



CITY OF NORTH POLE *Alaska*

REGULAR CITY COUNCIL MEETING Tuesday, September 6, 2016

MAYOR

Bryce Ward
888-4444

CITY CLERK

Kathy Weber, MMC
488-8583

COUNCIL MEMBERS

Kevin McCarthy- Mayor Pro Tem	590-0800
Preston Smith – Dep Mayor Pro Tem	488-8824
Elizabeth Holm – Alt Dep Mayor Pro Tem	488-6125
Santa Claus	388-3836
Elyse Dawson	520-221-1340
Thomas McGhee	455-0010

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance to the US Flag**
3. **Invocation**
4. **Approval of the Agenda**
5. **Approval of the Minutes**
6. **Communications from the Mayor**
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 16-17, an ordinance of the North Pole City Council amending Title 2.36.470 Personnel Code, adding over hire.
- b. Ordinance 16-18, an ordinance amending Title 2, Personnel Code, Chapter 2.36.470 Pay, Section F. Professional Development

12. New Business

- a. Request for tuition reimbursement for Emily Gibson in the amount of \$1,288.
- b. Ordinance 16-19, an ordinance of the North Pole City Council Repealing Chapter 4.18, 4.20, and 4.22.
- c. Ordinance 16-20, an ordinance of the North Pole City Council adding Section 4.19, Property Disposal.
- d. Ordinance 16-21, an ordinance of the North Pole City Council amending Title 2, Chapter 2.36, Section 2.36.220, Travel and Host Reimbursements.

13. Executive Session – To discuss status of litigation and any action that needs to be taken.

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 \$10.00 per CD. The City Clerk's Office is located in City Hall, 125 Snowman Lane, North Pole, Alaska.



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

A regular meeting of the North Pole City Council was held on Monday, August 15, 2016 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 15, 2016 to order at 7:02 p.m.

There were present:

Mr. McCarthy – Mayor Pro Tem
Mr. Smith – Deputy Mayor Pro Tem
Ms. Holm – Alt. Deputy Mayor Pro Tem
Ms. Dawson
Mr. McGhee
Mr. Claus
Mayor Ward

Absent/Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Councilwoman Holm

APPROVAL OF AGENDA

Mr. McGhee moved to Approve the Agenda of August 15, 2016

Seconded by Mr. McCarthy

Discussion

None

Mr. McGhee moved to consent items:

- a. Recommendation to purchase a wood chipper for the Public Works Department
- b. Approval of the North Pole Comprehensive Strategic Plan
- c. Auction items from North Pole Fire Department to be approved for sale.

- d. Ordinance 16-17, an ordinance of the North Pole City Council amending Title 2.36.470 Personnel Code, adding over hire.

And to remove:

- f. Ordinance 16-19, an ordinance of the North Pole City Council Repealing Chapter 4.18, 4.20, and 4.22
- g. Ordinance 16-20, an ordinance of the North Pole City Council adding Section 4.19, Property Disposal

Item 13 - Executive Session.

Seconded by Mr. McCarthy

On the amendment

PASSED

Yes: 7 –Smith, McGhee, Dawson, Claus, McCarthy, Claus, Holm, Ward
No: 0
Absent: 0

On the main motion as amended

PASSED

Yes: 7 –Smith, McGhee, Dawson, Claus, McCarthy, Claus, Holm, Ward
No: 0
Absent: 0

APPROVAL OF MINUTES

Mr. Smith *moved to Approve the Minutes of August 1, 2016*

Seconded by Mr. Claus

Discussion

None

PASSED

Yes: 7 –Smith, McGhee, Dawson, Claus, McCarthy, Claus, Holm, Ward
No: 0
Absent: 0

COMMUNICATIONS FROM THE MAYOR

The next muffins will be this Friday August 19th here at City Hall.

We are currently accepting applications for the Fire Chief Position, It will remain open till filled. Please see the City website for more information and an application.

The three local mayors will march from North Pole City Hall to The Door in Fairbanks (14miles) on September 10th to bring awareness to the community about the homeless youth issue we have in the interior. Each mayor has a fundraising page. Please help bring awareness and donate! All proceeds will go to The Door.

Mayor Wards Page is <http://www.fyaohn.myevent.com/participant/378307>

This past weekend was the Senior Games, I was able to go help give out two of the gold medals to some of our local seniors who competed in the Horse Shoe toss at Terry Miller Park.

Saturday was also the Backpack giveaway, approximately 2,000 people were present, Thank you to the sponsors who made this event happen and good luck to the young students who are beginning school this week.

This Thursday is the Red White Blue Run through North Pole, If you are interested in cheering the runners and ‘Old Glory’ through North Pole Please be at the Memorial park at 12:00. If you would like more information please check out Check out the website <https://www.teamrwb.org/> This weekend August 20th is Military Appreciation Day (declared by the three mayors) in the Interior. The event will be held at Pioneer Park from 11:30 am to 8pm. Confirmed guest will be Governor Walker, Senators Murkowski and Sullivan, Congressman Young, and new Eielson AFB commander Colonel David Minuea.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

- None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Chief Dutra

- We generated \$7,352.00 from the sale of our old patrol vehicles.
- I just returned from vacation. Catching up on tasks.
- Memorial Park was vandalized. Concrete for pavilion has been poured. Working on Camera system to protect the park.
- World’s Greatest Backpack giveaway was hugely successful. Gave away over 750 ID kits, pencils, books, and badges.
- Met with Security Forces from Eielson. Working on Boy Scout cleanup project for memorial park.
- We are working on training opportunity with NPHS.

- Ofc. Lindhag and Smith are at National Tactical Officer Training. Funding coming from APSC.
- School is starting and we will continue to do GREAT training with 7th grade kids.
- Continuing projects at NPPD: Laptops.

Fire Dept., Deputy Chief Coon

- Starting up basic firefighter class.
- Over 20 applicants for last opening.
- 4 new volunteers.
- Been busier than usual since assuming the duties of the Fire Chief.
- Accepting to fire academy in November.

Finance, Tricia Fogarty

- We will be interviewing this week for the Utility Billing/AR position.
- The City should have a bound audit for the next meeting.
- Door hangers were put on residents doors for confessions of judgement.
- Working on budget amendments.

Mr. Smith asked about some of the accounts. He also wanted to know when the borough taxes would be received by the City.

Director of City Services, Bill Butler

Building Department

- Foundation Only permit issued for Santa Claus House for a warehouse expansion. Foundation permit allows the work to begin while plan review is completed.

Public Works

- FMATS Improvement Project work began last week.
 - Work includes crack sealing; pedestrian path resurfacing (Blanket Blvd., 5th Ave. 8th Ave. and Snowman Lane); and resurfacing entrance to Dougchee Avenue.
- Skateboard park equipment installed at skateboard park this past weekend.
 - Fairbanks Skateboard Coalition designed the setup and volunteers helped with the installation.
 - Skateboard park competition confirmed September 3 from 2:00 to 4:30 PM and includes BMX bike competition.
- DOT conducted a site visit to assess 5th & 8th Avenue intersections with AK Railroad and Old Richardson Highway for an intersection modification project.
- North Pole Worship Center completed a second Servolution Sunday where they performed volunteer work in the City
- Wayfinding signing is starting to be installed—map at City Hall; Welcome signs ordered for off ramp at the Santa Claus Lane/Badger Road interchange.

- Updated request for a wood chipper before Council this evening.
- **Utility Department**
- Lift Station Phase 3 is well underway.
 - Major rehabilitation work underway at four lift stations: Mockler Drive, Tanana Drive, Hurst Road and Cary Street; control panel upgrades at Stillmeyer lift station completed.
- Three bids received on August 8 for mobile generators for the Sewer Division.
 - Stantec Engineering is reviewing the bids to determine compliance with the bid specifications.
- **Natural Gas Utility Board**
- No updates since last Council meeting.
 - IGU board meeting tomorrow, Tuesday where I hope to learn status of discussions with ADIEA on progress of Interior Energy Project.

Borough Representative

I have no report. I was not able to attend the last Assembly meeting.

City Clerk's Office, Kathy Weber

- The Alaska State Primary will be held tomorrow. City residents can vote here at City Hall. Polls open at 7:00 am and close at 8:00 pm. I ask that council stay and help to set up. The election helpers will be here at 6:00 a.m. to start setting up for voters.
- The Municipal Election for the City of North Pole will be held Tuesday, October 4, 2016. The following seats are open:

CITY OF NORTH POLE COUNCIL SEATS

(All offices serve at-large)

2 City Council Seats.....3-year terms

1 City Council Seat.....2-year Term

I received a letter of resignation today for Elyse Dawson. Her last day on council will be September 6, 2016. Her seat will be on the ballot for October 4th.

- Candidates for City Council are:

DeJohn Cromer

815 Marquette Loop
North Pole, AK 99705

P: 907-347-2808

Email: jejohnc@gmail.com

Avery Thompson

135 E. 6th Ave
North Pole, AK 99705
P: 907-388-5351
Email: ThompsonAvery@msn.com

Doug Isaacson
1003 Shirley Turnaround
North Pole, A 99705
P: 907-322-3133
Email: douglas.isaacson@gmail.com

David Skipps
2729 Perimeter Dr.
North Pole, AK 99705
P: 907-750-5106
Email: DavidSkipps@yahoo.com

The seats will go to the top three vote getters by the number of votes received.

- We still have three positions open at the City. They are Fire Chief, Utility Billing/Accounts Receivable Clerk, and Records Management/Archivist. The positions are open until filled. We hope to have enough applications by August 15th to put together a list for each position and start the hiring process.
- The Alaska Municipal League Annual Local Government Conference is November 16 – 18th. If any council members are interested in attending please let me know and I will sign you up for the conference, hotel, and book airfare for you. The sooner we know the better the rooms and flights are.
- Next meeting is on Tuesday, September 6, 2016. It is 3 weeks before our next meeting.
- 132 days until Christmas.

ONGOING PROJECTS

- None

CITIZENS COMMENTS

- Francie Cork 401 Holiday Rd

Glad to hear Bill Butler talk about the traffic on the Old Richardson Hwy. Nothing would make her happier than a pedestrian crossing from the Davis Subdivision to the bike path. Encouraged officers and council members to keep an eye out.

- Dawn Murphy, Explore Fairbanks

Our communications department has been working on developing the new Explore Fairbanks website. The new website will include 8 mini videos such as How to Dress for Alaska, Aurora viewing, Arts & Culture, Golden Heart and winter. The new website will also have some space dedicated to “Destinations within the Destination” which will explore opportunities for visitors at various areas such as UAF, Chena Hot Springs and North Pole. We had hoped to have the launch by September but it looks like it will be closer to the end of the year. In March, Jerry Evans, our PR Manager hosted Japan Airlines Skyward Media Tour which is similar to Alaska Airlines Magazine with stops in North Pole.

Deb Hickok, the president & CEO in conjunction with the communications department is working on an economic development video. The Borough asked us to work on this project and we hope to have the project completed by mid-2017.

The tourism department hosted Powell Consultants, a high-end incentive travel consultant, which works with the Chinese market. Grace Mg, the Director with Powel Consultants, stayed in the Hotel North Pole and is enthused with the product to promote to her clients. We worked with a contractor to launch our WeChat which is a Chinese social media platform similar to Facebook, Instagram and Twitter. WeChat is regulated by the Chinese government which is why we felt we would benefit by hiring a contractor to help navigate the restrictions. WeChat had 700 million active users in March of this year, 90% of those are Chinese and more than 70 million of the active users are outside of China. This includes the students that we have seen the last couple of springs. We are using this platform to inform them of winter driving and dressing as well as offering options for them. We have seen an increased interest by this market and from what we hear it will likely continue. You will probably see scan codes at locations such as rental car facilities. One of the many features of WeChat is they can scan the codes and get instant information. Between August 24th and September 28th we will have 9 charter flights scheduled. The airlines include Japan Airlines, Uzbekistan Airways, All Nippon Airways and China Air.

The Meetings and Conventions department is working with various committees to get ready for First Alaskans and AFB 2016 and their 50th Anniversary. There will be lots of events for the public to enjoy including the Potlatch, Arts & Crafts Show and Quiana Alaska as well as volunteer opportunities. The dates are October 16-19 for First Alaskan Elders & Youth Conference and October 20-22 for AFN Convention. In our new Meeting Planner Guide you will see that North Pole is mentioned on Pages 14, 21, 27, and under events on page 35.

In April at our Annual Awards Banquet, Christmas in Ice received the Raven Award for promoting a distinct local, statewide, national and international interest and awareness among prospective visitors. In May, the 14th Fairbanks Visitor Industry Walk for Charity raised over \$20,000 with 548 walkers participating to raise funds for 51 local non-profits. This brings the total raised to just under \$335,000.

Ms. Murphy touched on the fact that the State of Alaska Tourism budget has gone from 16 million 3 years ago to 1.5 million this year. When the Governor made his cuts, tourism marketing was cut from 4.5 million to 1.5 million. ATIA and the Alaska Tourism Marketing Board have been working on what programs will be available. At this time most of the funding is going into keeping up our online presence. Opportunities for us to co-op with the state on familiarization tours, media tours, tradeshow, media placement, printed State Travel Planners,

etc. are off the table. Our staff is looking at ways to defray costs by either participating with Visit Anchorage or industry partners when allowed for tradeshow.

We submitted our final grant report on July 21st. Thank you again for reinvesting bed tax funds into destination marketing. As you can see by the figures before you, tourism is an economic driver year-round and the second largest industry employer in the State of Alaska employing more than 30,000 people. The Borough is working on their audit adjustments and we normally see those in August or September which accrue back to June for their fiscal year-end receivable.

Ms. Holm said she enjoyed the article and would also like to see the North Pole July 4th celebration included.

OLD BUSINESS

None

NEW BUSINESS

ORDINANCE 16-18, AN ORDINANCE AMENDING TITLE 2, PERSONNEL CODE, CHAPTER 2.36.470 PAY, SECTION F. PROFESSIONAL DEVELOPMENT

Deputy Chief Coon said this was more of a cleanup and that it is already in code. If they meet the job description they have the ability to make the step increase. It has been hard to track and this makes it more clear to the employee and cut and dry. Employees are eligible for the step increase as long as it is in the budget. The fire department is trying to recruit, keep, and give a clear path for progression in the fire department.

Public Comment

Steve Dutra – he spoke in favor of this professional development and encouraged the council to approve it.

Mr. McGhee *moved to* Introduce and Advance Ordinance 16-18, an ordinance amending Title 2, Personnel Code, Chapter 2.36.470 Pay, Section F. Professional Development

Seconded by Mr. McCarthy

Discussion

Ms. Holm said that there is a definite value in having educated fire fighters. If this keeps them secure in their job she is for it.

PASSED

Yes: 7 –Smith, McGhee, Dawson, Claus, McCarthy, Claus, Holm, Ward

No: 0

Absent: 0

COUNCIL COMMENTS

Ms. Holm – good to see everyone again and congratulated Chief Coon for being accepted to the National Fire Academy. She attended the Republican National Convention in Cleveland, a pharmacy conference and then in Disneyland for a week. What she came home with after having time to reflect on it was Alaska is capable of so much more. She asked council to reflect in their spare time what Alaska would look like if they were an economic super power. What kind of regulations need to be lifted from us so we can take part in the world and have an economy in the world. Now that there is a cable coming across the world that will give us the best internet in the world. How can we best support our people with agriculture, technology and tap that and move forward.

Mr. Claus – congratulation to Chief Coon for being accepted to the National Fire Academy. He thanked Ms. Dawson for all her work on the council.

Mr. Smith – great seeing everyone on the bike paths. Pleasure working with Ms. Dawson. School starts again on Wednesday so please be careful.

Mr. McCarthy – no comment

Mr. McGhee – has been a pleasure to work with Ms. Dawson.

Ms. Dawson – she turned in her resignation and will be moving to Ft. Rucker, Alabama in November. They are ready for this new chapter in their life. She thanked everyone for the experience and everything they had taught her. She is excited for what is next to come.

Mayor Ward – thanked Ms. Dawson on her work on the council and her future endeavors. Kudo's to the PW department and putting together the skateboard equipment. There were kids and young adults out there scooting around. He appreciates the skateboard coalition, they testified at the FNSB meeting and they helped and worked with the Public Work Department and have taken and ownership of the park. Special thanks to the staff for coming out on the weekend.

ADJOURNMENT

Mr. McGhee *moved to* Adjourn the meeting at 8:18 p.m.

Seconded by Mr. Claus

The regular meeting of August 15, 2016 adjourned at 8:18 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Tuesday, September 6, 2016.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

CITY OF NORTH POLE

ORDINANCE 16-17

AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING TITLE 2.36.470 PERSONNEL CODE, ADDING OVERHIRE

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

WHEREAS, the City of North Pole wishes to add the Overhire to the payscale; and

WHEREAS, the North Pole Fire Department provides staffing with at least four personnel 24 hours a day seven days a week. This staffing is maintained even during holidays or employee leave days; and

WHEREAS, the use of part time employees allows the department to maintain the four person minimum staffing while reducing overtime. Part time employees are scheduled to work when a staff member is on scheduled leave or the mandated FLSA drop day. This practice comes at a tremendous cost savings to the city for labor that otherwise would be provided by overtime; and

WHEREAS, all part time employee's meet the minimum requirements for the regular Firefighter/EMT position; and

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

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. Amend Title 2, Chapter 36 Personnel Code, Section .470 Pay, as follows [new text in *italicized red font*; deleted text in ~~striketrough~~ font :

2.36.470 Pay.

See attached pay scale

Section 3. **Effective Date.** This ordinance shall become effective on 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 5th day of September, 2016.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASS/FAIL

Yes:

No:

Absent:

CITY OF NORTH POLE
FIRE DEPARTMENT PAY SCALE
ORDINANCE 16-17
REVISED PAY SCALE TO INCLUDE OVERHIRE

[illegible]

CITY OF NORTH POLE

ORDINANCE 16-18

AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING TITLE 2, CHAPTER 2.36.470, PERSONNEL CODE, PAY – F. PROFESSIONAL DEVELOPMENT

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

WHEREAS, the North Pole Fire Department provides staffing with at least four personnel 24 hours a day seven days a week. This staffing is maintained even during holidays or employee leave days; and

WHEREAS, the use of part time employees allows the department to maintain the four person minimum staffing while reducing overtime. Part time employees are scheduled to work when a staff member is on scheduled leave or the mandated FLSA drop day. This practice comes at a tremendous cost savings to the city for labor that otherwise be provided by overtime; and

WHEREAS, all part time employee's meet the minimum requirements for the regular Firefighter/EMT position; and

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

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. Amend Title 2, Chapter 36 Personnel Code, Section .470 Pay, as follows [new text in *italicized red font*; deleted text in ~~strikethrough~~ font:

2.36.470 Pay F.

Professional Development Step Salary Increases. Employees may earn horizontal step increases for professional development as follows:

Firefighter Personnel:

Meets requirements for rank advancement 2 Steps

(Engineer, Lieutenant, Captain, Deputy Fire Chief)

<i>Firefighter II/EMT III</i>	<i>2 Steps</i>
<i>Fire Apparatus/Driver Operator</i>	<i>2 Steps</i>
<i>Fire Officer I</i>	<i>2 Steps</i>
<i>Firefighter II/MICP</i>	<i>2 Steps</i>

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 6th day of September, 2016.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASSED/FAILED Yes: No: Absent:



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

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

August 15, 2016

To: Kathy Weber
North Pole City Council

Re: Tuition Reimbursement

I would like to formally request that the North Pole City Council approve \$1288.00 in tuition reimbursement for Emily Gibson for classes she is enrolling in for the Fall 2016 semester.

Two of the course she is taking are directly related and necessary for her to complete her accounting degree. One class, DEVM F105 Intermediate Algebra, I considered a developmental course and not a prerequisite course for her degree and I am not considering it for reimbursement.

We have enough funding this year to pay for \$1,288.00 even though Gibson has requested \$1,848.00.

AIS F101 Effective Personal Computer Use and BA F343 Principles of Marketing are both mutually beneficial to the employee and the City of North Pole because they will provide the core courses she needs for her accounting degree. An accounting degree is very important to our department since we often find ourselves investigation financial crimes which can be complicated.

This request falls just short of the deadline due to no fault of the employee. The employee put the request in prior to her enrollment but since I was on vacation and other priorities this request did not get processed in time. I ask that you please approve this tuition reimbursement.

Thank you for your time.

Chief Steve Dutra

A handwritten signature in blue ink, appearing to read "Steve Dutra", is written over the printed name "Chief Steve Dutra". The signature is stylized with a large, sweeping "S" and "D".



CITY OF NORTH POLE *Alaska*

City of North Pole Tuition Reimbursement Agreement

2.36.231 Tuition reimbursements.

A. An employee who registers for course work to be taken on personal time that is considered to be of benefit to the City may be reimbursed up to one hundred percent of the tuition expense. In order to be considered for reimbursement, the employee must, prior to enrollment, receive department head approval and submit a tuition reimbursement agreement obtained by Human Resources that explains how the course will be of mutual benefit to the City and the employee and that funds are available in the department's budget. Pre-approval by the City Council is required on all tuition reimbursements prior to the enrollment.

B. Upon completion of the course, the employee shall submit evidence of successful completion and a brief written summary of the outcome of the course to their respective department head who will verify and issue the reimbursement. A copy of the transcript must be attached to the tuition reimbursement request. The employee shall sign an agreement that the tuition will be returned to the City if the employee leaves City employment within twelve months from date of completion of the course. (Ord. 16-07 § 2, 2016; Ord. 02-01 § 2, 2002; Ord. 00-04 § 2, 2000)

Department: North Pole Police Department

Employee Name: Emily Eilson

Date of request: 8/1/16

Course Work Desired: required accounting classes

Education Institution: University of Alaska Fairbanks

Course Dates: August 29, 2016 - December 17, 2016

Cost of Course work: \$1848

Departmental Approval

This course is deemed beneficial to the City of North Pole and the employee and funds are available in the department's budget.

Department Head Signature: _____

Date: 8/15/16

City Council Approval

This agreement was approved by the City Council on the ____ day of _____,
_____: (Minutes attached)

City Clerk Attest: _____

Seal

The employee agrees that the tuition will be returned to the city if he/she leaves city employment within twelve months from date of completion of the course.

Upon completion of the course, the employee shall furnish evidence of successful completion and a brief written summary of the outcome of the course to their respective department head who will verify and issue the reimbursement. A copy of the transcript must be attached to the Tuition Reimbursement Request.

Employee Signature: _____

Dept Head Signature: _____

Date: _____

2.36.231 Tuition reimbursements. SHARE

A. An employee who registers for course work to be taken on personal time that is considered to be of benefit to the City may be reimbursed up to one hundred percent of the tuition expense. In order to be considered for reimbursement, the employee must, prior to enrollment, receive department head approval and submit a tuition reimbursement agreement obtained by Human Resources that explains how the course will be of mutual benefit to the City and the employee and that funds are available in the department's budget. Pre-approval by the City Council is required on all tuition reimbursements prior to the enrollment.

B. Upon completion of the course, the employee shall submit evidence of successful completion and a brief written summary of the outcome of the course to their respective department head who will verify and issue the reimbursement. A copy of the transcript must be attached to the tuition reimbursement request. The employee shall sign an agreement that the tuition will be returned to the City if the employee leaves City employment within twelve months from date of completion of the course. (Ord. 16-07 § 2, 2016; Ord. 02-01 § 2, 2002; Ord. 00-04 § 2, 2000)

DEVM F105 Intermediate Algebra

3 Credits

Topics include expressions, equations and applications involving linear, quadratic, rational and radical functions; graphs of linear and quadratic functions; functions and their inverses; introduction to exponential and logarithmic functions; and systems of linear equations. To matriculate to MATH F151X from DEVM F105 a grade of B or higher is required. Special fees apply. Prerequisites: Grade of C- or better in DEVM F055; or DEVM F062; or appropriate placement test scores. Prerequisite courses and/or placement exams must be taken within one calendar year prior to commencement of the course. (3+0)

Accounting and Information Systems - AIS

AIS F101 Effective Personal Computer Use

3 Credits

Using and understanding advanced computing software applications. Course develops conceptual and practical knowledge of advanced presentation/communications software, database programs and operating systems. (3+0)

BA F343 Principles of Marketing

3 Credits

Management of a firm's marketing effort focusing on products, distribution, pricing and promotion to targeted consumers. Practices appropriate to domestic or international, small or large, goods or services, and for-profit or nonprofit organizations included. Special fees apply. Prerequisites: ENGL F111X or equivalent; COMM F131X or COMM F141X or equivalent. (3+0)



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

Detective Emily Gibson
Phone: 907-488-6902
Fax: 907-488-5299


Memorandum

To: Chief Steve Dutra
Subject: UAF Courses
Date: 8/1/16

Hey,

I am writing this memo in regards to the following classes I will be taking this fall 2016:

Effective Personal Computer Use - AIS F101 - UX1


Associated Term: Fall Semester 2016
CRN: 78057
Status: Registered - Web on Jul 19, 2016
Assigned Instructor: Jesse I. Kaczmarski 
Grade Mode: Letter Grades with Plus/Minus
Credits: 3.000
Level: Undergraduate - UAF
Campus: UAF - eLearning & Distance Ed

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Web-based	TBA		Distance Ed BLKBD	Aug 29, 2016 - Dec 17, 2016	Lecture	Jesse Ian Kaczmarski (P) 

Principles of Marketing - BA F343 - UX1


Associated Term: Fall Semester 2016
CRN: 75324

Status: Registered - Web on Jul 19, 2016
Assigned Instructor: Joshua M. Lupinek 
Grade Mode: Letter Grades with Plus/Minus
Credits: 3.000
Level: Undergraduate - UAF
Campus: UAF - eLearning & Distance Ed

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Web-based	TBA	Distance Ed BLKBD	Aug 29, 2016 - Dec 17, 2016	Lecture	Joshua M Lupinek (P) 

Intermediate Algebra - DEVM F105 - UI3

Associated Term: Fall Semester 2016
CRN: 77234
Status: Registered - Web on Jul 19, 2016
Assigned Instructor: Lorinda Fattic 
Grade Mode: Letter Grades with Plus/Minus
Credits: 3.000
Level: Undergraduate - UAF
Campus: UAF - Interior Alaska

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	7:00 pm - 8:30 pm	MW Distance Ed	Aug 29, 2016 - Dec 09, 2016	Lecture	Lorinda Fattic (P) 

The Effective Computer Use class and Principles of Marketing class are required courses for the UAF School of Management accounting degree. The Intermediate Algebra class is a prerequisite for a required class I will need for the degree as I have not taken math in almost ten years.

The total cost for the three classes is \$2320, with tuition being \$1848. The classes begin August 29th and end December 17th, 2016. Books will be between \$547-\$705, all depending on if I go with digital or hard copy.

I am requesting reimbursement for tuition of \$1848. I will need to look into selling a kidney for the rest of the expenses.

Thanks,

A handwritten signature in cursive script, appearing to read "Emily Gibson". The signature is written in dark ink and is positioned above the printed name.

Emily Gibson

Detail Code	Description	Charge	Payment	Balance
1NC	UA Network Charge-1	\$24.00		
1RTL	Tuition RE Lower level	\$576.00		
6ATL	SOM/eLearning Lower Tuition	\$576.00		
6ATU	SOM/eLearning Upper Tuition	\$696.00		
6CSF	eLearning Dist. Delivery Fee	\$150.00		
6GT	eLearning Tech Fee	\$30.00		
6NC	eLearning Network Charge	\$51.00		
6SMU	SOM/eLearning Upper Surcharge	\$138.00		
8FFR	IAC Facilities Fee	\$18.00		
FALE	ALEKS Math Fee	\$25.00		
FCFF	UAF Facilities Fee	\$36.00		
FWIR	Wire Transfer		-\$1,628.58	
	Net Term Balance			\$691.42
	Net Balance for Other Terms:			\$0.00
	Account Balance:			\$691.42
	Current Amount Due:			\$691.42



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 Aug 25, 2016

Account Balance net of Authorized Financial Aid: \$691.42

Current Due net of Authorized Financial Aid: \$691.42

RELEASE: 8.7.1

© 2016 Ellucian Company L.P. and its affiliates.


[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#)[LOG OUT](#) to Help Protect Your Personal Information

30845327 Emily I. Durny
Fall Semester 2016
Aug 01, 2016 10:16 am

Student Schedule by Course:


Total Credit Hours: 9.000

Effective Personal Computer Use - AIS F101 - UX1


Associated Term: Fall Semester 2016
CRN: 78057
Status: Registered - Web on Jul 19, 2016
Assigned Instructor: Jesse I. Kaczmariski 

Grade Mode: Letter Grades with Plus/Minus
Credits: 3.000
Level: Undergraduate - UAF
Campus: UAF - eLearning & Distance Ed

Scheduled Meeting Times

Type	Time Days Where	Date Range	Schedule Type Instructors
Web-based TBA	Distance Ed BLKBD	Aug 29, 2016 - Dec 17, 2016 Lecture	Jesse Ian Kaczmariski (P) 

Principles of Marketing - BA F343 - UX1

Associated Term: Fall Semester 2016
CRN: 75324
Status: Registered - Web on Jul 19, 2016
Assigned Instructor: Joshua M. Lupinek 

Grade Mode: Letter Grades with Plus/Minus
Credits: 3.000
Level: Undergraduate - UAF
Campus: UAF - eLearning & Distance Ed

Scheduled Meeting Times


Type	Time Days Where	Date Range	Schedule Type Instructors
Web-based TBA	Distance Ed BLKBD	Aug 29, 2016 - Dec 17, 2016 Lecture	Joshua M Lupinek (P) 

Intermediate Algebra - DEVM F105 - UI3

Associated Term: Fall Semester 2016
CRN: 77234
Status: Registered - Web on Jul 19, 2016
Assigned Instructor: Lorinda Fattic 

Grade Mode: Letter Grades with Plus/Minus
Credits: 3.000
Level: Undergraduate - UAF
Campus: UAF - Interior Alaska

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	7:00 pm - 8:30 pm	MW	Distance Ed	Aug 29, 2016 - Dec 09, 2016	Lecture	Lorinda Fattic (P) 

[Return to Previous](#)

RELEASE: 8.7.1

© 2016 Ellucian Company L.P. and its affiliates.

**CITY OF NORTH POLE
ORDINANCE 16-19**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL REPEALING CHAPTER
4.18, 4.20, 4.22**

WHEREAS, changes to the practices, regulations and policies is a continually changing requirement; and

WHEREAS, having multiple disposal process in code is confusing; and,

WHEREAS, consolidating all property disposal requirements under one section will aide in the transparency of our disposal process; and,

WHEREAS, surplus items that are to be sold should go through a competitive bid process that is consistent throughout all departments in the city; and,

WHEREAS, this ordinance is to be considered with Ordinance 16-xx Property Disposal.

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 4 Chapters 18,20,22 , is hereby amended in the North Pole Code of Ordinances as follows: [new text in italicized *red font*; deleted text in ~~strike through~~ font]

**~~Chapter 4.18
DONATION OF CITY ASSETS~~**

Sections:

~~4.18.010 Grant authorization.~~

~~4.18.020 Grant requirements.~~

~~4.18.030 Grant disbursements.~~

~~4.18.010 Grant authorization.~~

~~The City may donate any City property and/or revenues except as restricted by this chapter and by Section 13.4 of the Home Rule Charter, upon a two thirds majority vote of the City Council.~~

~~4.18.020 Grant requirements.~~

~~The City requires a completed application on forms provided by the City no later than March 31st of each year. The completed application must be submitted to the City Clerk for any and all donation requests of the City. The following information must be included in the request:~~

~~A. The name of the organization requesting a grant.~~

34 B.—The organization's Federal Identification Number (FIN) if the agency is registered
35 with the Internal Revenue Service.

36 C.—The type of organization and its tax status.

37 D.—The names of persons legally responsible for the organization.

38 E.—The proposed use of grant funds being requested.

39 F.—The details of how the requested grant will benefit the City of North Pole.

40 G.—All other donations of City asset shall be by Council approval and in compliance
41 with this chapter.

42 H.—All organizations requesting grants from the City that total more than \$6,000 (six
43 thousand dollars) in value within any calendar year shall submit to the City, with the
44 request, a statement of financial review of the year preceding said request, a proposed
45 budget detailing how City funds will be used and an IRS Form 990 for the previous year.

46 I.—All organizations receiving grants from the City will submit to the City Council a
47 year-end report outlining the use of the grant.

48 **4.18.030 Grant disbursements.**

49 All grant requests shall be promptly rated by the Council and shall be rejected, approved or a
50 portion thereof approved based upon the following criteria:

51 A.—The amount of City funds available for grants appropriations.

52 B.—The relative urgency of the stated need.

53 C.—The number of North Pole citizens that will receive benefit or quality of life
54 improvement from the grant.

55 D.—Audit disclosures (when required) shall be examined for determination of the
56 organization's overall financial responsibility.

57 E.—The need as stated in the application shall be priority rated with existing City
58 departmental needs that have not received budget appropriations. Departmental needs
59 must be submitted to the Mayor by department heads to be included in the priority
60 ratings.

61 F.—The need as stated in the application shall also be priority rated to other submitted
62 grant applications.

63 G.—Only nonprofit organizations may request and qualify for City grants.

64 H.—Grants may not be given to any organization wherein a City elected official would
65 be the direct beneficiary of the grant. (Ord. 98-15 § 4, 1998)

66
67 **Chapter 4.20**
68 **SALE OF CITY PROPERTY**

69 Sections:

70 4.20.010 Sale of real and personal property.

71 4.20.020 Conveyance of property.

72 **4.20.010 Sale of real and personal property.**

73 A.—The City may sell, dispose or donate any City-owned real or personal property
74 except where restricted by Section 13.4 of the Home Rule Charter, when in the judgment
75 of the City Council it is no longer required for public use.

76 B.—Any item of City-owned property, determined by the City Council to be of value and
77 no longer required for public use, shall be disposed of in accordance with the procedures
78 outlined in this chapter.

79 C.—The City may acquire the services of an auction company to advertise and sell at
80 auction items for disposal as approved by the City Council in accordance with the
81 procedures outlined in this chapter.

82 D.—Public Sale, Lease or Disposition Procedure for City-Owned Property.

83 1.—The administration shall prepare a list of items determined to be surplus to the
84 needs of the City and present it to Council for determination of status and
85 disposition procedures.

86 2.—The North Pole City Council may establish minimum bids for any item to be
87 disposed of.

88 3.—The auction contractor shall notify the City of any auction including City
89 assets shall advertise the sale in a newspaper of general circulation in the City at
90 least fifteen days in advance of the date of the sale and post in at least three public
91 places in the City.

92 4.—The administration shall present to Council a list of all items sold and the
93 proceeds from the sale at the regularly scheduled meeting following the sale and
94 remove any item from the City asset management list.

5. ~~The City Council may determine if it is in the best interest of the City to donate City property to other parties. Donation of City property shall be made by ordinance setting forth the items or real property, the terms and the party accepting the donation. (Ord. 15-06 § 2, 2015; Ord. 94-7 § 2, 1994; Ord. 84-3 § 2-13, 1984)~~

~~4.20.020 Conveyance of property.~~

A. ~~Any property acquired by the City by virtue of a tax foreclosure may be conveyed to such persons as the City directs by ordinance; provided, however, that the terms and conditions of such conveyance are to be approved and established by the Common Council of the City.~~

B. ~~The failure upon the part of the purchaser to conform to the terms and conditions of the transfer will result in the automatic reconveyance of the property to the City. (Res. 62-1, 1962)~~

Chapter 4.22

~~DISPOSAL OF POLICE DEPARTMENT PROPERTY~~

Sections:

~~4.22.010 Disposal of property.~~

~~4.22.020 Notice of disposition of property with a known owner.~~

~~4.22.030 Finder's election to retain possession of found property after report.~~

~~4.22.040 Notice of disposition of property with an unknown owner.~~

~~4.22.050 Disposition.~~

~~4.22.060 Auction sale.~~

~~4.22.070 Publication of sales cost and reimbursement.~~

~~4.22.080 Dangerous, prohibited or perishable property, immediate disposal.~~

~~4.22.010 Disposal of property.~~

A. ~~The following property in possession of the Police Department may be disposed of as provided in this chapter:~~

1. ~~Property abandoned and not claimed by the owner within thirty days of notification delivered to the last known mailing address of the owner; or~~

2. ~~Property stolen and not claimed by the owner within thirty days of notification delivered to the last known mailing address of the owner after the final disposition of the criminal case regarding the property; or~~

3.—~~Property found and delivered to the Police Department and not claimed by the owner within thirty days of notification delivered to the last known mailing address of the owner, or thirty days after the date on which the City or Police Department publishes a notice, in a newspaper of general circulation, to an unknown owner; or~~

4.—~~Firearms forfeited under the provisions of State law for conviction of an offense involving the use, possession or transfer of a firearm; or~~

5.—~~Firearms, weapons or other property found, seized by Police as evidence or for safekeeping where the rightful owner does not claim the property within thirty days of notification delivered to the last known mailing address of the owner, after the final disposition of the case or thirty days after the date on which the City or Police Department publishes a notice, in a newspaper of general circulation, to an unknown owner; or~~

6.—~~Department property that has been deemed to be surplus to the needs of the Department because it no longer has any value or is of a negligible value, or is nonfunctional and more cost effective to replace rather than repair.~~

B.—~~As used in this chapter, “disposable property” does not include any asset forfeitures conducted pursuant to Chapter 4.21 NPMC or other specific forfeiture programs authorized by City code. Forfeiture or disposition of motor vehicles that come into the Department’s possession shall conform to current Alaska Statutes regarding the disposition of such property. (Ord. 07-02 § 2, 2007; Ord. 99-15 § 2, 1999)~~

4.22.020 Notice of disposition of property with a known owner.

A.—~~The Department Evidence Custodian, as the person directly responsible for the administration of Department obtained property, shall mail a notice of the intended disposition of the stolen, abandoned, forfeited, seized or found property to the owner of the property at the last known mailing address of the owner.~~

B.—~~The notice of disposition required by this section shall include:~~

1.—~~A general description of the property;~~

2.—~~The date on which the Police Department obtained possession of the property;~~

3.—~~The provision that the property is to be forfeited to the Department at the time, date and place stated in the notice if the owner does not claim the property;~~

4.—~~The provision that the property, if money, will be paid into the City’s general fund, if the owner does not claim the money;~~

5.—The provision that the property must be claimed by the owner within thirty days after the date of the notice;

6.—The provision, when applicable, that firearms forfeited under State law for conviction of an offense involving the use, possession or transfer of a firearm shall be forfeited to the Department. (Ord. 99-15 § 2, 1999)

4.22.030 Finder's election to retain possession of found property after report.

A.—Persons who report found property shall be informed of the provision that the finder may retain possession of the property and make adequate notice of their finding (as outlined in this section) and that if the property remains unclaimed after thirty days of publication, the property is forfeited to the finder. If the finder elects to turn the property over to the Department, the finder shall be notified that they will forfeit all of their right, title, interest and claim in, and to, found property or money unclaimed by the owner unless the finder files a written request with the Chief of Police for return to the finder of the unclaimed property or money. The request must be filed no later than twenty days after the date of transfer of the property to the Department.

B.—If the finder elects to retain possession of found property pending disposition, the finder of the property shall publish in a newspaper of general circulation in the City, a notice of found property. If the publication is by the finder of the property, at least ten days shall elapse between the time the City is notified that the property has been found and the date of the publication. (Ord. 99-15 § 2, 1999)

4.22.040 Notice of disposition of property with an unknown owner.

A.—The Department Evidence Custodian, as the person directly responsible for the administration of Department obtained property, shall publish in a newspaper of general circulation in the City a notice of property in the Department's possession and its pending disposal.

B.—The notice of disposition required by this section shall include:

1.—A general description of the property;

2.—The date on which the Police Department obtained possession of the property;

3.—The provision that the property is to be forfeited to the Department at the time, date and place stated in the notice if the owner does not claim the property;

4.—The provision that the property, if money, will be paid into the City's general fund, if the owner does not claim the money;

194 5. ~~The provision that the property must be claimed by the owner within thirty~~
195 ~~days after the date of the notice. (Ord. 99-15 § 2, 1999)~~

196 **4.22.050 Disposition.**

197 ~~Department surplus property, forfeited property, and other property unclaimed by the owner after~~
198 ~~the publication and/or mailing of notice of disposition and the expiration of time periods as~~
199 ~~required by the previous sections, shall be disposed of as follows:~~

200 A. ~~The property, if money, will be paid into the City's general fund;~~

201 B. ~~Found property, including money, shall be returned to the finder if they have timely~~
202 ~~requested such return as provided in the previous section;~~

203 C. ~~Surplus property, forfeited property, and all property not claimed or returned to the~~
204 ~~finder may be sold as provided by this chapter after a notice is given or published as~~
205 ~~outlined in the previous section. The proceeds of the sale, and disposable property that is~~
206 ~~money, shall be deposited into the general fund of the City;~~

207 D. ~~Surplus property, forfeited property, and property not claimed or returned to the~~
208 ~~finder may be provided to another City department for any lawful purpose (excluding~~
209 ~~contraband and/or items, the possession of or use of which may be unlawful);~~

210 E. ~~Surplus property, forfeited property, and property not claimed or returned to the~~
211 ~~finder may be donated to an eligible charity upon approval of the City Council;~~

212 F. ~~Surplus property, forfeited property, or property not claimed or returned to the finder~~
213 ~~which has no or negligible value may be destroyed. (Ord. 99-15 § 2, 1999)~~

214 **4.22.060 Auction sale.**

215 ~~Should the Department elect to dispose of forfeited property by public auction, the City shall sell~~
216 ~~the property in accordance with existing code provisions. (Ord. 99-15 § 2, 1999)~~

218 **4.22.070 Publication of sales cost and reimbursement.**

219 ~~Before returning property to the finder or owner, and before delivering money to the City~~
220 ~~Accountant for deposit into the general fund, the Chief of Police or his designee shall require~~
221 ~~reimbursement, by the person receiving the property or money delivered, of the costs of~~
222 ~~publication and sale attributable to the property or money delivered. (Ord. 99-15 § 2, 1999)~~

223 **4.22.080 Dangerous, prohibited or perishable property, immediate disposal.**

224 ~~Property in possession of the Police Department and determined by the Chief of Police or his~~
225 ~~designee to be perishable, property of which possession is prohibited by law, property which has~~
226 ~~no intrinsic value, or property which constitutes an immediate danger to the public may be~~

~~disposed of immediately in any safe manner without notice to a known or unknown owner. (Ord. 99-15 § 2, 1999)~~

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 6th day of September, 2016.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASSED/FAILED Yes: No: Absent:

**CITY OF NORTH POLE
ORDINANCE 16-20**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL ADDING SECTION 4.19
PROPERTY DISPOSAL**

WHEREAS, changes to the practices, regulations and policies is a continually changing requirement; and

WHEREAS, having multiple disposal process in code is confusing; and,

WHEREAS, consolidating all property disposal requirements under one section will aide in the transparency of our disposal process; and,

WHEREAS, surplus items that are to be sold should go through a competitive bid process that is consistent throughout all departments in the city; and,

WHEREAS, this ordinance is intended to combined section 4.18 Donation of City Assets, 4.20 Sale of City Property, and 4.22 Disposal of Police Department Property into one comprehensive Ordinance that eliminates confusion.

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 4 – Property Disposal is added to North Pole’s Municipal Code as follows:

**Chapter 4.19
Authority for sale or disposal**

4.19.010 Disposal of City owned real or personal property.

A. All items recorded in the asset register shall be removed from the asset register at the time of disposal or sale.

B. Notwithstanding any other provision in this code, the Mayor or designee may authorize the abandonment or destruction of city supplies or property which is reasonably deemed to have no commercial value or of which the estimated cost of continued care, handling, repair, maintenance or storage would exceed the estimated proceeds of sale.

C. Per written recommendation by a respective department head, the Mayor or designee shall have the authority to exchange or trade in City supplies or equipment which is no longer used by the City or which have become unsuitable for city use if the Mayor determines it to be in the best interest of the city.

D. Surplus supplies or real property that has a value of at least \$10 must be sold through a competitive bidding process.

1. The City may acquire the services of an auction company to advertise and sell at auction items for disposal as approved by the City Council in accordance with the procedures outlined in this chapter.
 2. Any auction of City Surplus supplies or real property shall advertise the sale in a newspaper of general circulation in the City at least fifteen days in advance of the date of the sale and post in at least three public places in the City.
 3. All proceeds from the sale of city owned real or personal property shall be deposited into the general fund with the exception of vehicles and heavy equipment.
 4. Proceeds from the sale of vehicles or heavy equipment shall be deposited into the Vehicle Fleet funds for the prospective departments.
 5. The administration shall present to Council a list of all items sold and the proceeds from the sale at the regularly scheduled meeting following the sale.
- E. Per written recommendation by a respective department head, the Mayor or designee, if the best interests of the public would be served, may transfer any surplus city items or supplies to another governmental or quasi-governmental unit or to a charitable, civic, or nonprofit organization, subject to the following limitations.
1. When the estimated value of the supplies to be transferred exceeds \$1,000, the transfer may be made only after approval by the city council by resolution.
 2. Any donation of City property that does not exceed the estimated value of \$1,000 shall be reported to the council no later than the second meeting of the month preceding the donation. The report shall include all items and an estimated value for each item as well as the organization receiving the item(s).
- F. The city council may grant or devote real property no longer held for public purpose to the United States, the state, a local subdivision of the state, or an agency of any of these governments, for consideration agreed upon between the city and the grantee, without a public sale, if the grant or devotion is advantageous to the city.

4.19.020 Disposition of Recovered or Seized Property.

- A. When Property comes into the custody of the City Police Department, the Property shall be processed in accordance with the provisions of Alaska Statute (AS) 12.36.010-090 and then be determined by the chief of police to be eligible to become City property.
- B. Property that becomes City Property as identified through Alaska Statute (AS) 12.36.010-090 shall be disposed of in accordance with the provision of this Chapter.

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 19th day of September, 2016.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASSED/FAILED

Yes:

No:

Absent:

**CITY OF NORTH POLE
ORDINANCE 16-21**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING TITLE 2,
CHAPTER 2.36 SECTION .220, TRAVEL AND HOST REIMBURSEMENTS**

WHEREAS, changes to the practices, regulations and policies is a continually changing requirement; and

WHEREAS, the city travel code and policy is outdated and departments have interpreted it differently; and

WHEREAS, establishing a clear and concise process for all official city travel reduces ambiguity and frustration; and

WHEREAS, the proposed changes give clear guidelines for travel, including requiring a travel authorization form and travel expense claim form; and

WHEREAS, the new section of code increases per diem nine dollars a day and gives a breakdowns for partial days; and

WHEREAS, the proposed changes unify how all departments are to issue and execute official travel for City of North Pole employees and the City Council; and

WHEREAS, host reimbursement shall be subject to proper authorization by the appropriate supervisor.

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 2.36.220 – Travel and host reimbursements is amended in North Pole’s Municipal Code as follows: [new text in italicized *red font*; deleted text in ~~strikethrough font~~]

2.36.220 Travel and host reimbursement.

~~A. When employees or members of the City Council are required to travel for the City on official business, reimbursement or advance payment shall be in accordance with the following guidelines:~~

~~1. Travel on official business for the City by a single employee or member of the City Council shall be via public carrier at the most economical fare possible (e.g., coach airfare, economy limousine service, etc.):~~

~~a. If the employee or member of the City Council is authorized or required to travel by private vehicle, the employee or member of the City Council shall be paid mileage at a rate equivalent to the current Internal Revenue Service mileage allowance, not to exceed the cost of equivalent coach airfare;~~

~~2. Reimbursement or advance payment for subsistence expenditures on official trips shall be based on a rate of \$42 (forty two dollars) per day. Partial days shall be reimbursed in one third-day increments;~~

~~3. Claims for reasonable lodging expenses and destination ground transportation shall be supported by actual receipts.~~

~~B. Recognizing that it is in the best interest of the City for its representatives to host appropriate officials at luncheons and dinners, the Chief Executive may authorize advance payment of reasonable hosting expenses incurred by City employees. The City Council may authorize advance payment for reasonable hosting expenses incurred by members of the City Council.~~

~~C. An employee or member of the City Council may request an advance payment equal to one hundred percent of anticipated expenses covered under this section. Travel and lodging allowances paid in advance must be substantiated by receipts, invoices, ticket stubs, etc., within thirty days of the employee's return date. Overpayments shall be returned to the City. If an employee or member of the City Council fails to submit documentation of expenses within thirty days of completion of travel for which advance payment was made, the Chief Executive shall deduct from the employee's/Council member's pay the amount of the advanced funds for which no receipts are made available. All funds so deducted shall be paid to the employee or member of the City Council upon submission of all required documentation. (Ord. 98-12 § 2, 1998)~~

A. Travel Authorization, required

1. When employees or members of the City Council are required to travel for the City on official business it shall be in accordance with the following guidelines:

2. All travel is planned, approved, budgeted and controlled at the department level, except in specific cases:

a. Authorized travel approved in the budget requires no further approval beyond the departmental level. If, however, it becomes apparent that the total travel cost will exceed the budget estimate, additional funds must be appropriated in order for travel to occur.

b. All department head travel shall be authorized by the Mayor, prior to travel, specifically the Fire Chief, Police Chief, Director of City Services and the City Accountant.

c. The City Clerk must submit a budget estimate for City Council related travel to the City Council at the budget session each year listing expected council travel for the next year, approval of the budget constitutes approval for travel listed in the budget.

d. The City Clerk and the Mayor must submit a budget estimate for their related travel to the City Council at the budget session each year listing expected travel for the next year, approval of the budget constitutes approval for travel listed in the budget.

3. All travel on official city business shall be approved by an employee's supervisor, using the travel authorization form, prior to departure.

4. Travel on official business for the City by a single employee or member of the City Council shall be via public carrier at the most economical-practical fare possible (e.g., coach airfare, economy limousine service, etc.):

a. If the employee or member of the City Council is authorized or required to travel by private vehicle, the employee or member of the City Council shall be paid mileage at a rate equivalent to the current Internal Revenue Service mileage allowance, not to exceed the cost of equivalent coach airfare;

B. Travel Reimbursement and Per Diem

1. When employees or members of the City Council are required to travel for the City on official business, reimbursement or advance payment shall be in accordance with the following guidelines:

2. Reimbursement or advance payment for expenditures on official trips shall be \$51 (Fifty One Dollars) per day. Partial days shall be reimbursed based on the daily increments listed in this section.

<u>Per Diem for Partial Days</u>		<u>Rates</u>
<u>Midnight to 9:59 AM</u>	<u>Breakfast (20%)</u>	<u>\$10.00</u>
<u>10:00 AM to 2:59 PM</u>	<u>Lunch (30%)</u>	<u>\$15.00</u>
<u>3:00 PM to Midnight</u>	<u>Dinner (50%)</u>	<u>\$26.00</u>
	<u>Total Daily Amount</u>	<u>\$51.00</u>

b. Meals that are included in a conference, seminar or meeting are not eligible for per diem reimbursement.

3. Per Diem is only issued for travel that takes an employee or council member outside of the regional area; defined as the Fairbanks North Star Borough (FNSB)

4. Claims for reimbursable lodging expenses and destination ground transportation shall be supported by actual receipts. All reimbursement requests must be submitted on a travel expense claim form within thirty days of travel. If the travel expense claims form is not turned in within 30 days the City will not reimburse any expenses, no exceptions.

5. An employee or member of the City Council may request an advance payment equal to one hundred percent of anticipated expenses covered under this section with the following constraints:

a. A completed travel authorization form, with proper approval, is submitted to the accounts payable clerk 5 business days prior to travel.

b. Travel and lodging allowances paid in advance must be substantiated by receipts, invoices, ticket stubs, etc., within thirty days of the employee's return date and a travel expense claim form. Overpayments shall be returned to the City. If an employee or member of the City Council fails to submit documentation of expenses within thirty days of completion of travel for which advance payment was made, the Chief Executive shall deduct from the employee's/Council member's pay the amount of the advanced funds for which no receipts are made available. All funds so deducted shall be paid to the employee or member of the City Council upon submission of all required documentation.

C. Changes in travel or Cancellation of Travel:

1. The cost associated to change or cancel your travel plans for personal reasons will be paid by the employee; with the exception of illness or death of an immediate family member.

2. In the case of an extenuating circumstance an appeal may be made to the mayor or designee for the city to pay for the charges for changing travel.

D. Host Reimbursement

1. The City may host appropriate officials at luncheons and dinners; the Mayor may authorize reimbursement of reasonable hosting expenses incurred by City employees. The City Council shall authorize reimbursement for reasonable hosting expenses incurred by members of the City Council, including the Mayor.

a. No alcoholic beverages shall be reimbursed with City funds

b. All hosting expenses shall be authorized prior to encumbrance by the
employee's appropriate supervisor in order to be eligible for reimbursement.

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 19th day of September, 2016.

Bryce J. Ward, Mayor

ATTEST:

Kathryn M. Weber, MMC
North Pole City Clerk

PASSED/FAILED Yes: No: Absent:

POLICY 16-01

CITY TRAINING-TRAVEL POLICY

PURPOSE

To set forth the policy for official City travel for reimbursement of expenses incurred by City council members, appointed officials, members of special boards, commissions, Committees and employees while traveling out of the regional area on official City business.

POLICY

(If this Policy varies from North Pole Municipal Code the City Code interpretation shall prevail.)

- A. The City shall provide reimbursement for expenses directly related to attendance at approved conferences, seminars, meetings, and other official functions/purposes. Expenses related to meals within the regional area will not be reimbursed.
- B. Meals that are included in a conference, seminar or meeting are not eligible for per diem reimbursement.
- C. Official travel is planned, approved, budgeted, and controlled at the Department level, except in specific cases described below.
 - 1. Authorized travel approved in the annual budget requires no further approval beyond the departmental level. If, however, it becomes apparent that the total travel cost will exceed the budget estimate, the approval of the Mayor must be obtained.
 - 2. All department head travel shall be authorized by the Mayor, prior to travel: Fire Chief, Police Chief, Director Of City Services, City Accountant, City Clerk
 - 3. The City Clerk must submit a budget estimate for City Council related travel to the City Council at the budget session each year listing expected council travel for the next year, approval of the budget constitutes approval for travel listed in the budget.
 - 4. The City Clerk and the Mayor must submit a budget estimate for their related travel to the City Council at the budget session each year listing expected travel for the next year, approval of the budget constitutes approval for travel listed in the budget.
- D. All travel on official City business shall be approved by an employee's supervisor using the travel authorization form, prior to departure.
- E. The City's per diem shall be set by City Code.

Criteria for Per Diem

1. Travel outside of regional area (Fairbanks North Star Borough).
2. Per Diem is issued based on the number of days outside of the regional area and the time returned from travel.
3. To receive Per Diem before travel, a travel authorization and purchase authorization form shall be submitted to the Accounts Payable Clerk, 5 business days prior to the departure date with proper approval authorization.

Per Diem for Partial Days		Rate
Midnight to 10:00 AM	Breakfast (20%)	\$10.00
10:00 AM to 3:00 PM	Lunch (30%)	\$15.00
3:00 PM to Midnight	Dinner (50%)	\$26.00
	Incidentals	Included above
	Total Daily Amount	\$51.00

- F. All airline travel shall be made through the Clerk's office or designee and shall be the most economical-practical method available.
- G. All requests for travel advances as permitted in NPMC 2.36.220 shall include the original Travel Authorization Form signed by an authorized supervisor.
- H. The Travel Expense Claim Form shall be used to file the final travel claim with the City Accountant. A copy of the Travel Authorization Form and associated receipts must be attached and submitted within 30 day upon return of travel.
NO EXCEPTION
- I. Changes in travel or Cancellation of Travel, The cost associated to change or cancel your travel plans for personal reasons will be paid by the employee. With the exception of illness or death of an immediate family member. In the case of a extenuating circumstance an appeal may be made to the mayor or designee for the city to pay for the charges for changing travel.

FORMS:

1. Travel Authorization Form (Before travel)
2. Travel Expense Claim Form (after travel)

CONTINUITY OF CITY GOVERNMENT ADDENDUM.

With the advent of different modes of rapid transportation, there is the possibility of accidents injuring or killing several people simultaneously. Since Council

Members are required to attend conferences, conventions and meetings outside City Hall, it is desirous to require that whenever possible, no more than three members of the City Council use the same transportation at the same time. When it comes to the Council's attention that a conference, convention, or meeting in which transportation is required, Council Members shall make an effort to arrange their itinerary so that no more than three members of the City Council use the same transportation. The City Clerk shall be utilized to provide alternate travel arrangements where necessary in order to comply with this policy.

This policy will help insure that there will be a continuity of City government and that there is always a majority of Council members capable of fulfilling the responsibilities placed upon them by the City. In addition, the City Manager, Department Heads and other key personnel should use the same guidelines in traveling separately on official business whenever practicable



City of North Pole

Travel Expense Claim Form

Department: _____ Name: _____ Title: _____

Purpose of Trip: _____ Was Certificate obtained? _____

Departure Info: _____ from: _____
City State Date Time

Return Info: _____ from: _____
City State Date Time

Is this a grant related expense? YES NO List Grant Number: _____

Did the traveler requesting travel cost advancement? YES NO

Type of Expense	Description	City Paid Exp		Reimb Exp	
Registration					
Hotel-Lodging					
Airfare					
Per Diem					
Taxi Fare					
Car Rental					
Parking					
Mileage Fee					
Misc					
	Column Totals		+		=
					Travel Total

These two amounts should equal Reimb Exp Total					
Travel Total	-	City Paid Expenses	-	Advancement (if any)	= Amount Due-To Traveler
	-		-		=

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____



City of North Pole Travel Authorization Form

Department: _____ Name: _____ Title: _____

Purpose of Trip: _____ Certificate will be obtained _____

Travel To: _____ from: _____ to _____
City State Date Date

Is this a grant related expense? YES NO List Grant Number: _____

Is the traveler requesting travel cost advancement? YES NO

Estimated Costs: (include all information that may be necessary to approve your request)

Registration fee: \$ _____ Registration must be attached to travel authorization

Hotel-Lodging \$ _____

Airfare: \$ _____

Per Diem: \$ _____

Taxi Fare: \$ _____

Car Rental: \$ _____

Parking: \$ _____

Mileage Fee \$ _____

Misc: \$ _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

If an employee is requesting travel cost advancement, signing this form constitutes agreement to substantiate all expenses related to the advancement within 30 days of the return date of the travel through the travel expense claim form, otherwise all advancements will be deducted from the travelers next paycheck per NPMC 2.36.220 Travel and Host Reimbursement.

Bryce Ward

From: Zane Wilson <zane@alaskalaw.com>
Sent: Monday, August 29, 2016 12:47 PM
To: Bryce Ward
Cc: Niki L. Lightly
Subject: FW: Travel Ordinance
Attachments: Ord 16-xx travel ord.doc; travel authroization form.pdf; travel Expense Claim Form.pdf; CNP-02 Travel Policy.docx; SOA per diem rates.pdf

Mayor:

I believe I already got back with you on this-unless I am missing something? This is my August 9, 2016 email.

Zane

From: Zane Wilson
Sent: Tuesday, August 09, 2016 11:15 AM
To: Bryce Ward
Cc: Niki L. Lightly
Subject: FW: Travel Ordinance

Mayor:

The few edits I have are attached in redline.

Zane

From: Bryce Ward [<mailto:Bryce.Ward@northpolealaska.org>]
Sent: Tuesday, August 09, 2016 10:47 AM
To: Zane Wilson
Subject: FW: Travel Ordinance

Zane, Please review this ordinance, we have been working on it for a while in regards to applying consistent rules for all employees in regards to travel. It also reorganizes our code to make a little more sense.

From: Bryce Ward
Sent: Tuesday, August 09, 2016 10:44 AM
To: Kathy Weber
Subject: Travel Ordinance

Kathy, Please forward this draft ordinance to the Staff Per City Code, I would like to Place it on the agenda for the first meeting in September. This is also the draft version that I am looking to receive comment on from Department heads. Forms are in draft form and can be changed if they do not make sense.

ATTN Staff:

Please read the proposed changes to our travel code and creation of a new travel policy. This will apply to ALL DEPARTMENTS and will become the form all employees will use. I look forward to hearing your comments and concerns. Thank you

Bryce J. Ward
Mayor
City of North Pole, Alaska
Office 907-488-8584
Cell 907-888-4444
www.Northpolealaska.com