



***CITY OF NORTH POLE***  
**Regular Meeting December 4, 2017**  
**North Pole Council Chambers**  
**125 Snowman Lane, North Pole, Alaska**  
[www.northpolealaska.com](http://www.northpolealaska.com)

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***MONDAY, December 4, 2017***  
**Violations Committee Meeting: 5:30 p.m. – 6:30 p.m.**  
**Committee of the Whole: 6:30 p.m.**  
**Regular City Council Meeting – 7:00 p.m.**

**MAYOR**

Bryce Ward – Borough Rep  
888-4444

**CITY CLERK**

Judy Binkley  
488-8583

**COUNCIL MEMBERS**

Avery Thompson – Mayor Pro Tem	388-5351
David Skippis – Deputy Mayor Pro Tem	750-5106
Aino Welch – Alt Dep Mayor Pro Tem	488-5834
Santa Claus	388-3836
Doug Isaacson	322-3133
Sharon Hedding	488-9075

- 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 17-24, An ordinance of the North Pole City Council establishing the 2018 operating and capital budget and levying the mill rate.
- b. Ordinance 17-26, An ordinance of the City of North Pole, Alaska to amend 2017 operating budget and other funds.
- c. Ordinance 17-27, An ordinance of the City of North Pole, Alaska to amend Title 13, Public Services Utility Rates for 2018.

**12. New Business**

- a. Approval request for the 2018 Council meeting schedule.
- b. Resolution 17-21, A resolution establishing the 2018 City of North Pole Bed Tax Grant distribution.
- c. Request to authorize the special purchase of 15,000 feet of insulated 16 inch HDPE water pipe from ISCO Industries needed for the water system extension project winter construction activities.
- d. Request to accept a professional services agreement with Stantec for preliminary construction administration services for the water system extension project.

**13. Council Comments**

**14. Adjournment**

*The City of North Pole will provide an interpreter at City Council meetings for hearing impaired individuals. The City does require at least 48 hours' notice to arrange for this service. All such requests are subject to the availability of an interpreter. All City Council meetings are recorded on CD. These CD's are available for listening or duplication at the City Clerk's Office during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. or can be purchased for \$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, November 20, 2017 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, November 20, 2017 to order at 7:00 p.m.

***There were present:***

**Avery Thompson** – *Mayor Pro Tem*  
**David Skipps** – *Deputy Mayor Pro Tem*  
**Aino Welch** – *Alt Dep Mayor Pro Tem*  
**Santa Claus**  
**Doug Isaacson**  
**Sharon Hedding**

***Absent/Excused***

**Excused**

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

Led by Mayor Ward

**INVOCATION**

Invocation was given by Mr. Isaacson

**APPROVAL OF AGENDA**

**Mr. Thompson** *moved to approve the agenda of November 20, 2017*

**Seconded by Ms. Welch**

**DISCUSSION**

None

**Mr. Thompson** *moved to consent the following items:*

**New Business:**

- a. Resolution 17-20, A resolution of the North Pole City Council designating City Officials authorization to sign on City of North Pole accounts.

**Seconded by Ms. Welch**

**Discussion**

None

***On the amendment***

**PASSED**

Yes: 6 – Hedding, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 1 - Skipps

***On the Agenda as amended***

**Discussion**

None

**PASSED**

Yes: 6 – Hedding, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 1 - Skipps

**APPROVAL OF MINUTES**

**Mr. Thompson *moved to* approve the Minutes of November 6, 2017**

**Seconded by Ms. Welch**

**Discussion**

None

**PASSED**

Yes: 6 – Hedding, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 1 - Skipps

**COMMUNICATIONS FROM THE MAYOR**

- Proclamations: Presented the November Students of the Month proclamations to Kailey Fowlkes and Isabel Freeman.
- November 8<sup>th</sup> was the rezone property meeting here at City Hall. This is a continuation of the Strategic plan work done last year that would rezone the general use land from City Hall to the Veterinary Clinic on Badger Road. The meeting had about 6 attendees. We

will be following up with property owners soon and potentially have an ordinance to the assembly in the spring.

- Tomorrow I will be reading the three mayor proclamation at Fred Meyers West for the Salvation Army's Kettle Cup kickoff. The reading will be at noon.
- Next Tuesday, November 28<sup>th</sup>, will be the Bed Tax Committee Meeting where bed tax participants will pitch their request. The Committee will be forwarding a recommendation onto the Council for the December 4<sup>th</sup> meeting.
- The Candle Lighting Ceremony will be the 3<sup>rd</sup> of December at 2pm at the North Pole High School Auditorium. If you are interested in participating, please call Marlene with the Chamber of Commerce at 590-3334.
- Christmas in Ice is delaying their start until December 2<sup>nd</sup>.

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

- **Mr. Thompson** asked who the Bed Tax Committee members were and **Mayor Ward** stated he would double check and notify the members.

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

#### **Fire Dept., Chief Coon**

- I appreciate all the calls from Council members regarding the fleet replacement fund. It is good to see that the Council recognizes that the Fire Department fleet is aging and the current amount going into the fund is not adequate to replace 25 year old fire trucks with a replacement value of \$600,000.
- The Fire Department has just finished with EMT1 and then also Firefighter 1 testing. Firefighter 1 testing went very well last week with 16 students and 20 proctors here during the testing process.
- Hydrant maintenance and snow removal is ongoing. We have almost 200 hydrants to get to and it takes time after each snow fall.
- Deputy Chief Heineken is in the process of hiring for our vacant Lieutenant position. After that position is filled we still have another vacant position at the engineer level that will also be filled.
- I attended a partnership meeting with UAF/CTC. We have partnered with CTC for 8 years and have had great success offering joint CTC/NPFD classes here at our facility.

#### **Police Dept., Chief Dutra**

- Participated in the food drive and brought in 1510lbs of food from just the Police Department
  - Shout out to Ron Rady at Rady Concrete for his hearty donation.
- Officer Meyer graduated from the CTC Police Academy
- The Department is doing semi-annual qualifications – we are doing ours two times a year

versus other departments.

- ALICE – returned from Valdez and myself and Sgt. Bellant are now instructors.
  - Class for Council coming soon
  - Meeting tomorrow with FNSBSD
- I was just informed that we should be looking at approximately \$40,000 more in revenue from our JAG grant in 2018. I will be working to shore up the numbers and get a final funding picture at the next meeting. Please do not forget that we still need you to consider funding options for our admin assistant as the F35's are on their way and I am about to be overwhelmed even more. There's archiving, evidence, audits, Memorial Park, research, filing, etc.
- A disturbing website was released last week. This website has data relating to FPD and NPPD employees and families. Motivation for placing this information is extremely concerning.
- December 4-8, I will be going to Anchorage for my AACOP annual meeting and Executive Development. I will not be here for the final reading of the budget so if you have questions, please see me prior or ask me tonight.
- I attended the 354<sup>th</sup> Security Forces Strategic Planning meeting as the Honorary Commander. I will be attending their Turkey celebration tomorrow evening with my family.
- We are working slowly to fill the Lt position. Expect a month or more as it's a longer process and likely will take some time considering the level of this position.
- No One Left Behind Awards – Captain Wall nominated me for Peer Recognition, and I'm truly humbled and thankful for his kind words.
- Memorial Park – the security system is on-going.
- **Ms. Welch** asked Chief Dutra what his thoughts were on a part-time assistant if there wasn't enough funding for a full-time assistant. Chief Dutra indicated that he felt it would be difficult to find someone to fill this highly demanding job just part-time but at the same time, is willing to accept any help he can get.
- **Ms. Hedding** asked if the website was successfully taken down and Chief Dutra stated that it has not been taken down because the information that was garnered was through public sites. They just pulled all the information and consolidated it into one location.

#### **Finance, Tricia Fogarty**

- I am working on financials so I do not have those for you tonight.
- I was at a conference last week in Anchorage where I had great speakers. I got to go to a meet and greet at the museum and took Sharon with me.

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

##### **Building Department**

- No new building permits issued since November 6<sup>th</sup> Council meeting.
- Santa Claus House submitted an application for phase 2 retail expansion.

- Paid initial fee so plan review can proceed.
- Plans are incomplete (no fire sprinkler plans) and still waiting for bid price to calculate permit fees.

### **Public Works**

- There have been three snow plowings in November with approximately sufficient funding for one additional plowing.
  - Will have to make budget adjustments if two or more plowings required before January
  - **Mr. Isaacson** asked if there will be a resolution at the next Council meeting to reallocate funds since we are expecting snow on Wednesday and Mr. Butler agreed that there will potentially be a request next Council meeting to reallocate funds. **Mr. Isaacson** asked how much it costs the City each time the contractor comes to plow and Mr. Butler replied he believed it was around \$8000.
- Installing Christmas decorations delayed because staff are having to re-string lights on most of the tree frames.

### **Utility Department**

- Sulfolane settlement.
  - Quotes to pre-purchase pip (approx. 1 mile of 16 inch HDPE pipe) due Tuesday, November 27<sup>th</sup>.
  - Proposals for Water System Expansion Project due November 28<sup>th</sup>.
- Request for modest utility rate increases to support proposed 2018 Utility budget.
  - Water increase from \$0.01705 to \$0.01750 (Senior rate from \$0.008525 to \$0.00875).
  - Sewer increase from \$0.01645 to \$0.01650 (Senior rate from \$0.00823 to \$0.00825).

### **Natural Gas Utility Board**

- IGU Board negotiation team have engaged in final negotiations to purchase Fairbanks Natural Gas (Pentex) from ADIEA.
- Public meetings scheduled to update community status of IGU's efforts to bring natural gas to the interior.
  - Session 1: Fairbanks City Council Chamber on Tuesday, November 21<sup>st</sup> from 6-8pm.
  - Session 2: New North Pole Library on Tuesday, November 28<sup>th</sup> from 6-8pm.
- A new option has come in at eleventh hour that has some promising potential.
  - Despite a News Miner article in today's newspaper (November 20<sup>th</sup>), IGU has not rejected the concept of natural gas from a LNG liquefaction plant in the Mat-Su Valley with gas transported to the Interior via rail car.

- IGU needs more detailed information to assess the concept/proposal.

### **Borough Representative**

- There was discussion regarding a marijuana license for an establishment on Badger. It shed some light on the importance of zoning.
- Informed the Assembly that we will be making a change and that the Council members will be taking turns to attend the Borough Assembly meetings.

### **City Clerk's Office, Judy Binkley**

- I attended my first AAMC the first half of last week in Anchorage. I learned that I'm on the right track for many things, but there are a few items that need some additional attention. It was a wonderful experience and I enjoyed networking with other Clerks from all over the state.
- I attended the AEIS (Advanced Employer Issue Symposium) the second half of last week in Las Vegas. This conference/symposium focused on current HR compliance issues. I learned a lot about the new updates for Form I-9 and what I will need to do moving forward to remain in compliance. I also learned how important policies are so over the next year, Mayor Ward and I will be focusing on updating many of the City's policies.
- Next week, on Tuesday and Wednesday, I will be attending a PIO training at the Steese Volunteer Fire Department.
- At our next Council meeting, I hope to have the 2018 Council Meeting schedule before you along with my 2018 training schedule. There are some date conflicts so I will be presenting a resolution asking Council to consider moving the Council Meetings.

### **ONGOING PROJECTS**

None

### **CITIZENS COMMENTS – (Limited to Five (5) minutes per Citizen)**

None

### **OLD BUSINESS**

### **ORDINANCE 17-24, AN ORDINANCE OF THE NORTH POLE CITY COUNCIL ESTABLISHING THE 2018 OPERATING AND CAPITAL BUDGET AND LEVYING THE MILL RATE.**

Mayor Ward introduced the ordinance.

### **Public Comment**



None

**Mr. Thompson** *moved to advance the 2<sup>nd</sup> reading of Ordinance 17-24, an ordinance of the North Pole City Council establishing the 2018 operating and capital budget and levying the mill rate to the 3<sup>rd</sup> reading for adoption.*

**Seconded by Ms. Welch**

**Discussion**

**Mr. Thompson** *moved to amend Ordinance 17-24 by changing the proposed property tax mill rate of 1.999 mills to 2.499 mills to fund an admin assistant for the Police Department and the remaining funds to be allocated to the Fire Department fleet fund.*

**Seconded by Ms. Welch**

**Discussion**

**Mr. Thompson** explained why he proposed this amendment and how he thinks the Police Department really has a need for an admin assistant and that the Fire Department needs to increase the funds in it greatly underfunded fleet fund. **Mr. Isaacson** was looking for clarification on how much would be collected for the City with the increased mill rate. **Mayor Ward** explained how it's based on the valuation of the property value so with the proposed mill rate increase, it would add about \$120,000 in addition revenue. **Mr. Isaacson** asked how much it would cost to fund the Police Department admin assistant and the figure provided was \$64,490. **Ms. Welch** brought up the idea of potentially investing some of fleet funds. **Mayor Ward** stated that he's hesitant to increase the mill rate up to 2.499 mills because last year we reduced our mill rate and increased sales tax in part to encourage development. He commended Mr. Thompson's efforts but felt it may be a little too much too fast. **Ms. Welch** stated she thinks we know the value of the City services but asked if we really know the costs associated with the high level of service. **Mr. Isaacson** spoke in favor of postponing the amendment so Council could see the numbers and dwell on that until the next meeting. **Mayor Ward** reminded everyone that postponing would create another reading of the ordinance but withdrawing the amendment would keep the ordinance readings on schedule.

**Mr. Isaacson** *moved to suspend the rules for 5 minutes for a recess.*

**Seconded by Mr. Thompson**

***On the amendment***

**PASSED**

Yes: 5 – Hedding, Thompson, Claus, Isaacson, Welch

No: 1 – Ward

Absent: 1 – Skipps

**Discussion on the motion as amended**

None

***On the motion as amended***

**PASSED**

Yes: 6 – Hedding, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 1 – Skipps

**ORDINANCE 17-25, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA  
AMENDING TITLE 4, CHAPTER 10.**

Mayor Ward introduced the ordinance.

**Public Comment**

None

**Mr. Thompson *moved to* adopt Ordinance 17-25, an ordinance of the City of North Pole, Alaska amending Title 4, Chapter 10.**

**Seconded *by* Ms. Hedding**

**Discussion**

None

**PASSED**

Yes: 6 – Hedding, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 1 - Skipps

**NEW BUSINESS**

**ORDINANCE 17-26, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO  
AMEND 2017 OPERATING BUDGET AND OTHER FUNDS.**

Ms. Fogarty introduced the ordinance.

**Public Comment**

None

**Mr. Thompson *moved to* introduce and advance Ordinance 17-26, an ordinance of the City**

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of North Pole, Alaska to amend 2017 operating budget and other funds.

Seconded *by* Ms. Welch

**Discussion**

Mr. Thompson *moved to* amend Ordinance 17-26 by adding to the Fiscal Note for the City Clerk's Department budget changes the following 2 lines: Fund Gen-01 Advertising Account Number 01-52-2-200 Debits \$2,000; Fund Gen-01 Account Description Wages – Full Time, Account Number 01-52-1-001 Credits \$2,000. And amend the Fiscal Note for the Administration Department budget changes by changing Fund Gen-01 Account Description Citations – Prior Year (PFD) from Account Number 01-52-1-001 to 01-00-6-605.

Seconded *by* Ms. Welch

**Discussion**

None

***On the amendment***

**PASSED**

Yes: 6 – Hedding, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 1 – Skipps

**Discussion on the motion as amended**

None

***On the motion as amended***

**PASSED**

Yes: 6 – Hedding, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 1 – Skipps

**ORDINANCE 17-27, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND TITLE 13, PUBLIC SERVICES UTILITY RATES FOR 2018.**

Mr. Butler introduced the ordinance.

**Public Comment**

None

**Mr. Thompson** *moved to* introduce and advance Ordinance 17-27, an ordinance of the City of North Pole, Alaska to amend Title 13, Public Services Utility Rates for 2018.

**Seconded by Ms. Welch**

**Discussion**

None

**PASSED**

Yes: 6 – Hedding, Thompson, Claus, Isaacson, Welch, Ward

No: 0

Absent: 1 - Skipps

**COUNCIL COMMENTS**

**Mr. Thompson** – I was able to attend AML and it was very informative and time well spent. Got a good feel for how things are going throughout the state and had some great speakers. I will be gone for the next meeting.

**Ms. Hedding** – I enjoyed AML and it showed me I have a lot to learn.

**Ms. Welch** – I also attended AML and had a lot of fun. I learned invaluable information and got to listen to good speakers and presenters. I brought home a lot of good information. It was worth the time and money to go down there.

**Mr. Isaacson** – I’m echoing all the other comments made about AML. It will be sad to see “mom,” Kathie Wasserman leave as she’s been awesome for AML. There were a lot of good workshops. Spoke with a BP representative and was informed that BP is going to pull out of Prudhoe for about a year to divert their capital in another way.

**Mr. Claus** – Happy Thanksgiving!

**Mayor Ward** – Happy Thanksgiving! I did not attend AML last week and was able see the Governor when he was in town. I was encouraged to hear him speak about the gas line and things that are potential on the horizon. I’m glad Council had a good time at AML as there’s lots to learn.

**Mr. Isaacson** *moved to* adjourn the meeting at 8:43 p.m.

**Seconded by Ms. Welch**

The regular meeting of Monday, November 20, 2017 adjourned at 8:44 p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Monday, December 4, 2017.

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Bryce J. Ward, Mayor

**ATTEST:**

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Judy Binkley, North Pole City Clerk

**CITY OF NORTH POLE  
ORDINANCE 17-24**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL  
ESTABLISHING THE 2018 OPERATING AND CAPITAL BUDGET AND  
LEVYING THE MILL RATE**

**WHEREAS**, pursuant to City of North Pole Home Rule Charter Section VI the Mayor has proposed an operating budget with anticipated income and expenditures of the City during the next fiscal year; and

**WHEREAS**, pursuant to Title 4 Revenue and Finance Chapter 25 the Mayor has proposed capital and vehicle fleet- reserve fund budgets for the City and City Utility that are contingent upon council approval of the ordinance reinstating the funding mechanism; and

**WHEREAS**, The City of North Pole operates a water and sewer utility through an enterprise fund and thus the Mayor has proposed an operating and capital budget for the Utility with anticipated income and expenditures of the City during the next fiscal year; and

**WHEREAS**, The City of North Pole has established budgets for the City Debt Service, Non-Major and Community Funds that are outside of the general operating, capital and vehicle fleet-reserve budgets; and

**WHEREAS**, The Budget is a living document that needs to be adjusted as needed to reflect actual conditions; and,

**WHEREAS**, The 2018 Budget proposes a Mill Rate increase from 1.499 Mills to 1.999; and,

**WHEREAS**, the budget also includes transfers for the fleet funds and capital projects fund as prescribed by Ordinance 16-25.

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

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

**Section 2.** There is hereby appropriated to the 2018 General Fund Operating Budget (Fund 1) from the following sources of revenue for the City of North Pole in the amount indicated to the departments named for the purpose of conducting the business of said departments of the City of North Pole, Alaska, for the fiscal year commencing January 1, 2018 and ending December 31, 2018.

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<b>Revenue Source</b>	<b>Mayor Recommended</b>	<b>Council Appropriation</b>
Taxes: Property	479,997	479,997
Taxes: General Sales	3,812,500	3,812,500
Taxes: Alcohol	289,500	289,500
Taxes: Tobacco	178,000	178,000
Taxes: State collected Shared Taxes	17,500	17,500
Licenses and Permits	33,000	33,000
Fees & Services	558,000	558,000
Fines & Penalties	155,000	155,000
Intergovernmental Revenue	186,300	186,300
Other: Miscellaneous	23,000	23,000
Transfers in From Fund Balance (FB)	0	0
Transfer In (from other funds)	22,500	22,500
<b>Total</b>	<b>5,755,297</b>	<b>5,755,297</b>

34 **Section 3.** There is hereby appropriated to the 2018 General Fund Operating Budget (Fund 1)  
35 expenditures for the City of North Pole in the amount indicated.

<b>Department Expenditures</b>	<b>Mayor Recommended</b>	<b>Council Appropriated</b>
Administration	539,500	539,500
Clerk & HR	225,382	225,382
Police Department	2,104,188	2,104,188
Fire Department	2,175,105	2,175,105
Public Works	711,122	711,122
<b>Total</b>	<b>5,755,297</b>	<b>5,755,297</b>

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37 **Section 4.** There is hereby appropriated to the 2018 Major Enterprise Operating, Capital and  
38 Fleet Budget from the following sources of revenue for the City of North Pole Utilities in the  
39 amount indicated to the departments named for the purpose of conducting the business of said  
40 Utility Departments of the City of North Pole, Alaska, for the fiscal year commencing January 1,  
41 2018 and ending December 31, 2018. A Major Enterprise Fund is used to account for  
42 operations that are financed and operated in a manner similar to a private business enterprise.

<b>Fund #</b>	<b>Description</b>	<b>Mayors Recommendations</b>		<b>Council Appropriations</b>	
		<b>Revenue</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Expenditures</b>
25	Utility Fund Fleet	25,000	25,000	25,000	25,000
41	Utility Fund Water	1,274,766	1,274,766	1,274,766	1,274,766
42	Utility Fund Sewer	1,284,987	1,284,987	1,284,987	1,284,987
43	Utility Capital Projects	475,000	475,000	475,000	475,000
51	Water Fund Reserves	862,350	862,350	862,350	862,350
52	Sewer Fund Reserves	714,537	714,537	714,537	714,537
<b>Total</b>		<b>3,059,753</b>	<b>3,059,753</b>	<b>3,059,753</b>	<b>3,059,753</b>

**Section 5.** There is hereby appropriated to the 2018 North Pole City Budget revenue and expenditures for the following Capital and Vehicle Replacement-Reserve Funds in the amount indicated. The following Funds are committed by Ordinance and can only be used for the specific purpose as defined by City Code.

Fund #	Description	Mayors Recommendations		Council Appropriations	
		Revenue	Expenditures	Revenues	Expenditures
06	Health Care Fund	875,000	875,000	875,000	875,000
20	Capital Projects Reserves	118,500	118,500	118,500	118,500
21	Admin Fleet Fund	15,401	15,401	15,401	15,401
22	Fire Fleet Fund	59,500	59,500	59,500	59,500
23	Police Fleet Fund	50,500	50,500	50,500	50,500
24	Public Works Fleet Fund	45,500	45,500	45,500	45,500
<b>Total</b>		<b>1,164,401</b>	<b>1,164,401</b>	<b>1,164,401</b>	<b>1,164,401</b>

**Section 6.** There is hereby appropriated to the 2018 North Pole City Budget revenue and expenditures for the following Non-Major Funds in the amounts indicated. Non-Major Funds are established to finance a particular activity and are created from receipts of designated and restricted funds.

Fund	Description	Mayors Recommendations		Council Appropriations	
		Revenue	Expenditures	Revenues	Expenditures
04	Building Department	127,055	127,055	127,055	127,055
10	Litigation Fund	150,000	150,000	150,000	150,000
12	ABADE- Dept of Justice	47,000	47,000	47,000	47,000
13	ABADE – State Forfeitures	14,000	14,000	14,000	14,000
14	IRS Forfeitures	100	100	100	100
15	Impound Lot	40,000	40,000	40,000	40,000
<b>Total</b>		<b>378,155</b>	<b>378,155</b>	<b>378,155</b>	<b>378,155</b>

**Section 7.** There is hereby appropriated to the 2018 North Pole City Budget revenue and expenditures for the following Debt Service Fund in the amounts indicated. The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general obligation bond and special assessment debt principle, interest and related cost for issuance that are not accounted for elsewhere.

Fund	Description	Mayor Recommendation		Council Appropriations	
		Revenue	Expenditures	Revenues	Expenditures
3	Assessment Fund	187,245	187,245	187,245	187,245
<b>Total</b>		<b>187,245</b>	<b>187,245</b>	<b>187,245</b>	<b>187,245</b>



**Section 8.** There is hereby appropriated to the 2018 North Pole City Budget revenue and expenditures for the following Community Purpose Funds in the amounts indicated. Community Purpose Funds are established to finance a particular activity or event and are created from receipts of designated funds.

		<b>Mayors Recommendations</b>		<b>Council Appropriations</b>	
<b>Fund</b>	<b>Description</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Expenditures</b>
05	Bed Tax Grant Fund	90,000	90,000	90,000	90,000
08	North Pole Festival Fund	4,000	4,000	4,000	4,000
09	NP Community Ice Rink	10,500	10,500	10,500	10,500
<b>Total</b>		<b>104,500</b>	<b>104,500</b>	<b>104,500</b>	<b>104,500</b>

**Section 9.** There is hereby appropriated to the 2018 North Pole City Budget revenue and expenditures for the following Grant Funds in the amounts indicated. The Grant Funds are used to account for the tracking of Grant projects and revenues and expenditures.

		<b>Mayors Recommendations</b>		<b>Council Appropriations</b>	
<b>Fund</b>	<b>Description</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Expenditures</b>
30	Administration Grants	1,052,378	1,052,378	1,052,378	1,052,378
31	Fire Department Grants	180,741	180,741	180,741	180,741
32	Police Department Grants	138,263	138,263	138,263	138,263
33	Public Works Grants	95,378	95,378	95,378	95,378
11	Bryne Jag Grant	50,000	50,000	50,000	50,000
<b>Total</b>		<b>1,516,769</b>	<b>1,516,769</b>	<b>1,516,769</b>	<b>1,516,769</b>

**Section 10. Supplemental:** See appendix 2018 A for the budget breakdown of revenues and expenditures per individual account line.

**Section 11. Effective date.** This ordinance shall become effective January 1, 2018.

**Section 12. Mill Rate.** The assessed valuation of all taxable real property in the City of North Pole has been estimated at \$240,118,559 for 2018 tax collection. The rate of levy on each dollar of taxable property is hereby fixed at 1.999 mills for municipal purposes. The tax levies are due, delinquent, and subject to penalties prescribed by law and by the Fairbanks North Star Borough.

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 4<sup>th</sup> day of December, 2017.

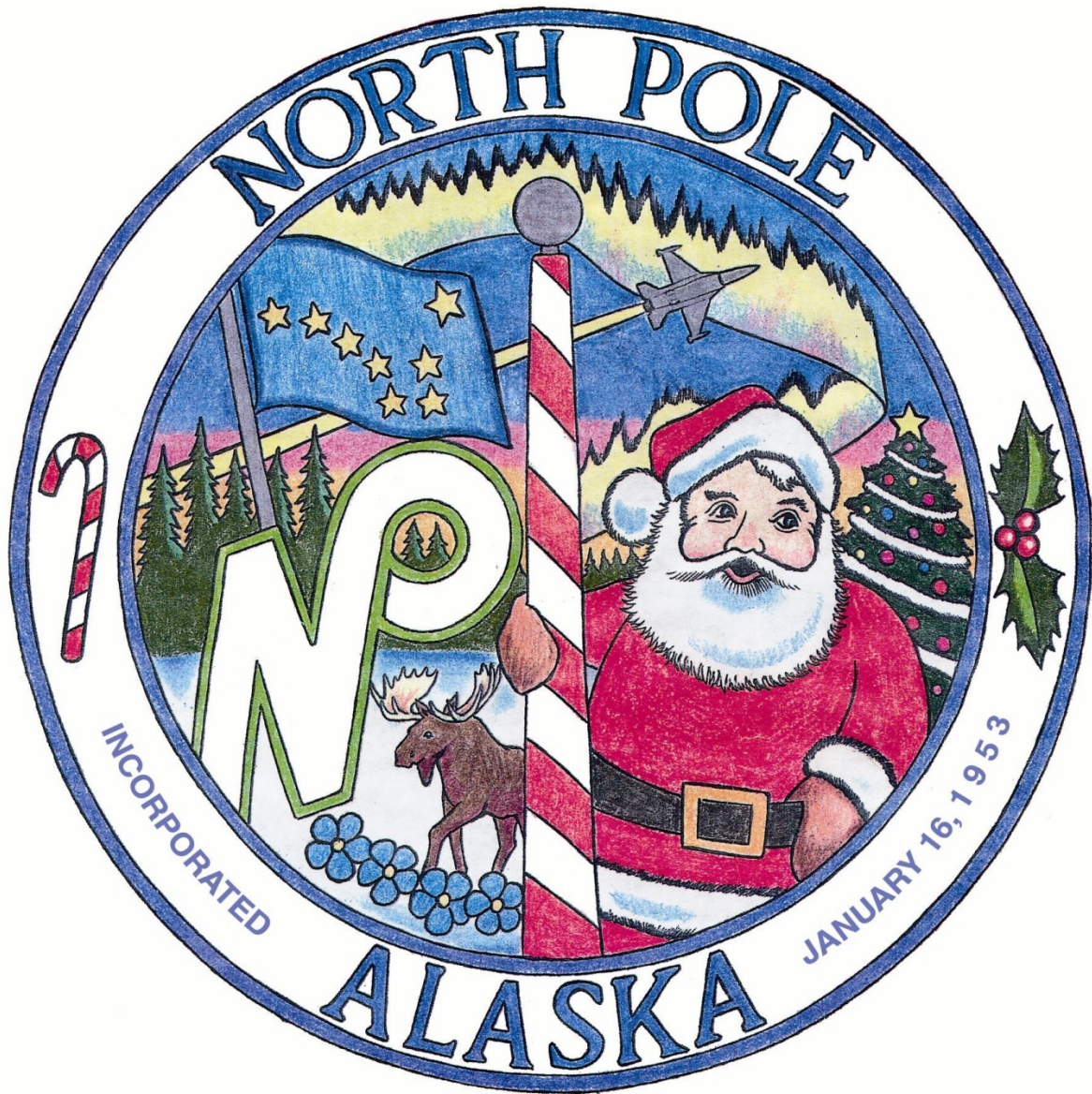
---

Bryce J. Ward, Mayor

Sponsored by: Mayor Bryce J. Ward  
Introduced & Advanced: November 6, 2017  
2<sup>nd</sup> Reading: November 20, 2017  
Adoption & Final Reading: December 4, 2017

88  
89 ATTEST:  
90  
91  
92 \_\_\_\_\_  
93 Judy L. Binkley  
94 North Pole City Clerk

PASSED Yes: No: Absent:
----------------------------------



## 2018 PROPOSED BUDGET

Appendix 2018 A per Ordinance 17-24

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125 Snowman Lane  
North Pole, Alaska 99705  
[www.northpolealaska.com](http://www.northpolealaska.com)

**ANNUAL BUDGET**

**OF THE**

**CITY OF NORTH POLE**

**FOR**

**CALENDAR YEAR 2018**

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

**TRICIA FOGARTY**  
**CHIEF FINANCIAL OFFICER**

**City of North Pole, Alaska  
2018 Proposed Budget**

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2018 Proposed Budget**

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**City of North Pole, Alaska  
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**City of North Pole, Alaska  
2018 Proposed Budget**

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## CITY OF NORTH POLE

*"Where the Spirit of Christmas Lives Year Round"*

125 Snowman Lane • North Pole, Alaska 99705-7708  
E-mail: [mayor@northpolealaska.com](mailto:mayor@northpolealaska.com) • Website: [www.northpolealaska.com](http://www.northpolealaska.com)

City Hall  
907-488-2281  
Fax: 907-488-3002

Mayor  
907-488-8584

City Clerk  
907-488-8583

Police  
Department  
907-488-6902

Fire  
Department  
907-488-2232

Utilities  
907-488-6111

Director of  
City Services  
907-488-8593

Finance  
907-488-8594

Honorable North Pole City Council and residents,

It has been an honor to serve this community for the past 5 years and with a heavy heart I present my 6<sup>th</sup> and last budget as the Mayor. I look forward to preparing for a smooth transition with the next Mayor to be elected fall of 2018. I encourage anyone interested in the position of Mayor to come talk with me so that I may help equip the next person to successfully lead the City.

It is my responsibility and pleasure to present to the 2018 City of North Pole Operations and Capital Budgets for the General Fund and the budget for the North Pole Utility Enterprise Fund. We have also included budgets for all funds presented in the financial statements to include reserve funds, non-major funds, debt funds, grants and community purpose funds.

The staff and administration continue to work on revisions to North Pole Municipal Code to bring clarity and consistency to operations and promote access to City records. Some of the work that has been completed includes adding the budget procedure section to the code and amending our General Penalty section of code to comply with state statute and allow our officers to enforce City code violations through the state court system.

In late 2016 the Council reestablished the funding mechanism for fleet funds. These funds not only aid in the ability for departments to plan for future vehicle purchases, but also aid in the City's cash balance, improving our financial stability. Even with much of the planning we've done, the City still does not provide enough in fleet funds to replace its ageing rolling stock of vehicles at an industry standard. The Council should also consider establishing a building replacement fund. The City currently, outside of a building maintenance line item, provides no funding for the replacement of expensive City owned buildings.

The 2017 budget was the first complete budget to roll out with the new Chart of Accounts and small modifications have been made to the 2018 budget to aid in the presentation. There are still areas that need improvement but the overall presentation is superior and more consistent. Changes include consistent expenditure "programs," which can be used to better track expenses across departments. The change in the Chart of Accounts also aids in the flow between our budgets, financials, and audit. The goal is to create an improved overall presentation of the financial statements.

It is important to note that the 2018 budget is being presented at a "Program Level" for all departments and it is requested that the council approve the budget at this level. The program grouping is to be managed by the administration in order to maintain compliance with the City Charter and recently amended code. Amendments will be required for all changes between programs but changes within line items of a program can be

administratively altered so long as the program line does not change. These changes between programs and or departments will require a Fiscal Note and alterations within a program within a department can be done through an Admin Mod, which are reported to the council.

The Fairbanks North Star Borough and the City of Fairbanks recently defeated a citizen's initiative that bans the commercial marijuana businesses from operating within their borders. There was much confusion during the October election regarding boundaries; however, the marijuana industry is regulated on a non-area wide basis which means that although it is allowed in the borough, the City can elect to still prohibit that commercial activity as it has in the October 2016 Municipal Election. There are no marijuana businesses permitted or licensed in City boundaries. Since the 2016 election was a voter initiative it is important to point out that as of the certification of the fall 2018 election, unless another voter initiative is passed, the council will have the authority to amend the section of code that was changed with the 2016 voter initiative.

The City is still working on implementing components of the strategic plan. Currently the City is working with the Borough Planning and Zoning Department to initiate a rezone of the downtown area to a commercial designation. This area is currently zoned GU-1 which allows for potential zoning conflicts if not addressed. The first public meetings are planned to be held at City Hall in the beginning of November 2017.

The City is also involved in litigation between Flint Hills Resources and Williams Alaska Petroleum in regards to contamination of the watershed and land with sulfolane. The litigation is ongoing, however, the City has settled with Flint Hills and the State of Alaska on a water system expansion to provide piped water to the affected properties within and outside the City limits. Construction of Phase 1&2 is going to begin in early 2018.

The City continues to work with the Fairbanks North Star Borough and the City of Fairbanks on a plan for the F-35 basing at Eielson Air Force Base (EAFB). The City of North Pole has seen a rise in residential construction after the announcement of the F-35 basing. Studies estimate approximately 3,000 additional personnel at EAFB due to the new aircraft. The North Pole Utility has also been working with the US Air Force on a feasibility study to explore the possibility of extending City water to the Moose Creek area affected by the PFOS and PFOA contamination from EAFB.

It is my hope that the 2018 budget is easy to read and transparent. City staff and I have done our best to ensure that adequate and informative information is provided in the budget document for the council and residents to understand how City finances are allocated. We are looking forward to the future and continuing to serve our community.

Respectfully,



Bryce J. Ward, Mayor

Sponsored by: Mayor Bryce J. Ward  
Introduced & Advanced: November 6, 2017  
2<sup>nd</sup> Reading: November 20, 2017  
Adoption & Final Reading: December 4, 2017

**CITY OF NORTH POLE  
ORDINANCE 17-24**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL  
ESTABLISHING THE 2018 OPERATING AND CAPITAL BUDGET AND  
LEVYING THE MILL RATE**

**WHEREAS**, pursuant to City of North Pole Home Rule Charter Section VI the Mayor has proposed an operating budget with anticipated income and expenditures of the City during the next fiscal year; and

**WHEREAS**, pursuant to Title 4 Revenue and Finance Chapter 25 the Mayor has proposed capital and vehicle fleet- reserve fund budgets for the City and City Utility that are contingent upon council approval of the ordinance reinstating the funding mechanism; and

**WHEREAS**, The City of North Pole operates a water and sewer utility through an enterprise fund and thus the Mayor has proposed an operating and capital budget for the Utility with anticipated income and expenditures of the City during the next fiscal year; and

**WHEREAS**, The City of North Pole has established budgets for the City Debt Service, Non-Major and Community Funds that are outside of the general operating, capital and vehicle fleet-reserve budgets; and

**WHEREAS**, The Budget is a living document that needs to be adjusted as needed to reflect actual conditions; and,

**WHEREAS**, The 2018 Budget proposes a Mill Rate increase from 1.499 Mills to 1.999; and,

**WHEREAS**, the budget also includes transfers for the fleet funds and capital projects fund as prescribed by Ordinance 16-25.

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

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

**Section 2.** There is hereby appropriated to the 2018 General Fund Operating Budget (Fund 1) from the following sources of revenue for the City of North Pole in the amount indicated to the departments named for the purpose of conducting the business of said departments of the City of North Pole, Alaska, for the fiscal year commencing January 1, 2018 and ending December 31, 2018.

Sponsored by: Mayor Bryce J. Ward  
Introduced & Advanced: November 6, 2017  
2<sup>nd</sup> Reading: November 20, 2017  
Adoption & Final Reading: December 4, 2017

33

<b>Revenue Source</b>	<b>Mayor Recommended</b>	<b>Council Appropriation</b>
Taxes: Property	479,997	479,997
Taxes: General Sales	3,812,500	3,812,500
Taxes: Alcohol	289,500	289,500
Taxes: Tobacco	178,000	178,000
Taxes: State collected Shared Taxes	17,500	17,500
Licenses and Permits	33,000	33,000
Fees & Services	558,000	558,000
Fines & Penalties	155,000	155,000
Intergovernmental Revenue	186,300	186,300
Other: Miscellaneous	23,000	23,000
Transfers in From Fund Balance (FB)	0	0
Transfer In (from other funds)	22,500	22,500
<b>Total</b>	<b>5,755,297</b>	<b>5,755,297</b>

34 **Section 3.** There is hereby appropriated to the 2018 General Fund Operating Budget (Fund 1)  
35 expenditures for the City of North Pole in the amount indicated.

<b>Department Expenditures</b>	<b>Mayor Recommended</b>	<b>Council Appropriated</b>
Administration	539,500	539,500
Clerk & HR	225,382	225,382
Police Department	2,104,188	2,104,188
Fire Department	2,175,105	2,175,105
Public Works	711,122	711,122
<b>Total</b>	<b>5,755,297</b>	<b>5,755,297</b>

36  
37 **Section 4.** There is hereby appropriated to the 2018 Major Enterprise Operating, Capital and  
38 Fleet Budget from the following sources of revenue for the City of North Pole Utilities in the  
39 amount indicated to the departments named for the purpose of conducting the business of said  
40 Utility Departments of the City of North Pole, Alaska, for the fiscal year commencing January 1,  
41 2018 and ending December 31, 2018. A Major Enterprise Fund is used to account for  
42 operations that are financed and operated in a manner similar to a private business enterprise.

<b>Fund #</b>	<b>Description</b>	<b>Mayors Recommendations</b>		<b>Council Appropriations</b>	
		<b>Revenue</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Expenditures</b>
25	Utility Fund Fleet	25,000	25,000	25,000	25,000
41	Utility Fund Water	1,274,766	1,274,766	1,274,766	1,274,766
42	Utility Fund Sewer	1,284,987	1,284,987	1,284,987	1,284,987
43	Utility Capital Projects	475,000	475,000	475,000	475,000
51	Water Fund Reserves	862,350	862,350	862,350	862,350
52	Sewer Fund Reserves	714,537	714,537	714,537	714,537
<b>Total</b>		<b>3,059,753</b>	<b>3,059,753</b>	<b>3,059,753</b>	<b>3,059,753</b>

Sponsored by: Mayor Bryce J. Ward  
Introduced & Advanced: November 6, 2017  
2<sup>nd</sup> Reading: November 20, 2017  
Adoption & Final Reading: December 4, 2017

**Section 5.** There is hereby appropriated to the 2018 North Pole City Budget revenue and expenditures for the following Capital and Vehicle Replacement-Reserve Funds in the amount indicated. The following Funds are committed by Ordinance and can only be used for the specific purpose as defined by City Code.

Fund #	Description	Mayors Recommendations		Council Appropriations	
		Revenue	Expenditures	Revenues	Expenditures
06	Health Care Fund	875,000	875,000	875,000	875,000
20	Capital Projects Reserves	118,500	118,500	118,500	118,500
21	Admin Fleet Fund	15,401	15,401	15,401	15,401
22	Fire Fleet Fund	59,500	59,500	59,500	59,500
23	Police Fleet Fund	50,500	50,500	50,500	50,500
24	Public Works Fleet Fund	45,500	45,500	45,500	45,500
<b>Total</b>		<b>1,164,401</b>	<b>1,164,401</b>	<b>1,164,401</b>	<b>1,164,401</b>

**Section 6.** There is hereby appropriated to the 2018 North Pole City Budget revenue and expenditures for the following Non-Major Funds in the amounts indicated. Non-Major Funds are established to finance a particular activity and are created from receipts of designated and restricted funds.

Fund	Description	Mayors Recommendations		Council Appropriations	
		Revenue	Expenditures	Revenues	Expenditures
04	Building Department	127,055	127,055	127,055	127,055
10	Litigation Fund	150,000	150,000	150,000	150,000
12	ABADE- Dept of Justice	47,000	47,000	47,000	47,000
13	ABADE – State Forfeitures	14,000	14,000	14,000	14,000
14	IRS Forfeitures	100	100	100	100
15	Impound Lot	40,000	40,000	40,000	40,000
<b>Total</b>		<b>378,155</b>	<b>378,155</b>	<b>378,155</b>	<b>378,155</b>

**Section 7.** There is hereby appropriated to the 2018 North Pole City Budget revenue and expenditures for the following Debt Service Fund in the amounts indicated. The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general obligation bond and special assessment debt principle, interest and related cost for issuance that are not accounted for elsewhere.

Fund	Description	Mayor Recommendation		Council Appropriations	
		Revenue	Expenditures	Revenues	Expenditures
3	Assessment Fund	187,245	187,245	187,245	187,245
<b>Total</b>		<b>187,245</b>	<b>187,245</b>	<b>187,245</b>	<b>187,245</b>

Sponsored by: Mayor Bryce J. Ward  
Introduced & Advanced: November 6, 2017  
2<sup>nd</sup> Reading: November 20, 2017  
Adoption & Final Reading: December 4, 2017

**Section 8.** There is hereby appropriated to the 2018 North Pole City Budget revenue and expenditures for the following Community Purpose Funds in the amounts indicated. Community Purpose Funds are established to finance a particular activity or event and are created from receipts of designated funds.

Fund	Description	Mayors Recommendations		Council Appropriations	
		Revenue	Expenditures	Revenues	Expenditures
05	Bed Tax Grant Fund	90,000	90,000	90,000	90,000
08	North Pole Festival Fund	4,000	4,000	4,000	4,000
09	NP Community Ice Rink	10,500	10,500	10,500	10,500
<b>Total</b>		<b>104,500</b>	<b>104,500</b>	<b>104,500</b>	<b>104,500</b>

**Section 9.** There is hereby appropriated to the 2018 North Pole City Budget revenue and expenditures for the following Grant Funds in the amounts indicated. The Grant Funds are used to account for the tracking of Grant projects and revenues and expenditures.

Fund	Description	Mayors Recommendations		Council Appropriations	
		Revenue	Expenditures	Revenues	Expenditures
30	Administration Grants	1,052,378	1,052,378	1,052,378	1,052,378
31	Fire Department Grants	180,741	180,741	180,741	180,741
32	Police Department Grants	138,263	138,263	138,263	138,263
33	Public Works Grants	95,378	95,378	95,378	95,378
11	Bryne Jag Grant	50,000	50,000	50,000	50,000
<b>Total</b>		<b>1,516,769</b>	<b>1,516,769</b>	<b>1,516,769</b>	<b>1,516,769</b>

**Section 10. Supplemental:** See appendix 2018 A for the budget breakdown of revenues and expenditures per individual account line.

**Section 11. Effective date.** This ordinance shall become effective January 1, 2018.

**Section 12. Mill Rate.** The assessed valuation of all taxable real property in the City of North Pole has been estimated at \$240,118,559 for 2018 tax collection. The rate of levy on each dollar of taxable property is hereby fixed at 1.999 mills for municipal purposes. The tax levies are due, delinquent, and subject to penalties prescribed by law and by the Fairbanks North Star Borough.

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 4<sup>th</sup> day of December, 2017.

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

Sponsored by: Mayor Bryce J. Ward  
Introduced & Advanced: November 6, 2017  
2<sup>nd</sup> Reading: November 20, 2017  
Adoption & Final Reading: December 4, 2017

88

89 ATTEST:

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92

93 Judy L. Binkley  
94 North Pole City Clerk

PASSED

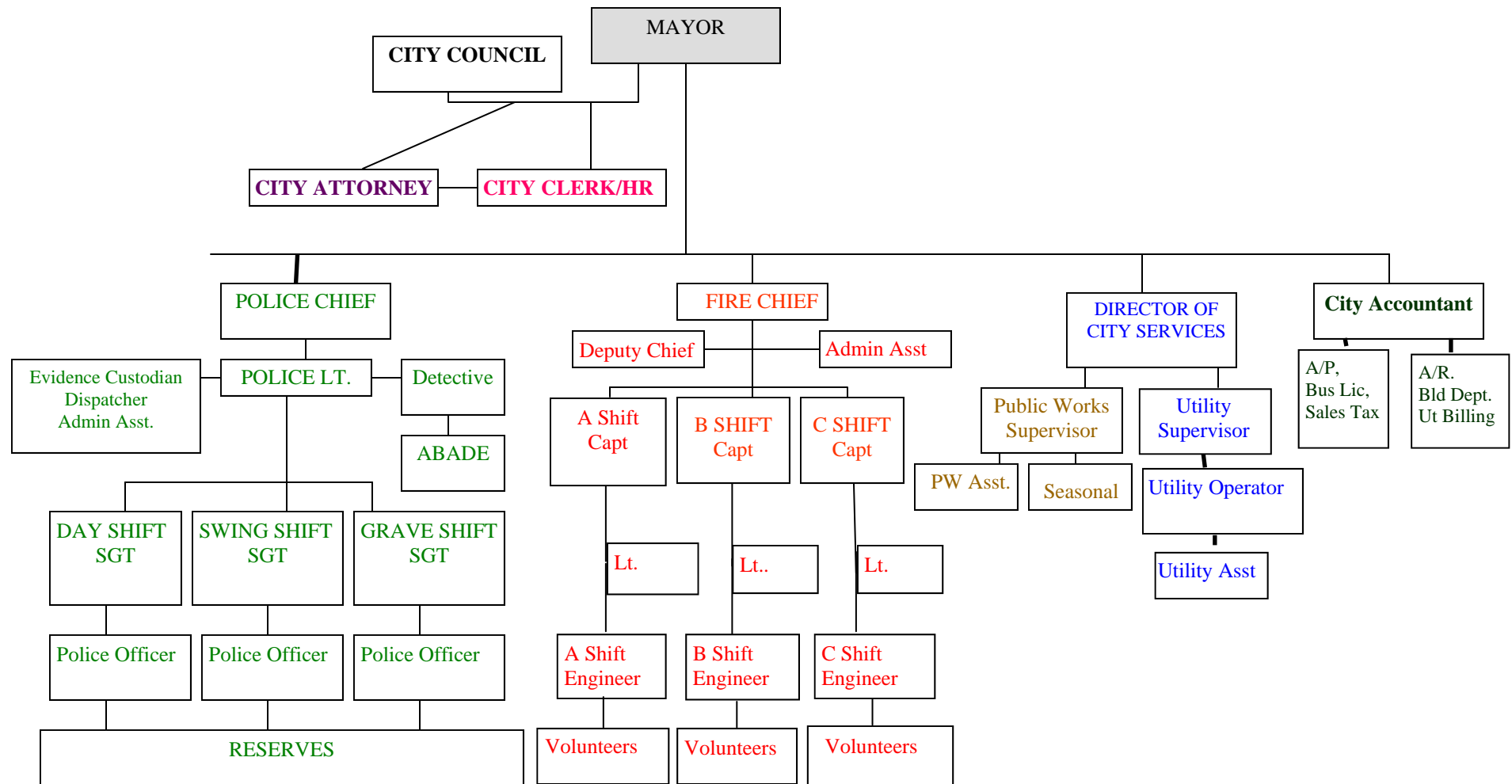
Yes:

No:

Absent:

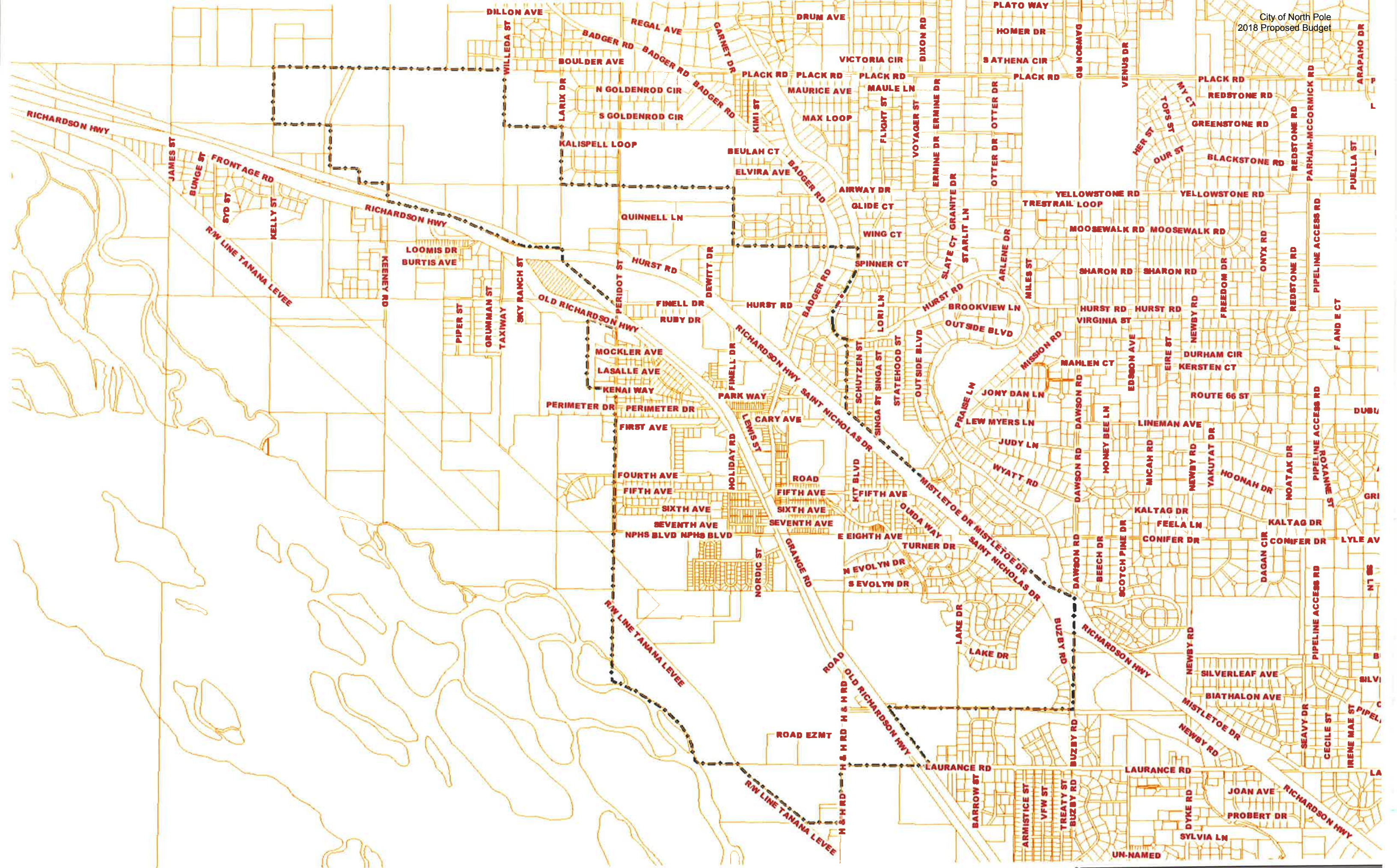


# CITY OF NORTH POLE ORGANIZATIONAL CHART



Updated  
October 26, 2017







**CITY OF NORTH POLE**  
**2017**  
**Department Directors**

<b>Director</b>	<b>Mailing Address</b>	<b>Phone</b>
<hr/>		
<b><u>Mayor</u></b>		
<b>Bryce Ward</b>	125 Snowman Lane	P: 907-488-8584
Term 10/12-10/15	North Pole, AK 99705	F: 907-488-3002
email: <a href="mailto:bryce.ward@northpolealaska.org">bryce.ward@northpolealaska.org</a>		C: 907-888-4444
<hr/>		
<b><u>Director of City Services</u></b>		
Bill Butler	North Pole Utilities	P: 907-488-8593
	North Pole Public Works	F: 907-488-3002
email: <a href="mailto:bill.butler@northpolealaska.org">bill.butler@northpolealaska.org</a>		
<hr/>		
<b><u>North Pole Fire Department</u></b>		
Geoff Coon, Fire Chief	110 Lewis St.	P: 907-488-0444
	North Pole, AK 99705	F: 907-488-3747
email: <a href="mailto:gcoon@northpolefire.org">gcoon@northpolefire.org</a>		
<hr/>		
<b><u>North Pole Police Department</u></b>		
Steve Dutra, Police Chief	125 Snowman Lane	P: 907-488-6902
	North Pole, AK 99705	F: 907-488-5299
email: <a href="mailto:sdutra@northpolepolice.org">sdutra@northpolepolice.org</a>		
<hr/>		
<b><u>Chief Financial Officer</u></b>		
Tricia Fogarty	125 Snowman Lane	P: 907-488-8594
	North Pole, AK 99705	F: 907-488-3002
email: <a href="mailto:Tricia.Fogarty@northpolealaska.org">Tricia.Fogarty@northpolealaska.org</a>		
<hr/>		
<b><u>City Clerk/HR Manager</u></b>		
<b>Judy Binkley</b>	125 Snowman Lane	P: 907-488-8583
	North Pole, AK 99705	F: 907-488-3002
email: <a href="mailto:judy.binkley@northpolealaska.org">judy.binkley@northpolealaska.org</a>		

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

**CITY OF NORTH POLE**  
**2018**  
**MAYOR & COUNCIL MEMBERS**

<b>Council Member</b>	<b>Mailing Address</b>	<b>Phone</b>
<hr/>		
<b><u>Mayor</u></b> <b>Bryce Ward</b> Term 10/15-10/18 email: <a href="mailto:bryce.ward@northpolealaska.org">bryce.ward@northpolealaska.org</a>	621 Holiday Rd North Pole, AK 99705	(W)888-4444 (C)388-4830
<hr/>		
<b>Santa Claus</b> Term: 10/15 – 10/18 Email: <a href="mailto:santa.claus@northpolealaska.org">santa.claus@northpolealaska.org</a>	PO Box 55122 North Pole, Alaska 99705	(C)388-3836
<hr/>		
<b>David Skipps</b> Term: 10/16 – 10/18 Email: <a href="mailto:david.skipps@northpolealaska.org">david.skipps@northpolealaska.org</a>	2729 Perimeter Dr. North Pole, AK 99705	(C)750-5106
<hr/>		
<b>Doug Isaacson</b> Term: 10/16 – 10/19 email: <a href="mailto:doug.isaacson@northpolealaska.org">doug.isaacson@northpolealaska.org</a>	1003 Shirley Turnaround North Pole, Alaska 99705	(C)322-3133
<hr/>		
<b>Avery Thompson</b> Term: 10/16 – 10/19 Email: <a href="mailto:avery.thompson@northpolealaska.org">avery.thompson@northpolealaska.org</a>	135 E 6 <sup>th</sup> Ave North Pole, AK 99706	(C)388-5351
<hr/>		
<b>Sharon Hedding</b> Term: 10/17 – 10/20 email: <a href="mailto:sharon.hedding@northpolealaska.org">sharon.hedding@northpolealaska.org</a>	111 E 6 <sup>th</sup> Ave North Pole, Alaska 99705	(C)388-9575
<hr/>		
<b>Aino Welch</b> Term: 10/17 – 10/20 Email: <a href="mailto:aino.welch@northpolealaska.org">aino.welch@northpolealaska.org</a>	934 Les Rogers Turnaround North Pole, AK 99706	(H)488-5834
<hr/>		
<b><u>City Clerk/HR Manager</u></b>		
<b>Judy Binkley</b> email: <a href="mailto:judy.binkley@northpolealaska.org">judy.binkley@northpolealaska.org</a>	125 Snowman Lane North Pole, AK 99705	(W)488-8583 (F)488-3002

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



# CITY OF NORTH POLE

## Alaska

### 2018 Regular Scheduled Council Meetings

- \* January 2
- \* January 16
- \* February 5
- \* February 20
- \* March 5
- \* March 19
- \* April 2
- \* April 16
- \* May 7
- \* May 21
- \* June 4
- \* June 18
- \* July 2
- \* July 16
- \* August 6
- \* August 20
- \* September 4
- \* September 17
- \* October 1
- \* October 15
- \* November 5
- \* November 19
- \* December 3
- \* December 17

### 2018 City Holidays- Offices Closed

<i>New Year's Day</i>	<i>Monday</i>	<i>January 1</i>
<i>Martin Luther King Jr. Day</i>	<i>Monday</i>	<i>January 15</i>
<i>President's Day</i>	<i>Monday</i>	<i>February 19</i>
<i>Memorial Day</i>	<i>Monday</i>	<i>May 28</i>
<i>Independence Day</i>	<i>Wednesday</i>	<i>July 4</i>
<i>Labor Day</i>	<i>Monday</i>	<i>September 3</i>
<i>Veterans Day</i>	<i>Monday</i>	<i>November 12</i>
<i>Thanksgiving Day</i>	<i>Thursday</i>	<i>November 22</i>
<i>Christmas Day</i>	<i>Tuesday</i>	<i>December 25</i>
<i>Personal Holiday</i>		

*"Where the Spirit of Christmas Lives Year Round"*

*125 Snowman Lane*

*North Pole, Alaska 99705*

*Tel:(907)488-2281 Fax:(907)488-3002*

*[www.northpolealaska.com](http://www.northpolealaska.com)*



## CITY OF NORTH POLE *Alaska*

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

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

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

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

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

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

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

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

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

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

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

CITY OF NORTH POLE  
HISTORY OF SALES TAX AND MIL RATE

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

CITY OF NORTH POLE  
HISTORY OF SALES TAX AND MIL RATE

	1998	3	2.3
	1999	3	2.3
	2000	3	2.4
	2001	3	2.4
	2002	3	3
	2003	3	3
	2004	4	3
	2005	4	3
	2006	4	3
	2007	4	3
	2008	4	3
	2009	4	3
	2010	4	3
	2011	4	3
	2012	4	3
	2013	4	3.5
	2014	4	3.5
	2015	4	3.5
	2016	4	3.5
	2017	5	1.499
	2018	5	1.999



## INVESTMENTS

In 2012, the City of North Pole closed out three bank accounts that had monies for our three bond reserves related to assessments. The City invested the money into a one year CD, renewable in August. The balance of the CD as of September 30, 2017 is \$164,614.50.

The City has no other investments.

**CITY OF NORTH POLE**  
**STATE OF ALASKA LOANS**  
**Drinking Water Loan - Loan #633011**  
**For the Year Ended December 31, 2018**

**DEC - Drinking Water Loan**

**CONTACT:** Melinda L Liddle  
[melinda.liddle@alaska.gov](mailto:melinda.liddle@alaska.gov)

**DATES:** Principal and Interest due on April 1st of each year  
Note: Put on Auto Pay Sep 24, 2015

**ISSUE:** 500,000.00

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

**GL ACCOUNTS** Principal - 41-00-2-300  
Interest - 41-10-9-930

**NOTES:** This is for Stillmeyer water

PRINCIPAL		
Year	Payment	GL Balance
2008		450,000.00
2009	25,000.00	425,000.00
2010	25,000.00	400,000.00
2011	25,000.00	375,000.00
2012	25,000.00	350,000.00
2013	25,000.00	325,000.00
2014	25,000.00	300,000.00
2015	25,000.00	275,000.00
2016	25,000.00	250,000.00
2017	25,000.00	225,000.00
2018	25,000.00	200,000.00

INTEREST		
Year	Payment	GL Balance
2008		
2009	6,750.00	6,750.00
2010	7,956.25	7,956.25
2011	6,000.00	6,000.00
2012	5,625.00	5,625.00
2013	5,250.00	5,250.00
2014	4,875.00	4,875.00
2015	4,500.00	4,500.00
2016	4,125.00	4,125.00
2017	3,750.00	3,750.00
2018	3,375.00	3,375.00

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

**CITY OF NORTH POLE**  
**STATE OF ALASKA LOANS**  
**Alaska Clean Water Fund - Emergency Response Generators 633031**  
**For the Year Ended December 31, 2018**

**Alaska Clean Water, Generator Loan #633031**

**CONTACT:** Soraida "Zorrie" Cassell-Caparroso Phone 907-465-5172  
[soraida.cassell-caparroso@alaska.gov](mailto:soraida.cassell-caparroso@alaska.gov)

**DATES:** Annual Payment on October 1st

**ISSUE:** 231,766.24.00 at a Rate of 1.5%

**PAYMENTS:** Annual Payment Varies Principal of 11,588.31 plus interest.

**GL ACCOUNTS**  
Principal - 42-12-9-940  
Interest - 0 42-12-9-941

**NOTES:** This loan is for emergency generators at the waste water treatment plant.  
This loan was not developed as an assesment, all debt to be paid by the Utility.  
Paid out of utility revenues.

PRINCIPAL		
Year	Payment	GL Balance
2017	11,588.31	220,177.93
2018	11588.31	208,589.62

INTEREST		
Year	Payment	GL Balance
2017	5,634.32	5634.32
2018	3302.67	3302.67

**CITY OF NORTH POLE**  
**LONG TERM DEBT**  
For the Year Ended December 31, 2018

**STILLMEYER STREET IMPROVEMENT GENERAL OBLIGATION BOND**

**CONTACT:** Gordon Fung, Client Service Manager  
415-263-2090 fax 206-667-8905  
[gordon.fung@bnymellon.com](mailto:gordon.fung@bnymellon.com)

**DATES:** 23-Aug Principal and Interest Due  
21-Feb Interest Due

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

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

**GL ACCOUNTS:** Principal - 03-10-9-910  
Interest - 03-10-9-911  
Bank Account - 99-00-1-009 Mt. McKinley Bank 3

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

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

Payments are made out of Central Treasury.

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

Ordinance 05-02  
Issue of the Bond.

PRINCIPAL			INTEREST		
Year	Payment	Balance	Year	Payment	Balance
2008		1,220,000.00			
2009	50,000.00	1,170,000.00	2009	29,077.50	
2010	50,000.00	1,120,000.00		30,077.00	59,154.50
2011	50,000.00	1,070,000.00	2010	29,077.50	
2012	50,000.00	1,020,000.00		28,077.50	57,155.00
2013	55,000.00	965,000.00	2011	28,077.50	
2014	60,000.00	905,000.00		26,827.50	54,905.00
2015	65,000.00	840,000.00	2012	26,827.50	
2016	65,000.00	775,000.00		25,452.50	52,280.00
2017	70,000.00	705,000.00	2013	25,452.50	
2018	70,000.00	635,000.00		24,077.50	49,530.00
			2014	24,077.50	
				22,577.50	46,655.00
			2015	22,577.50	
				20,952.50	43,530.00
			2016	20,952.50	
				19,327.50	40,280.00
			2017	19,327.50	
				17,577.50	36,905.00
			2018	17,577.50	
				15,740.00	33,317.50

**CITY OF NORTH POLE**  
**STATE OF ALASKA LOANS**  
**Drinking Water Loan - Loan #633291**  
**For the Year Ended December 31, 2018**

**Alaska Clean Water, Techite Loan #633291**

**CONTACT:** Chris Novell 907-465-5139  
[Chris.Novell@alaska.gov](mailto:Chris.Novell@alaska.gov)

**DATES:** Annual Payment on October 1st  
Note: Put on Auto Pay Sep 24, 2015

**ISSUE:** 580326.00 at a Rate of 1.5%

**PAYMENTS:** Annual Payment of 33,801.50 includes Principal & Interest

**GL ACCOUNTS** Principal - 02 00 00 2525  
Interest - 02 10 00 6500

**NOTES:** This loan is for sewer infiltration reduction and Techite Sewer rehab and lining.  
This loan was not developed as an assesment, all debt to be paid by the Utility.  
Paid out of utility revenues.

PRINCIPAL		
Year	Payment	GL Balance
2013		580,326.00
2014	25,096.61	555,229.15
2015	25,473.06	529,756.09
2016	25,855.16	503,900.93
2017	26,242.99	477,657.94
2018	26,636.63	451,021.31

INTEREST		
Year	Payment	GL Balance
2013		
2014	2,331.91	2,331.91
2015	8,328.44	8,328.44
2016	7,946.34	7,946.34
2017	7,558.51	7,558.51
2018	7,164.87	7,164.87

**CITY OF NORTH POLE**  
**LONG TERM DEBT**  
**For the Year Ended December 31, 2018**

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

**CONTACT:** Russel Maxwell, Community Program Technician  
907-761-7714 fax 907-761-7793  
[russel.maxwell@ak.usda.gov](mailto:russel.maxwell@ak.usda.gov)

**DATES:** Due annually on April 1st

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

**PAYMENTS:** \$16,890.00 Due on June 20  
Principal and Interest Amounts depend on date of posting by USDA  
  
Electronically Debited from Bank 7 - Highway Park Water

**GL ACCOUNTS:** Principal - 03-10-9-910  
Interest - 03-10-9-911  
Bank Account - 99-00-1-009 Mt. McKinley Bank Bank 3

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

Payments are made out of Central Treasury.

In January 2004 the City made an extra payment of 65,000 and in July 2004, City paid an extra \$25,000

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

Ordinance 02-03

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

PRINCIPAL		
Year	Payment	Balance
2008	-	143,345.00
2009	10,081.08	133,263.92
2010	10,559.92	122,704.00
2011	11,061.53	111,642.47
2012	11,586.96	100,055.51
2013	12,137.33	87,918.80
2014	12,713.85	75,204.50
2015	13,317.76	61,887.19
2016	13,948.03	47,939.16
2017	14,613.26	33,325.90
2018	15,284.51	18,041.39

INTEREST		
Year	Payment	Balance
2009	6,809.42	6,809.42
2010	6,330.08	6,330.08
2011	5,827.47	5,827.47
2012	5,303.04	5,303.04
2013	4,752.67	4,752.67
2014	4,176.15	4,176.15
2015	3,572.24	3,572.24
2016	2,941.97	2,941.97
2017	2,276.74	2,276.74
2018	1,605.49	1,605.49

**CITY OF NORTH POLE**  
**LONG TERM DEBT**  
**For the Year Ended December 31, 2018**

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

**CONTACT:** Robert Chambers, Water and Environmental Program Specialist - Rural Development  
907-271-2424, fax 907-761-7793  
[robert.chambers@ak.usda.gov](mailto:robert.chambers@ak.usda.gov)

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

**ISSUE:** 595,852.48

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

**GL ACCOUNTS:** Principal - 42-00-2-300 Note: this is budgeted in 02 00 00 6600  
Interest - 42-00-2-302  
Bank Account - 99-00-1-009 Mt. McKinley Bank 3

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

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

PRINCIPAL			INTEREST		
Year	Payment	GL Balance	Year	Payment	GL Balance
2008		574,547.33			
2009	4,362.81	570,184.52	2009	14,119.69	-
	4,698.48	565,486.04		13,784.02	27,903.71
2010	4,693.29	560,792.75	2010	13,789.21	-
	4,922.92	555,869.83		13,559.58	27,348.79
2011	4,819.16	551,050.67	2011	13,663.34	
	5,158.42	545,892.25		13,324.08	26,987.42
2012	5,064.37	540,827.88	2012	13,418.13	
	5,405.55	535,422.33		13,076.95	26,495.08
2013	5,321.67	530,100.66	2013	13,160.83	
	5,664.89	524,435.77		12,817.61	25,978.44
2014	5,690.49	519,110.12	2014	12,792.01	
	5,829.19	513,280.93		12,653.31	25,445.32
2015	5,971.28	507,309.65	2015	12,511.22	
	6,116.83	501,192.83		12,365.67	24,876.89
2016	6,265.92	494,926.90	2016	12,216.58	
	6,418.66	488,508.24		12,063.84	24,280.42
2017	6,575.11	481,933.13	2017	11,907.39	
	6,735.38	475,197.76		11,747.12	23,654.51

2017-2018 State of Alaska on behalf PERS payment					
		Budgeted		PERS Relief by year	
Fund	Department	Salaries	City Rate	State Rate 2017	State Rate 2018
			22%	4.14%	3.10%
1	Administration	185,900	40,898	3,848	2,881
1	Clerk & HR	78,962	17,372	1,635	1,224
1	Police	948,185	208,601	19,627	14,697
1	Fire	1,020,500	224,510	21,124	15,818
1	Public Works	153,140	33,691	3,170	2,374
4	Building	26,579	5,847	550	412
2	Utility	321,042	70,629	6,646	4,976
23	JAG	50,000	11,000	1,035	775
	<b>Total</b>	<b>2,784,308</b>	<b>612,548</b>	<b>57,635</b>	<b>43,157</b>
		State of Alaska 'on behalf amount'			100,792

[http://doa.alaska.gov/drb/employer/employer\\_contribution\\_rates/index.html](http://doa.alaska.gov/drb/employer/employer_contribution_rates/index.html)



## City of North Pole 2018 Budget Overview of all Funds

Fund #	Description	Revenue	Expenditures
<b>City Operating Budgets</b>			
<b>Fund 1</b>	General Fund Revenue	5,755,297	
	Fire		2,175,105
	Police		2,104,188
	Administration		539,500
	Clerk & Human Resources		225,382
	Public Works		711,122
<b>Fund 4</b>	Building Department	127,055	127,055
	<b>TOTAL</b>	<b>5,882,352</b>	<b>5,882,352</b>
			TRUE

<b>Grant Funds</b>			
<b>Fund 30</b>	Administration Grants	1,052,387	1,052,387
<b>Fund 31</b>	Fire Department Grants	180,741	180,741
<b>Fund 32</b>	Police Department Grants	138,263	138,263
<b>Fund 33</b>	Public Works Grants	95,378	95,378
<b>Fund 11</b>	JAG Grant	50,000	50,000
	<b>TOTAL</b>	<b>1,516,769</b>	<b>1,516,769</b>
			TRUE

<b>Major Enterprise Operating and Capital</b>			
<b>Fund 25</b>	Utility Fleet	25,000	25,000
<b>Fund 41</b>	Utility Fund Water	1,274,766	1,274,766
<b>Fund 42</b>	Utility Fund Sewer	1,284,987	1,284,987
<b>Fund 43</b>	Capital Projects Utilities	475,000	475,000
<b>Fund 51</b>	Water Reserves	862,350	862,350
<b>Fund 52</b>	Sewer Reserves	714,537	714,537
	<b>TOTAL</b>	<b>3,059,753</b>	<b>3,059,753</b>
			TRUE

<b>Debt Service Funds</b>			
<b>Fund 3</b>	Assesments	187,245	187,245
	<b>TOTAL</b>	<b>187,245</b>	<b>187,245</b>
			TRUE

<b>Non-Major Funds</b>			
<b>Fund 10</b>	Litigation	150,000	150,000
<b>Fund 12</b>	ABADE- Dept Justice	47,000	47,000
<b>Fund 13</b>	ABADE (State Forfeitures)	14,000	14,000
<b>Fund 14</b>	IRS Forfeitures	100	100
<b>Fund 15</b>	Impound lot	40,000	40,000
	<b>TOTAL</b>	<b>251,100</b>	<b>251,100</b>
			TRUE

## City of North Pole 2018 Budget Overview of all Funds

Fund #	Description	Revenue	Expenditures
<b>Community Purpose Funds</b>			
<b>Fund 05</b>	Bed Tax	90,000	90,000
<b>Fund 08</b>	Festival	4,000	4,000
<b>Fund 09</b>	North Pole Community Ice Rink	10,500	10,500
	<b>TOTAL</b>	<b>104,500</b>	<b>104,500</b>
			TRUE

<b>Reserve Funds</b>			
<b>Fund 06</b>	Health Care	875,000	875,000
<b>Fund 20</b>	Capital Projects Reserves	118,500	118,500
<b>Fund 21</b>	Admin Fleet	15,401	15,401
<b>Fund 22</b>	Fire Fleet	59,500	59,500
<b>Fund 23</b>	Police Fleet	50,500	50,500
<b>Fund 24</b>	Public Works Fleet	45,500	45,500
	<b>TOTAL</b>	<b>1,164,401</b>	<b>1,164,401</b>
			TRUE

<b>Department</b>	<b>2018 FTE proposed</b>
Administration Department	3.15
Clerk-HR Department	1.25
Police Department	14
Fire Department	14
Fire Department Over hire	1.87
Public Works Department	2.25
Public Works Summer Hire	1.57
Building Department	0.3
Utility Department	4.05

Full time Positions	39
Part Time Positions	3.44
Total FTE'S	42.44

NOTE: All Full Time Equivalents (FTE's) are based on 2080 hours worked in a normal work year with the exception of Fire Department employees that work a 19 day cycle which is 2765 hours a year.

## **Chapter 4.03**

# **BUDGET PROCEDURES**

Sections:

[4.03.010 General fiscal policy.](#)

[4.03.020 City accounting organization.](#)

[4.03.030 Budget procedures.](#)

[4.03.040 City Council approval of excess expenditures and liabilities.](#)

[4.03.050 Budget amendments.](#)

[4.03.060 City use of debt and financing.](#)

### **4.03.010 General fiscal policy.**

A. All general government current operating expenditures are to be paid for from current and from excess revenues. The City will avoid budgetary and accounting procedures that balance the current budget at the expense of meeting future years' obligations. The use of one-time revenues for ongoing operations will not be encouraged.

B. After initial presentation of the Mayor's proposed budget estimate, the City Council may by amendment elect to adopt or amend the budget to expend general funds accumulated in prior years; however, it is unwise and not encouraged to allow unassigned general fund balances to be less than either ten percent of budgeted operational expenditures or \$550,000 (five hundred fifty thousand dollars) at any given time during the year, whichever is greater.

C. If it becomes apparent that revenue shortfalls or extraordinary expenses will create a deficit, efforts will be made first to reduce the deficiency by managing expenditures. On an exception basis and not depleting the fund balance to an inappropriate level, the use of existing reserve funds may be recommended to cover the revenue shortfall.

D. The City's annual operating budget is to reflect known salary and benefit adjustments.

E. All budgetary procedures will conform to existing State law and City Code.

F. The budget will endeavor to improve productivity, lower cost, enhance service, and further communication with the public. (Ord. 17-01 § 2, 2017)

#### **4.03.020 City accounting organization.**

- A. The annual City budget is organized to reflect the organizational accounting structure of the City which is: fund, department, category, item, as designated by the City chart of accounts, with the exception of grant funds.
- B. The budget will be presented at the program level for approval by the City Council and will be managed by the administration at the category level. All funds or departments showing expenditures in the salaries and benefits program shall list the number of FTEs allocated.
- C. The City financial statements and annual audit should reflect the organizational structure of the City and comply with the Governmental Accounting Standards Board (GASB). (Ord. 17-01 § 2, 2017)

#### **4.03.030 Budget procedures.**

- A. Pursuant to the Charter, the Mayor shall prepare and submit to the City Council a balanced annual budget estimate and budget message for all funds.
  - 1. The general fund annual budget shall be balanced in a manner wherein current costs will be funded by revenues expected to be received by the City in the calendar budget year. Revenues expected to be received cannot include taxes, fees or other sources that do not already exist in the code.
  - 2. Each fund or department that has expenditures in the salaries and benefits category is required to list the full-time equivalents (FTEs) as part of the budget presentation. Council shall appropriate the number of FTEs for each fund or department.
- B. The City Accountant under the direction of the Mayor shall compile the budget estimate for all funds, based upon detailed departmental estimates and work programs.
  - 1. The budget estimate shall cover and appropriate for all expenditures of money, including contracts, bond construction, debt service funds, special assessment construction funds and restricted funds.
  - 2. When the City Council is considering the budget estimate, department heads and such other officials as may be interested shall appear and be free to criticize the budget or any of its items. (Ord. 17-01 § 2, 2017)

#### **4.03.040 City Council approval of excess expenditures and liabilities.**

- A. The City Accountant shall not permit without City Council approval, during any budget year, an expenditure or contract or incurring of any liability in excess of the amount appropriated for each department, with the following exceptions:
  - 1. The payment of accrued leave when an employee resigns or is terminated.

2. The payment of a voter approved bond or assessment payment.
3. The City Accountant is authorized to accept grants of restricted funds from asset forfeiture programs without City Council preapproval so long as there is no financial obligation placed upon the City. Examples of such grants are asset forfeiture proceeds under State, Federal or local law.
4. The proceeds of such restrictive grants shall be held in a trust account separate from the general treasury and not be included in the general fund. (Ord. 17-01 § 2, 2017)

#### **4.03.050 Budget amendments.**

- A. The Council may approve amendments to the budget at any time through a budget amendment ordinance (BAO). Amendments include intradepartmental and interdepartmental transfers.
- B. The Council may approve individual amendments to the budget through an ordinance with an accompanying fiscal note. (Ord. 17-01 § 2, 2017)

#### **4.03.060 City use of debt and financing.**

- A. Under Alaska law, the City may issue general obligation bonds, revenue bonds, and assessment bonds. General obligation bonds may be issued without limitation upon approval by a majority of City voters. There are no constitutional or statutory debt limitations under Alaska law, but the voters must approve all debt to exceed five years in duration.
- B. Debt financing will not be considered appropriate for current operation or maintenance expenses or for any recurring purposes.
- C. When the City does obtain debt financing on behalf of or benefiting a third party (such as a special assessment district) such debt will be issued in conformance with existing City priorities and policies and with all cost of issuance and administration fully reimbursed. (Ord. 17-01 § 2, 2017)

## **General Fund Description**

The General Fund is the City's primary operating fund and is used to account for resources traditionally associated with general government, administration, police, fire and Public Works which are not required legally or by sound financial management to be accounted for in another fund.

The budget is being presented in the Program groups for council approval. It is the desire of the administration to manage the Programs at an administrative level while maintaining the budgetary authority at the Program level not the individual account level.

The Program presentation of the budget is expected to align with the financial statements and ultimately the audit for greater ease in comprehension of the City of North Pole Finances.

Budget revenues have been grouped together by type for a better comparison of sources of revenue. For example all types of taxation are labeled according to where the revenue is derived from.

## **General Fund Revenues**

Revenues are derived principally from taxation. Proceeds from property tax and sales tax account for 83 percent of General Fund revenue.

State assistance is expected to be stable or decline, The City expects in the form of revenue sharing and liquor license revenue sharing to make up approximately 2 percent of General Fund Revenues.

## **Taxation Breakdown**

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

Property tax is collected by the Fairbanks North Star Borough on behalf of the City of North Pole per Alaska Statute 29.45.560. Property tax is calculated using a mill rate or (percentage) of the value of the property. One mill of tax is equal to 1/10<sup>th</sup> of one percent of the value of a property. The best way to figure the tax amount of a property is to use the following equation

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

The proposed City of North Pole mill rate is 1.999 or .199% of the value of your property.

If your property was worth \$100,000 the property tax would be \$199.90 per year for the City of North Pole.

Property tax revenue is projected to be approximately 8 percent of our general fund revenue in 2018, up from 2017 because the proposed increase in property tax.

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

General Sales Tax	5%	Maximum tax per transaction \$10.00
Bed Tax	8%	No Cap (Same as FBKS and FNSB)
Alcohol Tax	6%	No Cap
Wholesale Tobacco Tax	10%	No Cap

All sales tax is collected monthly or quarterly

Aggregate sales tax revenue is projected to be 75% of General Fund revenue, The following sales taxes are represented showing their percentage of the General Fund Revenue with the proposed increases.

General Sales Tax	66%
Bed Tax	Goes to its own grant fund
Alcohol Tax	5%
Tobacco Tax	3. %



Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget	
General Fund Revenue							
01-00-3-300	Alcohol Tax	266,790	278,326	282,000		289,500	
01-00-3-305	Property Tax	819,274	819,599	361,567		479,997	
01-00-3-310	Sales Tax	2,845,466	2,873,050	3,840,999		3,812,500	
01-00-3-315	Sales Tax Misc. Vendors	3,921	5,699	-			
01-00-3-318	State: Shared Taxes	30,459	18,618	17,462		17,500	
01-00-3-320	Tobacco Tax	166,382	170,764	173,000		178,000	
Tax Revenue		4,132,292	4,166,056	4,675,028	-	4,777,497	
01-00-4-400	Business Licenses	16,460	19,263	19,000		21,000	
01-00-4-405	Fireworks Permit	12,000	12,000	12,000		12,000	
Licenses & permits		28,460	31,263	31,000	-	33,000	
01-00-5-500	Ambulance Fees current year	102,348	68,822	91,300		90,000	
01-00-5-502	Ambulance Fees prior year	-	743	-			
01-00-5-505	Ambulance Services	413,637	424,375	433,290		446,500	
01-00-5-510	Fingerprinting	14,335	23,660	20,000		21,500	
01-00-5-515	Fire Reports	-	75	-			
01-00-5-520	Police Reports	1,100	1,078	-			
01-00-5-808	Fire: Grants FEMA	7,030	-	-			
01-00-5-901	Transfer in Other Funds	25,593	-	-			
Fees & Services		564,043	518,753	544,590	-	558,000	
01-00-6-600	Citations current year	41,194	112,510	100,000		110,000	
01-00-6-605	Citations prior year	56,696	643	35,000		45,000	
Fines & penalties		97,890	113,153	135,000	-	155,000	
01-00-7-700	Corp of Engineers Contract	78,370	78,143	80,000		82,500	
01-00-7-705	Bed Tax Fee	-	22,500	-			
01-00-7-710	EMPG Grant	11,698	15,835	-		10,000	
01-00-7-715	IRS Investigation Reimb	1,488	413	-			
01-00-7-720	Liquor License Sharing	5,200	7,900	7,300		7,300	
01-00-7-725	State Revenue Sharing	191,234	125,388	128,142		86,500	
Intergovernmental Revenue		287,990	250,179	215,442	-	186,300	
01-00-9-900	Fire Department Revenue	5,480	3,715	2,500		3,500	
01-00-9-905	Interest Income	2,609	3,322	3,500		3,500	
01-00-9-910	Miscellaneous Revenue	10,632	17,268	12,500		16,000	
Other		18,721	24,304	18,500	-	23,000	
01-00-9-998	Transfer to Fund Balance						
01-00-9-999	Transfer From other Funds	-	-	22,200		22,500	
Transfers		-	-	22,200	-	22,500	5,755,297

# CITY OF NORTH POLE

## *Finance Department*

The Finance Department oversees all financial related duties for the city. We are a small department consisting of the Accountant, Tricia Fogarty and our Payable Clerk, Sally Terch.

In May of 2017, Sally and I attended an intensive training course with Caselle (our financial software) at their headquarters in Provo, Utah.

We hired accountants at Cook & Haugeberg LLC to assist year end schedules and they will be retained as our financial advisors.

We reopened the water and sewer reserve funds as we felt this would be beneficial in order to plan more projects.

I have worked with the Mayor and the Department Heads to give them the access they need in order to manage their department's finances and budgets and it has been proven to be an extremely worth-while tool.

This year we budgeted to purchase business tax online filing and payments as well as business licensing. We are also looking into a timekeeping module that would interface with payroll.

I attended a two-day grants class in September on how to manage grants, the class provided me with several tools to keep the City's grants in good working order. As well as do's and don'ts. The instructor was very clear, "if it's not in writing, it never happened".

I will be attending the Fall conference, Alaska Government Finance Officers Association in Anchorage. The topics will be best budgeting practices and economic fiscal policies.

**"A BUDGET IS TELLING YOUR  
MONEY WHERE TO GO  
INSTEAD OF WONDERING  
WHERE IT WENT"  
-DAVE RAMSEY**

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget
<b>Administration Department #51</b>						
01-51-1-001	Wages: Full Time	277,891	314,346	180,000		185,400
01-51-1-003	Benefits	118,016	7,813	24,750		24,750
01-51-1-004	PERS	62,817	79,628	39,600		40,800
01-51-1-006	Leave Cash Out	1,150	2,368	1,500		1,500
01-51-1-007	Overtime: Regular	249	348	250		500
01-51-1-013	Health Insurance	-	91,272	62,000		56,500
01-51-1-050	Wages: Council	-	-	-		-
<b>Salaries &amp; Benefits</b>		<b>460,123</b>	<b>495,775</b>	<b>308,100</b>	<b>-</b>	<b>309,450</b>
01-51-2-200	Advertising	19,842	-	6,500		3,500
01-51-2-205	Audit & Finance	36,599	44,372	45,000		42,000
01-51-2-210	Credit Card Fees	7,728	10,370	10,700		7,500
01-51-2-215	Insurance	20,287	24,472	15,500		15,750
01-51-2-220	IT Services	43,157	17,803	17,100		12,000
01-51-2-225	Legal Fees	13,757	5,471	7,000		7,000
01-51-2-230	Maintenance Contracts	25,460	9,182	12,500		15,000
01-51-2-235	Professional Services	-	2,013	1,500		1,500
01-51-2-800	Advertising, Publications - Co	-	6,649	-		1,000
<b>Purchased Services</b>		<b>166,829</b>	<b>120,332</b>	<b>115,800</b>	<b>-</b>	<b>105,250</b>
01-51-3-305	Electric	7,771	6,701	8,500		8,500
01-51-3-310	Heating Fuel	6,199	8,873	12,500		10,000
01-51-3-315	Senior Center Fuel	(2,747)	(994)	-		-
01-51-3-320	Phone/ Data	7,858	7,752	9,250		6,000
01-51-3-330	Postage	840	1,468	1,000		1,000
01-51-3-335	Office Equipment & Supplies	9,861	11,485	7,500		17,500
01-51-3-340	Operational Supplies	-	5,722	7,500		7,500
01-51-3-350	Promotions & Apparel	4,602	73	4,500		3,000
01-51-3-355	Publications & Subscriptions	-	2,692	1,500		1,000
01-51-3-800	Council Supplies	-	-	-		-
<b>Operational Expenses</b>		<b>34,385</b>	<b>43,772</b>	<b>52,250</b>	<b>-</b>	<b>54,500</b>
01-51-4-400	Lease & Rentals Payments	-	5,527	5,750		5,750
<b>Leases &amp; Rentals</b>		<b>-</b>	<b>5,527</b>	<b>5,750</b>	<b>-</b>	<b>5,750</b>
01-51-5-500	Memberships & Dues	-	1,069	700		800
01-51-5-505	Recruitment	-	1,070	474		500
01-51-5-510	Travel & Training	19,210	13,279	9,826		12,500
01-51-5-800	Council Travel & Training	-	-	-		-
<b>Travel, Training &amp; Memberships</b>		<b>19,210</b>	<b>15,418</b>	<b>11,000</b>	<b>-</b>	<b>13,800</b>

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget	
01-51-6-605	Vehicle Gas & Oil	(74)	(233)	1,350		750	
01-51-6-610	Vehicle Repair & Maintenance	(233)	(10)	500		500	
<b>Vehicle, Equipment Expenses</b>		<b>(307)</b>	<b>(243)</b>	<b>1,850</b>	<b>-</b>	<b>1,250</b>	
01-51-7-700	Building Maintenance	7,297	4,597	8,000		9,000	
<b>Infrastructure Outlay</b>		<b>7,297</b>	<b>4,597</b>	<b>8,000</b>	<b>-</b>	<b>9,000</b>	
01-51-9-920	Miscellaneous Expense	19,772	4,544	2,000		2,000	
<b>Other</b>		<b>19,772</b>	<b>4,544</b>	<b>2,000</b>	<b>-</b>	<b>2,000</b>	
01-51-9-999	Transfer out to other Funds	-	-	315,000		38,500	
<b>Transfers</b>		<b>-</b>	<b>-</b>	<b>315,000</b>	<b>-</b>	<b>38,500</b>	<b>539,500</b>

## **CITY OF NORTH POLE CLERKS OFFICE**

### **Mission:**

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

### **Program Description:**

The City Clerk must adhere to constitutional government and laws of the community and state; impart standards of quality and integrity that merit public confidence; and maintain professional ethical standards. The City Clerk Performs and coordinates a variety of complex office/clerical services and related activities requiring considerable exercise of independent judgment consistent with generally accepted office practices, including those defined in Alaska State statutes, the City of North Pole Charter, the City of North Pole code of ordinances and other guidance documents that are or may come into effect. Performs a wide variety of customer service functions, including providing referrals, general municipal information and other public information as required. Drafts correspondence, addresses or refers constituent complaints or inquiries to appropriate departments/persons within the scope of the position of Clerk. Provides administrative support to Council including drafting for council member review, ordinances, resolutions, letters or other correspondence as requested. Conducts research and fact finding on items of interest to Council and proposes recommendations as requested. Provides for safe keeping of City records and archives. Stores, safeguards and disposes of City records consistent with current statutes regarding public records. Performs a variety of tasks related to accounting functions including data compilation, reconciliation, fiscal record keeping, budget preparation for the office of Clerk, report preparation, information exchange and other related work. Develops and supervises activities with the scope of Clerk for the maximum utilization of services and equipment by performing the following duties personally or through other City staff if staff assistance is approved in advance by the Mayor of the City. The City Clerk shall have power to administer all oaths required by law, give to the proper official ample notice of the expiration or termination of any term of office and, when necessary, the conditions or requirements of all bonds, franchises, contracts, or agreements. The City Clerk shall be the registrar of the City and shall be responsible for the calling and supervision of all City elections, unless otherwise provided by law.

### **Essential duties and responsibilities**

- Serves as Clerk of the Council, including attendance at all regular and special meetings, taking and maintaining official records of Council proceedings, compiling and have Council meeting materials available as directed or as contained in the North Pole City code, providing notice of meetings, and processing Council actions and providing necessary follow-up.
- Serve as Parliamentarian to Council including detailed knowledge of the most current edition of Roberts Rules of Order.
- Provide clerical/administrative support to Council and Council members to such as researching requested information, typing, reception, duplicating, filing, and message delivery.
- Maintain and keep current an indexed file of all municipal records, provide for codification of ordinances, and authenticate or certify records as necessary.

- Attest all documents, such as ordinances, resolutions, and proclamations.
- Have custody of the official municipal seal and all City materials.
- Receive and process mail and documents addressed to the Council or Council members.
- Administer oaths, affirmations and acknowledgements.
- Administer all municipal elections and serve as voter registrar for the State of Alaska and assure that the City is in compliance with 42 U.S.C. as amended.
- Administer and maintain custody of conflict of interest statements.
- Receive and process petitions such as initiatives, referendums and recall.
- Prepare budget information regarding the Office of City Clerk or other areas under the control of the City Clerk.
- Participate in the annual audit as pertains to the Office of City Clerk.
- Provide information as requested from State, Federal and other local government agencies as are applicable to the office of City Clerk.
- May arrange transportation and hotel reservations for council members as requested.
- Provide notary services to the public.

### **HUMAN RESOURCES**

- Provide human resource services for the City and its employees. Maintain current personnel, payroll and employment policies/practices to ensure compliance with changing federal and state law.
- Provide payroll function and all reporting.
- Negotiated health care contract with Alaska USA Insurance and AW Rehn to ensure affordable health care for employees and the City.
- Continue to oversee all insurances for the City.

### **Objectives:**

- Continue to run the office in an efficient and effective manner providing the public access to their local government and staying within the fiscal constraints as required by state statutes and the city code of ordinances.
- Conduct efficient and litigation free elections.
- Improve election history information, community calendar of events, and newsletter on the website.
- Continue to promote the City of North Pole social media; ie, Facebook, Twitter, and Instagram and to research events and disseminate information to the City and surrounding area.
- Continue the restoration of permanent and historical paper documents with Laserfiche.
- Provide and educate citizens for easy access to public records.

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget
<b>City Clerk &amp; Human Resources Department #52</b>						
01-52-1-001	Wages: Full Time	-	-	131,726		78,462
01-51-1-003	Benefits	118,016	7,813	24,750		2,305
01-52-1-004	PERS	-	-	33,380		17,265
01-52-1-006	Leave Cash Out	-	-	500		500
01-52-1-007	Overtime: Regular	-	-	750		500
01-52-1-013	Health Insurance	-	-	37,440		23,750
01-52-1-050	Wages: Council	16,450	16,250	23,500		23,500
<b>Salaries &amp; Benefits</b>		<b>134,466</b>	<b>24,063</b>	<b>252,046</b>	<b>-</b>	<b>146,282</b>
01-52-2-200	Advertising	-	761	10,400		12,000
01-52-2-205	Audit & Finance	-	-	-		3,000
01-52-2-210	Credit Card Fees	-	-	-		-
01-52-2-215	Insurance	-	-	-		12,000
01-52-2-220	IT Services	-	-	4,700		4,700
01-52-2-225	Legal Fees	-	-	2,500		2,500
01-52-2-230	Maintenance Contracts	-	-	6,800		6,800
01-52-2-235	Professional Services	-	-	750		750
01-52-2-800	Advertising, Publications - Co	-	-	-		-
01-52-2-805	Ordinance Codification	2,437	4,194	6,000		6,000
<b>Purchased Services</b>		<b>2,437</b>	<b>4,955</b>	<b>31,150</b>	<b>-</b>	<b>47,750</b>
01-52-3-305	Electric	-	-	-		-
01-52-3-310	Heating Fuel	-	-	-		-
01-52-3-315	Senior Center Fuel	-	-	-		-
01-52-3-320	Phone/ Data	-	-	1,000		2,000
01-52-3-330	Postage	-	-	500		500
01-52-3-335	Office Equipment & Supplies	-	-	5,500		5,500
01-52-3-340	Operational Supplies	-	-	-		-
01-52-3-350	Promotions & Apparel	-	-	-		-
01-52-3-355	Publications & Subscriptions	-	-	3,000		600
01-52-3-800	Council Supplies	1,368	2,340	600		2,500
<b>Operational Expenses</b>		<b>1,368</b>	<b>2,340</b>	<b>10,600</b>	<b>-</b>	<b>11,100</b>
01-52-4-400	Lease & Rentals Payments	-	-	-		-
<b>Leases &amp; Rentals</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
01-52-5-500	Memberships & Dues	-	-	600		600
01-52-5-505	Recruitment	-	-	-		
01-52-5-510	Travel & Training	-	-	6,500		7,500
01-52-5-800	Council Travel & Training	4,929	4,088	7,000		7,000
<b>Travel, Training &amp; Memberships</b>		<b>4,929</b>	<b>4,088</b>	<b>14,100</b>	<b>-</b>	<b>15,100</b>

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget	
01-52-6-605	Vehicle Gas & Oil	-	-	150		150	
01-52-6-610	Vehicle Repair & Maintenance	-	-	-		-	
Vehicle, Equipment Expenses		-	-	150	-	150	
01-52-9-800	Election Expense	3,953	3,482	4,000		4,000	
01-52-9-920	Miscellaneous Expense	-	-	2,000		1,000	
Other		3,953	3,482	6,000	-	5,000	
01-52-9-999	Transfer out to other Funds	-	-	-			
Transfers		-	-	-	-	-	225,382





# North Pole Police Department

**Chief Steve Dutra**

125 Snowman Ln.  
North Pole, AK 99705  
907-488-6902  
northpolepolice.org



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

October 24, 2017

## **“A Status Report”**

I would like to spend some time discussing the dynamics of your police department. We have a fine group of employees who all have been hand selected from a diverse pool of applicants. Your staff has done a great job at meeting the mission and taking their department to a new level. I am going to share with you an incredible amount of information in order to educate you on the job that your officers have done over the last year and share some of the objectives for 2018.

This will be my sixth year as Chief of Police and my sixth budget. Each and every one of my budgets have come in under budget. This last year we faced a variety of challenges and met them with success, but not without sacrifices.

**In 2014 we reduced our staff in order to meet budget shortfalls.** There was an expectation that this position would be reinstated once the fiscal problems were resolved. As we enter the 2018 budget cycle the same budget issues seem to be present and our lost position remains out of reach. Although the council did absorb the AHSO grant it still reduced our staffing without reducing the mission.

As we look at the numbers within the police department budget, the main outliers are our Salaries and Benefits and Purchased Services. I will discuss each of these categories in order to give each of you a better understanding of these expenses. During budget presentations I will be available to discuss these items in more detail.

I also want to make it clear that the construction and presentation of the city's budget has changed over time and it is difficult to show year over year comparisons because the budget categories have changed in order to make the budget more fluid.

The difference between the 2017 current budget, for Salaries and Benefits and our 2018 Proposed Salaries and Benefits is approximately \$43,370.00 or 2.76%. This is well below what would be expected, but one of the main increases is attributed to a change in Health Insurance costs. This accounts for 46.66% in overall increase in this category. These costs are not controlled by the department head.

Subtracting the health care costs from the overall line item it is very clear that our overall department increase in this category is well below what would be expected year over year. A normal 3% rise would equate to over \$28,000. This shows some savings to the city with only \$23,130.

### Historical Budget:

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

	2012	2013	2014	2015	2016	2017	2018
Overall Expenditures	\$1,778,442.14	\$1,657,919.78	\$1,761,924.52	\$188,944.81	\$1,950,170.01	\$2,078,494.00	\$2,104,188.00
True Cost	\$1,470,197.14	\$1,287,639.78	\$1,270,229.52	\$1,561,574.81	\$1,689,078.01	\$1,824,824.00	\$1,793,388.00

Our 2018 budget has been cut in some areas to accommodate changes in the expected costs due to falling prices or cost cutting measures introduced in previous years. Above I have shown what the true cost to the citizens would be if you reduced the budget lines by the amount generated in police related functions. Some of the numbers for 2018 numbers are estimated costs.

### Salaries and Benefits:

Within this category there are a variety of employee related costs. This would include Wages, Holiday pay, Benefits, PERS, Leave Cash Out, Overtime to include regular, training, and Grant, as well as health insurance costs.

### Staffing Levels:

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

- (2) Officers and 1 Sergeant to cover each of the three shifts (Ideal)
- (1) Lieutenant on Day shift monitoring department operations and grants.

Shift overlaps: 10 Hours shifts

Monday	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300
Grave																								
Days																								
Swings																								

## Examples of Patrol staffing:

### May – September (Patrol Only) with current budget:

<u>Day shift</u>	<u>Swing Shift</u>	<u>Grave Shift</u>
1 Patrol Sergeant	1 Patrol Sergeant	1 Patrol Sergeant
1 Patrol Officer	1 Patrol Officer	2 Patrol Officers
	1 Traffic Officer	
	1 Chena Lakes Patrol Officer	

### October – April (Patrol Only)

<u>Day shift</u>	<u>Swing Shift</u>	<u>Grave Shift</u>
1 Patrol Sergeant	1 Patrol Sergeant	1 Patrol Sergeant
2 Patrol Officer	1 Patrol Officer	2 Patrol Officers
	1 Traffic Officer	

During each year these levels fluctuate due to vacations, training, injuries, family leave, sickness, and other related personal matters. Many times leaving staffing levels much lower than what is indicated above.

**\*\* In 2017 we experienced a significant shortage in staffing due to the loss of 2 officers and an injury.**

Augmented staffing includes:

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

The staffing levels here at the North Pole Police Department are set by the city council and they are currently set at thirteen sworn police officers and one civilian evidence custodian. These levels have been so since 2014 when it was reduced from 14 sworn police officers. With these staffing levels we maintain minimum staffing for holidays unless we have events requiring a larger contingent. The two holidays we generally staff with additional officers these are 4<sup>th</sup> of July and Halloween.

Our budget includes funding for leave cash out which is used to cover the costs associated with employees cashing out leave instead of taking vacation. As most of you may be aware this benefit is limited to 80 hours per employee. Although the amount budgeted in this category

would not cover all the employees cashing out leave in one calendar year it seems to be sufficient to cover the average year to year cash outs over the last 5 years.

Our overtime is categorized into three areas these include regular, training and grant overtime. We do our best to reduce overtime when we can. We move shifts, allow flex time to be used whenever possible, and take advantage of shift overlap to help training needs. Our 10 hour shifts have improved our flexibility and allowed us to train with little impact to our overtime.

### **Overtime:**

2009	2010	2011	2012	2013	2014	2015	2016	2017*
\$33,250.00	\$15,288.00	\$18,794.00	\$19,550.00	\$26,654.00	\$22,971.00	\$34,711.00	\$21,463.00	\$14,283.00

\*= current year to date

As you can see above our overtime expenses were on a downward trend mainly due to 10 hour shifts starting in 2009. Budget years 2013-14 are higher. This is attributed to shortage in staff due to injury, attrition, and training. The 2015 proposed increases were to cover shift differential with the hope that staff shortages, due to officers leaving, will slow or cease and overtime expenses can stabilize closer to 2010-2012 levels. As of mid-2016 the shift differential was removed from our overtime line item and placed in our wages. So 2015 appears to be an outlier and is going to be displayed in order to show a proper comparison. 2016 appears to fall in line with expectations.

The 2017 overtime costs are incredibly low since staff shortages were worse than ever 2017. This was not without sacrifice. Officers worked modified shifts in order to cover shortfalls. My hat goes off to these folks for their sacrifices. We also pulled the Lieutenant and Detective from their primary responsibilities to augment patrol. Our Sgt's were also restricted to two shifts placing our injured employee on day shift duties.

### **Training:**

Our annual training regimen includes training in firearms where qualifications are required twice a year, blood borne pathogen, hazmat, First Aid and CPR/AED, Taser refreshers, Emergency Vehicle Operations, defensive tactics, sexual harassment, and use of force. There are many other courses that we send officers and command staff to that help us offer a better service to the community. These can include Crises Intervention Training, Crime Conferences, Department of Homeland Security training, Ethics and so on.

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

2018 ALICE training will add significant burdens to our training regimen. This is absolutely vital to the overall safety strategies for our schools and businesses. Five NPPD trainers will be needed.

### **Grant Funding:**

We understand that revenues are tight and the needs of our small community are unique. In order to help offset budget strains, the Police Lieutenant manages the JAG grant on top of patrol duties when patrol staffing falls below minimums. In 2017 our grant awards and contracts related to our staffing, were in the range of \$190,000. The grants and contracts varied depending on actual expenses. Final figures are not yet available since fiscal years fall in difference sequences.

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

In an attempt to show the council, and the public, that the North Pole Police Department is not a 100% direct drain on the budget we wanted to show a balanced financial picture. The following sources of revenue are directly tied to police related functions.

<b>2017</b>	
ICAC Agreement	\$5,000.00
JAG	\$107,950.00
Chena Lakes	\$82,000.00
Reports	\$1,000.00
Asset Forfeiture*	\$13,613.00
Citation Revenue	\$110,000.00
Fingerprinting*	\$17,450.00
Liquor license	\$7,300.00
Impound fees*	\$19,584.00
	<b>\$363,897.00</b>

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

Some of these grants have been with the City of North Pole for some time and I felt it was important to identify the amount of money granted to the city over the years. The benefits to the citizens have been substantial.

SOA – Pass through Byrne funding Grant awards have been approximately **\$421,000** not counting Equitable Sharing Funds.

Last year we had a record year with over **\$107,995** in grant awards. This funding source is extremely volatile and it is difficult to budget anything more than half that amount to maintain a solid budget.

I am currently managing multiple grants to include 3 State Homeland Security Program grants. These take an enormous amount of time and energy and we must find a way to assist with these mundane office tasks. I will cover these grants in my presentation to the council or I would be happy to discuss the details at your pleasure. The overall benefit of these programs is in equipment, training and building improvements totaling approximately **\$300,822.00.**

### **Chena Lakes Contract:**

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

This last fiscal year the contract was for \$82,500. This is a win win for the city and the Corp of Engineers. We expect this contract to continue in 2018 with little to no increase.

### **Equitable Sharing Funds and SOA money seizure:**

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

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

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

As of the date of this letter, we have received over **\$420,000**. This money has been used to renovate the police station with much needed desks, flooring, painting of station, new roof, additional funding for heating renovations, gear and so on. We have purchased a new vehicle

for the Major Crimes Detective and SDEU Detective and paid for a significant amount of training for our officers. It is expected that these funds will diminish over the next few years. Pressure from SB91 and changes at the federal level are causing these funds to be restricted. There is current talk under the new administration to renew the asset forfeiture laws but currently there is little movement.

### **Impound Fees:**

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

The entire idea behind this plan was to reduce the number of DWSOL, DUI and No Insurance events through a community backed effort where vehicles used by violators would be impounded. The administrative fee of \$384.00 was originally intended to be placed into a fund that would allow the City of North Pole to establish a Forfeiture Program. Last year, due to budget shortfalls this money was diverted to the general fund and no money was put aside for the original purpose. This year the Mayor has set aside a majority of these funds for the purpose they were intended. To date this program has generated approximately **\$50,000.00**.

This program adds an additional layer of deterrence and helps secure the safety of the citizens. I firmly believe the City of North Pole should seek vehicle forfeiture on repeat offenders but without sufficient funding, this program will be placed on hold.

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

Internet Crimes Against Children or ICAC:

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

Our involvement includes investigations into reports within our jurisdiction and assisting other agencies in investigations. Our monthly reports are filed with the ICAC APD unit and for this we received authorized funding in the amount of **\$5,000**. In 2016 we used a portion of these funds to pay for our UFED Annual License. It is our intension to apply for these funds in the next budget cycle but at this time this grant has not been secured. It is likely this funding source may not be available for use in 2018.

### **Internal Revenue Service:**

The North Pole Police Department has entered into an agreement for the last several years where our Detective is assigned to assist IRS agents with cases. Detective Bruce Milne is a

Task Force Officer assigned to assist the IRS. For his involvement the City of North Pole is compensated for any overtime incurred during an investigation.

### **Possible Changes to Grant Funding in 2018:**

We do not expect a change in funding from IRS. We have received a new MOU's for 2017-18 from the IRS, it is expected that this relationship will be continued. Our Byrne/Jag grant funding for the 2017 cycle was \$107,950.00. We have not received our JAG funding for 2018 but there is preliminary discussions that this funding could be restored to 2008 levels. It is possible that the allocation structure from this funding source could increase in excess of \$100,000 although this has not been confirmed and may not be decided before our budget cycle is complete.

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

As a department we believe it is our duty to support the community in as many ways possible. 2017 was not a relatively good year for staffing with 3 patrol level positions open for most of 2017 causing the Detective and Lieutenant to backfill patrol. We continued our support for the following programs.

- Gang Resistance Education and Training: or GREAT.  
A program aimed at 7<sup>th</sup> graders in the North Pole Middle School. This course is taught one day a week and focusses positive decision making skills and positive interaction with law enforcement.
- Presentations to parents and students on social media and dangers associated with smart phone and similar devices.
- Tours of police station to include girl scouts, boy scouts, elementary school kids, and more.
- Community interaction during 4<sup>th</sup> of July parade and Homecoming.
- Our annual Operation Glowstick. Focuses on child safety during Halloween.
- Attend a variety of meetings with organizations all over the area.
- Bi- Annual assistance with classes taught at the CTC law enforcement academy.
- High School forensic class to students.
- Guys Read – 4<sup>th</sup> grade elementary school reading
- North Pole Middle School Red Ribbon Week.
- ALICE : Full deployment to all schools within the district. 13,000 students.
- Shop with a Cop
- And many more

### **Equipment Status:**

Over the last 60+ years the City of North Pole has invested into police vehicles in order to maintain a fleet capable of supporting the mission of the police department. The idea behind this investment was to replace a vehicle every year in order to maintain a healthy fleet of vehicles not prone to breakdown and maintain a level of safety for our officers.



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

We have supported the assigned vehicle method versus the pool car method and have been able to stretch the life of our vehicles up to 18 years. Using this method gives the vehicle a longer life and it has been proven over and over in numerous studies to be the most economical way to provide patrol cars for police departments.

Unfortunately over the last several years we have allowed our fleet replacement schedule to falter. Often times the vehicle is sacrificed to close the “budget gap.” This can be best explained in the following way. Of the 16 vehicles purchased for the fleet, 3 have been purchased with funds other than general fund revenue. We have used Grants and Asset Forfeiture funds to purchase vehicles. We must address these shortfalls and put in place a consistent revenue stream. Using asset forfeiture funds is not a sound budget strategy.

Currently our average vehicle has 49,557 miles on it. This is a reduction from our 2017 figure of 64,927 miles because we purchased 2 vehicles in 2017. That average fell from the 2014 numbers of 88,000 with the replacement of the SEDU vehicle and one patrol vehicle. Without those replacements these numbers would have been over 80,000 miles. It is my hope we can purchase a couple of vehicles in 2018 through standard purchases from the new fleet fund augmenting those overflow costs from asset forfeiture. This will level out the fleet and place close to our healthy status. I do suspect 2019 we will need to maintain the 2 vehicle purchase annually to maintain a safe effective fleet.

Our highest mileage and oldest vehicle is a 2000 Crown Vic with 118,000 miles. This vehicle has been in an administrative position for many years. This is why this vehicle is lower mileage than is expected.

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

In 2012 and 2015 I was able to use Equitable Sharing to purchase a vehicle for our Detectives. In 2010, I was able to secure a grant from AHSO to purchase a vehicle for our traffic unit. In 2012 I cut my budget to find money to purchase a vehicle due to an oversight in the 2011 budget preparations by the previous administration.

In 2013 we purchased a motorcycle using funds from the sale of some assets. This motorcycle was significantly less expensive than a vehicle and will help decrease mileage on more than one fleet vehicle over the next 20+ years. It is important for us to share this information because it will become our biggest obstacle in the years to come.

I am extremely thankful for the vehicle fleet funds and the outlook on vehicle replacement being on a regular cycle and not subjected to budget fluctuations although this funding level needs to be raised to cover the GAP in fleet funds to vehicle costs.

### **Supplemental Equipment:**

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

All of this equipment should be stored in warm storage. This is one of the reasons we support the capital improvement funds given to the City of North Pole this year by the legislature and the Governor to redesign City Hall and the police department.

We do plan to ask for repatriation of funds in the 2017 budget to purchase a cover for this equipment.

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

We are now using AlasConnect for our IT services and we could not be happier. They have been easy to work with and very responsive to our needs. Currently we have a new 30 TB server that must be backed up and AlasConnect has offered to do this for an additional \$300 a month this was negotiated by your humble police chief and reduced to \$250 a month.

Unfortunately we are being forced to comply with Federal guidelines and must add additional services in 2018 to cover remote wipe and dual authentication in order to stay ahead of the thieves and spies.

### **Building Maintenance:**

We had our new addition built in 2004 and since this date the exterior of the building was not properly cared for. We completed the exterior staining in 2017 and we are hopeful the council appreciates all the work that went into this project. We must put gutters on in 2018 to prevent further degradation of the new exterior.

### **Administrative Assistant:**

I feel that it is important to mention that this year was the year I would have asked for an Administrative Assistant. It is so unfortunate that funding errors and revenue shortfalls have caused this to be cut from my proposed budget. The current demands being placed on the administration in the police department is at a tipping point. We have reached a level where the Chief of Police and the Administrative Lieutenant are likely over the 50% mark of commitment to busy administrative paperwork causing inefficiencies in operations.

My main job is to make sure I oversee the department functions and improve SYSTEM level and OPERATIONAL level programs. I am responsible for the OPERATIONS of the department but I find approximately 50% or more of my time shuffling paperwork, filing, faxing, copying, writing letters, filling out PO's, requesting reimbursements, grant quarterlies, state and federal report filings, website and social media monitoring and posting, answering phones, preparing reports, running data sheets, and so on. We currently have archives stacking up and nobody to start this project due to current workloads.

There are so many other tasks that I do on a daily basis it certainly appears I am overwhelmed with office related tasks that my time is not being well spent on the core responsibilities. I will work as hard and as long as I need to maintain the high standards we have always required but I am advising the city council that the time has come where our department needs an additional administrative assistant to handle these daily tasks to free me up to work on more important operational level programs and projects that get little time under the current pressures. We are the only department in the state, our size that does not have an administrative staff to handle these tasks.

Our city is on the precipice of the F35's and a possible population explosion. We must get ready for this expansion and we are unprepared with the current staffing. Our fire department has a need for an administrative assistant because they realized the time these positions save the senior staff to work more effectively. Our EOC, ALICE, Emergency Preparedness, and OPM projects are incredibly time consuming tasks that will suffer if these mundane office tasks are not reassigned. It is all about TIME!

### **Conclusion:**

As you can see your police department is an extremely diverse organization. We have numerous revenue sources tied to our activities which help offset the costs to the citizens. Although we do not influence any penalty revenue streams in order to offset budget shortfalls, it is just a way to compare costs associated with our activities. We do as much as we can with the as little as we can. We are continuously finding ways to improve our services.

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

I would encourage any city council member to come speak to me if you have further questions. It is difficult to include all the things we do so please take the time to come talk with me. I will make myself available at any time that would be convenient for you.

Thank you for your time.

Chief Steve Dutra

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget
<b>Police Department #53</b>						
01-53-1-001	Wages: Full Time	839,493	907,042	936,225		948,185
01-53-1-002	Wages: Holiday Pay	8,750	7,538	8,250		10,000
01-53-1-003	Benefits	286,485	46,331	60,384		71,248
01-53-1-004	PERS	207,188	213,298	218,779		222,985
01-53-1-006	Leave Cash Out	29,721	10,734	15,000		15,000
01-53-1-007	Overtime: Regular	34,712	21,463	31,000		31,000
01-53-1-008	Overtime: Training	4,062	4,332	12,650		7,000
01-53-1-009	Overtime: Grant	1,742	1,509	-		
01-53-1-013	Health Insurance	-	245,340	245,480		265,720
<b>Salaries &amp; Benefits</b>		<b>1,412,153</b>	<b>1,457,587</b>	<b>1,527,768</b>	<b>-</b>	<b>1,571,138</b>
01-53-2-200	Advertising	-	84	275		150
01-53-2-205	Audit & Finance	-	3,000	3,000		3,000
01-53-2-210	Credit Card Fees	-	665	775		775
01-53-2-215	Insurance	106,528	103,324	123,000		115,000
01-53-2-220	IT Services	-	13,416	18,100		17,000
01-53-2-225	Legal Fees	-	55	1,300		1,000
01-53-2-230	Maintenance Contracts	2,559	2,900	2,750		3,250
01-51-2-235	Professional Services			1,500		1,500
01-53-2-250	Dispatch Contract	140,000	108,000	116,500		126,000
<b>Purchased Services</b>		<b>249,086</b>	<b>231,443</b>	<b>267,200</b>	<b>-</b>	<b>267,675</b>
01-53-3-305	Electric	15,949	13,329	15,000		15,000
01-53-3-310	Heating Fuel	4,737	4,404	9,000		9,000
01-53-3-320	Phone/Data	20,217	19,959	20,000		20,000
01-53-3-330	Postage	-	1,107	1,200		1,200
01-53-3-335	Office Equipment & Supplies	4,481	3,358	3,000		3,000
01-53-3-340	Operational Supplies	2,760	4,713	4,000		4,000
01-53-3-345	Uniforms	6,992	6,182	6,500		6,500
01-53-3-350	Promotions & Apparel	-	669	1,000		1,000
01-53-3-355	Publications & Subscriptions	2,122	1,497	2,000		2,000
<b>Operational Expenses</b>		<b>57,257</b>	<b>55,219</b>	<b>61,700</b>	<b>-</b>	<b>61,700</b>
01-53-4-400	Lease & Rentals Payments	-	1,457	1,337		1,800
<b>Leases &amp; Rentals</b>		<b>-</b>	<b>1,457</b>	<b>1,337</b>		<b>1,800</b>
01-53-5-500	Memberships & Dues	-	1,048	1,500		1,000
01-53-5-505	Recruitment	1,185	536	5,080		6,500
01-53-5-510	Travel & Training	14,417	11,852	24,000		16,000
<b>Travel, Training &amp; Memberships</b>		<b>15,602</b>	<b>13,436</b>	<b>30,580</b>	<b>-</b>	<b>23,500</b>

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget	
01-53-6-600	Equipment Repair & Maintenance	1,936	2,898	5,000		3,500	
01-53-6-605	Vehicle Gas & Oil	29,895	25,408	35,000		30,000	
01-53-6-610	Vehicle Repair & Maintenance	13,902	22,813	22,000		22,000	
<b>Vehicle, Equipment Expenses</b>		<b>45,734</b>	<b>51,120</b>	<b>62,000</b>	<b>-</b>	<b>55,500</b>	
01-53-7-700	Building Maintenance	3,218	4,523	14,000		7,500	
<b>Infrastructure Outlay</b>		<b>3,218</b>	<b>4,523</b>	<b>14,000</b>	<b>-</b>	<b>7,500</b>	
01-53-9-900	Citations State Admin Fee	3,768	10,348	7,000		7,000	
01-53-9-905	Equipment Outlay	15,198	21,184	51,586		45,375	
01-53-9-915	Investigation Expense	4,381	6,413	7,000		10,000	
01-53-9-920	Miscellaneous Expense	2,548	4,460	5,000		5,000	
<b>Other</b>		<b>25,894</b>	<b>42,405</b>	<b>70,586</b>	<b>-</b>	<b>67,375</b>	
01-53-9-999	Transfer out to other Funds	-	24,500	48,000		48,000	
<b>Transfers</b>		<b>-</b>	<b>24,500</b>	<b>48,000</b>	<b>-</b>	<b>48,000</b>	<b>2,104,188</b>

# North Pole Fire Department

## **Mission:**

The mission of the Fire Department of the city of north pole shall be to protect and enhance the quality of life of the citizens of the community.

To safeguard the wellbeing, safety and prosperity of our community by providing fire suppression, fire prevention, emergency medical service, rescue and response to hazardous material spills and leaks.

To provide our citizens with a well-equipped, highly trained emergency response system that is capable of alleviating the effects of disasters, tragedies, and other threats to the life and property.

## **Fire Department Objectives:**

- Promote the safety of members and the community through comprehensive education and training.
- Select, retain and promote a highly qualified, effective and efficient workforce.
- Engage the community and our members by creating an effective and consistent exchange of information.

## **Fire Department Profile:**

The North Pole Fire Department operates as a combination department comprised of both paid staff and volunteers. Members of the North Pole Fire department are broken down into 15 paid, 3 live-in members and 27 volunteers. Services are provided with at least 4 staff members 24 hours a day, 7 days a week, 365 days a year. Volunteer members put in at least 24 hours of volunteer time each month and participate in drills and meetings. The combination system provides the volunteers a flexible schedule to accommodate work and family, with paid staff providing around the clock emergency response capability for the community.

The North Pole Fire Department responds to nearly 1,200 calls per year. This includes all responses to fire and emergency medical requests both inside and outside the city of North Pole. The Department has automatic and mutual-aid agreements with other departments throughout the Interior, including both military bases. The North Pole Fire Department has for many years maintained a contract with the Fairbanks North Star Borough for ambulance services, providing treatment and transport of people in an approximately 100 square mile area.

Training is the cornerstone of the fire service. The North Pole Fire Department recognizes this and has strived to provide the highest level of training to our members as possible. The annual training plan will be a combination of minimum company standards, special operations training,

EMS, professional development, hazardous materials, technical rescue, water rescue, and various safety topics. The North Pole Fire Department will continue to provide certified training to the FF-II, Hazmat Operations, and EMT-III level.

North Pole Fire Department works with the community in a number of ways to help educate the citizens on injury prevention and safety by providing fire prevention and public education programs. The department offers station tours and classroom visits to our elementary and pre-schools during fire prevention month and throughout the year concerning current fire safety topics. Specialized classes are taught in the North Pole Middle and High Schools covering cooking/kitchen safety. Members teach CPR and first-aid classes to the community and life safety programs for the residents of Holiday Heights. Smoke alarms and carbon monoxide detectors are provided to home owners in the city as supplies warrant. The department partners with the city to Promote Community Health, Wellness and Education through the use of social media and other avenues. As always the fire department sponsors the annual Open House where the public can meet the members and see the capabilities of the department.

### **Long Term Issues and concerns:**

- The North Pole Fire Department has a fleet replacement value of over 4 million dollars but only 1% is dedicated to fleet replacement. This is completely unacceptable and needs to be addressed. Our first out Fire engine is 16 years old and the second out is 24 years old. In order to have a fleet replacement plan, the city needs to budget a significant amount in order to have a stable fleet.
- The Fire Department building was built in 1981 and although we have had a couple in-house mini remodels, the heating, plumbing, parking lot, and air to air exchanger are showing their age, and will need to be addressed.

### **FY2017 Accomplishments:**

- Secured an Emergency Management Performance Grant (EMPG) in the amount of \$20,000 to offset wages while working on emergency management.
- Awarded a \$255,000.00 Grant to replace our aging air packs.
- Recruited three Live-in members. This program provides increased staffing for the department at a very low cost.
- Kevin Haywood was recognized by the Interior Fire Chiefs Association as the Company officer of the year and received another award for the departments Fire Prevention Program of the year.
- Erik Winker was recognized by the Interior Fire Chiefs Association as the EMS person of the year.

Geoffrey L. Coon

Fire Chief

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget
<b>Fire Department #54</b>						
01-54-1-001	Wages: Full Time	847,516	902,609	934,785		1,020,500
01-54-1-002	Wages: Holiday Pay	13,939	13,157	15,000		15,000
01-54-1-003	Benefits	332,582	87,060	117,431		110,045
01-54-1-004	PERS	204,679	202,271	213,000		227,810
01-54-1-006	Leave Cash Out	20,042	10,300	20,000		20,000
01-54-1-007	Overtime: Regular	33,289	18,578	36,000		36,000
01-54-1-008	Wages: Part Time	80,278	71,833	85,000		75,000
01-54-1-013	Health Insurance	-	273,540	280,800		284,700
<b>Salaries &amp; Benefits</b>		<b>1,532,325</b>	<b>1,579,348</b>	<b>1,702,016</b>	<b>-</b>	<b>1,789,055</b>
01-54-2-200	Advertising	-	84	100		100
01-54-2-205	Audit & Finance	-	3,000	3,000		3,000
01-54-2-210	Credit Card Fees	-	375	400		400
01-54-2-215	Insurance	50,918	46,130	55,000		55,000
01-54-2-220	IT Services	-	18,233	17,500		17,500
01-54-2-225	Legal Fees	-	100	300		300
01-54-2-230	Maintenance Contracts	10,626	6,903	10,000		10,000
01-54-2-240	Ambulance Billing Service	6,451	5,154	6,500		6,500
01-54-2-241	Ambulance Fee Refund	433	-	-		
01-54-2-250	Dispatch Contract	-	72,000	80,000		84,000
<b>Purchased Services</b>		<b>68,428</b>	<b>151,978</b>	<b>172,800</b>	<b>-</b>	<b>176,800</b>
01-54-3-305	Electric	17,638	14,890	18,500		18,500
01-54-3-310	Heating Fuel	15,165	13,884	20,500		20,500
01-54-3-320	Phone/Data	9,538	11,002	8,000		12,000
01-54-3-330	Postage	473	630	650		650
01-54-3-335	Office Equipment & Supplies	4,825	1,609	1,900		2,000
01-54-3-340	Operational Supplies	23,769	23,651	32,000		30,000
01-54-3-345	Uniforms	2,479	5,954	6,000		6,000
01-54-3-350	Promotions & Apparel	13,234	-	-		
01-54-3-355	Publications & Subscriptions	-	521	-		300
<b>Operational Expenses</b>		<b>87,121</b>	<b>72,142</b>	<b>87,550</b>	<b>-</b>	<b>89,950</b>
01-54-4-400	Leases & Rentals Payments	42,967	42,696	-	-	
<b>Leases &amp; Rentals</b>		<b>42,967</b>	<b>42,696</b>	<b>-</b>	<b>-</b>	<b>-</b>
01-54-5-500	Memberships & Dues	-	329	300		300
01-54-5-505	Recruitment	2,200	3,211	10,000		10,000
01-54-5-510	Travel & Training	14,270	9,311	15,000		15,000
<b>Travel, Training &amp; Memberships</b>		<b>16,470</b>	<b>12,850</b>	<b>25,300</b>	<b>-</b>	<b>25,300</b>



Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget	
01-54-6-600	Equipment Repair & Maintenance	7,531	8,534	11,000		8,000	
01-54-6-605	Vehicle Gas & Oil	17,528	13,293	15,000		15,000	
01-54-6-610	Vehicle Maintenance	8,374	9,178	9,000		9,000	
Vehicle, Equipment Expenses		33,433	31,005	35,000	-	32,000	
01-54-7-700	Building Maintenance	-	5,823	9,000		6,000	
Infrastructure Outlay		-	5,823	9,000	-	6,000	
01-54-9-905	Equipment Outlay	2,845	2,499	6,000		6,000	
01-54-9-910	Prevention & Public Education	1,200	1,384	2,500		2,500	
01-54-9-920	Miscellaneous Expense	2,673	2,795	3,000		3,000	
Other		6,718	6,677	11,500	-	11,500	
01-54-9-999	Transfer out to other Funds	-	46,945	45,000		44,500	
Transfers		-	46,945	45,000	-	44,500	2,175,105

## Public Works Department 2018



The Public Works Department will continue to perform all its standard functions like landscape work at City building, building maintenance, brush cutting, street striping, trash collection, etc. In anticipation of the expansion at Eielson AFB, Public Works will expand its efforts to make the City an attractive place for our residents and visitors with the goal of retaining existing residents and businesses and attracting new visitors, residents and businesses.

Public Works has worked to make Santa Claus Lane in the vicinity of the roundabouts an attractive feature of the City. The concept is you only get one chance at a first impression. Public Works will continue to landscape the

roundabouts, and the landscaping in Santa Claus Lane road right of way. With adequate funding, Public Works plans to duplicate the beautification effort on Santa Claus Lane on Badger Road within the city limits. This work will include, but not be limited to installing benches, planters and trash can along the sidewalks. Maintaining the landscaping in the road rights of way.

The second beautification priority will be landscaping work on the Richardson Highway interchanges. Most visitors to the City enter the City via the Richardson Highway interchanges. Maintaining these interchanges is the responsibility of the Department of Transportation (DOT). DOT does not have the resources to do much beyond routine maintenance on the landscaping adjacent to the interchanges and highway; for example, annually cutting the grass once or twice per season. If the City wants to present an attractive entry points to our City, we will need to invest the resources to make them so.

Depending upon resources approved for Public Works, some of the proposed beautification activities planned for the interchanges include, but are not limited to, routine cutting of the grass; clearing of the brush along the fences; cutting the brush on the highway embankments; wildflower plantings; and signage. All these activities will need authorization from DOT.

Within the City, Public Works has additional projects planned for making the City a more attractive place to live, visit and do business. The Highway Park Playground needs a fence to stop the park being treated as a dog park. A fence will also restrict some of the vandalism caused by youths driving in the park. The Fairbanks North Star Borough has a stockyard of excess playground equipment. Public works, through the mayor, will request donation of some of this surplus park equipment for the Highway Park Playground and the Terry Miller Park. Plans for these two parks include the installation of sandboxes sheltered from the weather. There remains some unspent money that was part of the donation for the musical equipment in Terry Miller Park. Public Works plans to supplements this funding to add an additional piece of musical equipment.

The North Pole Dog Park may be the only park in the City that has year-round use. The park suffers from water drainage from Santa Claus Lane and melt water from the adjacent lot that has served as a snow dump. Throughout the spring as much as one quarter of the park can be covered with a impoundment of water. With adequate resources, Public Works plans to address the flooding of the Dog Park. Soil will be brought on to raise the low spot that floods. Indications are that a dental practice will be built on the property next to the park which would end the runoff from the property serving as a snow dump. The storm water runoff from Santa Claus Lane will be diverted down 3<sup>rd</sup> Avenue. Currently, water puddles at the entrance to the Dog Park parking lot. Public works install a street drain and construct a runoff collection pond south of the parking lot to capture the runoff and hopefully end the puddling on 3<sup>rd</sup> Avenue.

The City has received complaints about significant puddling on 8<sup>th</sup> Avenue in the vicinity of Ouida Way. This puddling occurs during breakup causing hazardous icing conditions in addition to the flooding. During heavy rains there is also significant puddling. Public Works intends to install a culvert under 8<sup>th</sup> Avenue to help reduce puddling that occurs in this area.

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget
<b>Public Works Department #58</b>						
01-58-1-001	Wages: Full Time	157,305	150,377	153,140		158,517
01-58-1-002	Wages: Holiday Pay	-	104	500		1,000
01-58-1-003	Benefits	70,573	15,152	14,396		18,626
01-58-1-004	PERS	36,384	35,033	33,691		34,874
01-58-1-006	Leave Cash Out	77	3,938	4,000		6,000
01-58-1-007	Overtime: Regular	5,812	8,893	7,000		8,000
01-58-1-008	Temp/Over hire	32,118	33,138	35,000		57,600
01-58-1-013	Health Insurance	-	41,948	41,243		42,705
01-58-1-15	Unemployment temp-over hire	-	-	-		3,000
<b>Salaries &amp; Benefits</b>		<b>302,269</b>	<b>288,582</b>	<b>288,970</b>	<b>-</b>	<b>330,322</b>
01-58-2-200	Advertising	-	1,135	1,500		1,500
01-58-2-205	Audit & Finance	-	3,000	3,000		3,000
01-58-2-215	Insurance	-	16,016	17,500		20,000
01-58-2-220	IT Services	-	-	-		500
01-58-2-225	Legal Fees	-	481	500		500
01-58-2-230	Maintenance Contracts	-	939	1,500		1,500
01-58-2-235	Professional Services	-	414	1,000		500
01-58-2-240	Snow Removal	57,000	22,522	72,000		72,000
<b>Purchased Services</b>		<b>57,000</b>	<b>44,507</b>	<b>97,000</b>	<b>-</b>	<b>99,500</b>
01-58-3-305	Electric	3,770	4,965	5,000		5,000
01-58-3-307	Radar Signs Electric	230	231	500		250
01-58-3-309	Street Lights Electric	22,955	24,632	25,750		25,750
01-58-3-310	Heating Fuel	6,152	4,758	5,000		5,500
01-58-3-320	Phone/Data	4,827	4,779	5,000		5,000
01-58-3-330	Postage	-	-	1,500		1,500
01-58-3-335	Office Equipment and Supplies	-	-	-		500
01-58-3-340	Operational Supplies	-	5,229	25,000		10,000
01-58-3-345	Uniforms	-	301	500		500
01-58-3-350	Promotion & Apparel	-	-	-		
01-58-3-355	Publication & Subscriptions	-	299	250		250
<b>Operational Expenses</b>		<b>37,935</b>	<b>45,195</b>	<b>68,500</b>	<b>-</b>	<b>54,250</b>
01-58-5-500	Membership and Dues	-	39	-		
01-58-505	Recruitment	-	-	-		250
01-58-5-510	Travel & Training	-	59	1,500		1,500
<b>Leases &amp; Rentals</b>		<b>-</b>	<b>98</b>	<b>1,500</b>	<b>-</b>	<b>1,750</b>

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget	
01-58-6-600	Equipment Repair & Maintenance	-	929	1,000	-	2,000	
01-58-6-605	Vehicle Gas & Oil	9,233	5,533	5,000		7,000	
01-58-6-610	Vehicle Repair & Maintenance	9,985	5,049	5,000		5,000	
<b>Travel, Training &amp; Memberships</b>		<b>19,218</b>	<b>11,512</b>	<b>11,000</b>	<b>-</b>	<b>14,000</b>	
01-58-7-700	Building Maintenance	11,038	4,403	22,000		20,000	
01-58-7-705	Street Light Maintenance	7,078	6,183	10,000		12,000	
01-58-7-710	Street Maintenance	65,725	34,900	25,000		92,500	
<b>Infrastructure Outlay</b>		<b>83,841</b>	<b>45,486</b>	<b>57,000</b>	<b>-</b>	<b>124,500</b>	
01-58-9-900	Fees: AK RR Permits	8,000	8,000	8,000		8,000	
01-58-9-903	Beautification	14,676	14,657	15,000		15,000	
01-58-9-904	Christmas Decorations	2,941	3,139	3,000		3,000	
01-58-9-905	Equipment Outlay	9,684	28,357	12,000		12,000	
01-58-9-912	FMATS Match Participation	35,023	33,137	7,500		10,800	
01-58-9-920	Miscellaneous Expense	5,568	3,487	5,000		3,000	
01-58-9-950	Parks/Trails/Grounds Supplies	10,209	6,034	15,000		15,000	
<b>Other</b>		<b>86,101</b>	<b>96,811</b>	<b>65,500</b>	<b>-</b>	<b>66,800</b>	
01-58-9-999	Transfer out to other Funds	-	7,400	20,000		20,000	
<b>Transfers</b>		<b>-</b>	<b>7,400</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>	<b>711,122</b>

## Utility Department 2018

### Major Activity in 2018: Water System Expansion Project

The Utility Department is on the verge of its most significant expansion since the Utility was first formed in 1974. The settlement agreement between Flint Hills Resources Alaska (FHRA), the State of Alaska (SOA) and City of North Pole signed in February 2017 authorized up to \$100 million to extend the Water Utility to areas affected by sulfolane-contaminated ground water contamination. The settlement does not require any cash contribution from the City. Engineering for the project was completed in September; a request for proposals was released on October 3; proposals are due November 28; and the goal is to have a contract signed with a construction contractor by early January 2018. Construction is projected to begin as early as March 2018.

The Alaska Regulator Commission authorized the North Pole Utility to expand its service area to fully encompass the properties addressed by the settlement agreement. The utility expansion project has the potential to more than double the number of utility customer accounts. The current number of customer accounts averages 600. The water system extension project may add over 700 new customer accounts. Part of the settlement agreement includes an allocation of \$1 million to help the Utility transition as the size of the system expands while new paying customers connect to the system. Construction will be in two phases starting in 2018 and ending in 2019. Water mains installed in 2018 are not likely to begin accepting new connections until 2019 and water mains installed in 2019 are not likely to begin accepting new connections until 2020.

### Capital Projects

The water system expansion project will make potable water available through water mains to properties covered by the settlement agreement. Outside the city limits, the water system extension will not provide fire protection, but the water mains installed as part of the project within the city limits will have the capacity to provide fire protection. The original system design included a new 500,000 gallon water reservoir, sufficient capacity to serve the needs of the expanded project area. The Utility wanted to capitalize upon the construction project by adding an additional 250,000 of reservoir capacity. The additional capacity will help offset the reservoir capacity lost in 2010 when the Utility decommissioned the original water treatment due to high maintenance costs. The 250,000 of additional reservoir capacity will cost the Utility \$350,000. This expense is included as a capital expense in the 2018 budget. The purchase of the extra reservoir capacity is expected to be the largest capital project expenditure by the Utility in 2018.

The second capital project planned by the Utility in 2018 is updating the Utility Construction Standards. The standards were last updated in 2007—ten years ago. Experience over the past decade, including the Water System Expansion Project, have highlighted the need to update the standards so they are in line with current utility best practices. The Water System Expansion Project also highlighted the need to update the standards; for example, including HDPE pipe as an approved material for water mains. Such a change will provide a lower cost option for developers versus the current standards that require the use of ductile iron pipe. Another significant modification to be addressed in the updated standards is the alternative to use HDPE

pipe for customer service lines. HDPE provides better freeze protection and it is cheaper than the current approved product copper. The Utility has budgeted \$25,000 for this capital project.

The third capital project planned for 2018 is continuation of work on the wastewater treatment plant discharge sewer main. This project was started in 2014 with initial funding from the Utility. A \$500,000 State of Alaska legislative grant. The legislative grant award was fully expended in 2017. In 2017, the Alaska Department of Environmental Conservation (ADEC) awarded the Utility \$303,000 as the first installment of an Alaska Clean Water Fund (ACWF) loan that could total up to \$2 million. The ACWF loan will be used to complete permitting that is required before the project could proceed to construction at an estimated cost of \$100,000. The challenge of the sewer main project is the engineer's estimate for construction is \$3.5 million. With the \$2 million loan, the Utility will still need to raise \$1.5 million before the project can go to construction.

### **Operational Projects**

The Utility has two non-capital projects planned for 2018, both in the Water Division. These projects will be funded in the Utility Water Operational Budget with funds transferred in from the Utility Fund Balance. The Utility had a heating fuel spill at the 8<sup>th</sup> Avenue Pump House. The Utility pursued a mitigation plan to address the spill. In 2017, ADEC Contaminated Sites Division requested the City proceed to documenting that the cleanup was successful. The Utility requested an estimated from Shannon & Wilson, a local environmental firm to document the Utility's progress to addressing the spill. Shannon & Wilson's cost estimated was \$25,743 in April 2017. The Utility has budgeted \$30,000 for the project to accommodate any cost inflation and funds for any unexpected contingencies.

The second non-capital project planned for 2018 is decommissioning of the Utility's two abandoned drinking water wells. With the construction of the new drinking water wells located outside of the sulfolane plume, the old wells were separated from the water system. In addition the pumps were removed from the wells. ADEC Drinking Water Division is requiring the Utility to decommission both wells to help prevent contamination of the aquifer. The Utility estimates that decommissioning both wells will cost approximately \$25,000. The actual cost will be dependent upon the method of decommissioning approved by ADEC.

### **Operational Budget**

The operational budget expenditures, not including project costs were estimated based upon specific requirements like wages and benefits; trends based upon prior year expenditures; 2017 expenditures to date; and projections of increased or decreased costs based upon economic conditions.

### **Utility Rater Calculation**

The Utility uses a cost for service approach to calculate utility rates. The Utility develops an operational budget and from that any funds transferred in to fund projects or unique expenditures are subtracted to calculate the operational expenses—routine activities that occur to run the

utility like wages, heating fuel, office supplies. Next, the Utility calculates the billable gallons of water produced during the previous 12 months as a projection of expected billable gallons that the Utility will need to produce in 2018. For example, if it cost \$100,000 to operate the utility and the utility produced 1,000,000 of billable water, the cost per gallon would be the following:

$$\frac{\$100,000 \text{ costs}}{1,000,000 \text{ gallons}} = \$0.10/\text{gallon}$$

Water would cost \$0.10 per gallon (10 cents/gallon)

To fully fund the Utility Budgets, the Utility will be submitting a request to raise utility rates as follows:

Division	2017 rate per gallon	Proposed 2018 rate per gallon	Absolute change per gallon	Percent change
Water	\$0.01705	\$0.01750	\$0.00045	2.64%
Sewer	\$0.01645	\$0.01650	\$0.00005	0.30%



Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget
Water Utility Revenue						
41-00-3-300	Bulk Water Sales	-		-		
41-00-3-301	Water Usage Revenue	666,039	654,123	649,834		660,896
41-00-3-306	Lab Testing	2,719	-	4,000		2,000
41-00-3-311	Reimbursable Water Breaks	6,708	-	10,000		10,000
41-00-3-318	Roundup Program	-	69	1,000		500
41-00-3-321	Miscellaneous	8,608	1,558	5,000		5,000
Water Revenue		684,073	655,750	669,834	-	678,396
41-00-4-001	Contract Payments	16,049	3,814	-	-	-
Contract Revenue		16,049	3,814	-	-	-
41-00-5-501	Tie-in Fees	550	2,400			1,000
41-00-5-601	Water Base	170,820	72,784			
41-00-5-606	Water FRR	-	97,962			
Fees & Services		171,370	173,146	-	-	1,000
41-00-6-600	Late Fees / LD	-	9,466	1,000	-	1,000
Fines & Penalties		-	9,466		-	
41-00-9-998	Transfer In from Fund Balance					595,370
41-00-9-999	Transfer In from other Funds					
Transfers		-	-	-	-	595,370
						1,274,766

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget
Water Utility Expenses						
41-10-1-001	Wages: Full Time	128,011	152,444	160,591		160,521
41-10-1-003	Benefits	42,941	6,520	8,587		10,957
41-10-1-004	PERS	32,378	34,006	34,622		34,998
41-10-1-006	Leave Cash Out	3,215	4,787	5,000		5,000
41-10-1-007	Overtime: Regular	3,390	2,010	4,000		4,000
41-10-1-013	Health Insurance	-	36,179	40,784		39,384
41-10-1-020	Temp Over hire					1,440
41-10-1-091	Wages: Holiday Pay	-	-	1,000		1,000
Salaries and Benefits		209,935	235,946	254,584	-	257,300
41-10-2-200	Advertising	721	895	8,500		2,500
41-10-2-205	Audit & Finance	11,444	10,000	10,000		10,000
41-10-2-207	Billing Service Fees	4,651	2,905	3,000		3,000
41-10-2-210	Credit Card Fees	14,366	11,908	8,500		15,000
41-10-2-215	Insurance	17,306	15,129	22,000		23,000
41-10-2-200	IT services	721	895	8,500		500
41-10-2-222	Laboratory Services	7,644	6,932	10,000		13,000
41-10-2-225	Legal Fees	1,311	1,890	2,500		4,000
41-10-2-230	Maintenance Contracts	-	3,056	4,920		5,000
41-10-2-235	Professional Services	16	656	47,265		8,000
Purchased Services		58,179	54,265	125,185	-	84,000
41-10-3-300	Bad Debt	13,128	1,787	2,500		5,000
41-10-3-305	Electric	99,101	88,306	130,000		130,000
41-10-3-310	Heating Fuel	46,635	25,521	92,000		85,000
41-10-3-320	Phone/Data	13,723	14,407	13,000		12,000
41-10-3-330	Postage	157	1,736	2,500		2,500
41-10-3-335	Office Equipment & Supplies	3,163	448	5,000		4,000
41-10-3-340	Operational Supplies	12,996	13,926	23,000		23,500
41-10-3-345	Uniforms	-	-	500		500
41-10-3-350	Promotions & Apparel	-	-	-		
41-10-3-355	Publications & Subscriptions	-	-	500		500
Operational Supplies		188,904	146,131	269,000	-	263,000
41-10-4-400	Leases & Rentals Payments	-	-			-
41-10-4-401	Lease Interest	-	-			-
Leases & Rentals Payments		-	-	-	-	-

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget
41-10-5-500	Memberships & Dues	-	555	500		750
41-10-5-505	Recruitment	-	-	500		1,000
41-10-5-510	Travel & Training	1,949	2,130	2,500		2,500
<b>Travel, Training and Memberships</b>		<b>1,949</b>	<b>2,685</b>	<b>3,500</b>	<b>-</b>	<b>4,250</b>
41-10-6-600	Equipment Repair & Maintenance	5,623	1,578	5,000		6,000
41-10-6-605	Vehicle Gas & Oil	5,233	3,973	5,000		6,000
41-10-6-610	Vehicle Repair & Maintenance	2,269	1,616	3,000		3,000
<b>Vehicle, Equipment Expenses</b>		<b>13,125</b>	<b>7,167</b>	<b>13,000</b>	<b>-</b>	<b>15,000</b>
41-10-7-031	Snow Removal	-	-	-		
41-10-7-700	Building Maintenance	4,176	1,576	5,000		5,000
41-10-7-705	Equipment Outlay	-	16,707	15,000		10,000
<b>Infrastructure Outlay</b>		<b>4,176</b>	<b>18,284</b>	<b>20,000</b>	<b>-</b>	<b>15,000</b>
41-10-9-900	Deferred Maintenance Expense	-	-	7,500		62,500
41-10-9-920	Miscellaneous	1,273	660	2,000		7,500
41-10-9-925	Reimbursable Water Breaks	3,008	-	10,000		10,000
41-10-9-929	ADWF Loan #633011 Principle	-	-	-		25,000
41-10-9-930	ADWF Loan #633011 Interest			28,750		3,750
<b>Other</b>		<b>4,281</b>	<b>660</b>	<b>19,500</b>	<b>-</b>	<b>108,750</b>
41-10-9-998	Transfer to Fund Balance	-	-	175,147		
41-10-9-999	Transfer out to another Fund	-	-	27,190		527,466
<b>Transfers</b>		<b>-</b>	<b>-</b>	<b>202,337</b>	<b>-</b>	<b>527,466</b>
						<b>1,274,766</b>

NOTE:  
41-10-00-9-999 Transfer includes the following  
breakout:  
\$514,966 to 51-00-9-999 ( Water Reserves)  
\$12,500 to 25-00-3-999 (Utility Fleet)

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget
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Sewer Utility Revenue						
42-00-3-301	Sewer Usage Revenue	-	502,880	620,834		589,960
42-00-3-306	Lab Testing	-	10,977	10,000		1,000
42-00-3-308	SID Pretreatment Program	-	55,703	70,000		70,000
42-00-3-316	Reimbursable Legal Fees	-	-	-		-
42-00-3-321	Miscellaneous	-	820	-		2,500
Sewer Revenue	Sewer Revenue	-	570,381	700,834	-	663,460

42-00-5-501	Tie-In Fees	-	1,800	-		1,000
42-00-5-601	Sewer Base	-	55,182	69,000		
42-00-5-606	Sewer FRR	-	86,210	90,262		
42-00-5-609	Sewer FRR Industrial	-	17,938	10,274		
Fees and Services	Fees and Services	-	161,130	169,536	-	1,000

42-00-6-600	Late Fees	-	-	-	-	-
Sewer Reserves	Sewer Reserves	-	-	-	-	-

42-00-9-900	ACWF Loan 633031 - Debt Forgive	31,763	-	-	-	-
42-00-9-901	PERS Relief	-	-	-	-	
Other		31,763	-	-	-	-

42-00-9-998	Transfer in from Fund Balance	-	-	-		592,482
42-00-9-999	Transfer in from other Funds	-	-	37,000		28,045
Transfers		-	-	37,000	-	620,527

NOTE:  
Transfer in is remaining balance of funds collected from Assessment District 1 YTD 10-26-17 all amount collected after this date to be transferred to utility per Ordinance

1,284,987
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Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget
Sewer Utility Expenditures						
42-12-1-001	Wages: Regular	-	156,573	160,591		160,521
42-12-1-003	Benefits	-	12,687	8,587		11,050
42-12-1-004	PERS	903	82,173	34,622		34,998
42-12-1-006	Leave Cash Out	-		5,000		5,000
42-12-1-007	Overtime: Regular	-		5,000		4,000
42-12-1-013	Health Insurance		38,435	40,784		39,384
42-12-1-020	Temp/ Over hire					1,440
41-12-1-091	Wages: Holiday Pay			-		1,000
Salaries & Benefits		903	289,867	254,584	-	257,393
42-12-2-200	Advertising	-	810	2,500		2,500
42-12-2-205	Audit & Finance	-	10,000	10,000		10,000
42-12-2-207	Billing Service Fees	-	2,186	3,000		3,000
42-12-2-210	Credit Card Fees	-	11,894	8,500		15,000
42-12-2-215	Insurance	-	20,814	20,000		22,000
42-12-2-220	IT Services	-	2,978	5,000		2,500
42-12-2-222	Laboratory Services	-	27,159	40,000		40,000
42-12-2-225	Legal Fees	-	963	2,500		2,500
42-12-2-230	Maintenance Contracts	-	3,040	4,920		6,000
42-12-2-235	Professional Services	-	1,028	18,500		5,000
Purchased Services		-	80,871	114,920	-	108,500
42-12-3-300	Bad Debts	13,128	2,026	2,000		2,500
42-12-3-305	Electric	-	58,203	87,750		87,000
42-12-3-310	Heating Fuel	-	8,853	20,000		20,000
42-12-3-320	Phone/Data	-	17,024	25,000		35,000
42-12-3-330	Postage	-	1,777	3,500		2,500
42-12-3-335	Office Equipment & Supplies	-	325	2,000		1,500
42-12-3-340	Operational Supplies	-	22,902	29,000		29,000
42-12-3-345	Uniforms	-	-	1,000		500
42-12-3-350	Promotions & Apparel	-	192	-		-
42-12-3-355	Publications & Subscriptions	-	-	500		-
Operational Expenses		13,128	111,301	170,750	-	178,000
42-12-4-400	Leases & Rentals Payments	-	-	-	-	-
42-12-4-401	Lease Interest	-	-	-	-	-
Leases & Rentals Payments		-	-	-	-	-

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget
42-12-5-500	Memberships & Dues	-	195	500		500
42-12-5-505	Recruitment	-	-	-		1,000
42-12-5-510	Travel & Training	-	1,808	2,000		2,000
<b>Travel, Training &amp; Memberships</b>		<b>-</b>	<b>2,002</b>	<b>2,500</b>	<b>-</b>	<b>3,500</b>

42-12-6-600	Equipment Outlay/Repair	-	2,171	5,000		6,000
42-12-6-605	Vehicle Gas & Oil	-	2,751	5,000		5,000
42-12-6-610	Vehicle Repair & Maintenance	-	377	3,000		3,000
<b>Vehicle, Equipment Expenses</b>		<b>-</b>	<b>5,299</b>	<b>13,000</b>	<b>-</b>	<b>14,000</b>

42-12-7-700	Building Maintenance	-	13,404	5,000		5,000
42-12-7-705	Equipment Outlay	-	10,636	10,000		10,000
<b>Infrastructure Outlay</b>		<b>-</b>	<b>24,040</b>	<b>15,000</b>	<b>-</b>	<b>15,000</b>

42-12-9-900	Deferred Maintenance					7,500
42-12-9-920	Miscellaneous Expenses	-	693	2,000		2,000
42-12-9-922	Pretreatment Program	-	72,391	70,000		70,000
42-12-9-931	Highway Park Revenue Bond - In	(1,064)	19,308	36,966		37,000
42-12-9-935	ACWF Loan #633291 - Principal	5,870	-	61,240		26,640
42-12-9-936	ACWF Loan #633291 - Interest	-	3,982	21,240		7,165
42-12-9-940	ACWF Loan #633031 - Principal	-	-	13,082		11,589
42-12-9-941	ACWF Loan #633031 - Interest	-	-	4,538		3,303
42-12-9-942	ACWF Loan 633031 - Debt Forgive	-	-	-	-	-
42-12-9-998	Transfer to Retained Earnings	-	-	215,520	-	-
<b>Other</b>		<b>4,805</b>	<b>96,374</b>	<b>424,586</b>	<b>-</b>	<b>157,697</b>

42-12-9-998	Transfer to Fund Balance	-	-	215,520		
42-12-9-999	Transfer out to another Fund	-	724,239	95,970		565,897
<b>Transfers</b>		<b>-</b>	<b>724,239</b>	<b>311,490</b>	<b>-</b>	<b>565,897</b>

NOTE:  
42-12-9-999 Transfer to other funds includes the following breakout  
\$12,500 to 25-00-3-999 (Utility Fleet Fund)  
\$553,397 to 52-00-9-999 (Sewer Reserves)

**1,284,987**

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget
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Utility Water Reserves Revenue Fund						
51-00-5-601	Water Base Fee					97,424
51-00-5-606	Water FRR Fee					76,268
Revenue		-	-	-	-	173,692
51-00-9-998	Transfer in from Fund Balance					
51-00-9-999	Transfer in from other Funds					514,966
Transfers		-	-	-	-	688,658

862,350

Utility Water Reserve Expenditures Fund						
51-10-9-920	Miscellaneous expense					
Other		-	-	-	-	-
51-10-9-998	Transfer in from Fund Balance					499,850
51-10-9-999	Transfer out to another Fund					362,500
Transfers		-	-	-	-	862,350

NOTE:  
51-10-9-999 Transfer out to another Fund includes the following breakout  
\$12,500 to 43-00-3-3111 (Construction Standards revision)  
\$350,000 to 43-00-3-310 (Water System extension

862,350

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget
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Utility Sewer Reserves Revenue Fund						
52-00-5-601	Sewer Base Fee					83,277
52-00-5-606	Sewer FRR Fee					13,263
52-00-5-609	Sewer FRR Industrial					64,600
Revenue		-	-	-	-	161,140

52-00-9-998	Transfer in from Fund Balance					
52-00-9-999	Transfer in from other Funds					553,397
Transfers		-	-	-	-	714,537

714,537

Utility Sewer Reserve Expenditures Fund						
52-12-9-920	Miscellaneous expense					
Other		-	-	-	-	-
52-12-9-998	Transfer to Fund Balance					702,037
52-12-9-999	Transfer out to another Fund					12,500
Transfers		-	-	-	-	714,537

NOTE:  
52-12-9-999 Transfer includes the following breakout  
\$12,500 to 43-08-9-900 (Construction

714,537



Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget
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Utility Capital Projects Revenue Fund						
43-00-3-301	Emergency Generators -0633031	-	99,543	111,000		-
43-00-3-303	Lift Station Rehab P III 63324	-	1,641,219	800,000		-
43-00-3-304	Mixing Zone Grant 15-DC-114	-	199,752	87,345		-
43-00-3-308	WW Discharge P-1 633031 Loan			-		100,000
43-00-3-310	Water System Extension Reservoir Ext					350,000
43-00-3-311	Construction Standards Revision					25,000
43-00-3-309	Source Water Protection			16,687		-
Revenue-Transfer		-	1,940,513	998,345	-	475,000
						475,000

Utility Capital Projects Expenditures Fund						
43-01-9-900	Emergency Generators - 633031	18,644	99,543	111,000		
43-02-9-900	Lift Station Rehab P III 63324	48,673	2,365,458	800,000		
43-03-9-900	Mixing Zone Compliance - Exp	221,703	199,752	87,345		
43-05-9-900	WW Discharge Phase 1 633021					100,000
43-07-9-900	Water System Extension Reservoir Ext					350,000
43-08-9-900	Construction Standards Revision					25,000
43-06-9-900	Source Water Protection Exp					
Other		289,020	2,664,752	998,345	-	475,000
						475,000

Utility Fleet Fund Revenue						
25-00-3-900	Vehicle Sales	-	-	-		
Revenue		-	-	-	-	-
25-00-3-998	Transfer in from Fund Balance	-	-	40,962		
25-00-3-999	Transfer in from other Funds	-	-	25,000		25,000
Transfers		-	-	65,962	-	25,000
						25,000

NOTE:  
25-00-3-999 Transfer from Fund Balance includes \$12,500 from 41-10-9-999 (Water Operations Transfer)  
\$12,500 from 42-12-9-999 (Sewer Operations Transfer)

Utility Fleet Fund Expenses						
25-10-9-998	Transfer to Fund Balance	-	-	65,962		25,000
25-10-9-999	Transfer out to another Fund	-	7,500	-		
Transfers		-	7,500	65,962	-	25,000
						25,000

## Debt Service Funds

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general obligation bond and special assessment debt principal, interest and related cost for issuance that are not accounted for in other funds.



Account Number	Account Title	2015 Actuals	2016 Actuals	2017 Current Bud	2018 Budget
		12/31/2015	12/31/2016	12/31/2017	

Assessment Fund Revenue					
03-00-3-300	Assessment Principle Dist. 1	2,184	2,293	2,250	2,500
03-00-3-301	Assessment Principle Dist. 2	5,663	4,593	2,250	2,500
03-00-3-302	Assessment Principle Dist.	116,051	76,594	125,000	130,000
03-00-3-305	Assessment Interest Dist. 1	1,110	1,001	1,200	1,200
03-00-3-306	Assessment Interest Dist. 2	5,004	4,749	4,700	4,750
03-00-3-307	Assessment Interest Dist. 3	30,465	23,386	32,500	37,500
03-00-3-310	Assessment Penalty Dist. 1			0	50
03-00-3-311	Assessment Penalty Dist. 2	0	0	1,100	1,100
03-00-3-312	Assessment Penalty Dist. 3	0	4,521	3,500	2,500
Assessment Revenue		160,477	117,138	172,500	182,100

03-00-9-998	Transfer in from Fund Balance	0	0	36,500	5,145
03-00-9-999	Transfer in from other Funds	0	0	0	
Transfers		0	0	36,500	187,245

Assessment Fund Expenditures					
03-10-2-210	Credit Card Fees	0	824	1,000	1,000
03-10-2-225	Legal Fees	1,663	181	5,000	3,000
Purchased Services		1,663	1,005	6,000	4,000

03-10-9-900	Highway Park Rev. Bond Princ.	13,318	13,934	45,000	45,000
03-10-9-901	Highway Park Rev. Bond Int.	3,572	14,936	4,200	4,200
03-10-9-910	Stillmeyer Bond Principle	65,000	65,000	65,000	70,000
03-10-9-911	Stillmeyer Bond Interest	38,175	36,550	41,300	35,000
03-10-9-920	Miscellaneous Expense	0	53	5,000	5,000
Other Expenses		120,065	130,473	160,500	159,200

03-10-9-998	Transfer to Fund Balance	0	0	11,500	
03-10-9-999	Transfer out to another Fund	0	0	37,000	28,045
Transfers		120,065	130,473	197,500	187,245

NOTE:  
Transfer in is remaining  
balance of funds  
collected from  
Assessment District 1  
YTD 10-26-17 all amount  
collected after this date  
to be transferred to  
utility per Ordinance

## **Building Department 2017**

The Building Department is responsible for implementing the building codes adopted by the City. Building codes are “best practices” that provide builders, contractors, tradesman, and do-it yourselfers with guidance concerning standards of construction. Building according to building codes provide protection of property owners’ health and safety and improve the value of their investment by ensuring that the structures are safe, secure and energy efficient. To ensure that the City provides quality plan reviews and inspections of construction within the City, the Building Department contracts with professional engineers licensed in the State of Alaska to provide these services.

There are two potential significant commercial building projects in the City in 2018. The first is the renovation of the existing retail space at the Santa Claus House. The second is a dental practice in the property adjacent to the Dog Park. The Building Department expects the auto museum being built in the property on 5<sup>th</sup> avenue across from the day care center will be completed in 2018. Stepping Stone Builders built 21 new homes on Desert Eagle Loop over the past two years. This developer plans to develop the White Eagle Loop property by installing water, sewer, and roads and to construct homes on up to 26 lots. A second developer has cleared a lot for a 4-plex on Ouida Way to be constructed in 2018. A 4-plex on Cross Way permitted in 2017 will be built in 2018. The Ford Subdivision Second Addition has the potential for residential development in 2018 as does the Brookside Subdivision south of the North Star Subdivision.

The wildcard facing the Building Department in 2018 is construction related to the Eielson AFB planned expansion. The City has many benefits to offer developers of residential and commercial properties—water and sewer service; paved roads; proximity to schools and commercial properties; and the Richardson Highway that provides quick access to Fairbanks and Eielson AFB. The Building Department predicts there will continue to be growth in residential construction, but the volume of this growth is uncertain.

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Bud 12/31/2017	2018 Budget	
Building Department Revenue						
04-00-3-300	Commercial Plan Check Fee	74,966	10,254	10,000	11,250	
04-00-3-305	Commercial Building Permit Fee	120,836	8,973	15,000	15,000	
04-00-3-310	Residential Plan Check Fee	3,781	14,079	10,000	11,250	
04-00-3-315	Residential Building Permit Fe	11,522	31,009	15,000	15,000	
04-00-3-320	Industrial Plan Check Fee	-	42,109	15,000	7,500	
04-00-3-325	Industrial Building Permit Fee	217	42,109	10,000	10,000	
04-00-3-330	Storm Water Plan Check Fee	-	480	1,000	2,000	
04-00-3-335	Storm Water Permit Fee	-	240	15,000	4,000	
04-00-3-340	Road Excavation Bond	37,091	-	5,000	5,000	
04-00-3-350	Miscellaneous Revenue	4,890	-	-		
	Developer Agreement Fees				10,000	
Revenue		253,303	149,253	96,000	91,000	
04-00-3-998	Transfer in from Fund Balance	-	-	59,500	36,055	
04-00-3-999	Transfer in from another Fund	-	-	-		
Transfers		253,303	149,253	96,000	36,055	127,055

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Bud 12/31/2017	2018 Budget	
<b>Building Department Expenditures</b>						
04-10-1-001	Wages: Full Time	-	20,419	20,851	26,579	
04-10-1-003	Benefits	-	1,174	504	661	
04-10-1-004	PERS	-	3,607	4,587	5,847	
04-10-1-006	Leave Cash out	-	-	250	1,000	
04-10-1-013	Health Insurance	-	3,666	2,808	5,668	
<b>Salaries &amp; Benefits</b>		<b>-</b>	<b>28,866</b>	<b>29,000</b>	<b>39,755</b>	
04-10-2-200	Advertising	1,819	-	3,000		
04-10-2-205	Audit & Finance	-	55	1,000	1,000	
04-10-2-210	Credit Card Fees	-	702	1,000	1,500	
04-10-2-220	IT Services	-	-	500		
04-10-2-225	Legal Fees	1,150	1,694	2,500	1,500	
04-10-2-230	Maintenance Contracts	-	1,041	2,000	2,000	
04-10-2-235	Professional Services	-	1,914	5,000	5,000	
<b>Purchased Services</b>		<b>2,969</b>	<b>5,406</b>	<b>15,000</b>	<b>11,000</b>	
04-10-3-330	Postage	-	-	1,000	1,000	
04-10-3-335	Office Equipment & Supplies	909	2,258	5,000	5,000	
04-10-3-340	Operational Supplies	750	1,143	1,000	1,000	
<b>Operational Expenses</b>		<b>1,659</b>	<b>3,401</b>	<b>7,000</b>	<b>7,000</b>	
04-10-5-500	Membership & Dues	-	-	-	1,000	
04-10-5-510	Travel & Training	105	-	2,500	1,000	
<b>Travel Training &amp; Membership</b>		<b>105</b>	<b>-</b>	<b>2,500</b>	<b>2,000</b>	
04-10-9-900	Commercial Plan Review	29,571	4,090	10,000	9,000	
04-10-9-901	Commercial Inspections	41,901	11,026	15,000	12,000	
04-10-9-903	Residential Plan Review	3,500	12,250	10,000	9,000	
04-10-9-904	Residential Inspections	3,375	16,125	15,000	12,000	
04-10-9-905	Industrial/Inst. Plan Review	1,460	64,922	20,000	6,000	
04-10-9-906	Industrial/Inst. Inspections	9,373	82,876	25,000	8,000	
04-10-9-908	Storm Water Plan Review	480	-	1,000	1,600	
04-10-9-909	Storm Water Inspections	240	-	1,500	3,200	
04-10-9-912	Road Excavation Bond Return	-	-	5,000	5,000	
04-10-9-915	Special Inspections	-	-	500	500	
04-10-9-920	Miscellaneous Expense	866	-	1,000	1,000	
<b>Other</b>		<b>90,766</b>	<b>191,288</b>	<b>104,000</b>	<b>67,300</b>	
04-10-9-998	Transfer to Fund Balance	-	-	2,000		
04-10-9-999	Transfer out to another Fund	-	-	-		
<b>Transfers</b>		<b>90,766</b>	<b>191,288</b>	<b>104,000</b>	<b>-</b>	<b>127,055</b>

## Non-Major Funds

Non-Major Funds are established to finance a particular activity and are created from receipts of designated and restricted revenues.



Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Bud 12/31/2017	2018 Budget
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### Litigation Fund Revenue

10-00-3-998	Transfer in from Fund Balance	-	-	50,000	150,000
10-00-3-999	Transfer in from other Funds	-	100,000	75,000	
<b>Revenue</b>		<b>-</b>	<b>100,000</b>	<b>125,000</b>	<b>150,000</b>
					<b>150,000</b>

### Litigation Fund Expenditures

10-10-2-225	Legal Fees	510	70,299	15,000	
10-10-9-920	Miscellaneous Expense	8,295	27,531	110,000	150,000
<b>Other</b>		<b>8,805</b>	<b>97,830</b>	<b>125,000</b>	<b>150,000</b>

10-10-9-998	Transfer to Fund Balance	-	-	-	
10-10-9-999	Transfer out to another Fund	-	-	-	
<b>Transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
					<b>150,000</b>



Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Bud 12/31/2017	2018 Budget
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### Justice- Asset Forfeiture Revenue

12-00-3-900	Revenue	89,551	586	-	
12-00-3-905	Interest Income	-	(0)	-	
<b>Revenue</b>		<b>89,551</b>	<b>586</b>	<b>-</b>	<b>-</b>

12-00-3-998	Transfer in from Fund Balance	-	-	-	47,000
12-00-3-999	Transfer in from other Funds	-	-	110,000	
<b>Transfers</b>		<b>-</b>	<b>-</b>	<b>110,000</b>	<b>47,000</b>

**47,000**

### Justice -Asset Forfeiture Expenses

12-10-9-910	Banks Fees	-	-	100	100
12-10-9-920	Expenses	42,039	21,761	62,606	46,900
12-10-9-925	Equipment	-	19,858	-	
12-10-9-928	PERS on Behalf	-	-	-	
12-10-9-930	Vehicle Purchase	-	-	-	
<b>Other</b>		<b>42,039</b>	<b>41,619</b>	<b>62,706</b>	<b>47,000</b>

12-10-9-998	Transfer to Fund Balance	-	-	-	
12-10-9-999	Transfer out to another Fund	-	-	-	
<b>Transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**47,000**

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Bud 12/31/2017	2018 Budget
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### State Forfeiture Revenue

13-00-3-900	State Forfeitures Revenue	-	457	457	
<b>Revenue</b>		-	<b>457</b>	<b>457</b>	-

13-00-3-998	Transfer in from Fund Balance	-	-		14,000
13-00-3-999	Transfer in from other Funds	-	-		
<b>Transfers</b>		-	-	-	<b>14,000</b>

**14,000**

### State Forfeiture Expenses

13-10-9-600	State Forfeiture Expenses	3,533	-	15,586	
<b>Other</b>		<b>3,533</b>	-	<b>15,586</b>	

13-10-9-998	Transfer to Fund Balance	-	-	-	14,000
13-10-9-999	Transfer out to another Fund	-	-	-	
<b>Transfers</b>		-	-	-	<b>14,000</b>

**14,000**

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Bud 12/31/2017	2018 Budget
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Treasury Forfeitures Revenue					
14-00-3-900	IRS Forfeitures	-	0	-	
<b>Revenue</b>		-	<b>0</b>	-	-

14-00-3-998	Transfer in from Fund Balance	-	-	2,529	100
14-00-3-999	Transfer in from other Funds	-	-	-	
<b>Transfers</b>		-	-	<b>2,529</b>	<b>100</b>

**100**

Treasury Forfeiture Expenses					
14-10-9-910	Bank Fees	-	43	100	100
14-10-9-920	Expenses	58,455	17,272	2,429	
<b>Other</b>					

14-10-9-998	Transfer to Fund Balance				
14-10-9-999	Transfer out to another Fund				
<b>Transfers</b>		<b>58,455</b>	<b>17,315</b>	<b>2,529</b>	<b>100</b>

**100**

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Bud 12/31/2017	2018 Budget
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### Impound Lot Revenue

15-00-3-900	Impound Lot Fee	14,592	21,504	20,000	20,000
15-00-3-910	Admin Fee - General Fund	-	-	-	-
<b>Revenue</b>		<b>14,592</b>	<b>21,504</b>	<b>20,000</b>	<b>20,000</b>

15-00-3-998	Transfer in from Fund Balance	-	-	-	20,000
15-00-3-999	Transfer in from other Funds	-	-	-	-
<b>Transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>

**40,000**

### Impound Lot Expenditures

15-10-2-210	Credit Card fees	-	250	500	500
15-10-2-212	Hearing Fees	-	-	500	500
15-10-2-225	Legal Fees	-	55	500	500
15-10-2-235	Professional Services				30,000
15-10-2-245	Towing Fees	-	-	500	500
<b>Purchased services</b>		<b>-</b>	<b>305</b>	<b>2,000</b>	<b>32,000</b>

15-10-3-300	Bad Debt	-	-	-	
15-10-3-330	Postage	-	-	250	250
<b>Operational Expenses</b>		<b>-</b>	<b>-</b>	<b>250</b>	<b>250</b>

15-10-9-920	Miscellaneous Fees	-	-	500	500
15-10-9-925	Impound Refund	-	-	1,000	1,000
<b>Other</b>					

15-10-9-998	Transfer to Fund Balance	-	-	13,750	5,250
15-10-9-999	Transfer out to another Fund	5,000	-	16,687	
<b>Transfers</b>		<b>5,000</b>	<b>-</b>	<b>31,937</b>	<b>6,750</b>

**40,000**

## Community Purpose Funds

Community Purpose Funds are established to finance a particular activity or event and are created from receipts of designated funds, generally donations for a specific event or revenues generated from the event.



Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	2018 Budget
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### Bed Tax Revenue

05-00-3-900	Bed Taxes	83,100	92,079	90,000	90,000
<b>Revenue</b>		<b>83,100</b>	<b>92,079</b>	<b>90,000</b>	<b>90,000</b>
05-00-3-998	Transfer in from Fund Balance	-	-	-	
05-00-3-999	Transfer in from other Funds	-	-	-	
<b>Transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>90,000</b>

### Bed Tax Expenditures

05-10-2-200	Advertising	335	495	300	-
<b>Purchased Services</b>		<b>335</b>	<b>495</b>	<b>300</b>	<b>-</b>
05-10-9-500	Grant Disbursement Expense	19,190	60,916	67,500	67,500
05-10-9-510	Explore Alaska	13,507	-	-	
05-10-9-520	NP Chamber	7,506	-	-	
05-10-9-530	NP Economic Development	3,329	-	-	
<b>Other</b>		<b>43,531</b>	<b>60,916</b>	<b>67,500</b>	<b>67,500</b>
05-10-9-998	Transfer to Fund Balance	-	-	-	
05-10-9-999	Transfer out to another Fund	20,593	22,500	22,200	22,500
<b>Transfers</b>		<b>20,593</b>	<b>22,500</b>	<b>22,200</b>	<b>90,000</b>

NOTE:  
Transfer 05-10-9-999 is a transfer to the GF for administration of the Bed Tax Grant. 01-00-9-999

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	2018 Budget
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### North Pole Festival Revenue

08-00-3-900	Summer-Festival	6,625	1,350	4,000	4,000
08-00-3-905	Other- Festivals	-	-		
<b>Revenue</b>		<b>6,625</b>	<b>1,350</b>	<b>4,000</b>	<b>4,000</b>

09-00-3-998	Transfer in from Fund Balance	-	-	10,500	
09-00-3-999	Transfer in from other Funds	-	-	-	
<b>Transfers</b>		<b>-</b>	<b>-</b>	<b>10,500</b>	<b>-</b>

**4,000**

### North Pole Festival Expenditures

08-10-9-900	Summer - Festival Expenditures	5,657	3,591	4,000	4,000
08-10-9-905	Other-Festivals Expenses	-	31		
<b>Other</b>		<b>5,657</b>	<b>3,622</b>	<b>4,000</b>	<b>4,000</b>

08-10-9-998	Transfer to Fund Balance	-	-	-	
08-10-9-999	Transfer out to another Fund	-	-	1,000	-

<b>Transfers</b>		<b>-</b>	<b>-</b>	<b>1,000</b>	<b>-</b>
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**4,000**

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	2018 Budget
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### Ice Rink Fund Revenue

09-00-03-900	Ice Rink Donations	-	-	-	-
<b>Revenue</b>					
09-00-03-998	Transfer in from Fund Balance				10,500
09-00-03-999	Transfer in from other Funds				
<b>Transfers</b>		-	-	-	10,500
					<b>10,500</b>

### Ice Rink Fund Expenditures

09-10-9-900	Reimbursable Expenses	119	-	10,500	10,500
<b>Other</b>		<b>119</b>	-	<b>10,500</b>	<b>10,500</b>
09-10-9-998	Transfer to Fund Balance	-	-	-	
09-10-9-999	Transfer out to another Fund	-	-	-	
<b>Transfers</b>		-	-	-	-
					<b>10,500</b>



## Reserve Funds

Reserve Funds are committed by Ordinance and can only be used for the specific purpose as defined by City Code. Reserve funds are designed to allow budgeting over multiple years for expensive equipment that may be difficult to purchase without saving for.



Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget	
<b>Health Care Revenue</b>							
06-00-3-999	Transfer in From other Funds	-	-	875,000		875,000	
Transfers		-	-	875,000	-	875,000	<b>875,000</b>
<b>Health Care Expenditures</b>							
06-00-2-190	Expenditures	70,775	80,808	875,000		875,000	
Other		70,775	80,808	875,000	-	875,000	<b>875,000</b>

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget	
<b>Capital Projects Reserve Revenue</b>							
20-00-3-998	Transfer in From Fund Balance	-	-	-		80,000	
20-00-3-999	Transfer in from other Funds	-	-	-		38,500	
<b>Transfers</b>		-	-	-	-	<b>118,500</b>	<b>118,500</b>

<b>Capital Projects Reserve Expenditures</b>							
20-10-9-911	Expenses	5,239	16,250	320,000		118,500	
20-10-9-998	Transfer to Fund Balance	-	-	-			
20-10-9-999	Transfer out to another Fund	-	-	-			
<b>Transfers</b>		-	-	-	-	-	<b>118,500</b>

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget	
<b>Admin Fleet Revenue</b>							
21-00-3-900	Vehicle Sale	-	-	-		-	
<b>Revenue</b>		-	-	-	-	-	
21-00-3-998	Transfer in From Fund Balance	-	-	-		15,401	
21-00-3-999	Transfer in from other Funds	4,389	4,393	-		-	
<b>Transfers</b>		<b>4,389</b>	<b>4,393</b>	-	-	<b>15,401</b>	<b>15,401</b>
<b>Admin Fleet Expenditures</b>							
21-10-9-922	Vehicle Purchase	-	-	-		15,401	
<b>Other</b>		-	-	-	-	<b>15,401</b>	
21-10-9-998	Transfer to Fund Balance	-	-	-			
21-10-9-999	Transfer out to another Fund	-	-	-		-	
<b>Transfers</b>		-	-	-	-	-	<b>15,401</b>

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget
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### Fire Fleet Revenue

22-00-3-900	Vehicle Sale	-	6,900	15,000		15,000
Revenue		-	6,900	15,000	-	15,000

22-00-3-998	Transfer in From Fund Balance	-	-	-		
22-00-3-999	Transfer in from other Funds	11,411	46,945	45,000		44,500
Transfers		11,411	46,945	45,000	-	44,500
						<b>59,500</b>

### Fire Fleet Expenditures

22-10-9-922	Vehicle Purchase	-	-	-		
Other		-	-	-	-	-

22-10-9-998	Transfer to Fund Balance	-	-	60,000		59,500
22-10-9-999	Transfer out to another Fund	-	-	-		
Transfers		-	-	60,000	-	59,500
						<b>59,500</b>

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget
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### Police Fleet Revenue

23-00-3-900	Vehicle Sales	-	8,364			2,500
Revenue		-	8,364	-	-	2,500

23-00-3-998	Transfer in From Fund Balance	-	-			-
23-00-3-999	Transfer in from other Funds	35,911	24,500			48,000
Transfers		35,911	24,500	-	-	48,000
						<b>50,500</b>

### Police Fleet Expenditures

23-10-9-911	Expenditures	15,000	-	-		
23-10-9-922	Vehicle Purchases	15,000	85,905	57,000		50,500
Other		30,000	85,905	57,000	-	50,500

23-10-9-998	Transfer to Fund Balance	-	-	-		
23-10-9-999	Transfer out to another Fund	-	-	-		
Transfers		-	-	-	-	-
						<b>50,500</b>

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Budget 12/31/2017	Amendments	2018 Budget	
<b>Public Works Fleet Revenue</b>							
24-00-3-900	Vehicle Sale	-	-	-	-		
Revenue							
24-00-3-998	Transfer in From Fund Balance	-	-	-		25,500	
24-00-3-999	Transfer in from other Funds	7,900	19,293	-	20,000	20,000	
Transfers		7,900	19,293	-	20,000	45,500	<b>45,500</b>

<b>Public Works Fleet Expenditures</b>							
24-10-9-922	Vehicle Purchase	27,400	8,050		-	45,500	
Other		27,400	8,050	-	-	45,500	
24-10-9-998	Transfer to Fund Balance	-	-		12,200		
24-10-9-999	Transfer out to another Fund	-	-				
Transfers		-	-	-	12,200	-	<b>45,500</b>

## Grant Funds

Grant funds are designed to track grants and donations for special projects for each department. Grant funds have specific funding tied to a grant agreement.





Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Bud 12/31/2017	2018 Budget	
<b>JAG Grant Revenue</b>						
11-00-3-900	Grant Revenue	25,000	35,000	97,756	50,000	
<b>Revenue</b>		<b>25,000</b>	<b>35,000</b>	<b>97,756</b>	<b>50,000</b>	<b>50,000</b>
<b>JAG Grant Expenditures</b>						
11-10-1-001	Wages: Full Time	25,000	35,000	26,500	50,000	
11-10-1-003	Benefits	2,656	-	4,000		
11-10-1-004	PERS	(2,656)	-	13,486		
11-10-1-007	Overtime: Regular	-	-	2,170		
11-10-1-013	Health Insurance	-	-	16,600		
<b>Salaries &amp; Benefits</b>		<b>25,000</b>	<b>35,000</b>	<b>62,756</b>	<b>50,000</b>	
11-10-9-920	Miscellaneous Expense					
<b>Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Bud 12/31/2017	2018 Budget	
<b>Administration Grant Revenue</b>						
30-00-3-901	Archive Grant 14-DC-11	26,625	22,151	6,630	6,630	
30-00-3-902	CH&PD Redesign 15-DC-116	-	25,984	274,292	274,292	
30-00-3-903	Strategic Planning 15-RR-006	-	29,382	-	-	
30-00-3-904	Strategic Planning 15-DC-117	-	22,543	53,365	53,365	
30-00-3-905	Senior Center 16-CDBG-03			-	718,100	
<b>Revenue</b>		<b>26,625</b>	<b>100,060</b>	<b>334,287</b>	<b>1,052,387</b>	<b>1,052,387</b>

<b>Administration Grant Expenditures</b>						
30-01-1-001	Archives - Salaries	18,078	-	-		
30-01-1-003	Archives - Benefits	1,502	-	-		
<b>Salaries &amp; Benefits</b>		<b>19,579</b>	<b>-</b>	<b>-</b>	<b>-</b>	
30-01-9-112	Archives -Expenses	7,046	22,151	6,630	6,630	
<b>Other</b>		<b>7,046</b>	<b>22,151</b>	<b>6,630</b>	<b>6,630</b>	
30-02-9-116	CH & PD Redesign Expense	-	25,984	274,292	274,292	
<b>Other</b>		<b>-</b>	<b>25,984</b>	<b>274,292</b>	<b>274,292</b>	
30-03-9-006	Strategic Plan Grant 15-RR-006 Expense	50,618	29,382	-		
30-03-9-007	Strategic Plan Grant 15-DC-117 Expense	-	22,543	53,365	53,365	
<b>Other</b>		<b>50,618</b>	<b>51,925</b>	<b>53,365</b>	<b>53,365</b>	
30-03-9-008	Senior Center 16-CDBG-03				718,100	
<b>Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>718,100</b>	<b>1,052,387</b>

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Bud 12/31/2017	2018 Budget	
<b>Fire Department Grant Revenue</b>						
31-00-3-156	SHSP ENW 2015-SS-00026-S01	8,243	14,669	180,741	180,741	
31-00-4-109	Ladder Truck 14-DC-1	19,979	1,284	11,850	-	
<b>Revenue</b>		<b>28,223</b>	<b>15,953</b>	<b>192,591</b>	<b>180,741</b>	<b>180,741</b>

<b>Fire Department Grant Expenses</b>						
31-12-9-510	Ladder truck Exp	19,979	1,284	11,850		
31-14-9-520	SHSP 2015 Active Shooter	6,431	6,616	17,571	17,571	
31-13-9-521	SHSP 2015 Prepared Conference Travel	-	-	-	9,678	
31-14-9-522	SHSP 2015 Preparedness expo	-	-	6,500	6,500	
31-14-9-523	SHSP 2015 Door Security Upgrade	-	-	123,661	123,661	
31-14-9-524	SHSP 2015 Exercise Participation	-	2,326	12,896	12,896	
31-14-9-525	SHSP 2015 Exercise Travel	841	2,020	5,946	5,946	
31-14-9-526	SHSP 2015 State Deliver Training	532	3,957	4,489	4,489	
<b>Expenditures</b>		<b>27,783</b>	<b>16,203</b>	<b>182,913</b>	<b>180,741</b>	<b>180,741</b>

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Bud 12/31/2017	2018 Budget	
<b>Police Department Grant Revenue</b>						
32-00-3-001	2016 SHSP Laptops and Shields	-	-	79,450	79,450	
32-00-3-002	2017 SHSP				58,813	
<b>Revenue</b>		-	-	<b>79,450</b>	<b>138,263</b>	<b>138,263</b>

<b>Police Department Grant Expenses</b>						
32-03-9-001	2016 SHSP PD Equip	-	-	59,250	59,250	
32-03-9-002	2016 SHSP Other	-	-	13,000	13,000	
32-03-9-003	2016 SHSP FD Equip	-	-	7,200	7,200	
32-04-9-9001	2017 SHSP Portable Radios				50,000	
32-04-9-902	2017 SHSP Overtime				4,848	
32-04-9-903	2017 SHSP Alaska Shield Travel				3,965	
<b>Other</b>		-	-	<b>79,450</b>	<b>138,263</b>	<b>138,263</b>

Account Number	Account Title	2015 Actuals 12/31/2015	2016 Actuals 12/31/2016	2017 Current Bud 12/31/2017	2018 Budget
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Public Works Department Grant Revenue					
33-00-3-300	FNSB Beautification Grant Rev				10,000
33-00-3-302	FNSB Economic Development	-	-	10,000	10,000
33-00-4-310	Exercise Trail Donation	-	-	5,000	5,000
33-00-4-315	Memorial Park Donations	-	31,900	32,000	30,000
33-00-4-320	Terry Miller Memorial Park Donations	25,000	-	5,000	2,500
Revenue		25,000	31,900	52,000	47,500

33-00-3-998	Transfer in From Fund Balance	-	-	-	47,878
33-00-3-999	Transfer in from other Funds	-	-	5,000	
Transfers		-	-	5,000	47,878
					95,378

Public Works Department Grant Expenditures					
33-01-9-500	FNSB Beautification 2017/2018				10,000
33-02-9-502	FNSB Economic Development Expense	-	-	10,000	10,000
33-03-9-510	Exercise Trail Expense	-	-	5,000	12,500
33-04-9-515	Memorial Park Expense	-	19,056	52,000	67,305
33-05-9-920	Terry Miller Park Expense	-	-	-	5,573
Other		-	19,056	67,000	95,378

33-00-9-998	Transfer to Fund Balance	-	-	-	
	Transfer our to another Fund				
Transfers		-	-	-	-
					95,378

Accounting Transfers (REAL)

Fund-Dept.	Account #	Account Title	Debit	Credit	Description
Public Works Fleet Fund	24-00-3-999	Transfer In	20,000		Funds Dedicated to the Fleet Fund from Property Tax (booked to depts. Transfer out)
Public Works Operating	01-58-9-999	Transfer Out		20,000	
Police Fleet Fund	23-00-3-999	Transfer In	48,000		Funds Dedicated to the Fleet Fund from Property Tax (booked to depts. Transfer out) Plus 3,500 From Police Operations
Police Operating	01-53-9-999	Transfer Out		48,000	
Fire Fleet Fund	22-00-3-999	Transfer In	44,500		Funds Dedicated to the Fleet Fund from Property Tax (booked to depts. Transfer out)
Fire Operating	01-54-9-999	Transfer Out		44,500	
Capital Projects Reserve	20-00-3-999	Transfer In	38,500		Funds Dedicated to the Capital Projects Reserve from Property Tax
General Fund Transfer to Reserves	01-51-9-999	Transfer Out		38,500	
General Fund	01-00-9-999	Transfer In	22,500		Admin Fee From Bed Tax Fund 25% of collected
Bed Tax Transfer to GF	05-10-9-999	Transfer Out		22,500	
Sewer Fund	42-00-9-999	Transfers In	28,045		Sewer Fund Debt (paid current to 10-25-17) all remaing revenue from Dist 1 to be paid to Utility
Assessment Fund (Dist. 1)	03-10-9-999	Transfer Out		28,045	Assessment Fund Transfer to Utility to Pay For Highway Park Debt Note (NOTE LIMITED TO FUNDS COLLECTED FROM DIST 1)
Utility Fleet	25-00-3-999	Transfer In	25,000		
Water Fund	41-10-9-999	Transfer out		12,500	Transfer from Water Operations as reduction in FRR transfer to Water Reserve account (NEW)
Sewer Fund	42-12-9-999	Transfer Out		12,500	Transfer from sewer operations as reduction in FRR transfer to Sewer Reserve account (NEW)
Water Reserves (NEW)	51-00-9-999	Transfer In	514,966		Trasfer from Water Operations to establish reserve funds for FRR
Water Fund	41-10-9-999	Transfer out		514,966	transfer is less (12,500) to account transfer to VFF
Sewer Reserves (NEW)	52-00-9-999	Transfer in	553,397		Transfer from Sewer Operations to establish reserve funds for FRR
Sewer Fund	42-10-9-999	Transfer Out		553,397	transfer is less (12,500) to account transfer to VFF
Utility Capital Projects	43-00-3-310	Transfer In	350,000		Water System Extension Resivoir capacity upgrades at Peridot
Utility Capital Projects	43-00-3-311	Transfer In	12,500		Construction Standards Revision
Water Reserves (NEW)	51-10-9-999	Transfer out		362,500	Transfer to Capital Projects for new projects
Utility Capital Projects	43-08-9-900	Transfer in	12500		Construction Standars Revision
Sewer Reserves (NEW)	52-12-9-999			12,500	

NOTE: 9-999 Accounts are considered (REAL) transfers and should be booked via a journal entry during the Budget Cycle (funds Dependent)

NOTE: 9-998 Accounts are considered Fund Balance Transfers or (BUDGET TRANSFERS) and should not be booked, they are budgetary accounts to show that a fund is balanced.

**CITY OF NORTH POLE  
ORDINANCE NO. 17-26**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO  
AMEND 2017 OPERATING BUDGET AND OTHER FUNDS**

**WHEREAS**, changes to the public services practices and policies is a continually changing requirement; and,

**WHEREAS**, the City of North Pole budget should be amended to conform to the requirements of the City; and,

**WHEREAS**, adjustment in the budget are necessary to remain compliant with council approved authorizations and budget management rules, and

**WHEREAS**, fiscal notes are the method prescribed by the code to amend a budget; and,

**WHEREAS**, fiscal notes have been reviewed by the Accountant and Mayor for accuracy and will be recorded as amendments to the budget upon approval,

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of North Pole that it approves changes as listed in the fiscal note to be attached to this ordinance for the purpose managing the City budget.

**Section 1.** This ordinance is of a general nature and shall not be codified.

**Section.** Effective date.

This ordinance shall become effective immediately upon passage.

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 4<sup>th</sup> day of December, 2017.

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

ATTEST:

\_\_\_\_\_  
Judy L. Binkley, North Pole City Clerk

PASSED

Yes:

No:

Absent:

City of North Pole, Alaska

Fiscal Note

Fiscal Year: 2017 Ordinance#: 17-26

Abbreviated Title: Police Department Budget Changes

Originator/ Sponsor Name Chief Dutra Date: Nov 2, 2017

Does the Ordinance Have a multiyear fiscal impact? Yes ☐ No ☒

Does the Ordinance add positions beyond the Budget? Yes ☐ No ☒

If yes, how many position? \_\_\_\_\_ If yes, what type of Position? \_\_\_\_\_

F- Full Time, P- Part time, T- Temporary

Financial Detail

FUND	Account Description	Account Number	Debits	Credits
Gen - 01	Leave Cash Out	01-53-1-006	7,000.00	
Gen - 01	Vehicle Gas & Oil	01-53-6-605		7,000.00
Gen - 01	Maintenance Contracts	01-53-2-230	900.00	
Gen - 01	Holiday Pay	01-53-1-002	1,700.00	
Gen - 01	IT Services	01-53-2-220		2,600.00
	Total		9,600.00	9,600.00

**SUMMARY: (Briefly describe the proposed alterations to the budget and why they are needed)**

Amending 2017 Police Department Budget

Prepared by: Tricia Fogarty Date: Nov 2, 2017

City Accountant Approval: Tricia Fogarty Date: Nov 2, 2017

**NOTE- Fiscal Notes are amendments to the budget, once approved**



City of North Pole, Alaska

Fiscal Note

Fiscal Year: 2017 Ordinance#: 17-26

Abbreviated Title: Fire Department Budget Changes

Originator/ Sponsor Name Chief Coon Date: Nov 2, 2017

Does the Ordinance Have a multiyear fiscal impact? Yes ☐ No ☒

Does the Ordinance add positions beyond the Budget? Yes ☐ No ☒

If yes, how many position? \_\_\_\_\_ If yes, what type of Position? \_\_\_\_\_

F- Full Time, P- Part time, T- Temporary

Financial Detail

FUND	Account Description	Account Number	Debits	Credits
Gen - 01	Office Supplies & Equipment	01-54-3-335	5,000.00	
Gen - 01	IT Services	01-54-2-220		5,000.00
Gen - 01	Uniforms	01-54-3-345	3,000.00	
Gen - 01	Maintenance Contracts	01-54-2-230		3,000.00
Gen - 01	Building Maintenance	01-54-7-700	15,000.00	
Gen - 01	Wages - Full Time	01-54-1-001		15,000.00
	Total		23,000.00	23,000.00

**SUMMARY: (Briefly describe the proposed alterations to the budget and why they are needed)**

Amending 2017 Fire Department Budget

Prepared by: Tricia Fogarty Date: Nov 2, 2017

City Accountant Approval: Tricia Fogarty Date: Nov 2, 2017

**NOTE- Fiscal Notes are amendments to the budget, once approved**

City of North Pole, Alaska

Fiscal Note

Fiscal Year: 2017 Ordinance#: 17-26

Abbreviated Title: City Clerk's Department Budget Changes

Originator/ Sponsor Name Judy Binkley Date: Nov 2, 2017

Does the Ordinance Have a multiyear fiscal impact? Yes ☐ No ☒

Does the Ordinance add positions beyond the Budget? Yes ☐ No ☒

If yes, how many position? \_\_\_\_\_ If yes, what type of Position? \_\_\_\_\_

F- Full Time, P- Part time, T- Temporary

Financial Detail

FUND	Account Description	Account Number	Debits	Credits
Gen - 01	Insurance	01-52-2-215	11,018.25	
Gen - 01	Wages - Full Time	01-52-1-001		11,018.25
Gen - 01	Advertising	01-52-2-200	2000.00	
Gen -01	Wages - Full Time	01-52-1-001		2000.00
	Total		11,218.25	11,218.25

**SUMMARY:** (Briefly describe the proposed alterations to the budget and why they are needed)

Amending 2017 City Clerk's Budget.

Prepared by: Tricia Fogarty Date: Nov 2, 2017

City Accountant Approval: Tricia Fogarty Date: Nov 2, 2017

**NOTE-** Fiscal Notes are amendments to the budget, once approved

City of North Pole, Alaska

Fiscal Note

Fiscal Year: 2017 Ordinance#: 17-26

Abbreviated Title: Administration Department Budget Changes

Originator/ Sponsor Name Tricia Fogarty Date: Nov 2, 2017

Does the Ordinance Have a multiyear fiscal impact? Yes ☐ No ☒

Does the Ordinance add positions beyond the Budget? Yes ☐ No ☒

If yes, how many position? \_\_\_\_\_ If yes, what type of Position? \_\_\_\_\_

F- Full Time, P- Part time, T- Temporary

Financial Detail

FUND	Account Description	Account Number	Debits	Credits
Gen - 01	Liquor License Sharing	01-00-7-720	3,300.00	
Gen - 01	Citations - Prior Year (PFD)	01-00-6-605		36,517.55
Gen - 01	Transfer to Fund Balance	01-00-9-998	33,217.55	
	Total		36,517.55	36,517.55

**SUMMARY: (Briefly describe the proposed alterations to the budget and why they are needed)**

Amending 2017 Budget - Adjusting Revenues

Prepared by: Tricia Fogarty Date: Nov 2, 2017

City Accountant Approval: Tricia Fogarty Date: Nov 2, 2017

**NOTE- Fiscal Notes are amendments to the budget, once approved**

**CITY OF NORTH POLE  
ORDINANCE NO. 17-27**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO  
AMEND TITLE 13, PUBLIC SERVICES UTILITY RATES FOR 2018**

**WHEREAS**, changes to the public services practices and policies 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.

**NOW, THEREFORE, BE IT ORDAINED** by the 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 13 is amended in the North Pole Code of Ordinances as follows in the attached table:

**Section 3.** Effective date.

This ordinance shall become effective January 1, 2018.

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 4<sup>th</sup> day of December, 2017.

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

ATTEST:

\_\_\_\_\_  
Judy L. Binkley, North Pole City Clerk

<p>PASSED Yes: No: Absent:</p>
--

## Title 13

### PUBLIC SERVICES

#### **Chapters:** 13.24 Utility Rates

#### 13.24.020 Metered Water and Sewer Utility Rates

Monthly water and sewer utility rates beginning January 1, ~~2017~~, 2018 shall be the following:

Customer class	Per gallon water	Monthly base water charge	Per gallon sewer charge <sup>1</sup>	Monthly base sewer charge	FRR <sup>2</sup> - Water per gallon charge	FRR <sup>2</sup> - Sewer per gallon charge	FRR <sup>2</sup> Significant industrial discharger, sewer
Single-family residential	<del>\$0.01705</del> \$0.01750	\$5	<del>\$0.01645</del> \$0.01650	\$5	\$0.0025	\$0.0025	--
Senior single-family residential	<del>\$0.008525</del> \$0.00875	\$5	<del>\$0.00823</del> \$0.00825	\$5	\$0.0025	\$0.0025	--
Multifamily residential	<del>\$0.01705</del> \$0.01750	\$25	<del>\$0.01645</del> \$0.01650	\$25	\$0.0025	\$0.0025	--
Commercial	<del>\$0.01705</del> \$0.01750	\$25	<del>\$0.01645</del> \$0.01650	\$25	\$0.0025	\$0.0025	--
Commercial/significant industrial discharger	<del>\$0.01705</del> \$0.01750	\$25	<del>\$0.01645</del> \$0.01650	\$25	--	--	\$0.003911
Bulk water charge	\$0.03						
Fire Hydrant Meter	\$0.03	\$500 deposit <sup>3</sup>					

1. The monthly sewer charge for the months of May, June, July and August will be capped at an amount not to exceed the average of the water usage during the months September through April for Single Family and Senior Single-Family residential customers only.

2. Facility Repair and Replacement: Funds generated to repair and replace utility capital infrastructure.

3. Fire Hydrant Meter deposit: The deposit is returned if the equipment is returned in good working order with no damages. Any damages to the equipment are deducted from the deposit.

Any damages in excess of the deposit are added to the customers bulk water charges invoice.

125 Snowman Lane  
North Pole, AK 99705  
P: 907-488-8583  
F: 907-488-3002  
judy.binkley@northpolealaska.org

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

# Memo

To: Honorable North Pole City Council  
From: Judy Binkley  
CC: Mayor Ward  
Date: December 4, 2017  
Re: Approval request for the 2018 City Council Meeting Schedule.

---

City Council Members,

I am submitting, for your approval, the 2018 City Council Meeting schedule. I am requesting to amend the schedule by changing the June 4, 2018 regular meeting to June 11, 2018.

Thank you,

Judy Binkley, North Pole City Clerk



# CITY OF NORTH POLE

## *Alaska*

### 2018 Regular Scheduled Council Meetings

- \* January 2
- \* January 16
- \* February 5
- \* February 20
- \* March 5
- \* March 19
- \* April 2
- \* April 16
- \* May 7
- \* May 21
- \* June 4
- \* June 18
- \* July 2
- \* July 16
- \* August 6
- \* August 20
- \* September 4
- \* September 17
- \* October 1
- \* October 15
- \* November 5
- \* November 19
- \* December 3
- \* December 17

### 2018 City Holidays- Offices Closed

<i>New Year's Day</i>	<i>Monday</i>	<i>January 1</i>
<i>Martin Luther King Jr. Day</i>	<i>Monday</i>	<i>January 15</i>
<i>President's Day</i>	<i>Monday</i>	<i>February 19</i>
<i>Memorial Day</i>	<i>Monday</i>	<i>May 28</i>
<i>Independence Day</i>	<i>Wednesday</i>	<i>July 4</i>
<i>Labor Day</i>	<i>Monday</i>	<i>September 3</i>
<i>Veterans Day</i>	<i>Monday</i>	<i>November 12</i>
<i>Thanksgiving Day</i>	<i>Thursday</i>	<i>November 22</i>
<i>Christmas Day</i>	<i>Tuesday</i>	<i>December 25</i>
<i>Personal Holiday</i>		

*"Where the Spirit of Christmas Lives Year Round"*

*125 Snowman Lane*

*North Pole, Alaska 99705*

*Tel: (907) 488-2281 Fax: (907) 488-3002*

[www.northpolealaska.com](http://www.northpolealaska.com)

**CITY OF NORTH POLE**

**RESOLUTION 17-21**

**A RESOLUTION ESTABLISHING THE 2018 CITY OF NORTH POLE BED TAX GRANT  
DISTRIBUTION**

**WHEREAS**, the purpose of the Bed Tax Grant is to aid in community efforts to contribute significantly to the growth and promotion of the City of North Pole; and

**WHEREAS**, The Bed Tax Grant is to supplement an ongoing program or aid in a new program that meets the grant guidelines; and

**WHEREAS**, the City Council has created a competitive process for disbursing bed tax grant monies; and

**WHEREAS**, 2018 applicants have requested \$166,087 in disbursements; and

**WHEREAS**, the 2018 allocation for disbursement is \$69,060; and

**WHEREAS**, all organizations presented to the North Pole Bed Tax Committee on November 28<sup>th</sup>, 2017; and

**WHEREAS**, all individual allocations were averaged against the whole to derive the 2018 award; and

**WHEREAS**, the applicants have been awarded the following amounts for 2018 based on calculations determined by North Pole Municipal Code.

<b>Christmas in Ice, Inc.</b>	<b>\$22,962.45</b>
<b>Explore Fairbanks</b>	<b>\$12,085.50</b>
<b>North Pole Community Chamber of Commerce</b>	<b>\$18,473.55</b>
<b>North Pole Lions Club</b>	<b>\$15,538.50</b>

**NOW THEREFORE BE IT RESOLVED**, that the North Pole City Council allocates disbursement of the 2018 bed tax grant to be available January 1<sup>st</sup> 2018.

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 4<sup>th</sup> day of December, 2017.

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

ATTEST:

\_\_\_\_\_  
Judy L. Binkley, North Pole City Clerk

PASSED/FAILED Yes: No: Absent:
---



33 Grant Award Criteria

34 a. Show how use of the funds will contribute significantly to the growth and promotion of the  
35 City of North Pole.

36 b. Show how the grant monies will be used to supplement a successful ongoing program of  
37 activities or a new program that needs initial support to accomplish its stated goals

125 Snowman Lane  
North Pole, Alaska 99705  
(907) 488-8593  
(907) 488-3002 (fax)  
bill@northpolealaska.com

City of North Pole  
Director of City Services

# Memo

To: North Pole City Council  
From: William Butler  
Date: November 29, 2017  
Subject: Authorize the special purchase of 15,000 feet of insulated 16 inch HDPE water pipe from ISCO Industries needed for the water system extension project winter construction activities.

---

## RECOMMENDATION

Authorize the special purchase of 15,000 feet of insulated 16 inch HDPE water pipe from ISCO Industries that needs to be pre-purchased to support winter 2018 construction activities prior to the award of the water system construction contract.

## BACKGROUND

The water system extension project requires construction activities to begin in March 2018 to avoid US Army Corps of Engineer permitting complications that would hinder the timely completion of the project. Construction of approximately two miles of water mains (11,000 feet) will occur in wetlands. Construction in wetlands in the spring, summer or fall will require extensive permitting because the construction activities will cause wetland damage. Building in wetlands when the land is thawed will require construction of a road or use of special bedding mats to support construction equipment. Also, construction in thawed wetlands will cause significant damage to the wetlands that would require the purchase of an equivalent area of wetlands to offset the damaged land. The added cost of installing water mains when the wetlands are thawed and purchasing offsetting wetlands will add to the construction cost of the project plus require more complicated permitting.

The Request for Proposals for the Water System Expansion Project was released on October 23 with a bid closing of December 5. A construction contractor is not expected to be recommended to the City Council until the January 2, 2018 meeting. Routine administrative requirements to finalize the construction contract are expected to result in the construction contract to not be executed until mid-January. With a contract executed in mid-January, it is expected that the construction contractor would not have sufficient time to order the pipe and have the vendor deliver it in time for construction to begin in March. This is particularly critical as contractors in the lower 48 will begin ordering pipe for their projects at the same time as the project contractor potentially causing extended lead times for delivery to Alaska.

The request for quotes was for 15,000 feet of HDPE insulated pipe. The estimated amount of construction in wetlands is 11,000. The additional 4,000 feet of pipe provides the contractor with a modest surplus of pipe to continue to work while waiting for the delivery of pipe that they must purchase in support of the construction contract.

The North Pole Municipal Code provides a mechanism to purchase needed items when the regular purchasing process is not in the best interest of the City. (See '16.060 Innovative and special procurements' below.) The City attorney was consulted to determine if the pre-purchase of HDPE pipe satisfied the special procurement requirements. She determined that in this instance application of this section of Code was legitimate.

#### **4.16.060 Innovative and special procurements.**

Notwithstanding any other provision of this code, the Mayor or his designee may initiate a procurement above the small purchase amount specified in NPMC 4.16.030, Purchase limits, when the Mayor or his designee determines that an unusual or unique circumstance exists that makes the application of all requirements of competitive sealed bidding or competitive sealed proposals contrary to the public interest, including, but not limited to, the need to meet new or unique State requirements, new technologies, or to achieve best value. Any special procurement under this section shall be made with such competition as is practicable under the circumstances. The Mayor or his designee in the contract file shall include a written determination of the basis for the procurement and for the selection of the particular contractor, and a report shall be made publicly available at least annually describing all such determinations. (Ord. 14-11 § 2, 2014)

The city solicited quotes and received seven submissions which are presented in the attached table.

## 16 Inch HDPE Inusulated Pipe Quotes

Proposer	Product Cost	Shipping	Aggregate Cost	Notes
<b>ISCO Industries</b>	\$742,450	\$150,000	\$892,450	6000' of core pipe in-stock (ready to insulate in December) Verbally confirmed pipe is NSF 61 listed.
<b>Corix Water Products</b>	\$783,300	\$157,500	\$940,800	Order by Dec 4 to meet schedule
<b>Engineered Pipe Group</b>				
<b>Option #1</b>	\$795,300	\$153,200	\$948,500	50 foot lengths
<b>Option #2</b>	\$792,300	\$162,600	\$954,900	60 foot lengths (50 fewer joints).
<b>Option #3</b>	\$813,900	\$153,200	\$967,100	50 foot lengths "higher quality" option per vendor
<b>Option #4</b>	\$810,250	\$162,600	\$972,850	60 foot lengths (50 fewer joints). "higher quality" option per vendor
<b>Core &amp; Main</b>	\$796,650	\$163,548	\$960,198	No shipping date
<b>Ferguson Enterprises</b>			\$970,500	Order by Dec 5 to make schedule. Confusing submittal, included multiple insulators. Product data from one insulator, but shop drawings for another.
<b>Sandale Utility Products</b>	\$778,950	\$216,700	\$995,650	
<b>MRC Global</b>	\$1,029,750	\$242,256	\$1,272,006	No product data provided, incomplete submittal

125 Snowman Lane  
North Pole, Alaska 99705  
(907) 488-8593  
(907) 488-3002 (fax)  
bill.butler@northpolealaska.org

City of North Pole  
Director of City Services

# Memo

To: North Pole City Council  
From: Bill Butler  
Date: November 29, 2017  
Subject: Accept professional services agreement with Stantec for Preliminary Construction Administration Services for Water System Expansion Project

---

## Recommendation

Accept Stantec proposal to provide Preliminary Construction Administration Services for the Water System Expansion Project for \$345,368, fully funded by the sulfolane legal settlement, and authorize the mayor to sign the agreement on behalf of the City. Stantec's proposal is attached.

## Background

Stantec has consulted with the City since 2009, primarily with utility projects, but has also consulted with developer agreements. As part of the settlement agreement between the City, Flint Hills Resources and State of Alaska related to sulfolane groundwater contamination, the parties to the agreement approved Stantec to provide engineering services to design the Water System Expansion. As the design phase has been winding down, the project team requested Stantec to submit a professional services agreement to assist with construction management services. This initial agreement's focus is upon supporting the project team during the request for proposal process; contractor selection; and providing support as the project transitions to construction. Stantec will submit a second professional services proposal to provide construction management services. The reason the services have been divided between two agreements is because not until the construction contractor is hired will the project know the construction contractor's plans and schedules that Stantec will be asked to manage as the project team's representative.

Stantec's services covered by this agreement include: Attending the pre-proposal conference and pre-proposal site visits; providing responses to proposers' questions through issuance of addenda during the RFP period; facilitating and assisting with evaluation of construction proposals and providing recommendations as requested and assisting with the administration of the selection process as requested. Additional services the agreement covers include review of submittals, shop drawings, requests for information (RFI), deviation and clarification requests (DCVR), change requests and other project correspondence and preparing responses as required. Stantec will maintain project files and logs on behalf of the project team. This will be done electronically using Submittal Exchange, an online construction management service.



725 East Fireweed Lane Suite 200, Anchorage AK 99503-2245

November 28, 2017  
File: 2047056201

**Attention: Bill Butler**

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

**Reference: North Pole 2018 Water System Expansion**

**Subject: Professional Services Proposal – Preliminary Construction Administration**

Dear Mr. Butler:

Stantec Consulting Services Inc. (Stantec) is pleased to provide you with this scope and fee proposal to provide construction support services for the City of North Pole's (CONP) 2018 Water System Expansion Project. This proposal includes bidding and procurement support, and the initial administration of the construction contract through the submittal, shop drawing, and DCVR phases.

Inspections, construction meetings, and related field work and expenses are not included at this time; we anticipate these will be added by amendment after a construction contractor is selected.

The initial scope of services is as follows:

**BIDDING AND PROCUREMENT SUPPORT**

Stantec will attend the pre-proposal conference, pre-proposal site visits (water treatment plant, Highway Park Pump House [PH], and Peridot PH sites), as well as providing responses to proposers' questions through issuance of addendums during the RFP period. Stantec will facilitate and assist with evaluations of the construction proposals and will provide recommendations as requested, however we will not be participating as a selection committee member for selection of the Contractor. Stantec will assist with the administration of the process and otherwise assist the selection committee as they may request.

**ADMINISTRATIVE SUPPORT**

Stantec will review submittals, shop drawings, requests for information (RFI), deviation and clarification requests (DCVR), change requests and other project correspondence, preparing responses as required. Stantec will maintain project files and logs on behalf of CONP. This will be done electronically using the Submittal Exchange share point service. CONP and the Steering Committee will receive a complete copy of the project files, electronically after construction.



November 28, 2017  
Bill Butler  
Page 2 of 3

## **Professional Services Proposal – Construction Support Services**

### **OTHER ASSUMPTIONS AND / OR EXCLUSIONS**

- Construction inspections, job site meetings, public involvement, right-of-way and easement support during construction, commissioning support, SCADA programming, record drawings, and ADEC approval to operate are not included in the scope or fee at this time.
- Stantec will be administering CONPs construction contract. We will not be managing the Contractor or their forces.
- Submittals will be electronic only, in PDF format.
- Stantec is not providing stormwater SWPPP, contaminated site, traffic control or job site safety plans. These will be the responsibility of the construction Contractor.
- Stantec will not be designing or providing temporary or permanent water services for this project. Temporary services if needed will be the responsibility of the Contractor.
- Other miscellaneous items of work not specifically included in the tasks outlined herein are not part of our proposal. Where either Stantec or CONP identifies additional work that may be beneficial to the project, it can be provided by amendment at contract rates as CONP directs.
- It is anticipated that submittal and shop drawing review will begin in January 2018. Physical construction is expected to be initiated starting on about March 1, 2018 and to continue through to conclusion in late 2019. Extension of the construction period or duration may require amendment of contract scope and fees.

### **CONTRACT**

The services described here will be provided to CONP in accordance with the Professional Service Terms and Conditions previously negotiated and agreed to between Stantec and CONP, copy attached.

### **FEE**

The total estimated fee for proposed services is \$354,368 to be performed on a time and materials basis. Services will be performed at the standard Stantec billing rates in effect at the time services are provided, subject to annual adjustment. Subcontractors and direct expenses will be invoiced and cost +10%. Travel, lodging, vehicles, and supplies will be invoiced at cost, without markup.

A worksheet showing the development and assumptions inherent in this fee is attached. The project will be invoiced monthly.



November 28, 2017

Bill Butler

Page 3 of 3

## **Professional Services Proposal – Construction Support Services**

### **CLOSURE**

We appreciate this opportunity to propose on this work and look forward to working with you on the successful completion of this project. If you have any questions, or would like to discuss the scope of work, please contact me or Stephanie Gould at (907)276-4245. We will execute a standard CONP agreement at your request.

Thank you,

**Stantec Consulting Services Inc.**

Dean Syta

Principal

Phone: (907) 343-5260

Fax: (907) 258-4653

dean.syta@stantec.com

Attachment: Fee Worksheet

c. File

DES sdg u:\2047056201\\_management\_fhra\_np\_water\_ext\contract\conp\_cm\20171030\_conp\_construction\_man\_scope-rev0 des.docx



**Flint Hills Resources Alaska - North Pole Water Distribution System Design Engineering Services**  
**Allocation of Hours and Budget**

		Name	Quality Control/Senior Advisor Zane Shanklin, P.E.																Total Weeks	Labor Costs	Direct Expenses (Travel, Accommodation, Etc.)	IBC Special Inspections - Third Party Required Mappa Inc Subcontract	Land Agent Subconsultant R&M Consultants Inc	TOTAL COSTS
		Hourly Rate - will be charged at rate in effect each year Rate for Standard Week	\$254 \$10,160	\$222 \$8,880	\$170 \$6,800	\$175 \$7,000	\$129 \$5,160	\$120 \$4,800	\$151 \$6,040	\$131 \$5,240	\$141 \$5,640	\$222 \$8,880	\$129 \$5,160	\$170 \$6,800	\$140 \$5,600	\$165 \$6,600	\$184 \$7,360	\$222 \$8,880	\$141 \$5,640					
		Initial Construction Support Services																						
	Bidding And Procurement Support																		0	\$0				\$0
	Prebid Conference, Site Visits			0.5	0.5				0.5										1.5	\$10,860				\$10,860
	Bidding Questions, Addendum			1	0.5	0.5	0.5	0.5	0.5		0.5			0.2		0.2	0.2	0.2	1	5.8	\$38,168			\$38,168
	General Support		0.5	2	2	0.5			0.5					0.5				1	7	\$52,000				\$52,000
	Administrative Tasks																		0	\$0				\$0
	Submittal Exchange file management system fee -- contracted separately																		0	\$0	\$0 Contracted Separately			\$0
	Submittal and shop drawing review			1	4	2		2				2		1		1	1	1.5	2	17.5	\$122,800			\$122,800
	DCVRs, RFIs			1	2	2		2				1		1		1	0.5	1.5	2	14	\$96,640			\$96,640
	Proposals and Change orders - not included at this time																			0	\$0			\$0
	Review Payment Requests - not included at this time																			0	\$0			\$0
	Inspections and Meetings --- Not included at this time.																			0	\$0			\$0
	Public Involvement - During Construction Phases - Not included at this time																			0	\$0			\$0
	Easement and ROW Support During Construction - Not included at this time																			0	\$0			\$0
	Record Drawings, ADEC Approvals - Not included at this time																			0	\$0			\$0
	Expenses																			0	\$0			\$0
	Travel and Lodging Allowance - 2 trips																			0	\$0	\$2,500		\$2,500
	Printing, Office Supplies																			0	\$0	\$1,500		\$1,500
	Project Management and Controls																			0	\$0			\$0
	Safety Program and Controls -- Not Applicable, Office Tasks Only																		1	4	\$29,900			\$29,900
																				0	\$0			\$0
																				0	\$0			\$0
	Sub-total weeks		1	6.5	10	5.5	0.5	4.5	1.5	0	0.5	3	0	2.7	0	2.2	1.7	3.2	7	49.8				
	Sub-total fees		\$10,160	\$57,720	\$68,000	\$38,500	\$2,580	\$21,600	\$9,060	\$0	\$2,820	\$26,640	\$0	\$18,360	\$0	\$14,520	\$12,512	\$28,416	\$39,480	\$350,368	\$4,000	\$0	\$0	\$354,368

The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the CLIENT authorizes Consultant to proceed with the services, constitute the AGREEMENT. Consultant means the Stantec entity issuing the Proposal.

**DESCRIPTION OF WORK:** Consultant shall render the services described in the Proposal (hereinafter called the "SERVICES") to the CLIENT.

**TERMS AND CONDITIONS:** No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the CLIENT and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This AGREEMENT supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the PROJECT

**COMPENSATION:** Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this AGREEMENT and will entitle Consultant, at its option, to suspend or terminate this AGREEMENT and the provision of the SERVICES. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

**NOTICES:** Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

**TERMINATION:** Either party may terminate the AGREEMENT without cause upon thirty (30) days notice in writing. If either party breaches the AGREEMENT and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the CLIENT of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the CLIENT shall forthwith pay Consultant all fees and charges for the SERVICES provided to the effective date of termination.

**ENVIRONMENTAL:** Except as specifically described in this AGREEMENT, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

**PROFESSIONAL RESPONSIBILITY:** In performing the SERVICES, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the SERVICES at the time and the location in which the SERVICES were performed.

**LIMITATION OF LIABILITY:** Each party releases the other from any liability and from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the SERVICES or of the other obligations set forth herein, excepting liability arising from the negligence or willful misconduct of the released party. As each party's sole and exclusive remedy under this AGREEMENT any claim, demand or suit shall be directed and/or asserted only against the other party and not against any of the other party's employees, officers or directors.

Each party's liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES or the other obligations set forth herein and neither party shall bear any liability whatsoever for any consequential loss, injury or damage incurred by the other party, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

**DOCUMENTS:** All of the documents prepared by or on behalf of Consultant in connection with the PROJECT are instruments of service for the execution of the PROJECT. Consultant retains the property and copyright in these documents, whether the PROJECT is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the CLIENT agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). CLIENT shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

**FIELD SERVICES:** Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the PROJECT, and shall not be responsible for any

contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the PROJECT. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

**GOVERNING LAW/COMPLIANCE WITH LAWS:** The AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

**DISPUTE RESOLUTION:** If requested in writing by either the CLIENT or Consultant, the CLIENT and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement.

**ASSIGNMENT:** The CLIENT and Consultant shall not, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

**SEVERABILITY:** If any term, condition or covenant of the AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the AGREEMENT shall be binding on the CLIENT and Consultant.