



# CITY OF NORTH POLE *Alaska*

## REGULAR CITY COUNCIL MEETING Monday, September 15, 2014

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

### **MAYOR**

Bryce Ward 888-4444

### **CITY CLERK**

Kathy Weber, MMC 488-8583

### **COUNCIL MEMBERS**

Michael Welch- <i>Mayor Pro Tem</i>	488-5834
Sharron Hunter- <i>Dep Mayor Pro Tem</i>	978-5591
Elizabeth Holm – <i>Alt Dep Mayor Pro Tem</i>	488-6125
Kevin McCarthy-	590-0800
Thomas McGhee-	455-0010
Preston Smith -	488-8824

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance to the US Flag**
  - NPMS Choir Students - Destiny Scott, Javeya Chandler, Kadee Nelson, Audrey Schack, Tori McGovern, Lyndsey Harrell, Cindy Castro, Hanna Moore, Cheyanna Rood, Jasmyne Rutan, and Joel Denham,
3. **Invocation**
4. **Approval of the Agenda**
5. **Approval of the Minutes**
6. **Communications from the Mayor**
  - **Proclamations**
    - Childhood Cancer Awareness Week

- **Student of the Month**
  - Augustin Pineda – North Pole High School

**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**

None

**12. New Business**

- a. Approval of Edward Byrne Memorial JAG Grant Award for \$50,000
- b. Request from Chief Dutra to hire new employees at Range 6 on the Unified Pay Scale
- c. Ordinance 14-18, an ordinance amending Title 8, Section 8.04.080, unwholesome wells or groundwater and Section 8.04.710 abatement – Notices – Costs – Fines
- d. Ordinance 14-19, An Ordinance of the City of North Pole amending Title 3, Chapter 3.16, Section .060, Prohibitions
- e. Ordinance 14-20, An Ordinance of the City of North Pole amending Title 4, Chapter 4.04.020 Budget Process and Chapter 4.08.015 Business Licenses Required
- f. Ordinance 14-21, An Ordinance of the City of North Pole amending Title 2, Chapter 2.36, Section .020, Scope of Coverage

**13. Executive Session**

- To discuss personnel issues regarding the pay scale

**14. Council Comments**

**15. Adjournment**

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

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

A regular meeting of the North Pole City Council was held on Tuesday, September 2, 2014 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 Tuesday, September 2, 2014 to order at 7:00 p.m.

***There were present:***

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

***Absent/Excused***

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

Led by Mayor Ward  
National Anthem sung by Kadee Nelson

**INVOCATION**

Invocation was given by Councilman McGhee

**APPROVAL OF AGENDA**

**Mr. McGhee moved to Approve the Agenda of September 2, 2014**

**Seconded by Mr. Smith**

**Discussion**

None

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

**Old Business**

- a. Ordinance 14-15, an ordinance of the City of North, Alaska amending Title 4, Revenue & Finance, Chapter 4.25, adding section 4.25.080, Health Insurance Reserve Fund.

- b. Ordinance 14-16, An Ordinance of the City of North Pole, Alaska to amend the 2014 Budget to Authorize Repayment of an Alaska Clean Water Fund loan used to help repair aging techite sewer mains.
- c. Ordinance 14-17, An Ordinance of the City of North Pole, Alaska adopting legislative grants awarded to the City of North Pole in 2014 and approving them in the 2014 City of North Pole budget.

**New Business**

- a. Request from Utilities to surplus the 1994 Ford F150.
- b. Request from Chief Lane to hire new firefighters at Range 6, \$14.52 per hour on the pay scale.
- c. Request from Fairbanks Convention and Visitors Center for 4<sup>th</sup> Quarter 2013 and 1<sup>st</sup> & 2<sup>nd</sup> Quarter 2014 bed tax.

**Seconded by Mr. Smith**

**Discussion**

None

On the amendment

**PASSED**

YES – 7 – McCarthy, Smith, Holm, Hunter, McGhee, Welch, Ward

NO – 0

Absent – 0

On the main motion as amended

**Discussion**

None

**PASSED**

YES – 7 – McCarthy, Smith, Holm, Hunter, McGhee, Welch, Ward

NO – 0

Absent – 0

**APPROVAL OF MINUTES**

**Mr. McGhee moved to Approve the minutes of August 18, 2014**

**Seconded by Mr. Welch**

**Discussion**

None

**PASSED**

YES – 7 – McCarthy, Smith, Holm, Hunter, McGhee, Welch, Ward

NO – 0

Absent – 0

**COMMUNICATIONS FROM THE MAYOR**

**Proclamations**

*Interior Alaska Community Preparedness*

*Payroll Week*

I will be taking some time off this summer (Thursdays and Fridays) If you would like to stop in please call and make an appointment to ensure I am here at City Hall. I always carry my phone if there is a need to immediately reach me.

The three mayors met with the rail road last week as part of the Alaska Railroads effort to reach out to communities along the railroad. We discussed topics from the recently completed bridge across the Tanana (longest in Alaska) to the need for a upgraded crossing to the New Tanana Lakes recreation area. We also got to discuss special trains and the need for some up “north”. The rail road is planning on having a beer train or “harvest train” in October. They have yet to determine where they are going but the event should be fun with Lavelle’s doing appetizers and spotlighting local beers. The tentative date is October 18<sup>th</sup>. We also had some conversation in regards to the possibility of a Christmas Train in December.

The Alaska Rail Road is also considering changing the change out time for rail cars in North Pole to days. With the decreased rail car traffic due to the refinery being shut down the possibility to switch out cars in a shorter period of time is now possible. I have requested that they have a meeting in North Pole to gather the concerns the community may have. The main driving force to have the train switching in the evening is public safety and the lower impact to traffic.

Last week the Fairbanks North Star in cooperation with the Economic Development Commission had a workshop on Unmanned Aerial Systems and the potential for growth of this industry in the interior. Present were representatives from the Army, UAF, State of Alaska and the three mayors. The interior and UAF were selected as one of six test sites in the country to explore integration of UAS with manned aircraft. The FNSB is currently exploring the designation of a Tech Park in Salcha where testing of UAS systems can be done for commercialization of the UAV industry. I will keep the council informed.

This Friday is the first fall staff BBQ here at City Hall from 11:30-1:30. All staff and council members are welcome to attend.

This Friday at 6:30 is also the annual Mayors Bowl (North Pole VS Lathrop) Myself and Mayor Eberhart will be present to do the coin toss and award the trophy. If you have time come and root for our hometown team.

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

Mr. Smith asked when the library will open.

Ms. Hunter stated that the Grand Opening will be November 22<sup>nd</sup>.

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

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

None

##### **City Accountant, Lisa Vaughn**

Mr. McGhee asked if he would be able to work with Ms. Vaughn on the pay scale.

Mr. Welch said that in the Ordinance of 2007 it stated that the council was to review the pay scale more often.

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

- Hydrant testing is done.
- Platform truck should be leaving plant next week.
- Went to the library last week and not much has been happening.
- All local fire and police did active shooter training at West Valley High School. It is a national trend now that EMS is on scene a lot earlier.

**Director of City Services, Bill Butler**

**Building Department**

- No new building permits issued since August 18

**Public Works**

- Rainfall continues to affect Public Works projects
- Road patching for 2014—potholes, dips, etc.--completed
- All fitness trail stations completed and course is fully usable
  - Waiting for delivery of signage to hold a “Grand Opening” of fitness trail (postponed opening previously proposed for Saturday, August 23)
- Dog park—began ground work and fence installation last week
- Will need to use a contractor to cut some of brush along roads

**Utility Department**

- Had a teleconference last week with ADEC concerning Notice of Violation (NOV) related to sewer outfall
  - ADEC is considering the NOV the first step leading to a Compliance Order
  - Purpose is require Utility to conduct its engineering analysis and propose an engineering solution that will be integrated into Compliance Order
  - NOV can have a positive side—increases points earn on grant and loan applications
- Wastewater treatment plant is moving forward with building modifications
  - Focus of work has been on building mechanical and aeration system for lagoons
  - Planned shutdown of discharge from plant is September 8
  - Halting discharge could last up to three weeks for renovation work on lift station

**Natural Gas Utility Board**

- IGU held a community meeting in North Pole on August 25 to update community and gather information to help plan incentives to encourage hooking up to the gas utility
- Phase 1 gas distribution plans are at the 35% stage
- If you want to see the initial proposal where the gas line may be in the vicinity of your property, see me after the meeting

**Borough Representative**

- None

**City Clerk, Kathy Weber**

- Laserfiche workflow is continuing. Michelle Myhill has been an extreme asset to us and is working diligently to get all records into Laserfiche.
- City of North Pole continues to work with the FNSB and City of Fairbanks to coordinate the 2014 Preparedness Expo on Saturday, October 4, 2014 at the Carlson Center. The City of North Pole is fielding all calls from area residents on this event and provided a recording for after hours with information.
- Pro Music was out last week and installed the new sound system for the Council Chambers. Many thanks to our Public Works department for all their hard work taking out the old equipment and re-wiring for the new system.
- Reminder that the last day to register to vote in the local elections is September 7, 2014. You can register online at <http://www.elections.alaska.gov/> or at the City of North Pole, City of Fairbanks or FNSB Clerks office.
- We have finished the proof reading NPMC and only had one change to make before we do a final print. This has been a long, slow process but again, with the help of Michelle Myhill we were able to finish the task.
- A copy of the sample ballot for the City of North Pole included tonight.
- Please let me know ASAP if you will be attending AML this year. The date for Newly elected officials is November 17 & 18 and the AML Annual Local Government Conference is November 19-21. The sooner you book your flight and hotel, the better the rate we get.
- Received an email from Barbara Nore today who stated that she has over 80 students in her choirs this year and lots of talent. We should be able to have someone here for each of our meetings this year. Many thanks to Barbara Nore, North Pole Middle School music teacher for her support of this program.

**NOTICE OF ELECTION  
DECLARATION OF CANDIDACY & FILING DATES  
CITY OF NORTH POLE**

The Municipal Election for the City of North Pole will be held Tuesday, October 7, 2014. A sample ballot for the City of North Pole is available online at [www.northpolealaska.com](http://www.northpolealaska.com) and at City Hall.

**ONGOING PROJECTS**

- None



## **CITIZENS COMMENTS**

Fairbanks Convention and Visitors Center – Dawn Murphy

- updated council on the visitors in the Interior. She spoke on the increase of the bed tax since 2008 and delivered the Winter Guide for 2014-2015.

## **EXECUTIVE SESSION**

**Mr. McGhee** *moved to* recess into executive session at 8:02

**Seconded by Mr. Welch**

**Mr. Welch** *moved to* close executive session at 9:23

**Seconded by Ms. Holm**

## **COUNCIL COMMENTS**

None

## **ADJOURNMENT**

**Mr. McGhee** adjourned the meeting at 9:23 p.m.

**Seconded by Mr. Welch**

The regular meeting of September 2, 2014 adjourned at 9:23 p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Monday, September 15, 2014.

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Bryce J. Ward, Mayor

**ATTEST:**

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Kathryn M. Weber, MMC  
North Pole City Clerk



Office of the Mayor  
City of North Pole

# Proclamation

**WHEREAS**, the American Cancer Fund for Children and Kids Cancer Connection report cancer is the leading cause of death by disease among U.S. children between infancy and age 15. This tragic disease is detected in more than 15,000 of our country's young people each and every year; and

**WHEREAS**, one in five of our nation's children loses his or her battle with cancer. Many infants, children and teens will suffer from long-term effects of comprehensive treatment, including secondary cancers; and

**WHEREAS**, founded over twenty years ago by Steven Firestein, a member of the philanthropic Max Factor family, the American Cancer Fund for Children, Inc. and Kids Cancer Connection, Inc. are dedicated to helping these children and their families; and

**WHEREAS**, the American Cancer Fund for Children and Kids Cancer Connection provide a variety of vital patient psychosocial services to children undergoing cancer treatment at Providence Alaska Medical Center in Anchorage, as well as participating hospitals throughout the country, thereby enhancing the quality of life for these children and their families; and

**WHEREAS**, the American Cancer Fund for Children and Kids Cancer Connection also sponsor Courageous Kid Recognition Award ceremonies, community Get Well cards and hospital celebrations in honor of a child's determination and bravery to fight the battle against childhood cancer.

**NOW, THEREFORE, I, Bryce J. Ward, Mayor of the City of North Pole, do hereby proclaim September 28<sup>th</sup> through October 4<sup>th</sup>, 2014 as:**


## **CHILDHOOD CANCER AWARENESS WEEK**

*In the City of North Pole to increase understanding of children with cancer and the importance of early detection, and to acknowledge the advances made to eliminate this disease.*



Bryce J. Ward, Mayor

ATTEST:



Kathryn M. Weber, MMC  
North Pole City Clerk





Office of the Mayor  
City of North Pole

# Proclamation

*WHEREAS, Agustin Pineda is a junior at North Pole High School and is the son of Jonathan & Chelsea Sellers of North Pole; and*

*WHEREAS, Agustin is an exceptional student and a high achiever. He is involved with the school band, rifle team, soccer and NPFFA (North Pole Future Farmers of America) where he also serves as the president of that chapter; and*

*WHEREAS, Augustin a part of the Reserve Command 2014 Solo Ensemble where he received the Silver Individual and Bronze Team award in 2014. He was also awarded the Vet Science medal at the National FFA Convention. Agustin was selected to participate in the All State Band in 2013, is the lead trombone for Jazz Band; and*

*WHEREAS, Agustin is a HOBY (Hugh O'Brian Youth) alumni. He was selected by North Pole High School out of all the students in the sophomore class to attend seminars in the United States. Students participate in programs designed to enhance their leadership and teamwork skills. They also meet and converse with leaders in their community in fields such as volunteerism, media, education, philanthropy, and politics, among others; and*

*WHEREAS, Agustin pushes himself to excel in his academics and athletics by making good life choices. He is a diligent young man with a bright and promising future in whatever he decides to do; and*

*WHEREAS, the City of North Pole desires to recognize the outstanding students in the community;*

*NOW, THEREFORE I, Bryce J. Ward, Mayor of the City of North Pole, do hereby proclaim Agustin Pineda:*

*The North Pole City Council*

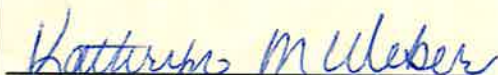
*"Student of the Month"*

*For the Month of September 2014*



*Bryce J. Ward, Mayor*

ATTEST:

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





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

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

September 5, 2014

To: Mrs. Weber, MMC – City Clerk  
North Pole City Council

Re: Edward Byrne Memorial JAG Grant Award for \$50,000

The North Pole Police Department would like to request that the North Pole City Council accept the above listed grant in the amount of \$50,000.00. This grant comes from the Department of Public Safety and is pass through money from the Federal Byrne Grant.

This money will be used to offset the expenses we incur for the ABADE or SEDU Officer to work in the Multijurisdictional Task Force. This unit is the City of North Pole's first line of defense against drug and alcohol interdiction. Our presence on the team is invaluable to our efforts to stem the spread of drugs in our community.

These grant funds are expected to be awarded September 30, 2014.

Thank you

Chief Dutra



THE STATE  
of **ALASKA**  
GOVERNOR SEAN PARNELL

**Department of Public Safety**

DIVISION OF ALASKA STATE TROOPERS  
Office of the Director

5700 East Tudor Road  
Anchorage, Alaska 99507-1225  
Main: 907.269.5511  
Fax: 907.337.2059

August 22, 2014

Mayor Bryce Ward  
City of North Pole  
125 Snowman Lane  
North Pole, AK 99705

Dear Mayor Ward,

The Alaska Department of Public Safety (DPS) has reviewed the Edward Byrne Memorial Justice Assistance Grant (JAG) application submitted by the City of North Pole. After determining availability of both federal and state grant funds, DPS intends to award your agency **\$50,000** for State Fiscal Year (SFY) 2015.

Grant funds will be available to your agency as soon as DPS has received notification of their federal award. DPS anticipates awarding grant funds by September 30, 2014.

If your agency chooses not to accept the approved award amount, or if you have any questions regarding this notification, please contact April Herzog, Grants Manager, at 907-269-5082 or at [april.herzog@alaska.gov](mailto:april.herzog@alaska.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "James E. Cockrell".

Colonel James E. Cockrell  
Director, Alaska State Troopers

Cc: Steve Dutra, Police Chief

**STATE OF ALASKA**  
**Department of Public Safety**  
**Division of State Troopers**

**GRANT APPLICATION**

Application is hereby made to the Department of Public Safety for funding made available through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, CFDA #16.738.

<b>AGENCY NAME:</b> <b>North Pole Police Department</b>	
<b>PHYSICAL ADDRESS:</b>  <b>125 Snowman Lane North Pole, AK 99705</b>	<b>PHONE:</b> (907) 488-6902
	<b>FAX:</b> (907) 488-5299
	<b>AGENCY DUNS:</b> 015680010 <b>(REQUIRED)</b>
<b>MAILING ADDRESS:</b> <b>125 Snowman Lane North Pole, AK 99705</b>	
<b>PROJECT CONTACT:</b>  <b>NAME:</b> Chad Rathbun <b>TITLE:</b> Lieutenant	<b>PHONE:</b> (907)488-6902
	<b>FAX:</b> (907) 488-5299
	<b>EMAIL:</b> crathbun@northpolepolice.org
<b>PROJECT PERIOD :</b>  <b>Start:</b> 7/01/14 <b>End:</b> 6/30/15	<b>AMOUNT REQUESTED:</b>  <b>\$ 50,000.00</b>

**AGENCY CONTACTS**

<b>AUTHORIZING OFFICIAL</b>  <b>Name:</b> Bryce Ward <b>Title:</b> Mayor	<b>Phone:</b> (907) 488-8584
	<b>FAX:</b> (907) 488-3002
	<b>Email:</b> mayor@northpolealaska.com
<b>FINANCIAL CONTACT</b>  <b>Name:</b> Lisa Vaughn <b>Title:</b> City Accountant	<b>Phone:</b> (907) 488-8594
	<b>FAX:</b> (907) 488-3002
	<b>Email:</b> lvaughn@northpolealaska.com
<b>PROJECT DIRECTOR</b>  <b>Name:</b> Chad Rathbun <b>Title:</b> Lieutenant	<b>Phone:</b> (907) 488-6902
	<b>FAX:</b> (907) 488-5299
	<b>Email:</b> crathbun@northpolepolice.org

**CERTIFICATION**

The undersigned (authorized official signing for the applicant) certifies that the statements made in this application document and attached proposal are true, complete, and accurate to the best of his or her knowledge.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### 3. Project Narrative

The North Pole Police Department (NPPD) is continually evaluating its efforts and success to better achieve a proactive approach to law enforcement in order to meet the demands of the surrounding community, and citizens of the City of North Pole. NPPD currently serves a base population of approximately 2202<sup>1</sup> which doubles daily as a result of 4 public schools, shopping, restaurants and businesses. North Pole has its share of serious crimes and there is a noticeable increase in the complexity of the criminal activity. In 2012 a random study of 375 NPPD cases revealed 88 percent of NPPD arrests originate by perpetrators residing outside the city of North Pole. As recent as June 2014 NPPD responded to a burglary of multiple apartments in a 4 apartment complex. Investigation revealed the suspects were targeting a drug dealer in the complex, whom was using that apartment as a stash house. NPPD & SDEU seized approximately 3 ounces of possible unprocessed crack cocaine.

High volume of traffic passing through the city on the Richardson Highway, with AADT in excess of 12,000 vehicles, and continued housing construction, in and around the city, NPPD has seen a rise in some serious crime between 2004 and 2007. Our efforts seem to be working in a lot of "drug related," crimes. In 2010 we observed a 25% increase, year over year, in burglaries, 6% increase in larcenies. We showed a 3% increase in drug cases, this is the highest number of cases recorded by NPPD and almost double the number of cases compared to 2005. The most disturbing trend is the steady increase of juvenile drug arrests since 2008, as well as the introduction of synthetic drugs (spice), bath salts, and limited but returning incidents of crystal meth.

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<sup>1</sup> 2009 U.S. Census Bureau

The North Pole Police Department, through service requests made by the Fairbanks Police Department, and the Alaska State Troopers, serves not only the City proper but an area surrounding North Pole with a population in excess of 20,000, within a 10 mile radius. These service requests are a significant drain on patrol resources and have a significant impact on the quality of investigations and apprehension of suspects. In order to help meet the needs of the community at large, the City of North Pole has authorized the creation of a full time position with the multi-jurisdictional drug unit. NPPD's participation with the SDEU (formerly ABADE) has proven successful with every participating year.

In order to help facilitate this additional position, NPPD is requesting support from the State of Alaska Department of Public Safety pass through JAG sub-grant from Edward Byrne Memorial Discretionary Grant Program (Byrne Program) to help fund a portion of the salary and benefits for FY 2014 - 2015. The continuation of this position will greatly enhance the City's ability to meet local law enforcement needs that will impact the criminal elements that plague every community in the State of Alaska.

The goal of this position is to facilitate a joint law enforcement and prosecution effort involving multiple criminal justice agencies across several jurisdictions. These agencies will share the common goal of addressing drug enforcement and violent crime problems in and around North Pole, Fairbanks and other interior Alaskan communities. We wish to enhance our abilities by fostering better communication, share intelligence, and coordinate activities with all Federal, State, and local law enforcement agencies in the State.

The North Pole Police Department has demonstrated ability to competently manage an annual budget in excess of \$1,600,000 and has managed COPS, Homeland Security, and Alaska Highway Safety grants in the past. The police department is set up to handle local, state, and



federal grants through an internal record keeping system that is filed within the department and simultaneously in the City Accountant's Office. Negotiation, award, contract, program/progress records/reports, procurements, invoicing, payments, time sheets, and other fiduciary aspects of grant management are in this system.

The City implements internal controls to ensure compliance with applicable laws and regulations related to all of its grant-funded programs. The City recognizes grant revenues when qualifying expenditures are incurred. All of this helps us meet the requirements of grant agreements and corresponding federal and state laws. The City's accounting system records all costs associated with each of its grants in separate, self-balancing accounts. The accounting records are used as a basis for completing required grant reports. Before posting any results, grant costs are reviewed for reasonableness, allowability, and allocability to each grant project. Grant project accounts are broken into sub-accounts by program element and cost objective. Appropriate documentation is maintained for personnel costs, fringe benefits, travel, purchases of professional services/consultants, materials, supplies and equipment, and other costs. The accounting records are subjected to annual independent financial statement and single audit.

The City has formal procurement procedures to assure that professional services consultants, equipment, materials, and supplies are obtained on a competitive basis and has procedures to assure that the types of contracts unacceptable to the federal government are not utilized. Quotations are reviewed to assure that the proposed price is reasonable to the contractor, the recipient, and the party providing the funding.

### **3a. Project overview**

A North Pole Police SDEU Officer will be assigned to the Statewide Drug Enforcement Unit and they will work fulltime with the Alaska State Troopers and Fairbanks Police on a joint

task force. Their purpose will be to stop the flow of illegal alcohol and drugs into the State of Alaska specifically targeting areas in and around Fairbanks and North Pole. The SDEU has a primary focus on North Pole, Fairbanks, and the interior Alaska but also serves the surrounding area north to Barrow and east to the Canadian border. The primary mission of the SDEU is to conduct investigations into the illicit importation, manufacture, and sale of drugs and bootleg alcohol. Because drug and alcohol use is inevitably linked to most serious crimes it needs the proper resources only a multijurisdictional team can address. In order to reach the desired service standard NPPD developed the following goals and objectives which are currently similar to the priorities set out in the Alaska JAG program.

The goals and objectives for this project are clear. This project is designed to help coordinate efforts and resources from local, state, and Federal agencies through a statewide multi-jurisdictional task force to interdict and seize controlled substances and alcohol that are illegally distributed throughout interior Alaska and investigate and apprehend distributors of controlled substances and illegal alcohol.

### **3b. Need**

In 2008, the City of North Pole and the surrounding communities understood the need to enhance the present drug enforcement efforts through better utilization of available resources, increasing communications, expanding intelligence sharing, and improving coordination by unifying our direction. The City of North Pole also recognized the correlation between illegal substances abuse and incident of crimes.

Based on these understandings we applied for funds through the Byrne Memorial Grant program. These funds were to be used for a full time officer to augment the Statewide Drug Enforcement Unit, and add 300 hours of overtime, to be available for call outs to routinely assist

the SEDU unit with illegal drug and alcohol interdiction. Our need to be represented on this team stems from the state wide problem associated with illegal drug and alcohol importation and the fact we are a central hub for most of the 20,000+ people who live in and around the North Pole area.

Our community is significantly linked to every community in the interior. These links have been proven through the efforts of the Fairbanks Area wide Narcotics team. Low level drug users are frequently moving through our city and using our city as a hub for illegal activity. Our SDEU officer has tracked drug users and dealers through our city limits and is often engaged in surveillance of illicit activity in and around the City of North Pole.

Since 2008, our justification to support funding for an SDEU Officer was based on observed increases in several areas of violent crimes. According to Alaska's criminal justice professionals, alcohol, marijuana, cocaine, methamphetamine, and pharmaceuticals have been identified as the primary substances of abuse in Alaska and are the focus of most law enforcement efforts. According to the Department of Public Safety, Alaska has one of the highest per capita uses of controlled substances. These abuses are known to be linked to violent crimes. One particular case brought this reality to the forefront, as mentioned an area wide drug dealer was utilizing an apartment in NP as a stash house. As well as the discovery of an outdoor marijuana grow in 2013, NPPD officers maintained sporadic surveillance of the site into 2014 and were able to catch the suspect re planting in 2014, resulting in the seizure of 63 juvenile marijuana plants.

Since 2008, we have identified several areas where our violent crime statistics have caused some concerns. Comparing year to year statistical data from 2007 to 2010, we observed a 33% decrease in Aggravated Assaults, 2% decrease in simple assaults, 31% decrease in

Burglaries, 83% decrease in credit card fraud, 13% increase in drug law violations, 29% decrease in Larceny cases, and a 333% increase in weapons related offenses. Although these results show mixed signals we are seeing increases in drug related cases. We feel our efforts are paying off.

Although some of the categories are up, the overall picture is a decrease in documented cases involving crimes related to illegal drug and alcohol use. Drug cases and weapon offenses are up partially due to increased enforcement, targeted patrol tactics, and education of our street patrol officers. NPPD officers are finding and charging a lot of drugs cases. This is exactly what we projected and we hope additional efforts will continue this trend.

Our SDEU Officer has been diligently working with the Federal, State, local law enforcement, and state prosecutors to help combat illicit drug use and alcohol importation. In 2012, the SDEU unit in Fairbanks reported 521 cases initiated. The SDEU unit also reported seizing \$63,370.00 in illegal alcohol and over \$2.1 million dollars in drug seizures. These seizures include Cocaine, Marijuana, Methamphetamine, LSD, Ecstasy, Heroin, Crack Cocaine, as well as illegal prescription drugs such as hydrocodone, Oxycontin Valium, and Adderall just to name a few.

The Fairbanks SDEU Sergeant has repeatedly made it clear that our SEDU Officer is a vital part of the team and his contributions are important to the continued success of the unit. Our previous SDEU Officer's have also stated that they have not been able to work all of the cases within their normal hours, there is simply more work than there is hours. We hope to help resolve this issue with our current request of 300 hours of overtime for the SDEU officer.

It is important for the City of North Pole to draw the conclusion that these illegal activities do not complete their criminal cycle within the boundaries of our city. Many of our citizens are victimized by offenders who leave the city and conclude their business in outlying

jurisdictions. Our ability to penetrate and disrupt these cycles is imperative to our success. We must join our resources and knowledge with other jurisdictions to help infiltrate and disrupt these offenders and their illegal activities. It is our mandate to reduce the number of violent crimes within our jurisdiction and it is of such a need, that we must combine our efforts with other jurisdictions. The SDEU fills this need because it creates the much needed multi-jurisdictional focus on the criminal element in our community. Without such a multi-jurisdictional task force these cross jurisdictional burglaries, as listed above, will continue with little or no knowledge of boarding agencies infected by the same criminal drug elements.

### **3c. Project Activities**

Our goals and objectives for this project are to continue to participate in the SDEU program by securing funds to augment our budget in FY 2014 - 2015. Our participation in street level drug enforcement and the multijurisdictional task force program will concentrate on the enforcement and prosecution of illegal drug and alcohol crimes, particularly drug and alcohol trafficking. We met this goal in FY 2013 - 2014 by continuing our participation in the SDEU unit and our plan is to continue the same successful strategy.

Continued support of the current program we have in place has proven beneficial and coordinates efforts with the Alaska State Trooper, Fairbanks Police Department, University Police, Airport Police, Fort Wainwright Police, Eielson Security Forces and other Federal agencies in a cross jurisdictional effort to curb drug, alcohol, and related crimes on both a regional and local basis. In 2008 - 2013 we made headway in this effort with continued interaction with each participating agency. This has led to a better coordination among all participating and non-participating agencies proving to be effective and efficient.

The objectives, which have been met to date, seem to be promising. Our current and past SDEU officer's have enhanced cross-jurisdictional information sharing by supplying the North Pole Police officers with vital information related to current North Pole cases. Our SDEU officer's have been a vital link in closing the gap between agencies that has existed for years. With our SDEU officer we have observed better collaboration and an increased communication on drug related cases. As stated above, these drug related cases have proven to be related to other serious crimes within the city limits of North Pole.

### **3d. Evaluation and Performance Measures**

#### **Goals:**

- 1. Participate in the SDEU program and assist with intelligence gathering, undercover operations, case loads and arrests*
- 2. Maintain information sharing between federal, state, and local police.*
- 3. Maintain or increase the number of arrests and successful prosecution of violations of the State's alcohol and drug laws.*

**Goal # 1** *Participate in the SDEU program and assist with intelligence gathering, undercover operations, case loads and arrests.*

#### **Objectives**

1. Reaffirm the appointment of our officer to the SDEU position and allocate necessary budget monies to fund the position remaining costs for the fiscal year.

#### **Performance Measures**

1. Reaffirm the appointment of the one NPPD Officer to the SDEU office.

2. Approval of funds in the FY 2015 budget to offset actual costs.

During FY 2013 - 2014 we funded some of the SDEU officer using the Byrne funds provided. Our Officer assisted with intelligence gathering, undercover operations, he assisted in increasing the case load and arrests. The SDEU unit routinely conducted surveillance activity and conducted undercover operations which resulted in several cases being sent for prosecution. In previous years our SDEU Officer was instrumental in ephedrine monitoring which is commonly used in the production of methamphetamine.

**Goal # 2** *Maintain and make positive improvements to our information sharing between federal, state, and local police.*

**Objectives**

1. Maintain the current strategies to increase the information sharing abilities between Federal, State and local law enforcement to decrease criminal activity involving drugs and alcohol.
2. Maintain the strong permanent partnership with federal, state, and local law enforcement.

**Performance Measures**

1. Memorandum of agreements adopted by various law enforcement agencies
2. SDEU officer to attend training sponsored by FBI, DEA, Homeland Security, and or the Department of Public Safety.
3. Education and training completed by all police personnel taught by the SDEU Officer. Training focused on increasing the quality of collection and data entry abilities of patrol officers. This will also be completed during overtime operations with the SDEU officer.

4. Data sharing between groups evaluated for efficiency.

Our department has maintained the Memorandum of agreement with all participating agencies. Our SDEU Officer also conducted numerous brief classes with various shifts of the North Pole Police Department patrol personnel. In these classes he discussed what clues to look for during traffic contacts while on patrol, who the local drug pushers and users are. Also addressed during these contacts were better ways to improve data entry procedures for police contacts. It is mandatory for all patrol officers to enter vital contact information on all traffic contacts. This procedure has proven its value with documented case resolution from data entered from a traffic stop.

Our evaluation of information sharing is an ongoing process. We have continued to seek ways to improve this process and allowed patrol officers to have access to SDEU drug information. This was not readily supplied previous to this grant. One effective way to accomplish this is to periodically have normal patrol officers get hands on training with the SDEU officer during operations. This exposure will help foster awareness and enlighten officers about the drug culture.

**Goal # 3** *Increase or maintain the number of arrests and successful prosecution of violations of the State's alcohol and drug laws.*

### **Objectives**

1. Facilitate the exposure of underground, illicit drug, and alcohol culture within the interior of Alaska.
2. Reduce illegal alcohol and drug use within the North Pole and Fairbanks area.

### **Performance Measures**

1. Increase or maintain the number of arrests of illegal alcohol or drug



use, possession, distribution, and or importation.

The SDEU unit has shown an increase in cases initiated from 2007 only 709 were initiated and 835 were initiated in 2010. Also SDEU has shown an increase in charges and arrests of controlled substance and alcohol activity from 2007 with 288 to 413 in 2010. Our SDEU officer has been exposed to underground illicit drug use by working with other agencies doing traffic stops on drug buyers from known drug houses. These stops have resulted in the seizure of guns, drugs, and money.

**Key Major Deliverables:**

Reaffirm the appointment of our fulltime officer to the SDEU position.

Set up routine bulletins with patrol officers from the North Pole Police SDEU officer.

Enforce the current policy and procedures for patrol officers to be required to forward all drug related case information to SDEU to help facilitate information sharing, specifically targeting information provided into Alaska Law Enforcement Information Sharing System.

**Evaluation**

Evaluation for effectiveness is an ongoing process. The person primarily responsible will be Lieutenant Rathbun who will review shift logs, reports, statistical compilations from the Records Division, and comments from NPPD meetings. His regular meetings with the SDEU officer will contribute to an ongoing evaluation process.

**1. Evaluation methods:**

Our evaluation process essentially includes review of statistical information regarding arrests and incidents (RMS and or APSIN) and a review of the reports from the State of Alaska District Attorney's Office regarding successful prosecutions. The department will engage in routine review of available statistics to chart progress toward stated objectives.

It will be the Lieutenant's responsibility to monitor each performance indicator as detailed in our Evaluation and Performance Measures. All activities will be monitored on a regular basis. Evaluation of the project will also occur through the Alaska State Trooper SDEU Sergeant progress reports, reports prepared for the Chief, the SDEU officer, and the City Accountant. They will review time sheets, arrests and any noted problems and prepare a report that will be sent to the Department of Public Safety or other designated persons. The City Accountant will ensure all monetary records are correct and all funds and expenses are accounted for.

## **2. Project Monitoring**

The analysis components of the evaluation will be represented in required reports prepared and executed for this project. Analysis will include, but not necessarily be limited to:

1) All hours worked by the SDEU Officer will be documented with time sheets, then reported to the City bi-monthly and then will be reported to the Department of Public Safety designee as required within the grant contract.

2) Reports submitted by the SDEU Officer will be collected by NPPD. The success of the operation depends entirely upon feedback from those who are in the field. The Chief will include the program and its success and problems in his yearly report to the City Council, Mayor, and the public. The City will be able to assess the efficacy of the SDEU program from the activities outlined in this proposal, and how this program makes prosecutions of crime more successful.

## **4. Budget**

### **4a. Budget Narrative**

The following Budget Narrative is based on actual cost and overtime estimates for FY2014 – 2015

. All figures are rounded to the nearest dollar. All figures are based on full time devotion to the SDEU position.

**Section A: Personnel**—Lists the actual costs for the current SDEU Officer Scott Kvitem and his new salary range for FY2014. These actual costs will be **\$53,788.80**. This cost is based on the hourly rate of \$25.86 or \$4,482.40 per month multiplied by 12 months which equals **\$53,788.80** per calendar year. These expenses include vacation accrual which will be billed at the time it is used.

Estimated overtime calculation is based on FY2009-12 overtime needs. FY2011-12 overtime, for the SDEU Officer, was 300 hours. Projected hours for FY2013 places overtime hours at the same 300 hours. FY2013 hourly rate for SWDEU Officer Scott Kvitem is \$25.86. Overtime hourly rate is based on (hourly wage \$25.86 X 1.5 = \$38.79). Total projected overtime wages for the SDEU officer equals (\$38.79 X 300 hours) = **\$11,637.00**.

The total cost estimates for this category are **\$65.435.80**.

**Section B: Fringe Benefits**— Employer's FICA, this category is listed as \$0. Retirement costs are projected at the standard PERS, Public Employees Retirement System, rate of 22%. This 22% rate is calculated based on the projected earnings in FY2013, for current SDEU Officer Scott Kvitem, which is estimated to be **\$65.435.80**. Calculation = (wages \$65.435.80) X (PERS contributions 22 %) = **\$14.395.98**. Medicare costs are based on the standard rate of 1.45% of gross earnings of \$65.435.80 Calculation = (Medicare rate = 1.45%) X (Gross earnings = \$65,435.00) = **\$948.82**. Health insurance costs are based on established costs for the City of North Pole employee health insurance plan for a, employee-family plan. These costs are set at \$10.86 hr x 2080 hours a year, (\$10.86 x 2080 hours) = **\$22,588.80**. Workers compensation rate is an established formula of 4.44% multiplied by the employee wages.

Calculation is  $(4.44\% \times \$65,435.80) = \$2905.35$ . Vacation accrual is calculated within the salaried wages and will be part of the expenses when the SDEU officer takes vacation. Only the hours accrued during the grant period will be used to compensate.

The total cost for Fringe Benefits is **\$40,838.85**. The total cost of Personnel and Fringe Benefits is **\$106,274.65**.

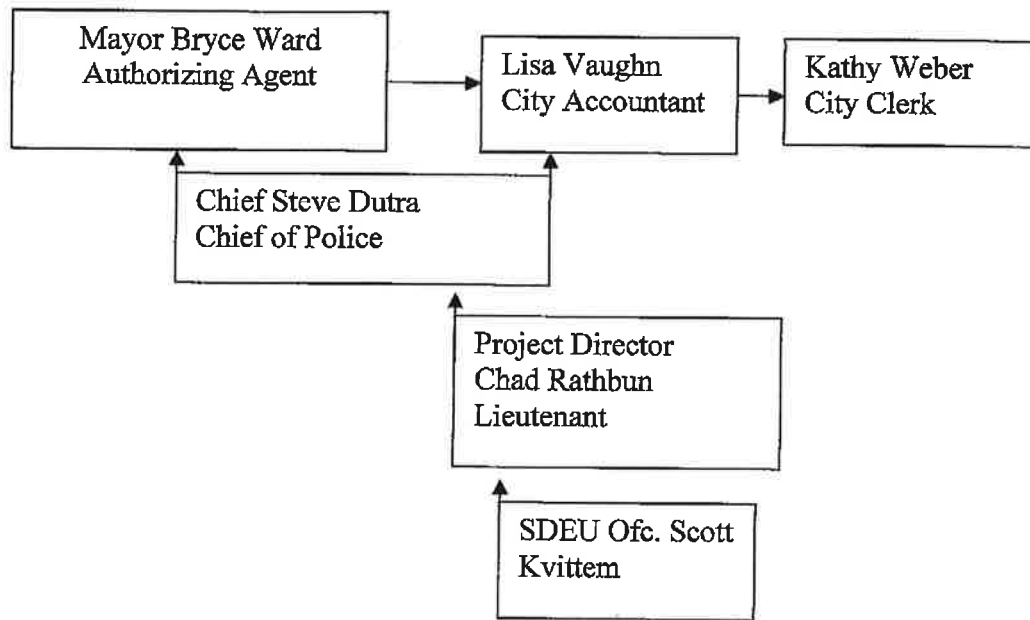
The following categories will incur no known or schedules costs for FY2014. Categories Budget Summary (rounded to nearest dollar):

Category	A. Personnel	= \$65,435.80
	B. Fringe Benefits	= \$40,838.85
	Total Direct Costs	= \$106,274.65
	Total Project Costs	= \$106,274.65
	Federal Request	= \$106,274.65
	Non-Federal Amount	= \$0

In summary, the base personnel cost to include overtime for the SDEU Officer Scott Kvitem is **\$65,435.80**. The Fringe Benefits total is **\$40,838.85**, bringing the combined total to **\$106,274.65**. The grant amount requested for FY2014 is **\$106,274.65 (figures rounded to nearest dollar.)**

**4b. Itemized Budget Detail see attached.**

**5a. Application Agency Description**



#### 5b. Project Personnel

The Authorizing Person for this project will be Mayor Bryce Ward. Chief Dutra is the Chief of Police for the City of North Pole. Chief Dutra may contribute up to 1 hour per month to the project to include oversight, report reviews, meetings with Lieutenant and SDEU Sergeant, payroll, and budget reviews with the City Accountant. The City Accountant will be in charge of audit and financing for the project. These tasks will include payroll and fringe benefits calculations and audits. The City Clerk may contribute some time to the success of the project but this is limited to Human Resource and other related matters. The Lieutenant will assist SDEU Officer Kvittem in coordinating the flow of information. The Lieutenant will facilitate the exchange of information between the SDEU Officer and the patrol officers at NPPD. SDEU Officer Kvittem will contribute 100% of his time to the project as he is the only full time staff associated with the funding. Lieutenant Rathbun will contribute approximately 15 hours a quarter to assist with the success of the project.

## PERSONNEL BUDGET DETAIL

**PERSONNEL** - List each position by title and name of employee if available. Show the monthly salary amount, number of months, and percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

POSITION TITLE/NAME	MONTHLY AMOUNT	QTY	% TIME	TOTAL
Officer Scott Kvitem	\$ 4,482	12	100%	\$ 50,000
Officer Scott Kvitem	\$ 40	300	100%	
				\$ -
				\$ -
				\$ -
SUBTOTAL				\$ 50,000.00

**FRINGE BENEFITS** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed above and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

POSITION TITLE/NAME	MONTHLY AMOUNT	QTY	% TIME	TOTAL
Officer Scott Kvitem	\$ 3,403	12	100%	
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
SUBTOTAL				\$ 50,000.00
TOTAL				<u>\$ 50,000.00</u>



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

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

September 9, 2014

To: Mayor Ward  
Kathy Weber

Re: New Hires

Mayor,

With the departure of so many officers over the last several years it has always been difficult to retain and or attract qualified individuals at the current pay rate. Our pay rates are some of the lowest in the area and we cannot compete for qualified people and we cannot afford to tax our current employees when others leave for better wages. Since the recent defunding of the last position the officers have had to bear the burden of shift coverages. My officers are making it clear that this environment is difficult to work in especially when no solution is in sight. Tier 4 has added an additional layer of complexity and it offers significantly less retirement benefits that Tier 1-3.

I am requesting that I be able to bring in all new hires, to include Nathaniel Missimer, at the range six on the police officer pay scale (\$22.14.) The unified pay scale has been adjusted in other classes in order to stay competitive and attract enough qualified applicants. The difference between range 4 and range 6 is only \$1.24 an hour.

Could you please place this request on the next City Council agenda?

Thank you for your time.

  
Chief Dutra

**The City of North Pole**

**ORDINANCE 14-18**

**AN ORDINANCE AMENDING TITLE 8, SECTION 8.04.080, UNWHOLESOME  
WELLS OR GROUNDWATER AND SECTION 8.04.170  
ABATEMENT--NOTICES--COSTS--FINES.**

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

**WHEREAS**, the North Pole Municipal Code should be amended to conform to the requirements  
of the City and to clarify questionable areas; and

**WHEREAS**, the pollution of the waters of the City of North Pole constitute a menace to public  
health and welfare, create public nuisances, is harmful to wildlife, fish and aquatic life, and  
impairs domestic, agricultural, industrial, recreational and other legitimate beneficial uses of  
water, it is hereby declared to be the public policy of the City of North Pole to conserve the  
waters of the City of North Pole and to protect, maintain and improve the quality thereof for  
water supplies, for the propagation of wildlife, fish and aquatic life, and for domestic,  
agricultural, industrial, recreational and other legitimate uses; to provide for the prevention,  
abatement and control of new and existing water pollution; and

**WHEREAS**, it is hereby declared to be the public policy of the City of North Pole to achieve  
and maintain safe drinking water and ground water for the public which will protect human  
health and safety and prevent the creation of public nuisances.

**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. Chapter 8, Section 8.04.080 of the North Pole Code of ordinances amended as  
follows [new text in underlined italicized red font; deleted text in ~~striketrough~~ font]:

**8.04.080 Unwholesome wells or groundwater.**

A. Any wells or groundwater ~~used for drinking or cooking purposes~~ which are impure,  
contaminated or unwholesome, or which have been rendered impure, contaminated or  
unwholesome by reason of any defiling, hazardous substance, or poisonous substance are  
declared nuisances injurious to health; and no person or corporation shall cause, maintain or  
continue such nuisance.

B. “Hazardous substance” is defined as :



i. any material, element or compound that is defined as a hazardous substance under the laws or regulations of the State of Alaska or the United States including, but not limited to, AS 46.09.900, AS 46.03.826, 18 AAC 75.990; 42 U.S.C. 9601-9657; or

ii. any material, element or compound that, when it enters into or on the surface or subsurface land or water endangers the public health or welfare , or fish, animals, vegetation or any part of the natural habitat in which they are found; or

iii any substance the Alaska Department of Environmental Conservation considers a regulated contaminant under 18 AAC 75.325(g).

C. A person or corporation whose well or groundwater has been rendered impure, contaminated or unwholesome by a hazardous substance that originated from the property of another shall not be in violation of this section or subject to the provisions of North Pole Ordinance 8.04.170.

#### **8.04.170 Abatement--Notices--Costs--Fines.**

~~A. It is the duty of t~~The Mayor or Chief of Police or member of his staff upon receiving information or obtaining knowledge of the existence of any-thing or things declared to be nuisances in this chapter ~~may to~~ notify the person or corporation committing, creating, keeping, ~~or~~ maintaining or causing the same to remove or cause the same to be removed within twenty-four hours, or such other reasonable times as may be determined by the City official after such notice has been duly given.; ~~and if the same is not removed by such person within the time prescribed in the notice~~

B. Regardless of whether notice has been given the City may file a civil action in Superior Court to abate a nuisance , it shall be the duty of the City official to remove or cause to be removed such nuisance or nuisances and all costs and expenses of such abatement, removal, remediation or other remedy and full actual attorney fees and costs incurred by the City in any legal proceeding to abate the nuisance shall be paid by the persons or corporation committing, creating, keeping, ~~or~~ maintaining or causing such nuisance or nuisances.

C. A person or corporation violating the provisions of this chapter may be punished by a fine of not more than \$2300 (two-three hundred dollars) per violation, in addition to all other

remedies available in law or equity-. A separate violation shall be deemed committed on each day during or on which a nuisance occurs or continues.(Prior code §12-20)

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 6<sup>th</sup> day of October, 2014.

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

**ATTEST:**

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

PASSED/FAILED Yes: No: Absent:
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**CITY OF NORTH POLE**

**ORDINANCE 14-19**

**AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING TITLE 3,  
CHAPTER 3.16, SECTION .060 PROHIBITIONS**

**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

**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. Title 3, Chapter 3.16, Section .060 is amended in the North Pole Code of  
ordinances as follows [new text in *italicized red font*; deleted text in ~~strike through font~~]:

**3.16.060 Prohibitions.**

A. A person may not serve simultaneously as Mayor and as a ~~member of the Council~~ *Council Member*.

B. No elected official of the City may hold any other compensated City office or City  
employment, or elected position in the borough, state or federal government, while in office.

C. No person shall be a candidate for more than one City seat at any election. (Ord. 05-09  
§2(part), 2005)

Section 3. Effective Date. This ordinance shall become 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  
6<sup>th</sup> day of October, 2014.

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

ATTEST:

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

PASS/FAIL

Yes:

No:

Absent:

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:** NP Council Members  
**From:** Kathy Weber  
**CC:** Mayor Ward  
**Date:** 9/9/2014  
**Re:** Ordinance 14-19, An Ordinance of the City of North Pole amending Title 3, Chapter 3.16, Section .060 Prohibitions

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This was a part of our code that was tagged by the legal review. I am including the recommendation from the legal review as follows:

3.16.060 Prohibitions. Subsection (A) states that "A person may not serve simultaneously as Mayor and as a member of the Council." Although this is not urgent, the City may wish to consider a housekeeping ordinance that changes "member of the Council" to "Council Member." Section 3.1 of the Charter states that "The Council shall consist of the Mayor and six (6) Council Members," making the Mayor a member of the Council but not a Council Member. Making 3.16.060(A) parallel to language in the Charter would make the code easier to understand.

Thank you

**CITY OF NORTH POLE**

**ORDINANCE 14-20**

**AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING TITLE 4,  
CHAPTER 4.04.020 BUDGET PROCESS AND CHAPTER 4.08.015  
BUSINESS LICENSES REQUIRED**

**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

**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. Title 3, Chapter 3.16, Section .060 is amended in the North Pole Code of  
ordinances as follows [new text in *italicized red font*; deleted text in ~~striketrough~~ font]:

**~~4.04.020 Budget process.~~**

~~The calendar year budget process shall begin January 1, 1983. (Ord. 82-6 § 2, 1982)~~

**4.08.015 Business licenses required.**

All sellers shall secure a city business license as required in Section 5.02.020 and a state of  
Alaska business license.

A. The city business license must be prominently displayed *in plain view for the public* at the  
place of business of every seller. Any seller who has no regular place of business shall display  
such license on request.

B. Before issuing a business license to a seller, the city may require the applicant to post a  
bond, furnish a statement of net worth, or furnish additional security to insure the full and prompt  
payment of taxes to be collected under this chapter.

C. The business license of any seller is automatically suspended when such seller fails to pay  
delinquent taxes, penalty and interest within thirty days after notice of delinquency is given or  
mailed. It is unlawful for a seller to engage in sales without a current city business license or to  
engage in sales when such license is suspended.

D. Each seller who obtains or should obtain a city business license in accordance with Section  
5.02.020 of the city code consents to the inspection of their federal or state business tax returns  
in order to facilitate the accomplishment of the provisions and objectives of this chapter. (Ord.  
99-29 §2(part), 1999)

Section 3. Effective Date. This ordinance shall become 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 6<sup>th</sup> day of October, 2014.

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

ATTEST:

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

PASS/FAIL

Yes:

No:

Absent:

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:** NP Council Members

**From:** Kathy Weber

**CC:** Mayor Ward

**Date:** 9/9/2014

**Re:** Ordinance 14-20, An ordinance of the City of North Pole amending Title 4, Chapter 4.04.020 Budget Process & Chapter 4.08, Section .015, Business licenses required

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This was a part of our code that was tagged by the legal review. I am including the recommendation from that legal review for you as follows:

4.04.020 Budget process. Absent pending litigation or something similar, this section is safe to delete. Recommendation: No action is required, but the City may wish to simplify its code by deleting the section.

4.08.015 Business licenses required. Subsection (A) requires that "The City business license must be prominently displayed at the place of business of every seller." Read on its face, this does not require that the business license is displayed in an area accessible to the public; a display on the wall of an office could count as prominent. If this type of prominence is not intended to satisfy this section, an amending ordinance should specify that the license must be displayed in an area used by the public. Otherwise, no action is required. Recommendation: Does the City wish to address this section before republication?

Thank you

**CITY OF NORTH POLE**

**ORDINANCE 14-21**

**AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING TITLE 2, CHAPTER  
2.36, SECTION .020, SCOPE OF COVERAGE**

**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

**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. Title 2, Chapter 2.36, Section .020, Scope of coverage, is amended in the  
North Pole Code of ordinances as follows [new text in *italicized red font*; deleted text in  
~~strikethrough font~~]:

**2.36.020 Scope of coverage.**

A. Unless a section of this chapter specifically provides otherwise, this chapter applies to all  
city employees, except as follows;

1. Elected officials; except the position of chief executive as related to 2.36.150, 2.36.160,  
2.36.170, 2.36.250, 2.36.400, and 2.36.410; and the position of city council member as it relates  
to sections ~~2.36.210~~, 2.36.250, and 2.36.420; (Ord. 04-05 §2, (part), 2004)

2. Members of citizen boards and commissions;

3. All persons who are appointed to serve without compensation;

4. The city attorney, who is appointed by and serves at the pleasure of the council and whose  
terms, wages, hours and conditions of employment are determined by the council;

5. Employees employed under the terms of a special grant to the extent that a specific provision  
of the grant covers a subject covered by this chapter, in which case the provisions of the grant  
shall apply. (Ord. 98-12 §2(part), 1998)

Section 3. Effective Date. This ordinance shall become 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  
6<sup>th</sup> day of October, 2014.

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

ATTEST:

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

PASS/FAIL

Yes:

No:

Absent:

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:** NP Council Members  
**From:** Kathy Weber  
**CC:** Mayor Ward  
**Date:** 9/10/2014  
**Re:** Ordinance 14-21, An ordinance of the City of North Pole amending Title 2, Chapter 2.36, Section .020, Scope of Coverage

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This was a part of our code that was tagged by the legal review. I am including the recommendation from that legal review for you as follows:

**2.36.020 Scope of coverage.** *Subsection (A)(l) references Section 2.36.210. That section does not exist. If this is a typographical error, we can change the reference; if the reference does not go to anything, an amending ordinance should delete it.*

Thank you