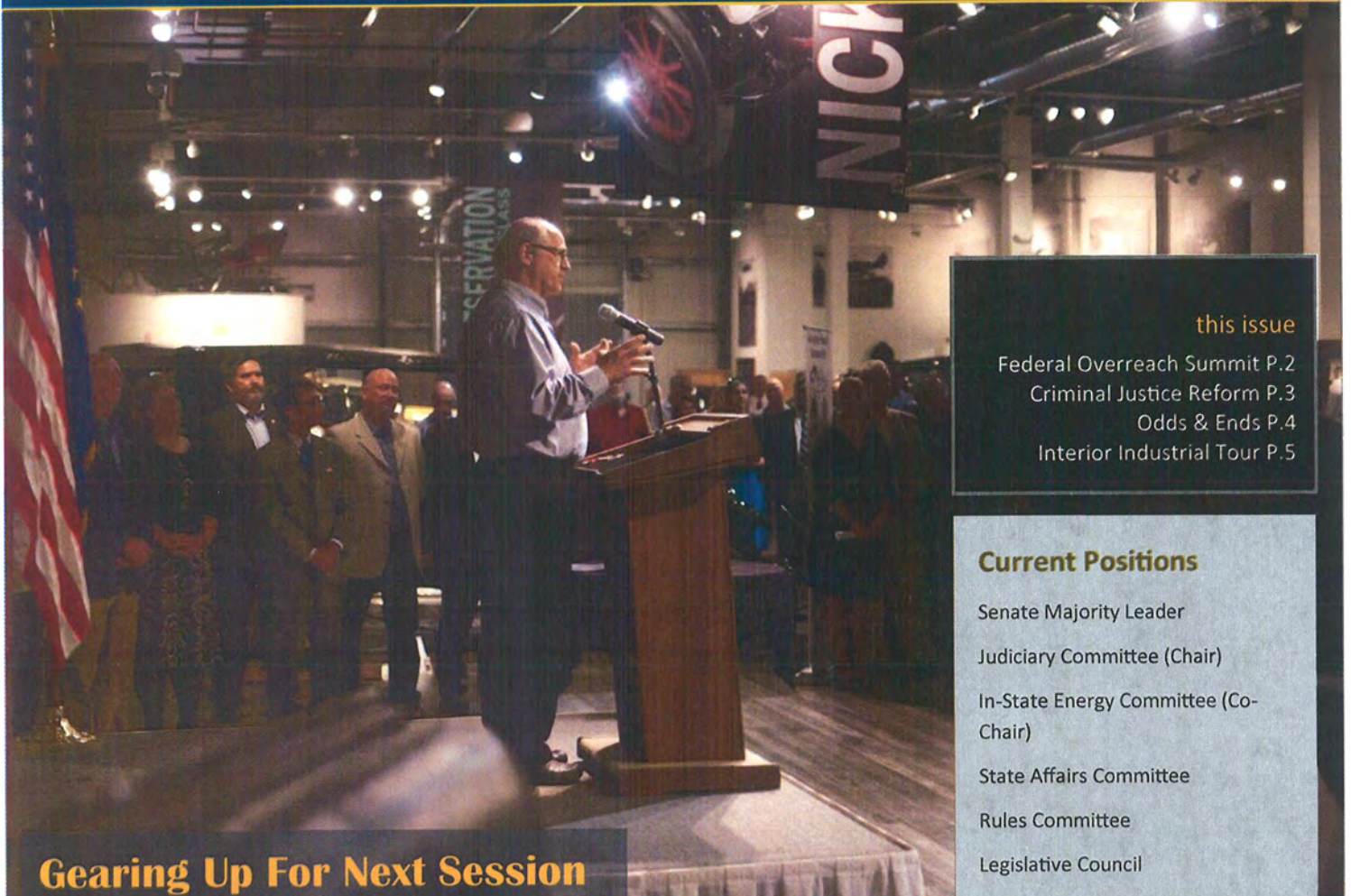
Lieutenant Chad Rathbun



Sept 2013

Senator John Coghill

Fairbanks & North Pole



Gearing Up For Next Session

I hope this summer gave you an opportunity to enjoy this great state.

As we prepare to build on the accomplishments of last session, I look to you for input. Controlling the budget, energy for Alaskans, education, and gas taxes will be top priorities next year in Juneau.

Although my district is expected to change, pending court approval of the newest redistricting plan, my values and positions on the issues will not.

It is an honor and a privilege to serve you,

this issue

Federal Overreach Summit P.2
Criminal Justice Reform P.3
Odds & Ends P.4
Interior Industrial Tour P.5

Current Positions

Senate Majority Leader
Judiciary Committee (Chair)
In-State Energy Committee (Co-Chair)
State Affairs Committee
Rules Committee
Legislative Council
Joint Armed Services Committee
Public Safety, HSS, & Administration
Finance Subcommittees

Contact

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sen.john.coghill@akleg.gov
senatorcoghill.com



Federal Overreach Summit

Whether it be EPA opposition to resource development, NSA surveillance, blocking access to lands like ANWR, or expanding "buffer zones" around national parks, there is no doubt that federal encroachment exists.

Last month, I helped organize a summit on Federal Overreach. I was pleased to have Governor Parnell and our congressional delegation participate.



The summit was an opportunity for Alaskans to discuss ways the federal government is failing to live up to promises in the Statehood Act, ANSCA, and ANILCA. We identified several "action items" and my office continues to be vocal and working with our congressional delegation. Recently, an action item was fulfilled when the Governor's office hired an attorney to fight for Alaska on federal encroachment issues. We will meet again in October to continue the discussion.

Change of Faces



We recently said goodbye to longtime staff Karen Lidster. This spring, her longtime friend Dave Gardner proposed to her in Juneau. Shortly after, Karen decided to hang up her keyboard and mouse and retire. Since 2003, Karen has worked for me in many capacities. Her hard work and experience has been an invaluable presence in my office. We wish her the best on her next adventures in traveling and volunteering.

Sharon Clark is the newest addition to my staff. Sharon brings fifteen years of experience to the office, having worked in the legislature for Rep. John Gonzales, Sen. Mike Miller, Rep. Bud Fate, & Sen. Ralph Seekins. We are happy to have her onboard.

Eielson / F-16s

While positive signs have developed regarding F-35s, I remain engaged in the force restructuring process affecting the F-16s at Eielson. As a member of the Joint Armed Services Committee, my office has worked closely with our congressional delegation, the Governor, and the Mayor.



Recently, my office filed a Freedom of Information Act (FOIA) request for all financial information related to the proposed move.

General Welsh, Chief of Staff of the Air Force, visited Fairbanks and met with local legislators. I was pleased to hear that his decision to move the F-16s will be based on Eielson's strategic value to America's defense.



Staff Contacts

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Sharon Clark
Legislative Aide
sharon.clark@akleg.gov
(907) 451-2157

Senator John Coghill represents Fairbanks & North Pole in the Alaska State Legislature. He serves as Senate Majority Leader and Chair of the Senate Judiciary Committee.

John is a third-generation Alaskan. His grandparents settled in Nenana in 1907 and started a general store that remains a family business today.

After graduating from Nenana Public School in 1968, John served five years in the United States Air Force. After discharge, he worked in ministries, teaching, and construction.

John was elected in 1998 to the House of Representatives and was appointed to the Senate in 2009.



Senator Coghill is a Constitutionalist and conservative Republican.

Tough on Crime, Not the Budget

Raising the Bar on the Cost of Justice

By Senator John Coghill, chairman of the Senate Judiciary Committee



Alaska's increasing prison population and rising corrections costs have been a reality for years. However, housing prisoners may not be the most cost-effective way to solve this public safety problem for Alaskans.

Alaska is a nationwide leader in prison population growth, even as our crime rate decreases. Two out of 3 people who have been incarcerated are back in custody within three years of release. One out of every 32 Alaskans has been under the supervision of the Department of Corrections. The cost of incarceration is incredible – about \$50,000 per inmate per year.

Building and operating prisons is even more expensive. Goose Creek Correctional Center (completed in 2011) cost the state \$250 million to build and \$50 million to operate yearly. At our current growth rate, the state's prisons will be operating at full capacity by 2016. We will need to build another prison within 3 years. The state must either start planning to build a new prison or look at proven practices that reduce recidivism.

In 2007, Texas faced the same problem. Today, they are a leading example of how to reinvest in and reform a criminal justice system. Texas lawmakers saw fast growing prison populations and were faced with spending \$500 million on new prisons. Instead, they invested \$240 million in corrections and sentencing reforms. In doing so, they ended up saving half a billion dollars. Today, prison populations in Texas are at a five-year low and the state's crime

rate is declining more than the national average. For the first time in the state's history, Texas closed a prison.

While Alaska and Texas are very different, the same approaches to sentencing and corrections reform can be applied here. With that goal in mind, the Senate Judiciary Committee introduced Senate Bill 64 to address some of these problems and slow the growth of our corrections budget.

SB 64 establishes the Alaska Sentencing Commission. The commission will be made up of judges, legislators, commissioners, and members of the community to review and make recommendations to improve our criminal justice system. Another part of SB 64 is to allow people who have lost their driving privileges to use a limited license if they consent to a.m.-p.m. monitoring while going through treatment. This allows them to enter into a more productive life.

Most importantly, SB 64 emphasizes accountability and personal responsibility. It requires swift and certain punishment for violating conditions of probation or parole. Currently, the law is unclear about how many probation or parole violations lead to incarceration. Some people violate the conditions of their probation several times before being punished. When a probation officer determines incarceration is required, an offender can sometimes wait months before appearing in front of a judge and even longer before returning prison.

SB 64 raises the level of accountability for those on probation and parole. As soon as an infraction occurs, a judge will issue a warrant for the person's arrest and they will be sent to jail. Rapid consequences create more consistency and decrease violations. These are positive lessons learned from a pilot project in Anchorage known as Probation Accountability with Certain Enforcement (PACE). The state would see big savings by taking these accountability measures statewide.

This year, I worked with the governor in pushing for tougher sentencing of violent crimes, such as child pornography, sexual assault, and human trafficking. However, prison costs are too high to continue housing non-violent prisoners who can be held accountable in other ways. Let's use the prisons for people who must be there for safety of the public.

Alaska is at a crossroads right now. SB 64 has bipartisan support – a unique opportunity to do something big for Alaska. Reforming our criminal justice system compliments the principles I hold dear: better public safety, stronger fiscal discipline, and more personal responsibility. Many states have taken the lead on investing in this area. It's time we follow suit and stop the revolving door that sees two thirds of former inmates return to prison. We do this by investing in strategies that have proven to work.

Let's hold people accountable and allow them to become productive citizens while honoring victims and serving justice. ■



Odds & Ends

New Abortion Regulations

The Dept. of Health and Social Services proposed abortion payment regulations. These regulations are similar to my bill, SB 49, which clarifies the difference between medically necessary and elective abortions.

Tribal Courts

Last month, I attended the 30th Annual Tribal Court Development Conference. Much of the discussion revolved around how best to advance tribal court authority. I support solving local problems with local authority, but I do not support two different types of citizenship or tribal courts having criminal jurisdiction.

Gas Trucking Update

The LNG trucking project—a “must have” for Fairbanks—is on schedule. Procurement for the liquefaction plant is underway and construction is expected to begin next spring. First gas is scheduled for fall 2015.

Power Plant on Campus

UAF’s combined heat/power plant (built in 1964) is nearing the end of its 50-year-life. The University is seeking to rebuild the existing plant of constructing a new natural gas plant. The cost will be \$200 million. This is an important investment for Fairbanks, as UAF cannot sustain itself with the current, aging plant.

Road Conditions

As the summer road construction season concludes, my office continues to be involved in public meetings regarding projects on Plack, Steese Highway, Richardson Highway, Badger Road, Chena Hot Springs Road, and the North Pole area.

Refinery Contract Renewal

The Flint Hills Refinery in North Pole secured a 5-year contract from the state for a portion of Alaska’s royalty oil. This is good for the refinery, good for the Interior, and good for Alaska.

Fortymile Mining District

Armed agents from the EPA and BLM recently questioned miners in the Fortymile area, looking for violations of the Clean Water Act. I commend Alaska’s miners for trying to work within complex federal regulations—it is a shame they were confronted in that manner.

Arctic Policy

A major focus in the coming years will be preparing for a changing arctic. Alaska must take advantage of its strategic position for shipping and trade. As Majority Leader, I visited Unalaska during an Alaska Arctic Policy Commission meeting, where developing deep water ports was a main part of the discussion. ■

Upcoming Events

Joint Land Use Study Meeting

Is your property near Ft. Wainwright or Eielson AFB?

Sep. 18, 6:00pm

Fairbanks City Hall Chambers

Nanook Alumni Rendezvous

Sep. 21, 5:30pm—8:30pm

Westmark Hotel

www.uaf.edu/alumni/reunion

Tanana Valley Sportsmen’s Gun Show

Oct. 19—20, 10am—5pm

Patty Center, UAF

Alaska Federation of Natives Annual Convention

Oct. 24—26

Carlson Center

Joint Judiciary Meeting

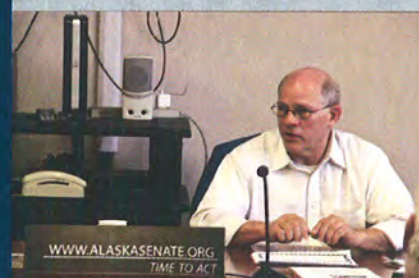
Nov. 4, 9:30am—3:00pm

Borough Assembly Chambers

Town Hall Meeting

Senator Coghill and Representative Isaacson will be holding a town hall meeting on Saturday, October 19th, noon—2pm, at the North Pole City Hall.

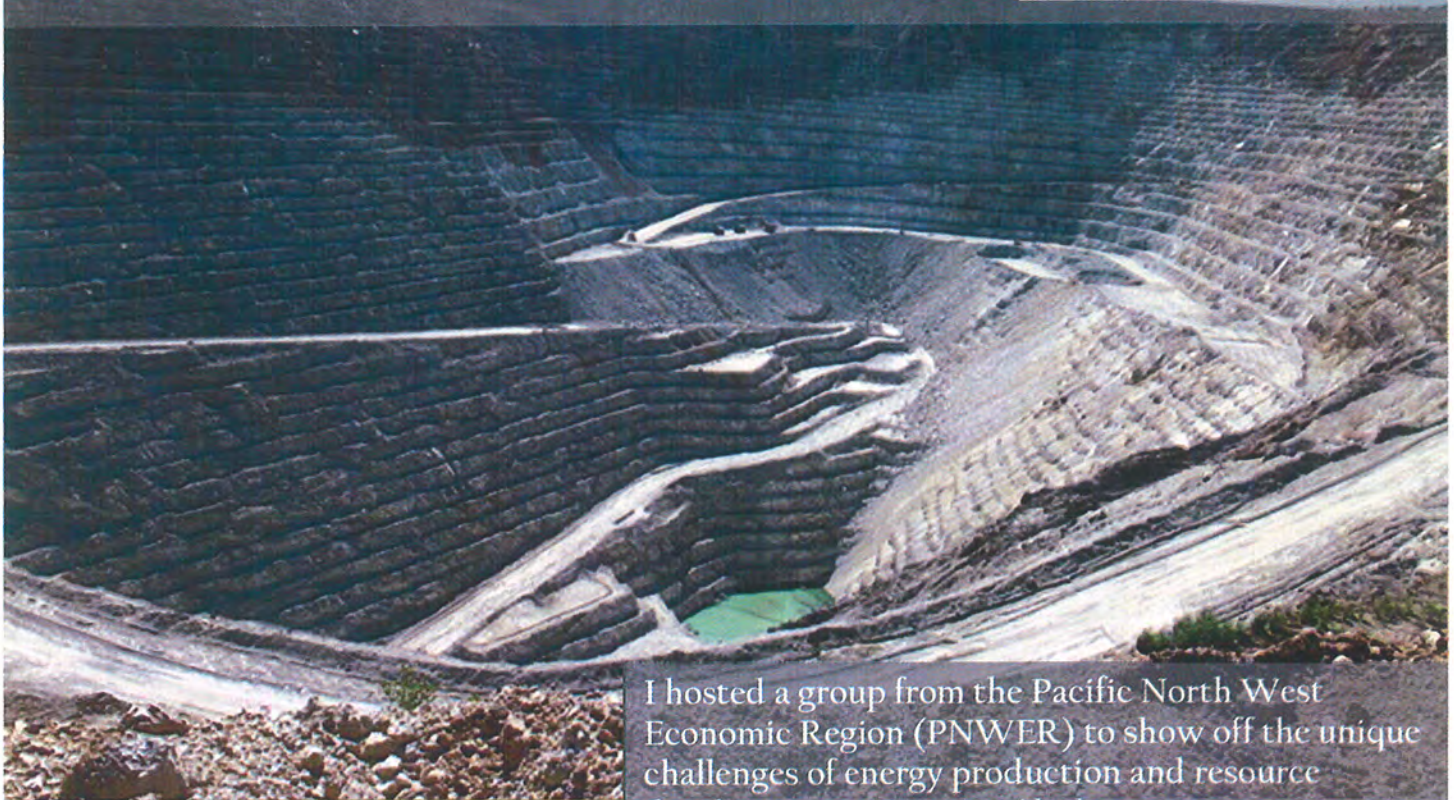
Join us to talk about priorities for next session.



Interior Industrial Tour



Pacific NorthWest
Economic Region



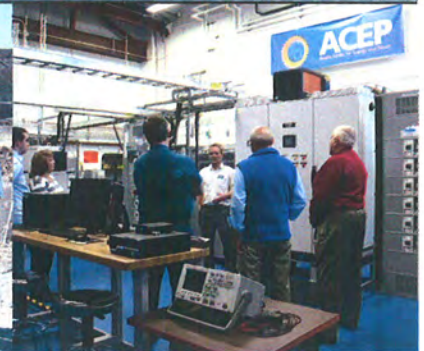
I hosted a group from the Pacific North West Economic Region (PNWER) to show off the unique challenges of energy production and resource development in Interior Alaska.

A highlight was visiting the two large-scale mines near Fairbanks: Fort Knox Gold Mine and Usibelli Coal Mine. Although I have visited in the past, it's a great experience due to the scale of operations and state-of-the-art engineering. Both mines boast good safety records.

These mines rely on large amounts of power. In fact, Fort Knox is Golden Valley Electric Association's largest customer, consuming 35 megawatts. For perspective, GVEA's coal plant in Healy produces 25 megawatts. The plant is supplied by a coal source just 4 miles away at the Usibelli Coal Mine.

These operations will continue to play an important role in the Fairbanks economy for years to come.

- ✓ Flint Hills Refinery
- ✓ Alaska Center for Energy and Power (UAF)
- ✓ Battery Energy Storage System (BESS)
- ✓ Fort Knox Gold Mine
- ✓ Eva Creek Wind Farm
- ✓ Healy Clean Coal Plant
- ✓ Usibelli Coal Mine



CITY OF NORTH POLE

ORDINANCE 13-13

**ORDINANCE 13-13, AN ORDINANCE REPEALING ORDINANCE 08-03, AN
ORDINANCE OF THE CITY OF NORTH POLE, ALAKSA AMENDING TITLE 2 AND
INTRODUCING SECTION 2.26.010 – 2.26.110**

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

In 2008, the North Pole City Council passed Ordinance 08-03 with the intention of establishing and creating the North Pole Department of Economic Development to provide leadership that would recruit and promote commercial, residential and tourism development in the region. The City of North Pole created a North Pole Development Authority (NPDA) and it was an entity of the City of North Pole. It was stated that within 18 months after the adoption of the ordinance that the NPDA shall be constituted as a 501C3 designation and shall become a separate public body, corporate and politic, exercising necessary public powers, and having all the powers, duties and functions conferred on it by applicable law in the promotion of economic development projects critical to the region.

The North Pole Economic Development Corporation has been established and therefore is no longer an entity of the City of North Pole. The repealing of this ordinance is to keep the NPMC up to date and in line with state and local statutes.

Section 3. Effective Date. This ordinance shall be effective at 5:00 p.m. on the first City business day following its adoption.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 3rd day of September, 2013.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASSED

Yes:

No:

Absent:

CITY OF NORTH POLE

ORDINANCE 08-03

AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA, AMENDING TITLE 2 AND INTRODUCING SECTION 2.26.010 -2.26.110

WHEREAS, changes to the North Pole Municipal Code is a continually changing requirement; and

WHEREAS, the City of North Pole Municipal Code should be amended to conform to the requirements of the City and to provide clarification as needed.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of North Pole:

Section 1. This ordinance is of a general and permanent nature and shall be codified.

Section 2. General Provisions of the North Pole Municipal Code of Ordinances are amended as follows:

Section 2.26 North Pole Department of Economic Development

2.26.010. Mission

The North Pole Department of Economic Development will provide leadership that recruits and promotes commercial, residential and tourism development in the region

2.26.020. Declaration of Necessity

The North Pole City Council hereby finds and declares the need for a regional economic development authority to promote economic development within the City of North Pole and surrounding communities by attracting new business and industry to the region and creating new jobs.

2.26.030 Creation of North Pole Development Authority

As permitted by Alaska statute is hereby created an economic development authority, which shall be known as the "North Pole Development Authority (NPDA). The NPDA during its start-up shall be an entity of the City of North Pole, the North Pole Department of Economic Development (NPDED). Within 18 months after the adoption of this ordinance the NPDA shall be constituted as Federal Internal Revenue Service designated 501C3 or equivalent entity. When the NPDA obtains 501C3 designation it shall become a separate public body, corporate and politic, exercising necessary public powers, and having all the powers, duties and functions conferred on it by applicable law in the promotion of economic development projects critical to the region.

2.26.040 Board of Directors

A. Governance.

The NPDA shall be governed by a Board of Directors (BOD) that shall consist of a minimum of five, but always an odd number. Until such time as the NPDA becomes a 501C3 the BOD shall serve in an advisory capacity to the mayor.

B. Appointment of Directors.

The initial members of the Board of Directors shall be appointed by the Mayor of North Pole and confirmed by the North Pole City Council. The Directors shall have sufficient ability and experience in the fields of economic development.

C. Members of the Board of Directors and Officers

1. Directors. The Board of Directors shall be composed of a minimum of five Directors.
 - a. One (1) Director shall be a member of the North Pole City Council and shall serve during their term of office as City Council member.
 - b. The remaining Directors shall reside or have expertise and/or interest in the economic development of the North Pole region.
2. Terms of Office
 - a. One-half of the initial Directors shall be appointed for term of one year, and
 - b. One-half of the initial Directors shall be appointed for a term of two (2) years, and
 - c. Thereafter, the terms of Directors who are not North Pole City Council members shall be for two years. A Director who is not a member of the Council shall hold office until his or her successor has been appointed and qualified, unless such Director's term ends earlier because of his or her change of residence, removal, resignation, incapacity or death.
3. Officers. The NPDA shall annually elect a Chairperson, Vice-Chairperson, and Secretary from among the Directors. Vacancies occurring in the office of Chairperson or Vice-Chairperson shall be filled from among the Directors for the unexpired portion of the term.
4. New Appointments, Vacancies and Reappointment among the Board of Directors
 - a. After the appointment of the original Directors have been made and confirmed, vacancies occurring during any term shall be filled for the unexpired portion of the term, and new appointments or reappointments of Director shall be made in the same manner in which the original appointments were made.
 - b. A letter of appointment or reappointment of any Director shall be filed with the City Clerk and shall be conclusive evidence of the due and proper appointment of such Director, if such Director has been duly confirmed as herein provided and has duly taken and filed the official oath before entering upon his or her office.
5. Executive Director.

- a. Hiring. Prior to designation of the NPDA as a 501C3, the Mayor shall hire the Executive Director and participate with the Board of Directors in his or her supervision. Upon receipt of 501C3 designation, transfer for hiring, evaluation and firing of the Executive Director shall transfer to the Board of Directors.
- b. Executive Director shall not be a member of the NPDA. The Executive Director shall be the chief administrative officer of NPDA and shall direct, manage and supervise the NPDA administrative operations and technical activities, in accordance with the directives of the Board of Directors.

2.26.050 Powers and Duties

- A. The NPDA shall have all powers, duties, and functions permitted by Alaska State Statue pertaining to economic development.
- B. Specific action taken related to the activities listed immediately below shall be subject to review and approval by the mayor and/or city council as appropriate:
 1. Acquisition of land;
 2. Expenditure of funds;
 3. Apply for grants, contracts and other sources of funding;
 4. Hiring and firing of staff

2.26.060 Meetings, Quorum and By-Laws

All meetings of the NPDA shall be held in compliance with the provisions of the open meeting law of the State of Alaska. A majority of Directors shall constitute a quorum for the purposes of conducting its business and exercising its powers and for all other purposes. Action may be taken by the NPDA upon the affirmative vote of a majority of the Directors present at any meeting. The NPDA may adopt and from time to time amend or repeal such bylaws or other rules or regulations not inconsistent with the applicable laws and this ordinance, as it deems necessary in the performance of its functions and duties.

2.26.070 Budget and Annual Report

- A. An annual budget shall be prepared by the NPDA and submitted to the mayor and shall be subject to approval by the Board of Directors.
- B. The NPDA shall prepare and file with the Mayor of North Pole and Board a report of its activities for the preceding calendar year on or before February 15 of the following year.

2.26.080 Outside Assistance

The NPDA may seek advice from technical experts as it may require from time to time in the performance of its duties and functions, within the limits of the funds available and its spending authority.

2.26.090 Compensation

The Directors shall receive no compensation for their services, but may be entitled to reimbursement for their actual and necessary expenses, including travel expenses incurred in the discharge of their duties.

2.26.100 Severability.

In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the North Pole City Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

2.26.110 Effective date.

This ordinance shall become effective upon passage and publication.

Section 3. Effective Date. This ordinance shall be effective at 5:00 pm on the first City business day following its adoption.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 7th day of April, 2008.

DOUGLAS W. ISAACSON, Mayor

ATTEST:

KATHRYN M WEBER, CMC, City Clerk

125 Snowman Lane
North Pole, AK 99705
P: 907-488-8583
F: 907-488-3002
C: 907-388-2728
Email: Kathy.weber@northpolealaska.org

**City of North Pole
Office of the City Clerk/HR Mgr**

Memo

To: North Pole Council Members
From: Kathy Weber, MMC
Date: 9/12/2013
Re: Judges for October 1, 2013

I am submitting, for your approval, the following list of Election Judges, Canvass Board, and Accu-Vote Review Board. Please note that circumstances may arise and replacements may be needed.

<u>NORTH POLE</u>	<u>ELECTION PREP-HELPER</u>	<u>ELECTION NIGHT WORKERS</u>
Barbara Sevier, Chair	Lori Dixon	Marci Ward
Dianne Doody, Co-Chair		Virginia Sabol
Jo Small		Fred Rohn
Susan Murray		Margaret England
		Katrina Sharp

<u>CANVASS BOARD</u>	<u>ACCU-VOTE REVIEW BOARD</u>	<u>ACCU-VOTE ROVERS</u>
Theresa Peterson	Dick Burley	Colleen Pedretty
Carolyn Mustard	Howard Zach	Jack Morris
Beverly Birkliid	Jane Vohden	Michelle Thompson
Ellen Fletcher	Shelly Growden	
Deanna Morris		
Ashley Morris		

**City of North Pole
Office of the City Clerk/HR Mgr**

Memo

To: Council Members
From: Kathy Weber, MMC
CC: Mayor Ward
Date: 8/23/2013
Re: Transfer of Liquor License

The Alcohol Beverage Control Board has received an application from Taco Azteca, Inc. dba Taco Azteca Mexican Restaurant – License #4905 for the transfer of liquor license from Benny's Grill. This notice is required under AS 04.11.520.

Attached is the letter from the Department of Commerce, Community, and Economic Development/Alcoholic Beverage Control Board, explaining the process.

It is my recommendation, after reading all material submitted to the Clerk's Office, that the council make a formal motion of "non-objection" to the ABC Board.



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Commerce, Community,
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

2400 Viking Drive
Anchorage, Alaska 99501
Main: 907.263.5900
TDD: 907.465.5437
Fax: 907.263-5930

August 23, 2013

City of North Pole (kathy@northpolealaska.com)
Fairbanks North Star Borough (pphillips@co.fairbanks.ak.us)

Taco Azteca, Inc. dba Taco Azteca Mexican Restaurant – License #4905

☐ New Application ☒ Transfer of Ownership ☐ Transfer of Location
☒ Restaurant Designation Permit ☒ DBA Name Change

We have received an application for the above listed licenses (see attached application documents) within your jurisdiction. This is the notice as required under AS 04.11.520. Additional information concerning filing a "protest" by a local governing body under AS 04.11.480 is included in this letter.

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is "arbitrary, capricious and unreasonable". Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the proposed premises and no variance of the regulation or ordinance has been approved, please notify us and provide a certified copy of the regulation or ordinance if you have not previously done so.

Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind in responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information please refer to 3 AAC 304.145, Local Governing Body Protest.

Note: Applications applied for under AS 04.11.400(g), 3 AAC 304.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.

SHIRLEY A. COTÉ
Director



Maxine Andrews
Business Registration Examiner
Direct line: 907-263-5922
Email: maxine.andrews@alaska.gov

State of Alaska
Alcoholic Beverage Control Board

Date of Notice: August 23, 2013

Application Type: **NEW**_____

☒ **TRANSFER**
☒ Ownership
____ Location
☒ Name Change

Governing Body: **City of North Pole (kathy@northpolealaska.com)**
Fairbanks North Star Borough (pPhillips@co.fairbanks.ak.us)

Community Councils: None

License #: 4905
License Type: Restaurant / Eating Place
D.B.A.: Taco Azteca Mexican Restaurant
Licensee/Applicant: Taco Azteca Inc.
Physical Location: 101 Santa Claus Lane, North Pole
Mail Address: PO Box 74708
Fairbanks, AK
Telephone #: 907-350-6047
EIN: 26-1881950

Corp/LLC Agent:	Address	Phone	Date and State of Incorporation	Good standing?
Taco Azteca Inc.	PO Box 74708 Fairbanks, AK 99707	907-350-6047	2/8/2008	Yes

Please note: the Members/Officers/Directors/Shareholders (principals) listed below are the principal members. There may be additional members that we are not aware of because they are not primary members. We have listed all principal members and those who hold at least 10% shares.

Member/Officer/Director:	DOB	Address	Phone	Title/Shares (%)
Wilfredo Gallo	9/29/1978	PO Box 74708 Fairbanks, AK 99707	907-350-6047	President/%100

If **transfer** application, current license information:

License #: 49105
Current D.B.A.: Benny's Grill
Current Licensee: 08 Capital, Inc.
Current Location: same

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is "arbitrary, capricious and unreasonable". Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the proposed premises and no variance of the regulation or ordinance has been approved, please notify us and provide a certified copy of the regulation or ordinance if you have not previously done so.

Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind in responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information please refer to 3 AAC 304.145, Local Governing Body Protest.

Note: Applications applied for under AS 04.11.400(g), 15 AAC 104.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.

Sincerely,
SHIRLEY A. COTÉ
Director

Sincerely,


Maxine Andrews
Business Registration Examiner

10200

Alcoholic Beverage Control Board
2400 Viking Drive
Anchorage, AK 99501

Transfer Liquor License

(907) 263-5900
Fax: (907) 263-5930
<http://commerce.alaska.gov/dnn/abc/Home.aspx>

License is:

☒ Full Year

OR

☐ Seasonal

List Dates of Operation: _____

SECTION A - LICENSE INFORMATION			FEEs
License Year: 2012 - 2013.	License Type: Rest - Eating place	Statute Reference Sec. 04.11.100.	Filing Fee: \$100.00
License #: 4905			Rest. Desig. Permit Fee: (\$50.00) \$ 50.00
Local Governing Body: (City, Borough, or Unorganized) North Pole AK	Community Council Name(s) & Mailing Address: N/A.		Fingerprint: \$ (\$51.50 per person)
Name of Applicant (Corp/LLC/LP/LLP/Individual/Partnership): Taco Azteca Inc.	Doing Business As (Business Name): Taco Azteca Mexican Rest.	Business Telephone Number: 907-350-6047	TOTAL 150.00
Mailing Address: P.O. Box 74708	Street Address or Location of Premises: 101 Santa Claus Lane	Business Fax Number: 907-457-1496	Email Address: bouproast.com
City, State, Zip: Fairbanks AK 99707	North Pole		
SECTION B - TRANSFER INFORMATION			
<input checked="" type="checkbox"/> Regular Transfer <input type="checkbox"/> Transfer with security interest: Any instrument executed under AS 04.11.670 for purposes of applying AS 04.11.360(4)(b) in a later involuntary transfer, must be filed with this Application. Real or personal property conveyed with this transfer must be described. Provide security interest documents. <input type="checkbox"/> Involuntary Transfer. Attach documents which evidence default under AS 04.11.670.		Name and Mailing Address of CURRENT Licensee: 08 Capital Inc. Business Name (dba) BEFORE transfer: Benny's Grill Street Address or Location BEFORE transfer: Same	
SECTION C - PREMISES TO BE LICENSED			
Distance to closest school grounds: .05 (M)	Distance measured under: <input checked="" type="checkbox"/> AS 04.11.410 OR <input type="checkbox"/> Local ordinance No.	<input type="checkbox"/> Premises is GREATER than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. <input type="checkbox"/> Premises is LESS than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. <input checked="" type="checkbox"/> Not applicable	
Distance to closest church: .04 (M)	Distance measured under: <input checked="" type="checkbox"/> AS 04.11.410 OR <input type="checkbox"/> Local ordinance No.		
Premises to be licensed is: <input type="checkbox"/> Proposed building <input checked="" type="checkbox"/> Existing facility <input type="checkbox"/> New building		<input checked="" type="checkbox"/> Plans submitted to Fire Marshall (required for new & proposed buildings) <input checked="" type="checkbox"/> Diagram of premises attached	

10200

Alcoholic Beverage Control Board
2400 Viking Drive
Anchorage, AK 99501

Transfer Liquor License

(907) 263-5900
Fax: (907) 263-5930
<http://commerce.alaska.gov/dna/abc/Home.aspx>

License is: ☒ Full Year OR ☐ Seasonal List Dates of Operation: _____

SECTION A - LICENSE INFORMATION			FEES
License Year: 2012 - 2013.	License Type: Rest - Eating place	Statute Reference Sec. 04.11. 100.	Filing Fee: \$100.00
License #: 4905			Rest. Desig. Permit Fee: (\$50.00) \$ 50
Local Governing Body: (City, Borough or Unorganized) North Pole AK		Community Council Name(s) & Mailing Address: N/A.	Fingerprint: \$ (\$51.50 per person)
Name of Applicant (Corp/LLC/LP/Individual/Partnership): Taco Azteca Inc.		Doing Business As (Business Name): Taco Azteca Mex & Mexican Rest.	TOTAL 150⁰⁰
Mailing Address: 10 Box 74708		Business Telephone Number: 907-350-6047	Fax Number: 907-457-1496
City, State, Zip: Fairbanks AK 99707		Street Address or Location of Premises: 101 Santa Claus Lane North Pole	Email Address: boxprost.com
SECTION B - TRANSFER INFORMATION			
<input checked="" type="checkbox"/> Regular Transfer <input type="checkbox"/> Transfer with security interest: Any instrument executed under AS 04.11.670 for purposes of applying AS 04.11.360(4)(b) in a later involuntary transfer, must be filed with this Application. Real or personal property conveyed with this transfer must be described. Provide security interest documents. <input type="checkbox"/> Involuntary Transfer. Attach documents which evidence default under AS 04.11.670.		Name and Mailing Address of CURRENT Licensee: 08 Capital Inc. Business Name (dba) BEFORE transfer: Benny's Grill Street Address or Location BEFORE transfer: Same	
SECTION C - PREMISES TO BE LICENSED			
Distance to closest school grounds: .05 (M)	Distance measured under: <input checked="" type="checkbox"/> AS 04.11.410 OR <input type="checkbox"/> Local ordinance No.	<input type="checkbox"/> Premises is GREATER than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. <input type="checkbox"/> Premises is LESS than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. <input checked="" type="checkbox"/> Not applicable	
Distance to closest church: .04 (M)	Distance measured under: <input checked="" type="checkbox"/> AS 04.11.410 OR <input type="checkbox"/> Local ordinance No.		
Premises to be licensed is: <input type="checkbox"/> Proposed building <input checked="" type="checkbox"/> Existing facility <input type="checkbox"/> New building		<input checked="" type="checkbox"/> Plans submitted to Fire Marshall (required for new & proposed buildings) - See <input checked="" type="checkbox"/> Diagram of premises attached	

Alcoholic Beverage Control Board
2400 Viking Drive
Anchorage, AK 99501

Transfer Liquor License

(907) 263-5900
Fax: (907) 263-5930
<http://commerce.alaska.gov/dnn/abc>

SECTION D - LICENSEE INFORMATION

1. Does any individual, corporate officer, director, limited liability organization member, manager or partner named in this application have any direct or indirect interest in any other alcoholic beverage business licensed in Alaska or any other state?

☒ Yes ☐ No If Yes, complete the following. Attach additional sheets if necessary.

Name	Name of Business	Type of License	Business Street Address	State
Taco Aztec				
Wilfredo Gallo	Taco Azteca Mex.	Beverage Disp.	3401 Airportway	AK 99709
Taco Azteca Inc.				
Wilfredo Gallo	Gallantino's Ital	Beverage Disp.	1452 S. Cushman	AK 99701
Gallantino's Inc.				

2. Has any individual, corporate officer, director, limited liability organization member, manager or partner named in this application been convicted of a felony, a violation of AS 04, or been convicted as a licensee or manager of licensed premises in another state of the liquor laws of that state?

☐ Yes ☒ No If Yes, attach written explanation.

SECTION E - OWNERSHIP INFORMATION - CORPORATION

Corporations, LLCs, LLPs and LPs must be registered with the Dept. of Community and Economic Development.

Name of Entity (Corporation/LLC/LLP/LP) (or N/A if an individual ownership):		Telephone Number:	Fax Number:
Business Corporation		(907) 350-6047	(907) 457-1496
Corporate Mailing Address:	City:	State:	Zip Code:
P.O. Box 74708	Fairbanks	Alaska	99707
Name, Mailing Address and Telephone Number of Registered Agent:		Date of Incorporation OR Certification with DCED:	State of Incorporation:
Wilfredo Gallo. (907) 350-6047 P.O. Box 74708 FBX AK 99707		2/8/2008	Alaska.
Is the Entity in "Good Standing" with the Alaska Division of Corporations? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, attach written explanation. Your entity must be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.			

Entity Members (Must include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with at least 10%)

Name	Title	%	Home Address & Telephone Number	Work Telephone Number	Date of Birth
Wilfredo Gallo.	President	100%	P.O. Box 74708 FBX AK (907) Cell 350-6047	455-8226	9/29/78

Alcoholic Beverage Control Board
2400 Viking Drive
Anchorage, AK 99501

Transfer Liquor License

(907) 263-5900
Fax: (907) 263-5930
<http://commerce.alaska.gov/dnn/abc/Home.aspx>

NOTE: If you need additional space, please attach a separate sheet.

SECTION F – OWNERSHIP INFORMATION – SOLE PROPRIETORSHIP (INDIVIDUAL OWNER & SPOUSE)

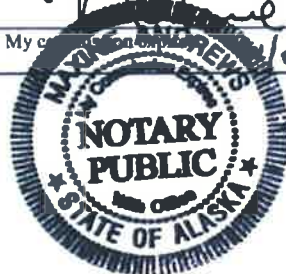
Individual Licensees/Affiliates (The ABC Board defines an "Affiliate" as the spouse or significant other of a licensee. Each Affiliate must be listed.)

Name: Address:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/>	Name: Address:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/>
Home Phone: Work Phone:	Date of Birth:	Home Phone: Work Phone:	Date of Birth:
Name: Address:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/>	Name: Address:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/>
Home Phone: Work Phone:	Date of Birth:	Home Phone: Work Phone:	Date of Birth:

Declaration

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete, and this application is not in violation of any security interest or other contracted obligations.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

Signature of Current Licensee(s) Signature	Signature of Transferee(s) Signature
Signature	Signature
Name & Title (Please Print) X1 BIN Lin	Name & Title (Please Print) Wilfredo Gallo, President
Subscribed and sworn to before me this 13th day of October, 2013	Subscribed and sworn to before me this 12 day of July, 2013
Notary Public in and for the State of Alaska	Notary Public in and for the State of Alaska
My commission expires	My commission expires



TACO AZTECA

MEXICAN RESTAURANT

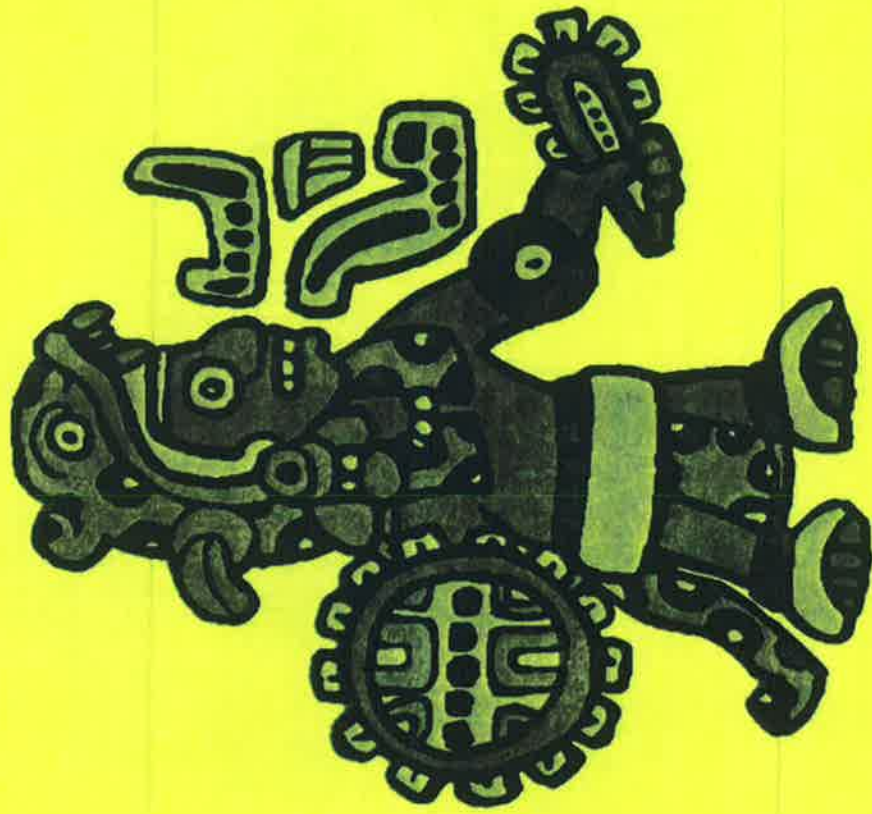
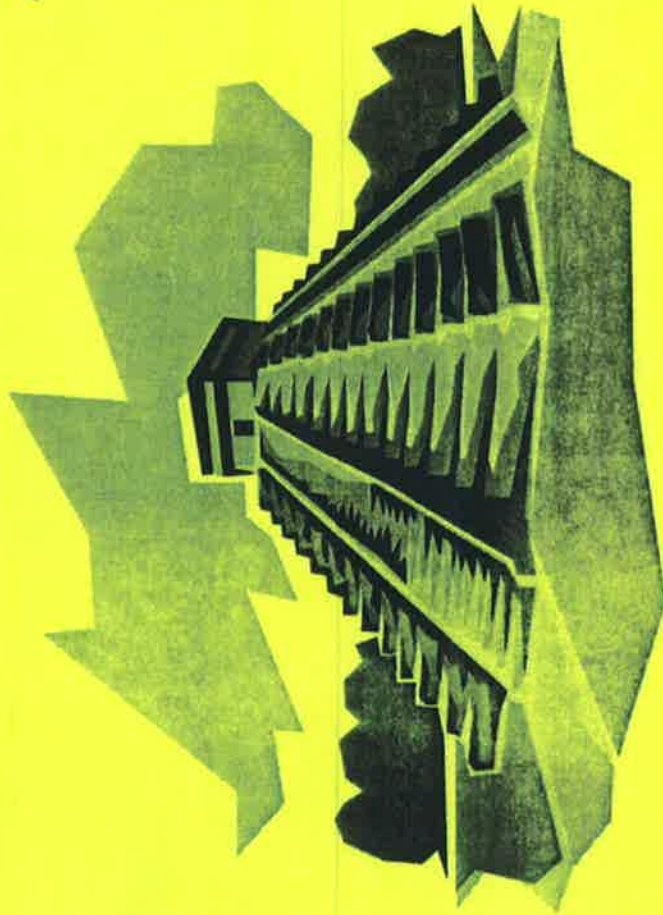
Deserts

• Flan	\$4.75
• Bunuelos	\$4.75
• Fried Ice Cream	\$4.75
• Apple Chimi	\$6.25

Drinks

Pepsi, Diet Pepsi, Mountain Dew, Sierra Mist, Root Beer	\$2.25
Lemonade, Raspberry Iced Tea, Iced Tea, Horchala	\$2.50

AUG 22 '13 PM 2:24



Always Fresh, Fast & Affordable!
Come on in!

Appetizers

• Arteca Nachos	\$9.25
Chips topped with beans, beef or chicken, lettuce, tomato sauce & guacamole	
• Queso Dip	\$8.50
• Nachos	\$7.25
Chips topped with melted cheese	
• Quesadillas	\$8.25
Beef and cheese or chicken and cheese	
• Quesadillas	\$6.75
Cheese (No meat)	
• Bean Dip	\$6.75

Ala Carte

	One	Two
• Arteca Tacos	\$3.75	\$7.25
Azada, chicken, lengua, or chili verde		
• Enchiladas	\$3.75	\$7.25
Beef, chicken or cheese		
• Tacos, Crisp or Soft	\$3.75	\$6.75
Beef or chicken		
• Small Burritos	\$3.75	\$7.25
Bean, beef or chicken		
• Flautas	\$8.75	

House Specials

• Dinners	\$10.25
Azada, chicken, chili verde, shrimp or lengua. Comes with rice, beans, & tortilla shell	
• Tortas (Mexican Sandwich)	\$9.95
Choice of chicken, azada, or lengua	
• Chimichangas	\$10.25
Choice of chicken, beef, or chili verde topped with guacamole & sour cream	
• Gorditas	\$7.75
Choice of chicken, steak or lengua, topped with lettuce & hot sauce	
• Deluxe Tostada	\$8.25
Beef or chicken topped with lettuce, tomato sauce, cheese, sour cream & guacamole	
• Arteca Tostada	\$9.25
Flour tortilla bowl filled with beans, chicken or beef, plus lettuce, tomato sauce & sour cream	
• Fish Tacos	Two \$6.75 Four \$10.25

Sides

Rice	Chicken	\$7.50
Beans	Beef	\$7.50
Rice & Beans	*Guacamole	\$3.25
Jalapenos	*Salsa	\$5.75
Shrimp	*Chips	\$2.25

Combinations

	One	Two
• Arteca Tacos	\$8.95	\$9.95
Azada, chicken, lengua or chili verde topped with onions, cilantro & hot sauce		
• Soft Taco or Crispy Taco	\$8.95	\$9.95
• Small Burritos	\$8.95	\$9.95
Bean, beef or chicken		
• Enchiladas	\$8.95	\$9.95
Beef, chicken or cheese		

Burritos

	Ala Combo
• Deluxe Burrito	\$8.25
Choice of chicken, beef or chili verde topped with lettuce, cheese & sour cream	
• Veggie Burrito	\$7.75
• Arteca Burrito	\$10.25
Choice of chicken, azada, or chili verde. Comes with onions, cilantro, hot sauce, guacamole, sour cream, rice and beans	
• California Burrito	\$10.50
Comes with rice, beans, azada, pico de gallo sauce & guacamole - it's a dry burrito	
• Burrito Arteca Grande	\$16.75
Chicken, beef, pork, beans, rice, cheese, pico de gallo sauce, guacamole and sour cream	
- All except the sink!	

Soups and Salads

• Bowl of Chicken Soup	\$7.75
Side of onions, tomatoes and chips	
• Mexican Soup	\$7.25
Beef honey comb	
• Taco Salad	\$8.50
Beef or chicken on a bed of lettuce, topped with chips, tomato sauce, cheese & tomatoes	
• Garden Salad	\$6.25
Bed of lettuce topped with pico de gallo sauce & cheese	
• Shrimp Salad	\$9.95
Bed of lettuce, fresh lime topped with shrimp, pico de gallo sauce, cheese & tomatoes	

Seafood

• Shrimp Cocktail	\$9.95
• Seafood Cocktail	\$9.95
• Ceviche	\$9.75

STATE OF ALASKA
ALCOHOL BEVERAGE CONTROL BOARD
Licensed Premises Diagram

INSTRUCTIONS: Draw a detailed floor plan of your present or proposed licensed premises on the graph below; show all entrances and exits, and all fixtures such as tables, booths, games, counters, bars, coolers, stages, etc

DBA: TACO Azteca Mexican Restaurant

PREMISES LOCATION: 101 Santa Claus Lane North Pole

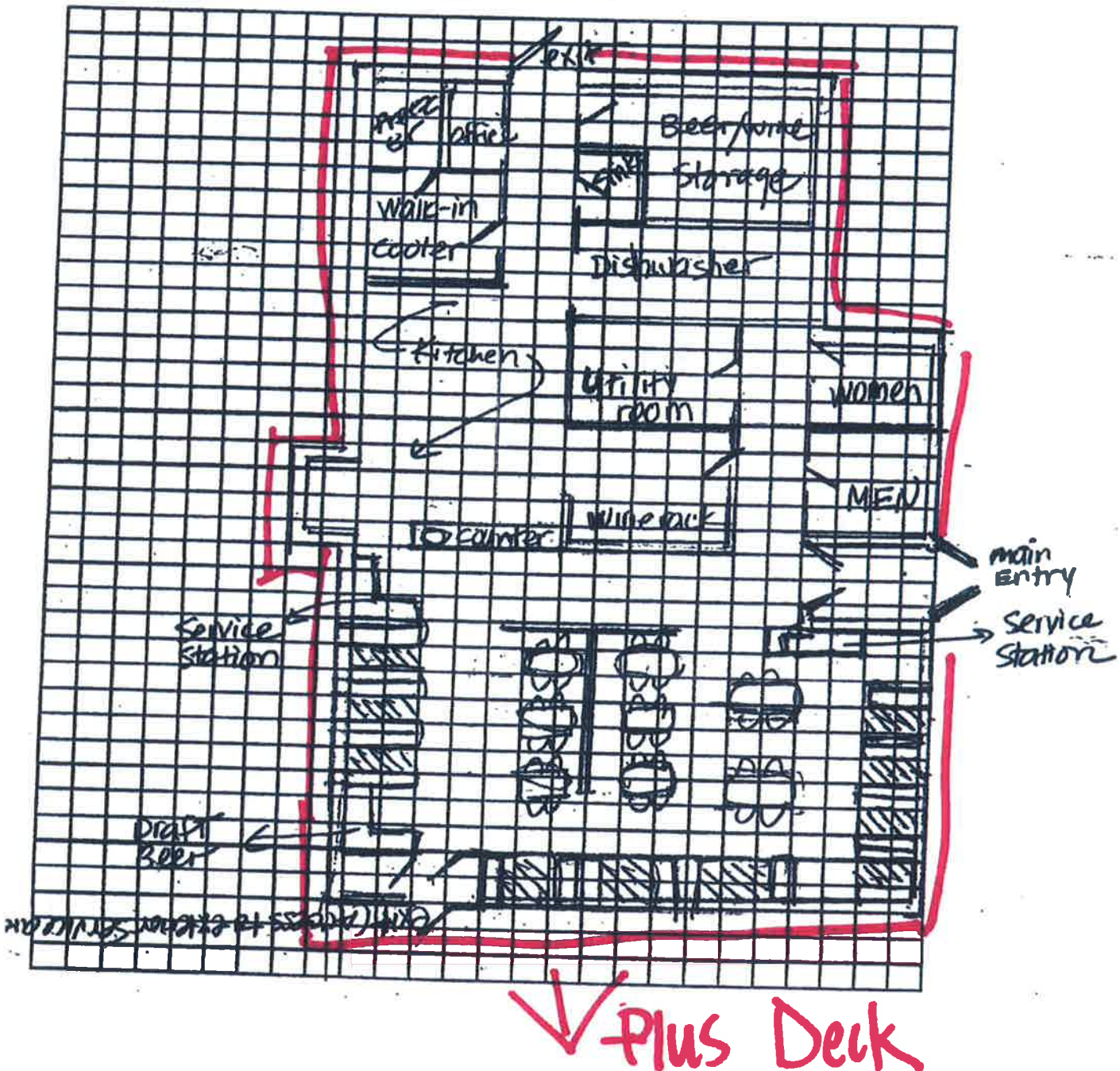
Indicate scale by x after appropriate statement or show length and width of premises. 1 SQ. = 4 FT.

SCALE A: 1 SQ. = 1 F

SCALE B: 1 SQ. = 4 FT

Length and width of premises in feet:

Outline the area to be designated for sale, service, storage, and consumption of alcoholic beverages in red.
DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.



STATE OF ALASKA
ALCOHOL BEVERAGE CONTROL BOARD
Licensed Premises Diagram

INSTRUCTIONS: Draw a detailed floor plan of your present or proposed licensed premises on the graph below; show all entrances and exits, and all fixtures such as tables, booths, games, counters, bars, coolers,

DBA: Taco Azteca Mexican Restaurant

PREMISES LOCATION: 101 Santa Claus Lane North Pole

Indicate scale by x after appropriate statement or show length and width of premises.

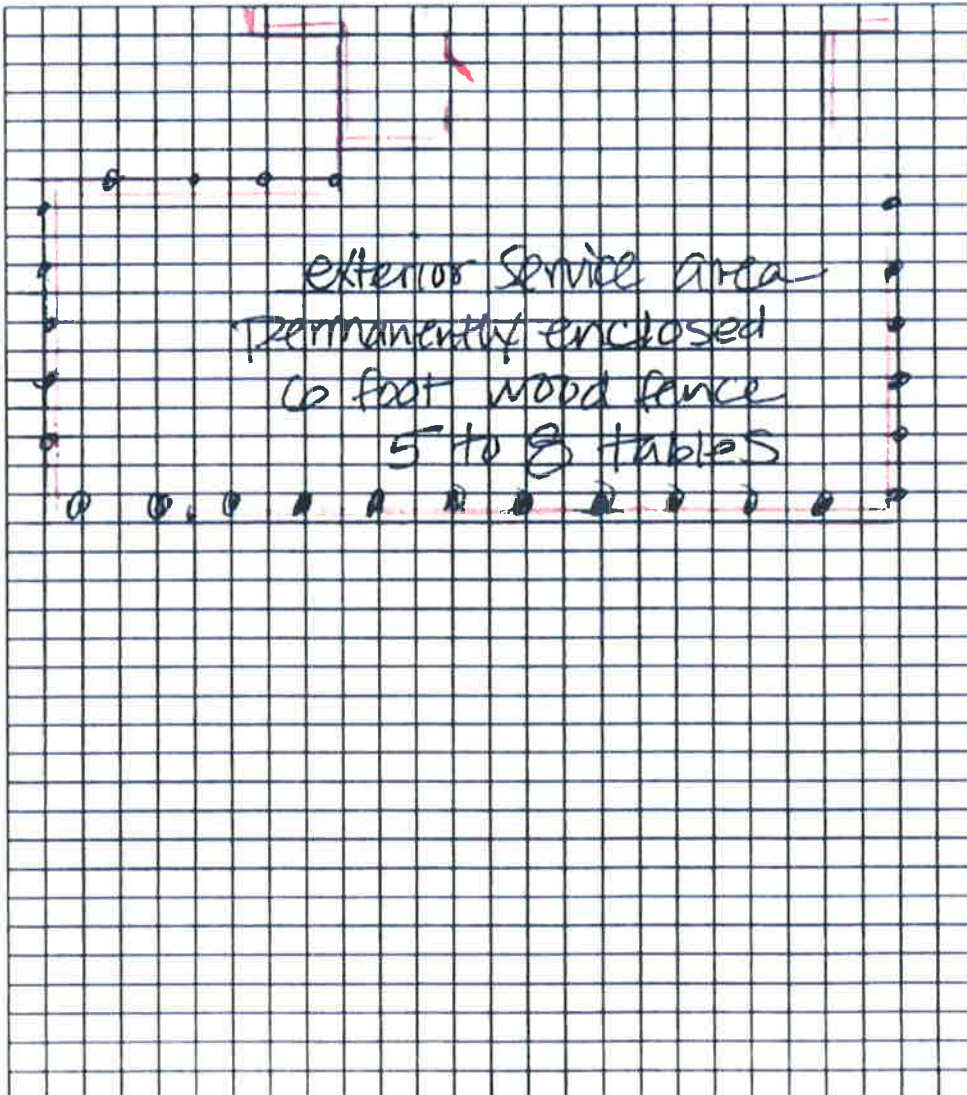
SCALE A: _____ 1 SQ. = 1ft

SCALE B: X 1SQ. = 4ft

Length and width of premises in feet:

Outline the area to be designated for sale, service, storage, and consumption of alcoholic beverages;
DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.

Deck





STATE OF ALASKA
ALCOHOLIC BEVERAGE CONTROL BOARD
APPLICATION FOR RESTAURANT DESIGNATION PERMIT - AS 04.16.049 & 5 AAC 304.715-714
FEE: \$95.00

The granting of this permit allows access of persons under 21 years of age to designated licensed premises for purposes of dining, and persons under the age of 20 for employment. If for employment, please state in detail, how the person will be employed, duties, etc.

This application is for designation of premises where: (please mark desired items).

- 1 ☒ Under 5 AAC 304.305 Home style restaurant/eating place. License Number 4905
 2 ☒ Persons age 16 to 20 may dine unaccompanied.
 3 ☒ Persons under 16 may dine accompanied by a person 21 years or older.
 4 ☒ Persons between 16 and 20 years of age may be employed. *(See note below).

LICENSEE: Taco Azteca Inc.

D/B/A: Taco Azteca Mexican Restaurant

ADDRESS: 101 Santa Clause Lane Northpole

1. Hours of Operation: 11:00am to 10:00pm Telephone #: 907-350-6047

2. Have police ever been called to your premises by you or anyone else for any reason: ☐ Yes ☒ No
 If yes, date(s) and explanation(s).

3. * Duties of employment: dish washing, bus tables

4. Are video games available to the public on your premises? no

5. Do you provide entertainment: ☐ Yes ☒ No If yes, describe.

6. How is food served? ☒ Table Service ☐ Buffet Service ☐ Counter Service ☐ Other*

7. Is the owner, manager, or assistant manager always present during business hours? ☒ Yes ☐ No

*** A MENU AND A DETAILED LICENSED PREMISE DIAGRAM MUST ACCOMPANY THIS APPLICATION ***

I have read and am familiar with Title 4 of the Alaska statutes and its regulations.

Applicant signature

Subscribed and sworn to before me this

23rd day of August 2013

Kelly Buchanan
 Notary Public in and for Alaska

My Commission expires 04/12/2016

Local Governing Body Approval

Date:

Director, ABC Board

Date:

*Employees 16 and 17 years of age must have a valid work permit and a letter maintained in your files from a parent or guardian authorizing employment at your establishment.
 ** If more space is required, to explain food service, entertainment, etc., please add on back or attach additional page(s).

Update: 8/18/2013

ABC Board
 2400 Viking Drive
 Anchorage AK 99507

Phone: 907-263-8800
 Fax: 907-263-8830

Kalen Middleton
1801 Mount Wrangell Street
North Pole, Alaska 99705

July 15, 2013

North Pole City Council
125 Snowman Lane
North Pole, Alaska 99705

RE: Request for Tuition Reimbursement

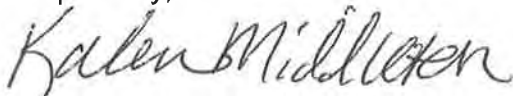
Dear Council Member:

My name is Kalen Middleton, Administrative Assistant of the North Pole Fire Department. I have been with the city for 5 ½ years. I am writing to request tuition reimbursement for Elementary Algebra completed at UAF in May of this year. To do my job better, this year I decided I needed to improve my math skills. I enrolled in and completed the Elementary Algebra night class at UAF.

Successful completion of Elementary Algebra impacts my job performance and is a benefit to the city and its tax payers. The math class not only greatly improved my math skills; it improved my overall thinking and problem solving skills. Daily duties that exercise these skills include, but are not limited to, handling money from the public, completing biweekly ambulance billing for the city, support to the Fire Chief in drafting our yearly budget, calculating expenditures vs. budgeted amounts, tracking moneys billed for services taken in from renting our training annex classroom. I now more quickly and thoroughly can perform all my job tasks, and I can take on more.

I would like to thank you for your time and consideration, if you have any questions, please feel free to contact me at 488-0444 or email at kmiddleton@northpolefire.org

Respectfully,

A handwritten signature in cursive script that reads "Kalen Middleton".

Kalen Middleton
Administrative Assistant

Attachments:(2) Final class grade and receipt for tuition

Memo



To: Chief Lane
From: Kalen Middleton
Date: December 17, 2012
Re: Request to take a math class at UAF

Chief Lane,

I am asking the North Pole Fire Department to approve my request to take Elementary Algebra a UAF that starts in January 2013.

This semester long course will prepare students for the Intermediate Algebra course, the next in the algebra sequence. Topics covered will include: evaluating and simplifying algebraic expressions, solving first degree equations and inequalities, integer exponents, polynomials, factoring, rational expressions, equations and graphs of lines. The format will involve lecture, cooperative small group interaction, practice on daily homework, and an emphasis on application problems.

I would like to attend this college level course on my own time to improve my math solving skills, as well as general problem solving skills. Given the opportunity to complete this course would allow me to take one more job tasks in the future.

Registration is open and class fees are listed below:

DEV F060 Elementary Algebra
3 Credit course, \$165/credit = \$495

Thank you for your consideration Chief Lane, I look forward to hearing back from you as soon as it is convenient. If you have any questions, please let me know.

Respectfully,

A handwritten signature in black ink, appearing to read "Kalen Middleton".

Kalen Middleton

Administrative Assistant

30695270 Kalen R. Middleton
 Spring Semester 2013
 Jul 15, 2013 09:51 am

Final Grades

Student Information

Current Program

Associate of Arts

Level: Undergraduate - UAF
Program: UAF Coll Rural & CDev AA - CTC
Admit Term: Spring Semester 2013
Admit Type: Readmitted Student
Catalog Term: Spring Semester 2013
College: UAF Coll of Rural & Comm Devlp
Campus: UAF - Community & Tech College
Major and Department: General Program, TVC Academic Programs
Academic Standing: Good Standing

Undergraduate - UAF Course work

CRN	Subject	Course	Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA Hours	Quality Points
34272	DEVM	F060	TF1	Elementary Algebra	UAF - Fairbanks Campus	A	3.000	3.000	3.000	12.00

Undergraduate - UAF Summary


	Attempted	Earned	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	12.00	4.00
Cumulative:	7.500	4.500	6.500	13.50	2.07
Transfer:	0.000	0.000	0.000	0.00	0.00
Overall:	7.500	4.500	6.500	13.50	2.07


Select Another Term

RELEASE: 8.4

30695270 Kalen R. Middleton
Jul 16, 2013 12:52 pm

Account Detail for Term

 Your current 1098T delivery option is to receive a hard-copy in the mail. 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).

The University of Alaska has implemented a new payment system. 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

PAY NOW

201301 Spring Semester 2013 Term Detail

Detail Code	Description	Charge	Payment Balance
YNC	UA Network Charge-Y	\$9.00	
YTTF	Army Lower Level Tuition	\$495.00	
FWEB	Fbks Web Credit Card Payment	\$504.00	
	Net Term Balance		\$0.00
	Net Balance for Other Terms:		\$0.00
	Account Balance:		\$0.00
	Current Amount Due:		\$0.00

 The **Current Amount Due** balance may include charges for a prior term(s) which may have different payment deadlines. Please query the prior term.



No Authorized Financial Aid exists on your record for the selected term.

Authorized Financial Aid as of Jul 16, 2013

Account Balance net of Authorized Financial Aid: \$0.00

Current Due net of Authorized Financial Aid: \$0.00

RELEASE: 8.5



BOARD OF DIRECTORS

PAUL BROWN

SANTA CLAUS HOUSE



WES MADDEN

WES MADDEN REAL ESTATE



KAREN LIDSTER



PHIL COCHRANE

BP EXPLORATION (ALASKA) INC.



JIM JOHNSEN

ALASKA COMMUNICATION SYSTEMS



RAVEN RIDDLE

WELLS FARGO BANK



KATHERINE HOOD

HOOD AGENCY



EX-OFFICIO

BRYCE WARD

NORTH POLE CITY MAYOR

EXECUTIVE DIRECTOR

NADINE WINTERS

(907) 590-0024

NADINE@ACSalaska.NET



PO Box 55872

NORTH POLE, ALASKA 99705

PHONE: (907) 488-4558

FAX: (907) 488-3665

WWW.NPEDC.COM

North Pole

ECONOMIC DEVELOPMENT CORPORATION

August 19, 2013

Mayor Bryce Ward & North Pole City Council Members

125 Snowman Lane

North Pole, AK 99705

RE: NPEDC 1st Quarter Bed Tax Request

Dear Mayor Ward and Council Members,

Pursuant to North Pole City Ordinance 4.09, North Pole Economic Development Corporation is providing an overview of 1st quarter 2013 activities.

We continue to represent the North Pole community on a local, regional and statewide level in furtherance of our goal of encouraging and fostering responsible economic development in the North Pole area. Towards that end, staff and board members participated in and collaborated with other economic development entities within the FNSB and the state – Fairbanks Regional Economic Partnership, the Economic Opportunity Task Force, Fairbanks Economic Development Corporation, Anchorage Economic Development Corporation, and the Support Industry Alliance. Partnerships with other economic development organizations provide access to data and trends NPEDC wouldn't otherwise have available.

Activities in the first quarter of 2013 were largely focused on final preparations and conducting the International Federation of Sleddog Sports (IFSS) 2013 Winter World Championships. With the generous support of public and private entities, NPEDC was able to host a successful event that brought racers, their families, their handlers and their dogs for three weeks of racing, generating an estimated \$1,000,000 economic impact.

IFSS WCh events started in North Pole on February 26th with the Junior North American held in North Pole, a first for our community. We had international, national, and local teams participate in the event. Events continued with the March 1st world championship races with women's and men's 2 dog skijoring competitions and the 4 dog, 6 dog and 8 dog mushing races. On March 3rd, there was a 4 dog mass start event with twenty competitors leaving the start line at the same time, another first for the Interior mushing community and North Pole. This was followed by four days of Nordic skijoring races in Salcha,

whose trails were deemed to be among the best in the country. The races were accompanied by special social and awards events at various venues in North Pole and Fairbanks that were attended by racers, their families and their handlers.

Competitors from 13 countries attended the IFSS WCh. Represented in this year's events were competitors from Australia, Canada, Finland, France, Germany, the Netherlands, New Zealand, Norway, Russian, South Korea, Spain, Sweden and the United States. There were more than 120 competitors; many of them racing more than one event. Accompanying the racers was a couple hundred support crew and families (not to mention 500 dogs). The 19 days of racing activities culminated with eight IFSS mushers racing in the Open North American March 15-17. As a result of NPEDC's efforts with IFSS, the Fairbanks Convention and Visitors Bureau awarded NPEDC the 2013 Raven Award for its outstanding contribution to winter tourism in the Interior.

Please consider this our request for disbursement of NPEDC's portion of bed tax funds collected by the City of North Pole during the first quarter of 2013. As always, we appreciate the mayor's and council's continued support of NPEDC. Please do not hesitate to contact me or any board member with thoughts or suggestions.

Respectfully,



Nadine Winters

Executive Director

North Pole Economic Development Corp.
Profit & Loss
 January through March 2013

	Jan - Mar 13
Ordinary Income/Expense	
Income	
2000 - Ordinary Income	
2040 - Sponsorships	92,420.00
2050 - Donations	
2051 In-Kind Donations	2,535.00
2050 - Donations - Other	75.00
Total 2050 - Donations	2,610.00
2060 - Program Income	250.00
2065 - Sales	5,507.03
Total 2000 - Ordinary Income	100,787.03
Other Types of Income	
Miscellaneous Revenue	9,204.85
Total Other Types of Income	9,204.85
Program Income	
Program Service Fees	500.00
Total Program Income	500.00
Total Income	110,491.88
Cost of Goods Sold	
2500 - Cost of Goods Sold	8,867.42
Total COGS	8,867.42
Gross Profit	101,624.46
Expense	
3000 - Administration	
3010 - Executive Director	5,000.00
3030 - Vehicle & Mileage Reimb.	1,000.00
Total 3000 - Administration	6,000.00
4000 - Operations	
4020 - Office Supplies	424.21
4030 - Dues & Subscriptions	250.00
4200 - Insurance	847.00
Total 4000 - Operations	1,521.21
4100 - Travel & Entertainment	
4140 - Parking Fees	15.00
4160 - Meals & Entertainment	1,768.23
Total 4100 - Travel & Entertainment	1,783.23
5000 - Facilities & Equipment	
5010 - Rent	1,000.00
5030 - Repair & Maintenance	426.48
Total 5000 - Facilities & Equipment	1,426.48
5100 - Utilities	
5110 - Electricity	100.00
5130 - Phones & Internet	910.40
Total 5100 - Utilities	1,010.40
6100 - Events	
6110 - Catering	5,297.08
Gas	1,942.57
6100 - Events - Other	25,101.66
Total 6100 - Events	32,341.31

5:06 PM
08/21/13
Accrual Basis

North Pole Economic Development Corp.
Profit & Loss
January through March 2013

	Jan - Mar 13
6200 - Programs	
6220 - Beautification Projects	3,290.00
6200 - Programs - Other	3,500.00
Total 6200 - Programs	6,790.00
Awards and Grants	12,150.00
Contract Services	
Outside Contract Services	2,535.00
Total Contract Services	2,535.00
Operations	
Banking Service Charges	35.00
Printing and Copying	1,202.57
Supplies	438.40
Telephone, Telecommunications	54.04
Total Operations	1,730.01
Other Types of Expenses	
Advertising Expenses	
Website	3,300.00
Advertising Expenses - Other	1,989.61
Total Advertising Expenses	5,289.61
Memberships and Dues	-250.00
Total Other Types of Expenses	5,039.61
Payroll Expenses	
FICA	702.15
Gross Wages	11,325.00
Med	164.22
SUTA	414.50
Payroll Expenses - Other	57.59
Total Payroll Expenses	12,663.46
Pending	-1,950.00
Travel and Meetings	
Conference, Convention, Meeting	50.00
Travel	2,442.61
Total Travel and Meetings	2,492.61
Total Expense	85,533.32
Net Ordinary Income	16,091.14
Net Income	16,091.14



BOARD OF DIRECTORS

PAUL BROWN

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WES MADDEN

WES MADDEN REAL ESTATE



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NORTH POLE CITY MAYOR

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PO Box 55872

NORTH POLE, ALASKA 99705

PHONE: (907) 488-4558

FAX: (907) 488-3665

WWW.NPEDC.COM

North Pole

ECONOMIC DEVELOPMENT CORPORATION

August 19, 2013

Mayor Bryce Ward

North Pole City Council Members

125 Snowman Lane

North Pole, AK 99705

RE: NPEDC 2nd Quarter Bed Tax Request

Dear Mayor Ward and Council Members,

Pursuant to North Pole City Ordinance 4.09, an overview of NPEDC second quarter 2013 activities is provided for your review.

We continue to advocate for economic development in our community. This quarter we participated in meetings, forums workshops with the Economic Development CEO group, Fairbanks Economic Development Corporation and others. We participated in the Economic Opportunity Task Force and provided input into the Alaska Science and Technology Plan which was developed through a collaborative effort of the UAF Office of Intellectual Property and Commercialization and the Fairbanks Economic Development Corporation.

In April, NPEDC participated in a two-day training conducted by the International Economic Development Corporation and the University Of Alaska Office Of Economic Development. The training outlined how to create and operate a Business Retention and Expansion (BRE) program. NPEDC is working with the University of Alaska and Fairbanks Economic Development to create a BRE – this program will be vital to job retention and job creation, since existing firms typically create 30-80% of all new jobs in a region (nationally). NPEDC intends to strengthen local BR&E efforts where needed to achieve benefits and synergies through a coordinated approach. This approach will have two core goals. The first is to address unmet needs or issues individual businesses face. Secondly through the interview and data collection process, develop long-term strategies that will help our existing businesses thrive and grow. NPEDC is also working with Anchorage Economic Development Corporation as they too are creating a BR&E program. It is hoped that by coordinating with other economic development organizations, resources can be pooled, and thus extended.

April also saw NPEDC doing follow-up administrative and other tasks associated with the successful completion of the IFSS World Championships.

On May 30th, the Air Force released the draft EIS on Relocating the F-16s from Eielson to JBER. Much of June was spent working with members of the FNSB Mayor's Tiger Team preparing responses for the draft EIS public hearings and coordinating the public response to the draft EIS. By the time the Air Force held public hearings in July, they had already received over 2000 postcards from the residents of the borough objecting to the relocation of the move.

NPEDC appreciates your continued support as we try to develop and facilitate business opportunities that result in sustainable growth, new investment and increased employment for the City of North Pole. If you have suggestions or comments on any of our activities, please do not hesitate to contact me or any of our board members.

Respectfully,

A handwritten signature in blue ink, appearing to read 'N. Winters', with a long, sweeping horizontal line extending to the right.

Nadine Winters

Executive Director

3:54 PM
08/19/13
Accrual Basis

North Pole Economic Development Corp.
Profit & Loss
April through June 2013

	Apr - Jun 13
Ordinary Income/Expense	
Income	
2000 - Ordinary Income	
2040 - Sponsorships	2,500.00
Total 2000 - Ordinary Income	2,500.00
Other Types of Income	
Miscellaneous Revenue	3,732.88
Total Other Types of Income	3,732.88
Total Income	6,232.88
Cost of Goods Sold	
2500 - Cost of Goods Sold	568.00
Total COGS	568.00
Gross Profit	5,664.88
Expense	
3000 - Administration	
3010 - Executive Director	7,500.00
3020 - Administrative Support	2,500.00
3030 - Vehicle & Mileage Reimb.	2,000.00
3000 - Administration - Other	0.00
Total 3000 - Administration	12,000.00
4000 - Operations	
4010 - Office Expense	250.00
4020 - Office Supplies	347.66
4200 - Insurance	1,809.00
Total 4000 - Operations	2,406.66
4100 - Travel & Entertainment	
4140 - Parking Fees	15.00
4150 - Registration Fees	525.00
4160 - Meals & Entertainment	245.75
Total 4100 - Travel & Entertainment	785.75
5000 - Facilities & Equipment	
5010 - Rent	1,550.00
Total 5000 - Facilities & Equipment	1,550.00
5100 - Utilities	
5110 - Electricity	150.00
5130 - Phones & Internet	783.96
Total 5100 - Utilities	933.96
6000 - Marketing & Outreach	
6010 - Advertising	2,150.00
6040 - Donations & Sponsorships	1,000.00
6000 - Marketing & Outreach - Other	92.92
Total 6000 - Marketing & Outreach	3,242.92
6100 - Events	
Gas	6.93
6100 - Events - Other	6,104.22
Total 6100 - Events	6,111.15
6200 - Programs	
6220 - Beautification Projects	1,911.00
6200 - Programs - Other	3,675.34
Total 6200 - Programs	5,586.34
Awards and Grants	1,200.00

3:54 PM
08/19/13
Accrual Basis

North Pole Economic Development Corp.
Profit & Loss
April through June 2013

	Apr - Jun 13
Business Expenses	
Business Registration Fees	88.10
Total Business Expenses	88.10
Facilities and Equipment	
Rent, Parking, Utilities	500.00
Total Facilities and Equipment	500.00
Operations	
Postage, Mailing Service	13.75
Telephone, Telecommunications	372.22
Total Operations	385.97
Other Types of Expenses	
Advertising Expenses	
Website	500.00
Advertising Expenses - Other	2,203.00
Total Advertising Expenses	2,703.00
Insurance - Workers Compensatio	1,038.00
Reimbursable Expenses	403.00
Total Other Types of Expenses	4,144.00
Payroll Expenses	
FICA	99.20
Gross Wages	1,600.00
Med	23.20
SUTA	65.76
Payroll Expenses - Other	0.00
Total Payroll Expenses	1,788.16
Pending	-256.72
Travel and Meetings	
Conference, Convention, Meeting	2,960.00
Travel	824.65
Total Travel and Meetings	3,784.65
Total Expense	44,250.94
Net Ordinary Income	-38,586.06
Net Income	-38,586.06

125 Snowman Lane
North Pole, AK 99705
P: 907-488-8583
F: 907-488-3002
C: 907-388-2728
Email: Kathy@northpolealaska.com

**City of North Pole
Office of the City Clerk/HR Mgr**

Memo

To: North Pole City Council
From: Kathy Weber
Date: 8/29/2013
Re: 2013 City Surplus Items

Attached is the list of items presented to the city council for approval to be sold at the City Surplus Sale. This year we have registered with Public Surplus, an online auction house which is now serving the State of Alaska, Fairbanks North Star Borough, Wasilla, Palmer, Unalaska, and the Matanuska-Susitna Borough.

These communities have found that this is a much better way to deal with surplus items and to receive more cash from assets that they no longer need or are replacing with newer models. This also allows the City departments to surplus their items throughout the year without having to take up precious space to store items in the winter months or to wait until the City has enough items to merit a sale.

Property will be posted to the online auction, with pictures, and will be available for viewing upon request. No warranty is made as to the operation or condition of the items. All items are sold strictly on an "as is, where is" basis.

We are looking forward to this process and are confident that this will be a smooth transition that will be beneficial to the public and the City of North Pole.

AUCTION 2013 (Police Dept)

<u>QTY</u>	<u>ITEM</u>
1	ACER Monitor Model AL1714b
2	2004 Samsung Monitor SyncMaster 713V
1	Epson Scanner GT-1500
1	2008 Samsung Monitor SyncMaster 2233SW
1	2008 Samsung Monitor SyncMaster 932BW
1	Fantom Drives DVD Multi Recorder
1	Pacific Digital DVD Recorder
1	Minolta 35MM Camera with flash & case
1	Metal Target
1	Varda Silent Alarm & Accessories Model S150BE
1	Chiefmaster BBQ Toolset with case
1	Kwikset Security Demonstration Kit
1	Visioneer OneTouch Scanner Model 9420USB
1 Box	Box of VHS tapes, Disks, Cassette Tapes
9	AirLink 101 Wireless Routers (sold individually)
1	Sony Cassette Recorder Model TCM-323
1	Sony Cassette Recorder Model TCM-20DV
1	GE Micro Cassette Recorder Model 3-5371
1	Samsung Desktop Printer Model ML-2150
1	AOC LCD Monitor
1	Sony CD/DVD Player with remote Model DVP-NS45P
1	Sensory Science Dual VCR Model DDV2110
1 Box	Box of electronics, cables

Photos

- 1 Portable GoLight
- 1 Plextor CDRW Drive Model PX-W4012TU
- 1 PYRO 1394DV Firewall (NIB)
- 1 Bag Bag of used baseballs (13 count)
- 2 Boxes Leather Belts & Accessories
- 3 Boxes Bowling Pins (10 per box)
- 1 ASUS Hard Drive
- 1 LG Hard Drive
- 1 14K Diamond Ring (Appraised \$2,500) Minimum bid: \$ ~~1,250~~

2500
JH

Auction 2013 (Police Dept-Terri) No Photos

[illegible]



North Pole Fire Department

125 Snowman Lane - North Pole, Alaska 99705

Phone: 907.488.2232 Fax: 907.488.3747

Memo

To: Mayor Ward
From: Chief Lane
Date: 8/28/2014
Re: Plat Form purchase

Mr. Mayor,

I am requesting the City Council approve the purchase of a new 100' rear mount Aerial Ladder Plat Form. Four bids were received after a four week advertisement. The Bid amounts were:

True North Equipment	\$1,105,173.00
Kovatch Mobile Equipment Corp.	\$1,078,296.00
*Smeal Fire Apparatus	\$977,907.00
General Fire Apparatus	\$986,102.00

I recommend that the bid be awarded to Smeal Fire Apparatus for an amount of \$977,907.00. A review of the submitted bid specs shows that all intention of our bid request are met.

Funding sources for this purchase:

2013 State Grant	\$980,000
------------------	-----------

Please let me know if you have any questions.

ADDENDUM #2

Invitation for Bids 100' REARMOUNT AERIAL LADDER FIRE APPARATUS WITH EQUIPMENT

City of North Pole
125 Snowman Lane
North Pole, AK 99705
907-488-2232

General Information

The City of North Pole is releasing this request for bids (RFB) in anticipation to purchase one (1) new and unused 100' Rearmount Aerial Ladder Fire Apparatus with equipment.

Notice to Bidders

Any response not meeting the requirements of the bidding documents shall be considered non-responsive.

Offers made in accordance with the bidding documents must be good and firm for a period of sixty (60) days from the date of bid opening unless otherwise noted.

Bids must be received by ~~Tuesday, August 6, 2013~~ Monday, August 26, 2013 by 1:00 PM, Alaska Standard Time at the North Pole City Hall. It is the sole responsibility of the bidder to see that his/her bid is submitted on time. Any bid received after the scheduled opening time will not be considered and will be held unopened. No responsibility will be attached to any officer or City employee for the premature opening of or failure to open a bid not properly addressed and identified.

The City of North Pole reserves the right to reject any or all bids, to waive any informalities in the procedures, or to cancel the solicitation if it is in the best interest of the City. The City of North Pole shall have the right to reject any bid from a bidder determined by the City, at its discretion, to be not responsible or not qualified to perform the bid specifications. A determination that a bidder is not responsible may be made solely on the basis of previous failure to perform properly or to complete contracts.

If any Addenda are issued pertaining to the bidding documents and subject Addenda are not acknowledged, the bid will be considered non-responsive.

Telegraphic or electronic bids will not be accepted.

Each bid shall be made on the form provided by the City of North Pole or copy thereof and shall be signed by the bidder with signature in full. Each bid shall be enclosed in an envelope and clearly marked **IFB # 13-100' REARMOUNT AERIAL LADDER FIRE APPARATUS SPECIFICATION.**

Any bidder may withdraw, modify, or correct his/her bid after it has been deposited with the City of North Pole. Such requests for withdrawal, modifications, or correction must be received by the City of North Pole in writing or by electronic telecommunication before the time set for opening bids. The original bid, as modified by such written or electronic telecommunications will be considered as the bid

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2013 08 06 09:00

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Email: Kathy@northpolealaska.com

**City of North Pole
Office of the City Clerk/HR Mgr**

Memo

To: North Pole City Council
From: Kathy Weber
Date: 9/5/2013
Re: Legal Review and Re-codification of North Pole Municipal Code

For the past 6 years I have requested funding from the State Legislature, under our Capital Projects, to fund an archival system. The City previously invested \$50,000 in basic archival equipment, which I'll refer to as phase 1. That project moved our archive room from the Fire Department Annex, which was not secured, to a garage bay that was converted to an archival room with security. At that time we also purchased a sliding archival dock along with new filing cabinets.

The City of North Pole has not had a legal review of our entire code since incorporation in 1953. I have included the quote from Code Publishing, Inc. who is currently providing us with the online version of our code. Included are the online options, legal and editorial services from Code Publishing, and formats to choose from.

This is an important and large undertaking and the process will take approximately 4 – 6 months to complete. I encourage the council to approve this expenditure of \$9,400 from the grant funding as this is a vital part of the everyday workings of the City and our legal responsibility to our residents to have a clear and concise municipal code.



code publishing, inc.

**City of North Pole
Cost Quotation Sheet – Recodification**

August 2013

Recodification of the City Code:

Editorial (est. 400 pages, 2-column): 18.00 per page
Supplements during recodification
Graphics, maps, tables, diagrams
Legal review

7,200.00
10.00 per page
Included
2,200.00
9,400.00

Total Recodification:

Printing, Binding and Shipping:

Copies of the code (est. 400 pages)
Binders: D-ring plastic, buckram; expandable post (min. 12)
Tab dividers, custom:
PDF file for in-house printing/archival
Example: 5 copies, D-ring binders, custom tabs: \$475.00

40.00 each
15.00, 61.00; 97.00 ea.
200.00
Included

Optional:

Telephone support
Subscription service
Sample ordinance service

No charge
No charge
No charge

Note: Supplement service and online hosting remain the same.

No "per supplement" charges. No extra charges or higher page rates if printed or electronic supplements are requested more often. All prices are estimates; final invoice is based on actual number of pages. Payments for recodified codes may be stretched over two budget cycles. Please call if any of our services can be modified to better suit the needs of your municipality.

Code Publishing Company
9410 Roosevelt Way NE
Seattle, WA 98115-2844

206.527.6831/800.551.2633
www.codepublishing.com
cpc@codepublishing.com

Online Options

The Best Electronic Features in the Industry at Your Fingertips!

(see <http://www.codepublishing.com/demos/onlineoptions.pdf>)

• A Current, Up-to-Date Online Code 24/7 for the Standard Supplement Price

Online On-Demand (OLOD) – Ordinances codified online in 3 to 5 days. Save countless hours processing record requests and updating unwieldy codebooks. A great way to transition to a paperless code.

Included with webhosting service

Other Standard Features – Robust searching, fastest loading and navigation, links to section cites, synchronized table of contents, mobile/ADA access. No minimum updates, annual editorial fees or per ordinance charges.

• Colorful Code Web Pages That Match Your Website

Custom Interface – Customized look and feel, with banner, menus, colors and photos to match your website.

75/hr setup

See www.codepublishing.com/ca/berkeley; www.codepublishing.com/ca/newportbeach.

• Printing and Saving

Print Doc – Print pages in a clean format.

Included

Print and Save Selections – Save and print non-sequential sections, chapters, and whole titles in MSWord/WordPerfect, HTML, PDF, Kindle, ePub, etc. Great for drafting amendments to the code.

125/yr

Title PDF Files – Print titles from the PDF file from the most recent supplement.

75/yr

• Searching

Advanced Search Options – Use Boolean searching, refine the search with stemming, phonic searching, etc.

Included

Saved Searches – Save a search, including advanced options.

Included

OrdSearch – Click the underlined ordinance number to find all sections where it is codified.

125 setup

Scope Searching – Search one or more titles or documents.

150 setup

• Browsing

Code Locator Bar – Displays the code location in the navigation bar as the code is viewed.

Included

Mobile/ADA/Frameless – Essential for best viewing and quick navigation on iPads and smartphones. Complies with ADA requirements. *Only CPC's format works with links, maps, alerts, and online tools on small screens.*

Included

Archival and Compare Versions – View and search previous versions of the code, with:

Side-by-Side – Compare previous or current sections, OR

600 setup/

Redlined – Compare sections with markup (redlining) of changes.

75 per version

SHARE – Send links to code sections instantly via email, Facebook and Twitter.

125 setup

CodeTips – Hover over section cites to display pop-up text previews.

200 setup

Custom Table Headers – The table header stays viewable as the scrolling table moves.

195 setup

eNotes – Add a "sticky note" to any code section and share with others.

250/yr

• Tracking Ordinances and Updates

OrdAlert – Highlights sections affected by ordinances pending codification with an "Amended" yellow alert in the table of contents and the code. Alerts are hyperlinked to PDFs of new ordinances. PDFs and alerts are removed after codification. No searching for ordinances in a "Pending Ordinances" folder.

75/hour

CodeTrak – Highlights sections containing recently codified ordinances with a "Revised" yellow alert in the table of contents and the code. Alerts are removed when the next supplement is printed. Pairs well with OLOD.

200/yr

• Linking

Municipal Code Sections – From digests and cross references.

Included

Zoning Regulations from GIS maps – From GIS maps to applicable zoning code regulations.

Ask for details

State Codes/Statutes – To sections on the state's website. (Citations must be consistently applied.)

150 setup

Zoning Definitions – Pop-up box displays defined terms. Preferred by planners.

295/year

OrdTrak – From the ordinance table or history note to the original ordinance on your website. Price applies when ordinance filenames are consistent and programmatic (e.g., ord1658.pdf, ord1689.pdf, etc.).

75/hour setup

Uncodified Ordinances – Hosted on your web server or ours; linked to ordinance table.

then 75/year

No charge

• Don't see it here? Call us to learn what our web team can do for you!

Editorial – Codes, Reformats and Supplements

- Code organization
- Legal review
- Supplements
- Editing and proofreading
- Page layout
- Getting started

Code Organization

The standard code organization is based on subject matter, which is more accessible than an alphabetical structure. The expandable decimal numbering system allows for expansions within the code as new ordinances are added. For instance, inserting a new section between 3.04.010 and 3.04.020 (e.g., 3.04.015) is easier than trying to place one between 3-4-1 and 3-4-2. This eliminates inconsistent section numbering. When a reformatted code is renumbered, CPC provides parallel reference tables to original code numbers.

Editing and Proofreading

CPC organizes, proofreads, indexes, and cross-references all material. An internal comparison of ordinances and resolutions identifies discrepancies and typographical errors. After CPC staff proofread the code three times, an editorial report will be sent with the proof copy suggesting changes, additions, or deletions to the code. The municipality may return the proof copy, along with responses to the editorial report, at its convenience.

Legal Review

The code will be carefully reviewed for consistency and accuracy by a licensed attorney experienced in municipal law and trends. Any internal conflict between ordinances and/or code sections will be identified. Each reference to a state statute or regulation, federal law, or administrative code will be verified to insure accuracy and currency. Archaic and obsolete ordinances and sections will be pointed out. State and federal constitutional issues will be identified and provisions which are vague and/or overbroad, which may deny constitutional guarantees, and which are inconsistent with state and federal law will be examined and reported. The municipality will receive a detailed written report, including a thorough analysis and bases for amending or revising ordinances as may be necessary.

Page Layout

CPC arranges text on the page to maximize coverage while remaining readable. This lowers the page count, which reduces expenses for the code, electronic formats, and all future updated pages.

Supplements

CPC provides supplements to the code on a regular schedule determined by the customer, or on demand. Supplements include a preface, statutory references, cross-references, disposition table, and index updates. Insertion guides provide instructions for inserting new pages and removing obsolete ones. Formatting and editorial styles are kept consistent. Printed supplements are delivered within two to six weeks, depending on the quantity and complexity of the ordinances. No annual fees, storage fees, or minimums.

Getting Started

CPC needs a current copy of the code, ordinances, electronic files, and a signed contract from the municipality. The editorial review and proof copy arrive four months after CPC receives all material from the municipality. No startup costs or prepayments.



"I want to thank you for the consistently good service provided by Code Publishing to the City of Livermore.

The supplements are accurate and received in a timely manner. Your staff works directly with our Webmaster in posting our Municipal Code online and they have developed a good and effective relationship. You and your staff are always readily available, helpful and courteous.

We look forward to continuing our partnership with Code Publishing."

Alice Calvert,
City Clerk of Livermore, CA



9410 Roosevelt Way NE
Seattle, WA 98115-2844

206.527.6831
800.551.2633

www.codepublishing.com
cpc@codepublishing.com



Legal and Editorial Services from Code Publishing

Legal Analysis and Review

The legal review applies principles of statutory construction and applicable common law for every state. The review will encompass state and federal constitutional questions, case law conflicts, and court interpretations. The code will be scrutinized for vagueness, fair notice to citizens, free speech infringement, danger of selective enforcement, and equal protection in view of fundamental rights. The attorney will review all sections of the code for consistency, archaic language, and internal conflicts, as well as to ensure accurate references to state statutes. Outdated fees will be noted.

The municipality will receive a detailed written report, including a thorough analysis and basis for amending or revising ordinances as necessary.

Editorial Review and Proofreading

An internal comparison of ordinances and resolutions will identify discrepancies; obsolete or conflicting provisions; duplication of material; awkward, missing or inaccurate language; and typos. Material will be organized, proofread, indexed, and cross-referenced.

An accurate and easily referenced table of contents, cross-reference table and index will be included. Chapters will include section headings. Legislative history notes will be included at the end of each code section, listing each ordinance and passage date affecting the section. Any reorganization will track legislative histories.

Proofreading will be done three times by Code Publishing: first, ensuring ordinance material has been incorporated properly; second, a structural and word-for-word examination; and third, during indexing, for content, duplication and conflicts.

An editorial report will be sent suggesting changes, additions or deletions to the code or ordinance material. Items may be addressed and proof copies may be returned to CPC at the City's convenience.

Chapter 2.30**RULES OF PROCEDURE**

Sections:

- 2.30.010 Rules of order.
- 2.30.020 Order of business.
- 2.30.030 Assembly agenda.
- 2.30.040 The chair, the mayor, the assembly.
- 2.30.050 Teleconferencing.
- 2.30.060 Motions, debate and discussion.
- 2.30.070 Decorum in debate.
- 2.30.080 Point of order and appeal.
- 2.30.090 Suspend the rules – Amend the order of business (agenda).
- 2.30.100 Reconsideration of motions.
- 2.30.110 Renewal of motions.
- 2.30.120 Lay on the table – Take from the table – Postpone indefinitely – Postpone to a certain time (or definitely).
- 2.30.130 Rescind, amend something previously adopted.
- 2.30.140 Reducing motions to writing.
- 2.30.150 Division of the question – Division of the assembly (roll-call vote).
- 2.30.160 Quorum, vote and abstentions.

2.30.010 Rules of order.

In all matters not covered by this code or the Alaska Statutes, the current edition of Robert's Rules of Order shall govern the assembly in its deliberation. [Ord. 954 § 2, 1995. Prior code § 5.35.005].

2.30.020 Order of business.

At every regular meeting of the assembly, the order of business shall be as follows:

- (a) Call to Order. Pledge of allegiance and roll call.
- (b) Ceremonial Matters. Presentations, proclamations, awards, and guest introductions.
- (c) Citizen Comments. Comments on any topic other than scheduled public hearings.
- (d) Public Hearings – Procedure. Citizens will sign up on a sheet and testify in the order that they sign up. Citizens may present arguments in favor or in opposition; staff report update, if any; close the public portion of the hearing and the assembly deliberates and renders a decision on the matter at hand.

(e) Scheduled Informational Reports and/or Presentations. Reports on construction progress, financial status, presentations of budgets, audits, and reports or planning documents and related items.

(f) Acceptance of claims.

(g) Consent Calendar. Matters listed under the consent calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. Platting or zoning items that are subject to court appeal may not be listed on the consent calendar. If the borough mayor or an assembly member requests discussion, that item will be removed from the consent calendar and will be considered under unfinished business.

(1) Approval of minutes.

(2) Ordinances (and resolutions) for introduction.

(3) Resolutions for adoption.

(4) New business.

(5) Acknowledgment of information and reports.

(h) Unfinished Business. Transferred consent calendar.

(i) New business.

(j) Reports of Committees, Executives, and Administrators.

(1) Manager's report.

(2) Mayor's report and comments.

(3) Committee reports.

(k) Assembly members' comments.

(l) Executive Session – Procedure. Motion is made and voted upon. If adopted, executive session is held. If necessary, action is taken in public session following the executive session. If there is more than one executive session topic, each topic will be handled completely separate from the other.

(m) Adjournment. The meeting must adjourn by 10:00 p.m. unless that deadline is extended to 10:30 p.m. by a motion approved by a majority vote of the assembly members present. Any extension beyond 10:30 p.m. requires a unanimous vote of all assembly members present. If the meeting is not adjourned or extended prior to 10:00 p.m., or such extended time as has been set, the meeting shall automatically recess at that time and shall be reconvened at 5:30 p.m. the following day. [Ord. 1220 § 1, 2002; Ord. 1211 § 1, 2002; Ord. 1132

§ 1, 2000; Ord. 978 § 1, 1995; Ord. 954 § 2, 1995. Prior code § 5.35.010].

2.30.030 Assembly agenda.

(a) Placing Items on the Assembly Agenda. Persons, other than borough staff, wishing to place items on the assembly agenda must submit a written request either:

(1) In the form of a letter stating that “this is a request to be placed on the borough assembly agenda” and explaining in detail what is requested; or

(2) By completing an agenda item request form provided by the borough clerk’s office.

(b) Deadline for Placement on Assembly Agenda. A written request to place an item on the assembly agenda must be received by the borough clerk no later than 5:00 p.m. seven business days prior to a regular assembly meeting. Any item received after the deadline will be scheduled for the next succeeding agenda.

(c) Borough Staff Input and/or Recommendation. The borough clerk shall immediately provide a copy of a written request to place an item on the agenda to the borough manager. The borough manager may provide information or make recommendations, if applicable, and submit such information to the borough clerk no later than 5:00 p.m. on the Wednesday prior to the regular assembly meeting.

(d) Mayor/Assembly – Request. The borough mayor and members of the assembly must comply with subsections (a) and (b) of this section unless:

(1) The assembly member secures the support of at least three other assembly members to initiate an agenda item, in which case borough staff will prepare the necessary agenda item and backup materials;

(2) The borough mayor or assembly member secures the co-sponsorship of a second assembly member in writing and provides the agenda item to the borough clerk no later than 5:00 p.m. on the Wednesday prior to the regular assembly meeting.

Staff recommendations regarding submissions under subsection (d)(2) of this section may be made at the time of the meeting.

(e) Borough Staff Agenda Items. Borough staff shall provide the borough manager with the title for any item to be placed on the assembly’s agenda no later than 12:00 p.m. on the Tuesday prior to the regular assembly meeting. Agenda item support or

backup materials shall be reviewed by the borough manager and delivered to the borough clerk for copying. The borough manager and the borough clerk shall work together to assure the agenda and agenda packets shall be available for pickup or delivery by 3:00 p.m. on the Thursday prior to the regular assembly meeting.

(f) The assembly may, by a majority vote, approve a motion to amend the agenda, to add or delete items from the published agenda during the course of a meeting subject to the limitations in this section; provided, however, that no action item may be added in this manner.

(1) An action item is an item which:

(A) Introduces an ordinance;

(B) Requires an ordinance;

(C) Requires a resolution;

(D) Is a resolution;

(E) Awards a contract (except as provided in subsection (f)(2)(C) of this section);

(F) Expends budgeted funds or authorizes expenditure of budgeted funds in excess of \$10,000; or

(G) Is a matter which, due to its significant or complex nature, requires more extensive public notice.

(2) This provision is intended to allow addition of items which are in the nature of:

(A) Requests or directives that the borough manager, borough clerk or borough attorney investigate and report on an issue;

(B) Internal borough administrative matters including matters relating to the employment and supervision of assembly employees;

(C) Naming of mayoral appointees selected or low bidder for a contract when the fact of the appointment or contract award has appeared on the published agenda and the name(s) of the appointee(s) or recommended choice(s) have been made available at the start of the meeting;

(D) Requests or directs the borough manager, borough clerk or borough attorney to prepare a document or other item for future consideration by the assembly;

(E) Calls an executive session concerning an item which appears on the published agenda or may be added under this subsection;

(F) Is for purposes of receiving information only without making a decision; or

Chapter 2.30**RULES OF PROCEDURE**

Sections:

- 2.30.010 Rules of order.
- 2.30.020 Order of business.
- 2.30.030 Assembly agenda.
- 2.30.040 The chair, the mayor, the assembly.
- 2.30.050 Teleconferencing.
- 2.30.060 Motions, debate and discussion.
- 2.30.070 Decorum in debate.
- 2.30.080 Point of order and appeal.
- 2.30.090 Suspend the rules – Amend the order of business (agenda).
- 2.30.100 Reconsideration of motions.
- 2.30.110 Renewal of motions.
- 2.30.120 Lay on the table – Take from the table – Postpone indefinitely – Postpone to a certain time (or definitely).
- 2.30.130 Rescind, amend something previously adopted.
- 2.30.140 Reducing motions to writing.
- 2.30.150 Division of the question – Division of the assembly (roll-call vote).
- 2.30.160 Quorum, vote and abstentions.

2.30.010 Rules of order.

In all matters not covered by this code or the Alaska Statutes, the current edition of Robert's Rules of Order shall govern the assembly in its deliberation. [Ord. 954 § 2, 1995. Prior code § 5.35.005].

2.30.020 Order of business.

At every regular meeting of the assembly, the order of business shall be as follows:

- (a) Call to Order. Pledge of allegiance and roll call.
- (b) Ceremonial Matters. Presentations, proclamations, awards, and guest introductions.
- (c) Citizen Comments. Comments on any topic other than scheduled public hearings.
- (d) Public Hearings – Procedure. Citizens will sign up on a sheet and testify in the order that they sign up. Citizens may present arguments in favor or in opposition; staff report update, if any; close the public portion of the hearing and the assembly deliberates and renders a decision on the matter at hand.
- (e) Scheduled Informational Reports and/or Presentations. Reports on construction progress, financial status, presentations of budgets, audits, and reports or planning documents and related items.
- (f) Acceptance of claims.
- (g) Consent Calendar. Matters listed under the consent calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. Platting or zoning items that are subject to court appeal may not be listed on the consent calendar. If the borough mayor or an assembly member requests discussion, that item will be removed from the consent calendar and will be considered under unfinished business.

- (1) Approval of minutes.
- (2) Ordinances (and resolutions) for introduction.
- (3) Resolutions for adoption.
- (4) New business.
- (5) Acknowledgment of information and reports.
- (h) Unfinished Business. Transferred consent calendar.
- (i) New business.
- (j) Reports of Committees, Executives, and Administrators.
 - (1) Manager's report.
 - (2) Mayor's report and comments.
 - (3) Committee reports.
- (k) Assembly members' comments.
- (l) Executive Session – Procedure. Motion is made and voted upon. If adopted, executive session is held. If necessary, action is taken in public session following the executive session. If there is more than one executive session topic, each topic will be handled completely separate from the other.
- (m) Adjournment. The meeting must adjourn by 10:00 p.m. unless that deadline is extended to 10:30 p.m. by a motion approved by a majority vote of the assembly members present. Any extension beyond 10:30 p.m. requires a unanimous vote of all assembly members present. If the meeting is not adjourned or extended prior to 10:00 p.m., or such extended time as has been set, the meeting shall automatically recess at that time and shall be reconvened at 5:30 p.m. the following day. [Ord. 1220 § 1, 2002; Ord. 1211 § 1, 2002; Ord. 1132 § 1, 2000; Ord. 978 § 1, 1995; Ord. 954 § 2, 1995. Prior code § 5.35.010].

2.30.030 Assembly agenda.

- (a) Placing Items on the Assembly Agenda. Persons, other than borough staff, wishing to place items on the assembly agenda must submit a written request either:
 - (1) In the form of a letter stating that “this is a request to be placed on the borough assembly agenda” and explaining in detail what is requested; or
 - (2) By completing an agenda item request form provided by the borough clerk's office.
- (b) Deadline for Placement on Assembly Agenda. A written request to place an item on the assembly agenda must be received by the borough clerk no later than 5:00 p.m. seven business days prior to a regular assembly meeting. Any item received after the deadline will be scheduled for the next succeeding agenda.

- (c) Borough Staff Input and/or Recommendation. The borough clerk shall immediately provide a copy of a written request to place an item on the agenda to the borough manager. The borough manager may provide information or make recommendations, if applicable, and submit such information to the borough clerk no later than 5:00 p.m. on the Wednesday prior to the regular assembly meeting.
- (d) Mayor/Assembly – Request. The borough mayor and members of the assembly must comply with subsections (a) and (b) of this section unless:
 - (1) The assembly member secures the support of at least three other assembly members to initiate an agenda item, in which case borough staff will prepare the necessary agenda item and backup materials;
 - (2) The borough mayor or assembly member secures the co-sponsorship of a second assembly member in writing and provides the agenda item to the borough clerk no later than 5:00 p.m. on the Wednesday prior to the regular assembly meeting.

Staff recommendations regarding submissions under subsection (d)(2) of this section may be made at the time of the meeting.

- (e) Borough Staff Agenda Items. Borough staff shall provide the borough manager with the title for any item to be placed on the assembly's agenda no later than 12:00 p.m. on the Tuesday prior to the regular assembly meeting. Agenda item support or backup materials shall be reviewed by the borough manager and delivered to the borough clerk for copying. The borough manager and the borough clerk shall work together to assure the agenda and agenda packets shall be available for pickup or delivery by 3:00 p.m. on the Thursday prior to the regular assembly meeting.
- (f) The assembly may, by a majority vote, approve a motion to amend the agenda, to add or delete items from the published agenda during the course of a meeting subject to the limitations in this section; provided, however, that no action item may be added in this manner.
 - (1) An action item is an item which:
 - (A) Introduces an ordinance;
 - (B) Requires an ordinance;
 - (C) Requires a resolution;
 - (D) Is a resolution;
 - (E) Awards a contract (except as provided in subsection (f)(2)(C) of this section);
 - (F) Expends budgeted funds or authorizes expenditure of budgeted funds in excess of \$10,000; or
 - (G) Is a matter which, due to its significant or complex nature, requires more extensive public notice.
 - (2) This provision is intended to allow addition of items which are in the nature of:

- (A) Requests or directives that the borough manager, borough clerk or borough attorney investigate and report on an issue;
- (B) Internal borough administrative matters including matters relating to the employment and supervision of assembly employees;
- (C) Naming of mayoral appointees selected or low bidder for a contract when the fact of the appointment or contract award has appeared on the published agenda and the name(s) of the appointee(s) or recommended choice(s) have been made available at the start of the meeting;
- (D) Requests or directs the borough manager, borough clerk or borough attorney to prepare a document or other item for future consideration by the assembly;
- (E) Calls an executive session concerning an item which appears on the published agenda or may be added under this subsection;
- (F) Is for purposes of receiving information only without making a decision; or

Chapter 2.30**RULES OF PROCEDURE**

Sections:

- 2.30.010 Rules of order.
- 2.30.020 Order of business.
- 2.30.030 Assembly agenda.
- 2.30.040 The chair, the mayor, the assembly.
- 2.30.050 Teleconferencing.
- 2.30.060 Motions, debate and discussion.
- 2.30.070 Decorum in debate.
- 2.30.080 Point of order and appeal.
- 2.30.090 Suspend the rules – Amend the order of business (agenda).
- 2.30.100 Reconsideration of motions.
- 2.30.110 Renewal of motions.
- 2.30.120 Lay on the table – Take from the table – Postpone indefinitely – Postpone to a certain time (or definitely).
- 2.30.130 Rescind, amend something previously adopted.
- 2.30.140 Reducing motions to writing.
- 2.30.150 Division of the question – Division of the assembly (roll-call vote).
- 2.30.160 Quorum, vote and abstentions.

2.30.010 Rules of order.

In all matters not covered by this code or the Alaska Statutes, the current edition of Robert's Rules of Order shall govern the assembly in its deliberation. [Ord. 954 § 2, 1995. Prior code § 5.35.005].

2.30.020 Order of business.

At every regular meeting of the assembly, the order of business shall be as follows:

- (a) Call to Order. Pledge of allegiance and roll call.
- (b) Ceremonial Matters. Presentations, proclamations, awards, and guest introductions.
- (c) Citizen Comments. Comments on any topic other than scheduled public hearings.
- (d) Public Hearings – Procedure. Citizens will sign up on a sheet and testify in the order that they sign up. Citizens may present arguments in favor or in opposition; staff report update, if any; close the public portion of the hearing and the assembly deliberates and renders a decision on the matter at hand.
- (e) Scheduled Informational Reports and/or Presentations. Reports on construction progress, financial status, presentations of budgets, audits, and reports or planning documents and related items.
- (f) Acceptance of claims.
- (g) Consent Calendar. Matters listed under the consent calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. Platting or zoning items that are subject to court appeal may not be listed on the consent calendar. If the borough mayor or an assembly member requests discussion, that item will be removed from the consent calendar and will be considered under unfinished business.
 - (1) Approval of minutes.
 - (2) Ordinances (and resolutions) for introduction.
 - (3) Resolutions for adoption.

- (4) New business.
- (5) Acknowledgment of information and reports.
- (h) Unfinished Business. Transferred consent calendar.
- (i) New business.
- (j) Reports of Committees, Executives, and Administrators.
 - (1) Manager's report.
 - (2) Mayor's report and comments.
 - (3) Committee reports.
- (k) Assembly members' comments.
- (l) Executive Session – Procedure. Motion is made and voted upon. If adopted, executive session is held. If necessary, action is taken in public session following the executive session. If there is more than one executive session topic, each topic will be handled completely separate from the other.
- (m) Adjournment. The meeting must adjourn by 10:00 p.m. unless that deadline is extended to 10:30 p.m. by a motion approved by a majority vote of the assembly members present. Any extension beyond 10:30 p.m. requires a unanimous vote of all assembly members present. If the meeting is not adjourned or extended prior to 10:00 p.m., or such extended time as has been set, the meeting shall automatically recess at that time and shall be reconvened at 5:30 p.m. the following day. [Ord. 1220 § 1, 2002; Ord. 1211 § 1, 2002; Ord. 1132 § 1, 2000; Ord. 978 § 1, 1995; Ord. 954 § 2, 1995. Prior code § 5.35.010].

2.30.030 Assembly agenda.

- (a) Placing Items on the Assembly Agenda. Persons, other than borough staff, wishing to place items on the assembly agenda must submit a written request either:
 - (1) In the form of a letter stating that “this is a request to be placed on the borough assembly agenda” and explaining in detail what is requested; or
 - (2) By completing an agenda item request form provided by the borough clerk's office.
- (b) Deadline for Placement on Assembly Agenda. A written request to place an item on the assembly agenda must be received by the borough clerk no later than 5:00 p.m. seven business days prior to a regular assembly meeting. Any item received after the deadline will be scheduled for the next succeeding agenda.
- (c) Borough Staff Input and/or Recommendation. The borough clerk shall immediately provide a copy of a written request to place an item on the agenda to the borough manager. The borough manager may provide information or make recommendations, if applicable, and submit such information to the borough clerk no later than 5:00 p.m. on the Wednesday prior to the regular assembly meeting.
- (d) Mayor/Assembly – Request. The borough mayor and members of the assembly must comply with subsections (a) and (b) of this section unless:
 - (1) The assembly member secures the support of at least three other assembly members to initiate an agenda item, in which case borough staff will prepare the necessary agenda item and backup materials;
 - (2) The borough mayor or assembly member secures the co-sponsorship of a second assembly member in writing and provides the agenda item to the borough clerk no later than 5:00 p.m. on the Wednesday prior to the regular assembly meeting.

Staff recommendations regarding submissions under subsection (d)(2) of this section may be made at the time of the meeting.

- (e) Borough Staff Agenda Items. Borough staff shall provide the borough manager with the title for any item to be placed on the assembly's agenda no later than 12:00 p.m. on the Tuesday prior to the regular assembly meeting. Agenda item support or backup materials shall be reviewed by the borough manager and delivered to the borough clerk for copying. The borough manager and the borough clerk shall work together to assure the agenda and agenda packets shall be available for pickup or delivery by 3:00 p.m. on the Thursday prior to the regular assembly meeting.
- (f) The assembly may, by a majority vote, approve a motion to amend the agenda, to add or delete items from the published agenda during the course of a meeting subject to the limitations in this section; provided, however, that no action item may be added in this manner.
 - (1) An action item is an item which:
 - (A) Introduces an ordinance;
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 - (C) Requires a resolution;
 - (D) Is a resolution;
 - (E) Awards a contract (except as provided in subsection (f)(2)(C) of this section);
 - (F) Expends budgeted funds or authorizes expenditure of budgeted funds in excess of \$10,000; or
 - (G) Is a matter which, due to its significant or complex nature, requires more extensive public notice.
 - (2) This provision is intended to allow addition of items which are in the nature of:
 - (A) Requests or directives that the borough manager, borough clerk or borough attorney investigate and report on an issue;
 - (B) Internal borough administrative matters including matters relating to the employment and supervision of assembly employees;
 - (C) Naming of mayoral appointees selected or low bidder for a contract when the fact of the appointment or contract award has appeared on the published agenda and the name(s) of the appointee(s) or recommended choice(s) have been made available at the start of the meeting;
 - (D) Requests or directs the borough manager, borough clerk or borough attorney to prepare a document or other item for future consideration by the assembly;
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Chapter 2.30**RULES OF PROCEDURE**

Sections:

- 2.30.010 Rules of order.
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- 2.30.120 Lay on the table – Take from the table – Postpone indefinitely – Postpone to a certain time (or definitely).
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- (e) Scheduled Informational Reports and/or Presentations. Reports on construction progress, financial status, presentations of budgets, audits, and reports or planning documents and related items.
- (f) Acceptance of claims.
- (g) Consent Calendar. Matters listed under the consent calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. Platting or zoning items that are subject to court appeal may not be listed on the consent calendar. If the borough mayor or an assembly member requests discussion, that item will be removed from the consent calendar and will be considered under unfinished business.
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 - (4) New business.
 - (5) Acknowledgment of information and reports.
- (h) Unfinished Business. Transferred consent calendar.
- (i) New business.

- (j) Reports of Committees, Executives, and Administrators.
 - (1) Manager's report.
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2.30.030 Assembly agenda.

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- (c) Borough Staff Input and/or Recommendation. The borough clerk shall immediately provide a copy of a written request to place an item on the agenda to the borough manager. The borough manager may provide information or make recommendations, if applicable, and submit such information to the borough clerk no later than 5:00 p.m. on the Wednesday prior to the regular assembly meeting.
- (d) Mayor/Assembly – Request. The borough mayor and members of the assembly must comply with subsections (a) and (b) of this section unless:
 - (1) The assembly member secures the support of at least three other assembly members to initiate an agenda item, in which case borough staff will prepare the necessary agenda item and backup materials;
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- (e) Borough Staff Agenda Items. Borough staff shall provide the borough manager with the title for any item to be placed on the assembly's agenda no later than 12:00 p.m. on the Tuesday prior to the regular assembly meeting. Agenda item support or backup materials shall be reviewed by the borough manager and delivered to the borough clerk for copying. The borough manager and the borough clerk shall work together to assure the agenda and agenda packets shall be available for pickup or delivery by 3:00 p.m. on the Thursday prior to the regular assembly meeting.
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 - (D) Requests or directs the borough manager, borough clerk or borough attorney to prepare a document or other item for future consideration by the assembly;
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Chapter 2.30**RULES OF PROCEDURE**

Sections:

- 2.30.010 Rules of order.
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- (f) Acceptance of claims.
- (g) Consent Calendar. Matters listed under the consent calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. Platting or zoning items that are subject to court appeal may not be listed on the consent calendar. If the borough mayor or an assembly member requests discussion, that item will be removed from the consent calendar and will be considered under unfinished business.

- (1) Approval of minutes.
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 - (3) Committee reports.
- (k) Assembly members' comments.
- (l) Executive Session – Procedure. Motion is made and voted upon. If adopted, executive session is held. If necessary, action is taken in public session following the executive session. If there is more than one executive session topic, each topic will be handled completely separate from the other.
- (m) Adjournment. The meeting must adjourn by 10:00 p.m. unless that deadline is extended to 10:30 p.m. by a motion approved by a majority vote of the assembly members present. Any extension beyond 10:30 p.m. requires a unanimous vote of all assembly members present. If the meeting is not adjourned or extended prior to 10:00 p.m., or such extended time as has been set, the meeting shall automatically recess at that time and shall be reconvened at 5:30 p.m. the following day. [Ord. 1220 § 1, 2002; Ord. 1211 § 1, 2002; Ord. 1132 § 1, 2000; Ord. 978 § 1, 1995; Ord. 954 § 2, 1995. Prior code § 5.35.010].

2.30.030 Assembly agenda.

- (a) Placing Items on the Assembly Agenda. Persons, other than borough staff, wishing to place items on the assembly agenda must submit a written request either:
 - (1) In the form of a letter stating that “this is a request to be placed on the borough assembly agenda” and explaining in detail what is requested; or
 - (2) By completing an agenda item request form provided by the borough clerk's office.
- (b) Deadline for Placement on Assembly Agenda. A written request to place an item on the assembly agenda must be received by the borough clerk no later than 5:00 p.m. seven business days prior to a regular assembly meeting. Any item received after the deadline will be scheduled for the next succeeding agenda.
- (c) Borough Staff Input and/or Recommendation. The borough clerk shall immediately provide a copy of a written request to place an item on the agenda to the borough manager. The borough manager may provide information or make recommendations, if applicable, and submit such information to the borough clerk no later than 5:00 p.m. on the Wednesday prior to the regular assembly meeting.
- (d) Mayor/Assembly – Request. The borough mayor and members of the assembly must comply with subsections (a) and (b) of this section unless:
 - (1) The assembly member secures the support of at least three other assembly members to initiate an agenda item, in which case borough staff will prepare the necessary agenda item and backup materials;

(2) The borough mayor or assembly member secures the co-sponsorship of a second assembly member in writing and provides the agenda item to the borough clerk no later than 5:00 p.m. on the Wednesday prior to the regular assembly meeting.

Staff recommendations regarding submissions under subsection (d)(2) of this section may be made at the time of the meeting.

(e) Borough Staff Agenda Items. Borough staff shall provide the borough manager with the title for any item to be placed on the assembly's agenda no later than 12:00 p.m. on the Tuesday prior to the regular assembly meeting. Agenda item support or backup materials shall be reviewed by the borough manager and delivered to the borough clerk for copying. The borough manager and the borough clerk shall work together to assure the agenda and agenda packets shall be available for pickup or delivery by 3:00 p.m. on the Thursday prior to the regular assembly meeting.

(f) The assembly may, by a majority vote, approve a motion to amend the agenda, to add or delete items from the published agenda during the course of a meeting subject to the limitations in this section; provided, however, that no action item may be added in this manner.

(1) An action item is an item which:

- (A) Introduces an ordinance;
- (B) Requires an ordinance;
- (C) Requires a resolution;
- (D) Is a resolution;
- (E) Awards a contract (except as provided in subsection (f)(2)(C) of this section);
- (F) Expends budgeted funds or authorizes expenditure of budgeted funds in excess

of \$10,000; or

(G) Is a matter which, due to its significant or complex nature, requires more extensive public notice.

(2) This provision is intended to allow addition of items which are in the nature of:

(A) Requests or directives that the borough manager, borough clerk or borough attorney investigate and report on an issue;

(B) Internal borough administrative matters including matters relating to the employment and supervision of assembly employees;

(C) Naming of mayoral appointees selected or low bidder for a contract when the fact of the appointment or contract award has appeared on the published agenda and the name(s) of the appointee(s) or recommended choice(s) have been made available at the start of the meeting;

(D) Requests or directs the borough manager, borough clerk or borough attorney to prepare a document or other item for future consideration by the assembly;

(E) Calls an executive session concerning an item which appears on the published agenda or may be added under this subsection;

(F) Is for purposes of receiving information only without making a decision; or

Memo

To: Mayor Ward

From: Chief Lane

Date: September 6, 2013

Re: New Hire Pay



Mayor Ward,

The fire department is in the process of hiring Jason Russells replacement. We will be doing the testing week after next. As with past practice, when I make the conditional hire offer I would like to offer the person a starting salary of Firefighter range 6, which is 14.52 per hour.