



CITY OF NORTH POLE
Regular Meeting December 03, 2018
North Pole Council Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, December 03, 2018
Committee of the Whole: 6:30 p.m.
Regular City Council Meeting – 7:00 p.m.

MAYOR

Michael Welch
488-8584

CITY CLERK

Judy Binkley
488-8583

COUNCIL MEMBERS

Doug Isaacson – Mayor Pro Tem	322-3133
Avery Thompson – Deputy Mayor Pro Tem	388-5351
Perry Walley – Alt Dep Mayor Pro Tem	347-0135
DeJohn Cromer	347-2808
Aino Welch	488-5834
David Skippis	750-5106

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**
 - a. November 19, 2018
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 18-29, An Ordinance of the North Pole City Council Establishing the 2019 Operating and Capital Budget.
- b. Ordinance 18-31, An Ordinance of the City of North Pole, Alaska to Amend the 2018 Police Department Budget.

12. New Business

- a. Liquor License Renewal for 2 Go Mart #112.
- b. Resolution 18-15, A Resolution Establishing the 2019 City of North Pole Bed Tax Grant Distribution.
- c. Approval Request for the 2019 City Council Meeting Schedule.
- d. Request to Approve a Professional Services Agreement with PDC Engineers to Provide Engineering, Design, Permitting, Surveying, Easement Acquisition, Bidding and Construction Administration Support for the Moose Creek Water System Expansion Project for \$3,414,403. Award of the Agreement to PDC Shall be Dependent Upon an Award from the US Air Force/Army Corps of Engineers to the City of North Pole to Finance 100% of PDC's Agreement.
- e. Ordinance 18-32, An Ordinance of the City of North Pole, Alaska to Amend the 2018 Building, Public Works, Utility, Administration, and Fire Departments Budgets.

13. Council Comments

14. Adjournment

Detailed information and copies of agenda documents may be obtained at the Office of the City Clerk, 125 Snowman Lane or on the City website www.northpolealaska.com . Notice of Council Action is available at City Hall and on the City website following the meeting. Council Meetings are aired live via audio streaming from the City's website. Inquiries concerning ADA compliance or accommodations should be directed to the City Clerk.



**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 19, 2018 in the Council Chambers of City Hall, 125 Snowman Lane, North Pole, Alaska.

CALL TO ORDER/ROLL CALL

Mayor Welch called the regular City Council meeting of Monday, November 19, 2018 to order at 7:00 p.m.

There were present:

Doug Isaacson – Mayor Pro Tem
Avery Thompson – Deputy Mayor Pro Tem
Perry Walley – Alt Dep Mayor Pro Tem
DeJohn Cromer
Aino Welch
David Skipps
Mayor Welch

Absent/Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Welch

INVOCATION

Invocation was given by Mr. Isaacson

APPROVAL OF AGENDA

Mr. Isaacson *moved to* **approve the agenda of November 19, 2018**

Seconded by Ms. Welch

DISCUSSION

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

Old Business:

- a. Ordinance 18-28, An Ordinance of the North Pole City Council Amending Title 2, North Pole Municipal Code Chapter 2.12, Section 2.120.030 A, Relating to City Council Meeting Times.
- c. Ordinance 18-30, An Ordinance to Revise Title 13, Chapter 13.04, 13.08, 13.12, 13.16, 13.24, and 13.28 as Necessary to Regulate Water Utility Services Outside of the Limits.

New Business:

- b.** Resolution 18-14, A Resolution of the North Pole City Council Designating City Officials Authorization to Sign on City of North Pole Accounts.
- c.** Ordinance 18-31, An Ordinance of the City of North Pole, Alaska to Amend the 2018 Police Department Budget.

Seconded by Ms. Welch

Discussion

None

On the amendment

PASSED

Yes: 7 – Skipps, Thompson, Isaacson, Welch, Cromer, Walley, Welch

No: 0

Absent: 0

On the Agenda as amended

Discussion

None

PASSED

Yes: 7 – Skipps, Thompson, Isaacson, Welch, Cromer, Walley, Welch

No: 0

Absent: 0

APPROVAL OF MINUTES

Mr. Isaacson moved to approve the Minutes of November 05, 2018

Seconded by Ms. Welch

Discussion

None

PASSED

Yes: 7 – Skipps, Thompson, Isaacson, Welch, Cromer, Walley, Welch

No: 0

Absent: 0

COMMUNICATIONS FROM THE MAYOR

- Proclamation: Student of the Month – Makali Kazense
- We had a very productive time at AML. I attended the Alaska Conference of Mayors as well as many other meetings.
- You will notice that we have some upcoming presentations:
 - The Alaska Gas Line Development will be here December 3rd at 6pm.
 - Shelley Wade with Agnew:Beck will be here December 10th at 6pm.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Dept., Chief Dutra

- Glow Stick awards for Myrna Iyakitan, Keanna Hardy, Ashaunna Hardy, Kamden Stark, and Isaac Hardy. Thank you all for your assistance.
- Our Drug Take Back event hauled in 37.5 lbs of drugs. Thank you to the community.
- ALiCE presentations at Effie Kokrine, Lathrop teachers, Ryan Food Services, and Bridget Charter.
- Attended the Fairbanks Baptist Church Law Enforcement Appreciation dinner on Sunday.
- Provided stats.
- **Mayor Welch** asked if DUIs are down because we are down 2 patrol officers and not out on the highway as much. Chief Dutra replied that is a possibility. We have also shifted our resources from the traffic officer to the school resource officer so that could have an impact.

Fire Dept., Chief Coon

- Chief Heineken has been working with the Community and Technical College on the paramedic program. We actually have paramedics or paramedics in training from the University coming out and doing ride-alongs with North Pole. It's significant because this is the first time it's ever happened. They wanted to come out because of our really good EMS program and because we are busy.

Director of City Services, Bill Butler

Building Department

- New building permit application submitted – fire restoration.
- Construction permits for over \$19 million in project valuation submitted to date.

Public Works

- First City-wide snow plowing of the year.
 - All future plowings in 2018 will require transferring funds.
- First Christmas decorations installed in roundabouts and lighted trees at City Hall.
 - Replacing failed light strands and decoration maintenance is slowing installation of additional decorations.

Utility Department

- Sulfolane settlement.
 - Substantial completion for the Peridot Pump house delayed due to required modifications of some installed work.
 - Seismic upgrades underway at the Water Treatment Plant on first reservoir completed and work on second reservoir underway. Projected to be completed before mid-December.
 - Water from the new storage tank is regularly supplying water to City – prevent the water in the tank from becoming stale.
 - Contractor has been fusing lengths of HDPE pipe to facilitate a quick start when pipe installation begins in spring 2019.
- Per- and Polyfluoroalkyl Substances (PFAS).
 - Reported at the last meeting we received results for PFAS sampling at City wells – non-detect.
 - As a precaution we will increase testing from biannually to quarterly.
- Moose Creek water system expansion project.
 - PDC provided the City with engineering consulting approximately three years ago at no charge.
 - Upon my request, PDC has submitted an engineering, design and construction management proposal with a current estimated cost of approximately \$2.5 million.
 - Plan to submit a recommendation to Council in December 2018 to award the contract to PDC with the caveat that award of the contract is contingent upon award of funds from the Air Force to the City for the project.

Natural Gas Utility Board

- IGU is following a two-track approach related to securing a supply of liquefied natural gas with the purpose of providing the Interior with the best alternative.
 - IGU negotiating team is engaged in ongoing discussions with Siemens for a liquefied natural gas supply with the goal of agreeing to a memorandum of understanding by December 31, 2018.

- IGU is moving forward with Front-End Engineering Design (FEED) to internally provide itself with liquefied natural gas – construct its own liquefaction plants.

Finance, Tricia Fogarty

- I was out last week at the GFOA conference at the same time AML was going on. One of the big presentations there was on the online sales tax. The state is working with that and it's one of our exemptions here in the City. So I have some ideas about that.
- The bank statements came in last week so I don't have financials for you tonight but I will email them to you when I've completed that.

Borough Representative

None

City Clerk's Office, Judy Binkley

- I received the Borough Assembly 2019 schedule recently so if Council and the Mayor decide to have Council continue to attend the meetings, I will get the sign-up sheet ready.
- The Health Fair went well, especially for our first go at it. We learned a couple things that we will implement to make it even better next year.
- We received 6 applications for the 2019 Hotel/Motel Bed Tax Grant. I sent out the letters to all the applicants today to let them know what time they will be presenting to the Committee on Tuesday, November 27th. The meeting will start promptly at 6pm.
- I had a great time at AAMC last week and learned some unique things as well as met more clerks from around the state. I am on a few more committees now and am excited for the new challenge.
- I am putting together the 2019 Council Meeting Calendar. Next year, AML will be the week of November 18th which is a Council Meeting week so we will need to move that meeting to November 12th which is a Tuesday (November 11th is a holiday). Also, I would like to attend the IIMC (International Institute of Municipal Clerks) conference the week of May 20th. We have a Council Meeting that week as well so I would like to move that meeting to the week before.
- **Mr. Skipp**s asked when the Bed Tax Committee meeting was. City Clerk Binkley replied it is next Tuesday, November 27th at 6pm in Council Chambers.
- **Mr. Walley** asked since AML is the week of the 18th next year, if that's Thanksgiving week. City Clerk Binkley replied that Thanksgiving is the following week.
- **Ms. Welch** asked if there was anyone else that could run the Council meeting instead of moving it. City Clerk Binkley replied that in the past, there was a records manager/archivist who was part of the City Clerk's department. Since that position is not currently filled, there is no one else in the City Clerk's department.

5

ONGOING PROJECTS

None

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

None

OLD BUSINESS

ORDINANCE 18-29, AN ORDINANCE OF THE NORTH POLE CITY COUNCIL ESTABLISHING THE 2019 OPERATING AND CAPITAL BUDGET.

Mayor Welch and Ms. Fogarty introduced the ordinance.

Public Comment

None

Mr. Isaacson *moved to advance Ordinance 18-29, An Ordinance of the North Pole City Council Establishing the 2019 Operating and Capital Budget.*

Seconded by Mr. Cromer

Discussion

- **Mr. Thompson** stated he thought at this meeting we were going to bring forward some ideas from department heads that we could entertain for re-appropriation of funds. From his recollection of the last meeting, we were going to entertain requests from department heads for things that aren't necessarily requested within the budget. Chief Dutra asked if Mr. Thompson was looking for the original proposed budgets that were submitted.
- **Mayor Welch** stated that he was exercising his authority as chief executive officer of the City to present the budget the way it is. When he first received the budget, there was a \$200,000 shortfall so agreements were made across the board on how the issues could be solved.
- **Mr. Thompson** stated he appreciates that but thinks that things have changed in transparency, which is of the utmost importance and that is why he has an issue with the budget as is. He understands it's a flat line budget and appreciates the efforts put into that. He doesn't like the idea that when we had the flat line budget, we don't have any input on how to reallocate funds because we have no idea what anybody needs. Chief Dutra stated that he thought the sticking point is the fact that the requested budgets that department heads submitted originally have not been shown to Council. He thought that that was going to happen at this meeting but may have been mistaken.
- **Mr. Cromer** stated he was confused because over the last 30 minutes, we have been going over the Excel spreadsheet. Are we not looking at the correct numbers?

- **Mayor Welch** stated that they are the right numbers that the department heads agreed on back in October.
- **Mr. Thompson** stated that he appreciates the flat budget but also thinks it's part of the Council's duties to make a determination whether or not there's going to be a tax increase as we did last year. Last year we increased taxes so we could fund additional services that the Council felt necessary because we were made aware of them
- **Mr. Isaacson** stated he was under the impression that perhaps at this Council meeting, we would have a revision, or at least a column request where it showed where the department heads' requests differed from the Mayor's. He reminded Council members that we have the Council appropriate column and can still move anything. He appreciates what Councilman Thompson is saying as far as transparency to the public. So as an attempt at maybe trying to reconcile some difference, we would like to see the original submitted budgets from the department heads. We want to make sure that the Council has the ability, even though it's the Mayor's budget, that Council appropriates the money and has the opportunity to really dig in and allocate it. Ms. Fogarty stated she would make the changes and forward it to Council.

PASSED

Yes: 6 – Skipps, Isaacson, Welch, Cromer, Walley, Welch

No: 1 – Thompson

Absent: 0

NEW BUSINESS

REQUEST FROM JESSE DOUGLASS FOR FORGIVENESS OF UTILITY BILLS LEFT BY TENANTS.

Mr. Butler introduced the request.

Public Comment

None

Mr. Isaacson moved to Deny the Request from Jesse Douglass for Forgiveness of Utility Bills Left by Tenants.

Seconded by Mr. Walley

Discussion

None

PASSED

Yes: 7 – Skipps, Thompson, Isaacson, Welch, Cromer, Walley, Welch

No: 0

Absent: 0

COUNCIL COMMENTS

Mr. Cromer – It's great to be back in Alaska from Australia. AML was good. It was great to learn about the process of how stuff works during NEO. It was very educational and I'm glad to be here.

Ms. Welch – AML was very informative. I did a lot of different breakout sessions and learned some interesting stuff that I will probably share at a later time. The meeting with the gas authority people was also very informative. Be careful out there on the road.

Mr. Isaacson – I noticed the ice is up over at Christmas in Ice. It's a neat thing and I encourage as many Council Members and citizens to help them as they have a lot of events and it's always a good experience to meet the public. I'll have committee reports available to you from AML so that we can share our experiences. The Christmas theme was a big deal at AML.

Mr. Thompson – Hope everyone has a good Thanksgiving.

Mr. Skipps – None

Mr. Walley – I hope everyone has a good turkey day. I was also at AML last week. I have to do a quick plug here. On Friday at the midnight, the official Christmas radio station (103.9 FM) will start playing continuous Christmas music all the way through Christmas.

Mayor Welch – I went to the Westmark Hotel on Veteran's Day (November 11th) and the whole room was packed. AML was a good experience. I was happy to meet some of the mayors and realize that we may think we have problems here, but we've got many blessings and some of the best blessings. You're invited to come on Wednesday at 11 to the all hands meeting where I'm going to give Thanksgiving to employees and ask them to continue to work for the better good of our community.

Mr. Isaacson *moved to* **adjourn the meeting at 8:50 p.m.**

Seconded by Ms. Welch

The regular meeting of Monday, November 19, 2018 adjourned at 8:51 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, December 3, 2018.

Michael W. Welch, Mayor

ATTEST:

Judy Binkley, North Pole City Clerk

Draft

**CITY OF NORTH POLE
ORDINANCE 18-29**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL
ESTABLISHING THE 2019 OPERATING AND CAPITAL BUDGET**

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,

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 2019 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, 2019 and ending December 31, 2019.

Revenue Source	Mayor Recommended	Council Appropriation
Taxes: Property	612,500	612,500
Taxes: General Sales	3,899,999	3,899,999
Taxes: Alcohol	285,000	285,000
Taxes: Tobacco	165,000	165,000
Taxes: State collected Shared Taxes	15,000	15,000
Licenses and Permits	34,000	34,000
Fees & Services	589,300	589,300
Fines & Penalties	112,000	112,000
Intergovernmental Revenue	229,500	229,500
Other: Miscellaneous	19,500	19,500
Transfers in From Fund Balance (FB)	0	0
Transfer In (from other funds)	14,985	14,985
Total	5,976,784	5,976,784

Section 3. There is hereby appropriated to the 2019 General Fund Operating Budget (Fund 1) expenditures for the City of North Pole in the amount indicated.

Department Expenditures	Mayor Recommended	Council Appropriated
Administration	526,495	526,495
Clerk & HR	257,028	257,028
Police Department	2,184,556	2,184,556
Fire Department	2,259,423	2,259,423
Public Works	749,282	749,282
Total	5,976,784	5,976,784

Section 4. There is hereby appropriated to the 2019 Major Enterprise Operating, Capital and Fleet Budget from the following sources of revenue for the City of North Pole Utilities in the amount indicated to the departments named for the purpose of conducting the business of said Utility Departments of the City of North Pole, Alaska, for the fiscal year commencing January 1, 2019 and ending December 31, 2019. A Major Enterprise Fund is used to account for operations that are financed and operated in a manner similar to a private business enterprise.

Fund #	Description	Mayors Recommendations		Council Appropriations	
		Revenue	Expenditures	Revenues	Expenditures
25	Utility Fund Fleet	30,000	30,000	30,000	30,000
41	Utility Fund Water	857,258	857,258	857,258	857,258
42	Utility Fund Sewer	821,800	821,800	821,800	821,800
43	Utility Capital Projects	350,000	350,000	350,000	350,000
51	Water Fund Reserves	172,035	172,035	172,035	172,035
52	Sewer Fund Reserves	177,144	177,144	177,144	177,144
Total		2,408,237	2,408,237	2,408,237	2,408,237

Section 5. There is hereby appropriated to the 2019 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
20	Capital Projects Reserves	114,250	114,250	114,250	114,250
21	Admin Fleet Fund	15,401	15,401	15,401	15,401
22	Fire Fleet Fund	220,000	220,000	220,000	220,000
23	Police Fleet Fund	68,000	68,000	68,000	68,000
24	Public Works Fleet Fund	80,000	80,000	80,000	80,000
Total		497,651	497,651	497,651	497,651

Section 6. There is hereby appropriated to the 2019 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	188,904	188,904	188,904	188,904
10	Litigation Fund	75,000	75,000	75,000	75,000
12	ABADE- Dept of Justice	38,555	38,555	38,555	38,555
13	ABADE – State Forfeitures	18,000	18,000	18,000	18,000
14	IRS Forfeitures	260	260	260	260
15	Impound Lot	60,000	60,000	60,000	60,000
Total		380,719	380,719	380,719	380,719

Section 7. There is hereby appropriated to the 2019 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	146,288	146,288	146,288	146,288
Total		146,288	146,288	146,288	146,288

Section 8. There is hereby appropriated to the 2019 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	79,500	79,500	79,500	79,500
08	North Pole Festival Fund	5,000	5,000	5,000	5,000
09	NP Community Ice Rink	10,500	10,500	10,500	10,500
Total		95,000	95,000	95,000	95,000

Section 9. There is hereby appropriated to the 2019 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	0	0	0	0
31	Fire Department Grants	0	0	0	0
32	Police Department Grants	75,621	75,621	75,621	75,621
33	Public Works Grants	65,000	65,000	65,000	65,000
11	Bryne Jag Grant	40,000	40,000	40,000	40,000
Total		180,621	180,621	180,621	180,621

Section 10. Supplemental: See appendix 2019 A for the budget breakdown of revenues and expenditures per individual account line.

Section 11. Effective date. This ordinance shall become effective January 1, 2019.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this ____ day of ____, 2018.

Michael W. Welch, Mayor

ATTEST:

Judy L. Binkley, North Pole City Clerk

PASSED/FAILED
Yes:
No:
Absent:

**CITY OF NORTH POLE
ORDINANCE 18-31**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA
TO AMEND THE 2018 POLICE DEPARTMENT BUDGET**

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 ____ day of ____, 2018.

Michael W. Welch, Mayor

ATTEST:

Judy L. Binkley, North Pole City Clerk

PASSED/FAILED Yes: No: Absent:

City of North Pole

Fiscal Note

Fiscal Year: 2018 Ordinance Number: 18-

Abbreviated Title: An Ordinance of the City of North Pole. Amending 2018 Budget

Sponsor: Mayor Welch, Chief Dutra and Tricia Fogarty Date: Nov 14, 2018

Financial Detail

Fund	Account Description	Account Number	Debit	Credit
01	Leave Cash Out - Admin	01-51-1-006	3,000.00	
01	Audit & Finance - Admin	01-51-2-205		3,000.00
01	Office Equipment & Supplies-PD	01-53-3-335	852.41	
01	Equipment Outlay-PD	01-53-9-905		852.41
01	Building Maintenance-PD	01-53-7-700	6,000.00	
01	Wages Full Time – PD	01-53-1-001		6,000.00
01	Travel & Training – PD	01-53-5-510	3,500.00	
01	Wages Full Time – PD	01-53-1-001		3,500.00


Approved by: Tricia Fogarty, CFO

NOTE: Fiscal Notes are amendments to the budget, after ordinance approval.

125 Snowman Lane
North Pole, AK 99705
P: 907-488-8583
F: 907-488-3002
C: 907-987-8583
judy.binkley@northpolealaska.org

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

Memo

To: North Pole City Council
From: Judy L. Binkley 
CC: Mayor Welch
Date: November 19, 2018
Re: Liquor License Renewal

City Council Members,

The ABC Board has contacted the City of North Pole as the following business is renewing their license within our jurisdiction.

License Type:	Package Store	License Number:	2227
Licensee:	AK, Inc.		
Doing Business As:	2 Go Mart #112		

The ABC Board is required under Alaska Statute to notify the City in writing that this establishment is renewing their liquor license so the City Council can file a "protest" if they so desire.

The City Council is provided information on any complaints regarding the establishment from the Police Department, Fire Department, and also if they are up to date with their City business license, water & sewer, and all sales tax.

As of this date, there are no violations against the establishment up for renewal and recommendation is for a vote of non-objection for the above business.

Thank you,

Judy Binkley, North Pole City Clerk



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7th Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

November 16, 2018

City of North Pole

Attn: Kathy Weber

Via Email: kathy.weber@northpolealaska.org

Cc: kmajor@fnsb.us

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Package Store	License Number:	2227
Licensee:	AK, Inc.		
Doing Business As:	2 Go Mart #112		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in cursive script that reads "Erika McConnell".

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	2 Go Mart #112	License Number:	2227
License Type:	Package Store		
Examiner:	JOHN	Transaction #:	956233

Document	Received	Completed	Notes
AB-17: Renewal Application	11/13/18	11/13/18	
App and License Fees	11/13/18	11/13/18	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit			
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address and contact information different than in database (if yes, update database)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

LGB 1 Response:

☐ Waive ☐ Protest ☐ Lapsed

LGB 2 Response:

☐ Waive ☐ Protest ☐ Lapsed



Alaska Alcoholic Beverage Control Board

Package Store License

Form AB-17b: 2019/2020 Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing package store liquor license that will expire on December 31, 2018. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	AK, Inc.	License #:	2227
License Type:	Package Store	Statute:	AS 04.11.150
Doing Business As:	2 Go Mart #112		
Premises Address:	3392 Badger Road		
Local Governing Body:	City of North Pole (Fairbanks North Star Borough)		
Community Council:	None		

Mailing Address:	1450 N. Benson Ave., unit A				
City:	Upland	State:	CA	ZIP:	91784

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual **must be a licensee** who is required to be listed in and authorized to sign this application.

Contact Licensee:	Rawa Anabi	Contact Phone:	(909) 394-4728
Contact Email:	sireifej@carenterprises.net		

Optional: If you wish for AMCO staff to communicate with individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:	SUMMER Ireifej	Contact Phone:	(909) 394-4728
Contact Email:	sireifej@carenterprises.net		



**Form AB-17b: 2019/2020 Package Store Renewal License Application****Section 2 – Entity or Community Ownership Information**

This top subsection must be completed by any licensee that is a **corporation** or **LLC**. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. **You may view your entity's status or find your CBPL entity number by visiting the following site:** <https://www.commerce.alaska.gov/cbp/main/search/entities>

General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

Alaska CBPL Entity #:	10024884
-----------------------	----------

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

This subsection must be completed by any **community** or **entity**, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a **corporation**, the following information must be completed for each **stockholder who owns 10% or more** of the stock in the corporation, and for each **president, vice-president, secretary, and managing officer**.
- If the applicant is a **limited liability organization**, the following information must be completed for each **member with an ownership interest of 10% or more**, and for each **manager**.
- If the applicant is a **partnership**, including a limited partnership, the following information must be completed for each **partner with an interest of 10% or more**, and for each **general partner**.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

Name of Official:	Rawa Anabi Trustee of the Sammer and Rawa Anabi Family Trust				
Title(s):	Shareholder	Phone:	(909) 394-4728	% Owned:	51
Mailing Address:	1450 N. Benson Ave., Unit A				
City:	Upland	State:	CA	ZIP:	91786

Name of Official:	Rawa Anabi				
Title(s):	Director, Secretary	Phone:	(909) 394-4728	% Owned:	—
Mailing Address:	1450 N. Benson Ave., Unit A				
City:	Upland	State:	CA	ZIP:	91786

Name of Official:	Sammer I Anabi as Trustee of the Sammer and Rawa Anabi Family Trust				
Title(s):	Shareholder	Phone:	(909) 394-4728	% Owned:	49
Mailing Address:	1450 N. Benson Ave., Unit A				
City:	Upland	State:	CA	ZIP:	91786





Alaska Alcoholic Beverage Control Board

Form AB-17b: 2019/2020 Package Store Renewal License Application

Section 2 – Entity or Community Ownership Information

This top subsection must be completed by any licensee that is a **corporation** or **LLC**. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. **You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>**

General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

Alaska CBPL Entity #:	10024884
-----------------------	----------

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

PA

This subsection must be completed by any **community** or **entity**, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a **corporation**, the following information must be completed for each **stockholder who owns 10% or more** of the stock in the corporation, and for each **president, vice-president, secretary, and managing officer**.
- If the applicant is a **limited liability organization**, the following information must be completed for each **member with an ownership interest of 10% or more**, and for each **manager**.
- If the applicant is a **partnership**, including a limited partnership, the following information must be completed for each **partner with an interest of 10% or more**, and for each **general partner**.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

Name of Official:	Sammir Anabi				
Title(s):	Director, President, Treas.	Phone:	(907) 394-4728	% Owned:	—
Mailing Address:	1450 N. Benson Ave.				
City:	Upland	State:	CA	ZIP:	91786

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	





Alaska Alcoholic Beverage Control Board

Form AB-17b: 2019/2020 Package Store Renewal License Application

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any licensee who directly holds the license as an **individual or multiple individuals** and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information. Entities should skip to Section 4. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate (spouse)

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an: ☐ applicant ☐ affiliate (spouse)

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 4 – Alcohol Server Education

Read the line below, and then sign your initials in the box to the right of the statement:

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as set forth in AS 04.21.025 and 3 AAC 304.465.

PA

Section 5 – License Operation

Check a **single box** for each calendar year that best describes how this liquor license was operated:

2017 2018

The license was regularly operated continuously throughout each year.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
-------------------------------------	-------------------------------------

The license was regularly operated during a specific season each year.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

The license was only operated to meet the minimum requirement of 240 total hours each calendar year.

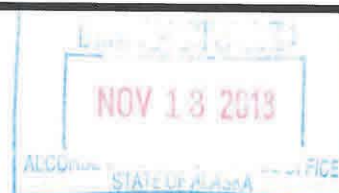
If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both of the calendar years.

If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------





Alaska Alcoholic Beverage Control Board

Form AB-17b: 2019/2020 Package Store Renewal License Application

Section 6 – Written Orders

Written orders in calendar years 2019 and 2020:

Yes No

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2019 and/or 2020?

☐ Yes ☒ No

Section 7 – Violations and Convictions

Applicant violations and convictions in calendar years 2017 and 2018:

Yes No

Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2017 or 2018?

☐ Yes ☒ No

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2017 or 2018?

☐ Yes ☒ No

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 8 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

RA

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control (ABC) Board.

RA

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

RA

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board or AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Rawa Anabi
Signature of licensee

Rawa Anabi
Printed name of licensee

R Annabi
Signature of Notary Public

Notary Public in and for the State of California

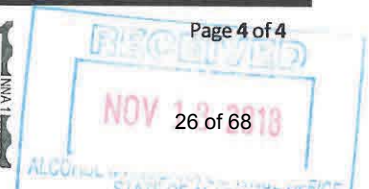
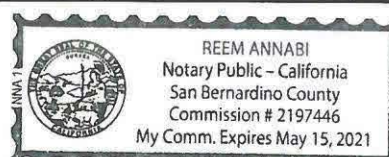
My commission expires: May 15, 2021

Subscribed and sworn to before me this 5th day of November, 2018.

Seasonal License? ☐ Yes ☒ No

If "Yes", write your six-month operating period: _____

License Fee:	\$ 1500.00	Application Fee:	\$ 300.00	TOTAL:	\$ 1800.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					



Department of Commerce, Community, and Economic Development
**CORPORATIONS, BUSINESS &
PROFESSIONAL LICENSING**

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[Download](#) / [Corporations](#) / [Entity Details](#)

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	AK, Inc.

Entity Type: Business Corporation

Entity #: 10024884

Status: Good Standing

AK Formed Date: 11/4/2014

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2020

Entity Mailing Address: 1450 NORTH BENSON AVE UNIT A, UPLAND, CA 91786

Entity Physical Address: 3085 MOUNTAINWOOD CIRCLE, JUNEAU, AK 99801

Registered Agent

Agent Name: PARACORP INCORPORATED

Registered Mailing Address: PO BOX 33735, JUNEAU, AK 99803

Registered Physical Address: 3085 MOUNTAINWOOD CIR, JUNEAU, AK 99801

Officials

☐ Show Former (None on file)

AK Entity #	Name	Titles	Owned
	Rawa Anabi	Director, Secretary	
	Rawa Anabi as Trustee of the Sammer and Rawa Anabi Family Trust	Shareholder	51

AK Entity #	Name	Titles	Owned
	Sammer I. Anabi as Trustee of the Sammer and Rawa Anabi Family Trust	Shareholder	49
	Sammir Anabi	Director, President, Treasurer	

Filed Documents

Date Filed	Type	Filing	Certificate
11/04/2014	Creation Filing	Click to View	Click to View
12/05/2014	Initial Report	Click to View	
11/17/2015	Certificate of Compliance		Click to View
12/17/2015	Certificate of Compliance		Click to View
12/31/2015	Biennial Report	Click to View	
12/12/2017	Biennial Report	Click to View	
10/25/2018	Entity Address Change	Click to View	
10/29/2018	Change of Officials	Click to View	

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CITY OF NORTH POLE

RESOLUTION 18-15

**A RESOLUTION ESTABLISHING THE 2019 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, 2019 applicants have requested \$198,166.50 in disbursements; and

WHEREAS, the 2019 allocation for disbursement is \$59,573.00; and

WHEREAS, all organizations presented to the North Pole Bed Tax Committee on November 27th, 2018; and

WHEREAS, all individual allocations were averaged against the whole to derive the 2019 award; and

WHEREAS, the applicants have been awarded the following amounts for 2019 based on calculations determined by North Pole Municipal Code.

Junior Dog Mushers of Interior Alaska	\$8,353.03
Explore Fairbanks	\$7,897.52
North Pole Lions Club	\$13,264.13
North Pole Community Chamber of Commerce	\$12,727.55
Christmas in Ice, Inc.	\$15,965.84
Santa's Letters	\$1,364.93

NOW THEREFORE BE IT RESOLVED, that the North Pole City Council allocates disbursement of the 2019 bed tax grant to be available January 1st, 2019.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this ____ day of ____, 2018.

Michael W. Welch, Mayor

ATTEST:

Judy L. Binkley, North Pole City Clerk

PASSED/FAILED
Yes:
No:
Absent:


36 Grant Award Criteria

- 37 a. Show how use of the funds will contribute significantly to the growth and promotion of the
38 City of North Pole.
- 39 b. Show how the grant monies will be used to supplement a successful ongoing program of
40 activities or a new program that needs initial support to accomplish its stated goals

125 Snowman Lane
North Pole, AK 99705
P: 907-488-8583
F: 907-488-3002
C: 907-987-8583
judy.binkley@northpolealaska.org

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

Memo

To: North Pole City Council
From: Judy L. Binkley 
CC: Mayor Welch
Date: November 26, 2018
Re: Approval request for the 2019 City Council Meeting Schedule

City Council Members,

I am submitting, for your approval, the 2019 City Council Meeting schedule. I am requesting to amend the schedule by changing the following meetings:

- Monday, May 20, 2019 → Monday, May 13, 2019
- Monday, November 18, 2019 → Tuesday, November 12, 2019

Thank you,

Judy Binkley, North Pole City Clerk

Holidays - Red
Council Meeting- Green

2019 Council Calendar

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Holidays:

New Years Day - January 1
 Martin Luther King Day - January 21
 Presidents Day - February 18
 Memorial Day - May 27
 Independence Day - July 4
 Labor Day - September 2
 Veterans Day - November 11
 Thanksgiving Day - November 28
 Christmas Day observed - December 25

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 28, 2018
Subject: Acceptance of a professional services agreement with PDC Engineers for engineering services for Moose Creek Water System Expansion Project

Recommendation

Approve a professional services agreement with PDC Engineers to provide engineering, design, permitting, surveying, easement acquisition, bidding and construction administration support for the Moose Creek Water System Expansion Project for \$3,414,403. Award of the agreement to PDC shall be dependent upon an award from the US Air Force/Army Corps of Engineers to the City of North Pole to finance 100% of PDC's agreement.

Background

PDC Engineers has a long history of providing engineering and design services for the City. Much of the City's utility infrastructure from the 1980s to today was designed by PDC, including but not limited to, water and sewer mains, treatment works and pump houses. In support of this construction, PDC has developed a water flow model for the Utility that supports engineering and design of projects. Not having to recreate this water flow model will be beneficial for the Moose Creek Water System Extension Project. PDC's lead project engineer for the Moose Creek Project, Keith Hanneman, has worked on utility projects in the City since the 1980s. PDC also has extensive experience across Alaska designing and engineering utility projects from Anchorage to the North Slope. When the City first engaged the US Air Force about the North Pole Utility as a potential source of drinking water, PDC assisted the City at no charge to propose a conceptual design for extension of utility services to Moose Creek. This assistance helped the Utility to be considered by the USAF as a viable alternative source of drinking water.



November 25, 2018

Bill Butler
Director of City Services
125 Snowman Lane
North Pole, Alaska 99705

SUBJECT: City of North Pole – Moose Creek Water Expansion
Statement of Services and Fee Proposal

Bill,

Thank you for the opportunity to provide the design, permitting, bidding and construction administration services for the proposed expansion of the City's water system to provide clean city water to the residents in the PFOS/PFOA contamination area Moose Creek.

We look forward to working with you and Paul to develop this project in a manner that the City can support/maintain in the future.

Sincerely,

A handwritten signature in blue ink, appearing to read "Keith L. Hanneman", is written over a horizontal line.

Keith L. Hanneman, P.E.
Civil and Environmental Principal
PDC Engineers

A handwritten signature in blue ink, appearing to read "Matt Emerson", is written over a horizontal line.

Digitally signed by Matthew R
Emerson:A01097C0000015232B5B7B4000005F8
DN: CN=Matthew R
Emerson:A01097C0000015232B5B7B4000005F8,
OU=PDC INC. ENGINEERS, OU=IdenTrust,
OU=ECA, O=U.S. Government, C=US
Reason: I am approving this document
Date: 2018.11.26 08:19:21-09'00'

Matt Emerson, P.E.
President
PDC Engineers

Attachments:
City of North Pole – Moose Creek Water Expansion, Statement of Services and Fee Proposal

Anchorage | Fairbanks | Juneau | Palmer | Soldotna
1028 Aurora Dr., Fairbanks, AK 99709
907.452.1414
www.pdceng.com



City of North Pole – Moose Creek Water Expansion

STATEMENT OF SERVICES November 25, 2018

The City of North Pole (Client) requested design services to extend the public water system to Moose Creek. The Air Force discovered the presence of perfluorochemicals (PFCs) in the drinking water wells of the community of Moose Creek. These chemicals migrated into the groundwater following use of PFC-containing aqueous film-forming foam (AFFF) used for airfield firefighting/training at the adjacent Eielson Air Force Base (EAFB). The objective of this project is to provide Moose Creek with a reliable source of safe drinking water.

Potable water will be supplied by the City of North Pole. A new water transmission main will carry water to a new storage tank and pump station located near the center of the Community of Moose Creek that will allow freeze protection of the main and balancing of local demands on the existing North Pole system. The local distribution system will be pressurized and circulated with heat input to prevent freezing during winter. Each occupied property will have a service connection. The new system will be maintained and operated by the City of North Pole.

This project will include:

- New greensand filter to be installed in North Pole water treatment plant (WTP) (there is space available already)
- Water transmission main between North Pole and Moose Creek (30,000 feet, 6-inch diameter)
- Water storage tank (250,000 gallon - welded)
- Pump house building (, chlorination equipment, boilers and heat exchangers, circulation pumps, external back-up generator)
- Water distribution mains installed in Moose Creek (48,000 feet, 4 and 6-inch diameter)
- Water service connections at 200 properties
- Disposal of current granular activated carbon (GAC) filtration systems or water tanks (200 properties)
- Decommissioning of existing wells to ADEC Standards

At this time, it is anticipated that the transmission line from North Pole to Moose Creek will be HDPE, the water distribution mains within Moose Creek contamination area will be Ductile Iron Pipe (DIP), and water services will be copper. Water system construction will require trenching, excavating, and directional drilling techniques. The water storage tank is anticipated to be welded steel. Design development will include evaluation of piping materials, finalizing the pipe layout, sizes, and associated infrastructure, as well as identifying where directional drilling may be required.

This Statement of services details the scope to be provided by PDC Engineers (ENGINEER).

ENGINEER REQUIREMENTS

Upon this Agreement becoming effective, the ENGINEER shall perform the following tasks:

Concept Design

1. Develop agenda and host planning charrette for agencies and stakeholders to take part in the concept planning with focus on the transmission main between North Pole and Moose Creek. Prior to charrette, review the:
 - a. North Pole water plant drawings, current capacity and needed capacity to determine adequacy of new greensand filter.
 - b. Capacity needs for the Moose Creek community based on number of users.
 - c. WTP pressure pump capacity and any necessary changes.
 - d. North Pole water storage capacity and need for additional storage at Moose Creek.
 - e. Well capacity and coordinate with ADNR for additional usage if we are near the limit with the projected usage.
 - f. ROW plans, subdivision plats, and readily available easement documents.
2. Provide LiDAR check surveys to verify accuracy and positioning. Plan to utilize the FNSB 2012 LiDAR initially and 2017 as it becomes available.
3. Obtain locates and survey existing utilities.
4. Prepare survey base-mapping for the project with control.
5. Coordinate with agencies including City of North Pole, Air Force, USACE, ADOT, FNSB, Alyeska Pipeline, IGU, and Alaska Railroad.
6. Route and size the water transmission main from Dawson Street to Moose Creek
7. Route distribution main piping in Moose Creek to serve all 200 properties.
8. Develop hydraulic model and size distribution pipes.
9. Evaluate piping materials to determine extent that HDPE can be installed.
10. Develop concept drawing to show proposed routing and pipe sizes.
11. Obtain and review title reports for parcels where proposed routing is not within public right-of-ways or appropriate easements.
12. Provide agency scoping, historical research (SHPO) and public involvement.
13. Initiate Environmental Assessment.
14. Develop technical memo with concept plan.

35% Design

1. Design surveys to acquire and establish survey control and topographic information at pumphouse and storage tank site.
2. Update survey basemap.
3. Provide Environmental and Cultural investigations (see Permitting section below)
4. Provide geotechnical investigations. Field investigation to include 25 borings to ~10 feet and includes field geologist time and laboratory testing of soil samples (moisture contents, frozen unit weights, and grain size distribution on select samples). The intent of the borings is to characterize soils in areas mapped or considered to be high risk for subsurface conditions that could impact constructability or long-term performance of the gas line. High

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risk areas include slough crossings or wet fine-grained soils with potential for significant and/or differential frost heave, shallow permafrost, thaw unstable peat or organic soils, or soft compressible organic silt soils.

5. Development of specific geotechnical design and construction recommendations for high risk areas
6. Visit each property to determine the best route for the service lines.
7. Obtain system maps and coordinate with other Utilities including GVEA, ACS, and IGU
8. Develop 35 Drawings
 - a. Title Sheet, Index, Abbreviations, Notes
 - b. Site drawings to allow for key maps in the drawing set.
 - c. Plan and profile sheets of the water transmission and distribution mains.
 - d. Plans for pumphouse and storage tank. This will include civil, architectural, structural, mechanical, and electrical.
 - e. Site sections for pumphouse and tank pad
 - f. Detail sheets for water system, building and tank.
 - g. Service layout sheets along with table that shows sizes, lengths, circulation pump size, and specific notes on the property.
 - h. Develop details for well decommissioning to meet ADEC standards.
9. Provide budgetary construction cost estimate.
10. Review right of way and easements needed.
11. Provide ROW permitting coordination.
12. Estimate heat loss through the distribution system to determine amount of make-up heat to be added into the system at the Moose Creek pumphouse.
13. Coordinate with project team. There will be weekly meetings for general discussion but otherwise coordination will occur as needed.
14. Coordinate with City weekly or as needed to inform of progress and any project needs.

65% Design

1. Attend review meeting with the City and other stakeholders to discuss comments on the 35% submittal.
2. Update drawing sheets based on review comments and to further develop the project, including:
 - a. Plan and profile sheets
 - b. Pumphouse and storage tank plans D
 - c. Detail sheets
 - d. Service layouts and table
3. Develop draft technical specifications in CSI format.
4. Provide updated construction cost estimate.
5. Update heat loss calculations based on any updates to lengths and sizes and coordinate with mechanical to size boilers and heat exchangers.
6. Prepare easement documents and coordinate with City and property owner for acquisition. Assuming that we will need 30.
7. Provide ROW permitting coordination.

8. Coordinate with project team through weekly meetings and as needed.
9. Coordinate with City as needed to inform of progress and any project needs.

95% Design

1. Attend review meeting with the City and other stakeholders to discuss comments on the 65% submittal.
2. Update General Drawing Sheets based on review comments and to further develop the project, including:
 - a. Plan and profile sheets
 - b. Pumphouse and storage tank plans D
 - c. Detail sheets
 - d. Service layouts and table
 - e. Develop control points and tables for construction.
3. Update technical specifications
4. Develop Division 1 specifications to support the technical specifications and the contract documents.
5. Develop Contract Documents (Division 0) based on EJD CD templates.
6. Coordinate with estimator to provide project specifics for construction estimate.
7. Prepare ADEC Application for Approval to Construct. Note the review fees will be paid by the Engineer.
8. Provide ROW permitting coordination.
9. Coordinate with project team through weekly meetings or as needed.
10. Coordinate with City as needed to inform of progress and any project needs.

Final Construction Documents

1. Attend review meeting with the City and other stakeholders to discuss comments on the 95% submittal.
2. Finalize drawings based on comments and to provide necessary detailing for construction.
3. Coordinate with project team as needed.
4. Coordinate with City as needed.
5. Finalize technical and Division 1 specs
6. Finalize the Contract Documents (Division 0)

Bidding Phase Services

1. Attend prebid conference with Contractors interested in bidding as well as the City to generally describe the project.
2. Respond to bidding questions and provide addendum to formalize responses to Contractors.
3. Review bid results with City and provide recommendation of award.

Construction Administration

1. Attend pre-construction meeting with contractor, Owner and design team.
2. Review submittals for products required by technical specifications.

3. Respond to construction questions (DCVRs) as needed.
4. Verify and flag primary construction control.
5. Provide onsite Project Representatives (1-lead/manager and 2 dedicated field staff) to observe construction and quality control, field questions from the contractor and residents.
6. Review Change Order requests and recommend to the City course of action.
7. Review pay requests each month to verify quantities match with what has been installed.
8. Attend weekly meetings with contractor.
9. Attend substantial and final inspections.
10. Review contractor redlines to verify they include all updates made during construction.
11. Prepare Record Drawings for ADEC submittal and ROW permit as well as for the City of North Pole records.
12. Prepare ADEC Interim and Final Approval Applications

Permitting

The Engineer will coordinate with USAF to determine the necessary level of NEPA documentation for this project. For the purposes of the scope, an Environmental Assessment level of effort is assumed. The Engineer's team will perform field work to assess environmental impacts, for the purposes of NEPA documentation as well as permitting. It is assumed that wetland, raptor, fisheries, and cultural resources studies as well as contaminated site investigations may be required if adequate information to assess potential effects on those resources does not exist for the project area.

The Engineer will identify all permits anticipated to be required for the project and recommend a permitting approach. The City of North Pole and the USAF will provide initial information gathered to date. However, this information is not intended to be totally inclusive and should be reviewed by the Engineer for sufficiency and appropriateness. The Engineer is expected to verify and expand upon any initial information provided. The Engineer shall coordinate closely with the City of North Pole and the USAF to ensure that the most current project lands and proposed uses are analyzed. The Engineer shall identify all necessary permits and authorizations and the responsible agencies; and prior to contacting such agencies, shall coordinate with the City of North Pole and the USAF to ensure consistent messaging.

Permits will be needed for work within the ROW of the ADOT&PF, Alaska Railroad and Eielson to North Pole fuel lines, along with the USACE, FNSB, and City of North Pole and Department of Natural Resources (DNR). Close coordination with the planning and engineering group within each of these entities will be needed. There are crossings and work along the corridor of the Alaska Railroad Corporation, for which additional time will be needed to work through.

The Engineer's permitting team will develop a permitting strategy for acquiring a U.S. Army Corps of Engineers Section 404 and 408 permits, Alaska Department of Environmental Conservation (ADEC) 401 Clean Water Certification, and an Alaska Department of Fish and Game (ADF&G) Habitat Permit, an FNSB floodplain permit, as well as DNR Temporary Water Use and Land Use permits.

The Engineer will support the USAF's responsibilities under Section 106 of the National Historic Preservation Act (NHPA; 36 CFR 800) and AS 41.35.070. The sub-Engineer Northern Land Use Research Alaska (NLURA), in conjunction with Engineer's staff will provide strategic historic and cultural research/report support for completing the Section 106 process, in coordination with other required permits.

Permitting Services:

1. Engineer will provide a Permitting Plan describing all permitting analysis conducted for the project, a list of permits expected to be required, and an anticipated permitting schedule. The plan shall include documentation of all agency correspondence. The permit plan list will include at a minimum:
 - Permit agency
 - Permit name
 - Permit fee (if any)
 - Permit review duration
 - Activities
 - Milestones
 - Critical path
2. Provide USACE NEPA Environmental Documentation (Environmental Assessment assumed.)
3. Provide SHPO Consultation and potential cultural resources assessment of project area
4. Complete field work. Field work is expected to include wetland delineation to support preliminary desktop delineations performed for the environmental document.
5. Develop permit packages. Anticipated permits include:
 - USACE Section 404 wetland
 - FNSB Floodplain
 - DNR Temporary Water Use
 - ADF&G Fish Habitat
 - DNR Land Use permit
 - USACE Flood Control Permit 408
6. Obtain permissions and authorizations include consultation with ADEC regarding the PFOS contamination as well as any other contaminated sites identified within the project area. A work plan will likely be required for construction and the Engineer will coordinate with ADEC to determine the necessary components of this work plan.
7. Initiate consultation letters for Section 106
8. Attendance by cultural resources staff for Section 106 meetings in Fairbanks
9. Coordinate with SHPO to get Section 106 clearance.
10. Respond to requests for additional information: Following submittal of permit applications Engineer will provide responses to requests for additional information from the permitting agencies.

CLIENT RESPONSIBILITIES

Client will provide:

1. All criteria and full information as to OWNER's requirements for the Project.
2. Drawings of recently modified WTP, and new Peridot pumphouse and water storage tank.
3. Shop drawings and specifications for the recently installed greensand filters in the WTP.
4. Review comments at each submittal stage
5. Access to buildings to confirm asbuilt drawings.

ASSUMPTIONS

Engineering and Survey Assumptions:

1. Scope and fee for ADNIR as-built easements, if any, will be negotiated under separate contract after ADNIR issues specific survey instructions.
2. Submittals will be made electronically by pdf. Drawings will be 11"x17" pdf.

Permitting Assumptions:

1. U.S. Air Force construction permits are anticipated for the crossings of the fuel line from the Petro Star Refinery to Eielson.
2. Bureau of Indian Affairs (BIA) Revocable Use Permit and ROW to cross Native allotments are not anticipated in this phase, The Bureau of Indian Affairs (BIA) Revocable Use Permit must be obtained prior to conducting field work on Native allotments. This permit, and the ROW across allotments, requires input from the original allottee or all of their heirs if the original allottee has passed away. Locating heirs can be time-consuming and these should be considered long lead time permits.
3. Impacts to anadromous and resident fish bearing streams will be minimized to the extent practicable using horizontal directional drilling and as such ADF&G Fish Habitat permitting will require a low level of effort
4. An Individual Permit will be required by the USACE for wetlands
5. Information to be collected from publicly available resources
6. The majority of potential impacts to historic properties can be avoided through design commitments and avoidance strategies during construction

SCHEDULE

The schedule for the project is as follows:

1. Notice to Proceed:	December 17, 2018
2. Concept Design	February 15, 2019
3. 35% Design	May 22, 2019
4. 65% Design	July 31, 2019
5. 95% Design	September 20, 2019
6. Final Design	November 1, 2019

METHOD OF PAYMENT

The Consultant will perform the concept and design phase services on a lump sum basis for \$2,071,693 and the Bidding and Construction Administration Services on a time and materials basis with an estimated budget of \$554,771.

A 30% contingency of \$787,939 has been included for additional expenses that may be determined as the design or construction progresses. This portion of the budget requires approval by the City before the additional services are performed.

END OF STATEMENT OF SERVICES

Appendices:

1. PDC Fee Spreadsheet

PDC Summary Sheet

#	PHASE	P. M.	STRUCT	MECH	ELECT	CIVIL	ENVIR / PLANNER	SURVEY	GEOTECH	PDC Total	ACMI	Architect	Drilling/ Lab Testing	NLURA	Subconsult ant Total	Subconsult ant Markup	Total
20	Concept Design	\$ 21,240	\$ 3,198	\$ 9,536	\$ 5,891	\$ 63,192	\$ 27,936	\$ 92,739	\$ 8,695	\$ 232,427		\$ 2,000			\$ 2,000	\$ 100	\$ 234,527
	Reimbursable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,767	\$ 1,610	\$ 14,377					\$ -	\$ -	\$ 14,377
	Phase Total	\$ 21,240	\$ 3,198	\$ 9,536	\$ 5,891	\$ 63,192	\$ 27,936	\$ 105,506	\$ 10,305	\$ 246,804	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ 100	\$ 248,904
22	35% Design	\$ 36,720	\$ 9,932	\$ 14,240	\$ 17,719	\$ 359,676	\$ 47,552	\$ 114,037	\$ 41,584	\$ 641,460	\$ 12,000	\$ 4,000	\$ 61,000	\$ 30,000	\$ 107,000	\$ 5,350	\$ 753,810
	Reimbursable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,107	\$ 3,540	\$ 10,647					\$ -	\$ -	\$ 10,647
	Phase Total	\$ 36,720	\$ 9,932	\$ 14,240	\$ 17,719	\$ 359,676	\$ 47,552	\$ 121,144	\$ 45,124	\$ 652,107	\$ 12,000	\$ 4,000	\$ 61,000	\$ 30,000	\$ 107,000	\$ 5,350	\$ 764,457
25	65% Design	\$ 25,560	\$ 14,532	\$ 19,558	\$ 17,415	\$ 221,268	\$ 23,920	\$ 155,902	\$ 2,220	\$ 480,375	\$ 12,000	\$ 4,000			\$ 16,000	\$ 800	\$ 497,175
	Reimbursable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,826	\$ -	\$ 14,826					\$ -	\$ -	\$ 14,826
	Phase Total	\$ 25,560	\$ 14,532	\$ 19,558	\$ 17,415	\$ 221,268	\$ 23,920	\$ 170,728	\$ 2,220	\$ 495,201	\$ 12,000	\$ 4,000	\$ -	\$ -	\$ 16,000	\$ 800	\$ 512,001
30	95% Design	\$ 20,160	\$ 7,977	\$ 18,113	\$ 16,295	\$ 280,368	\$ 14,096	\$ 7,372	\$ 2,220	\$ 366,601	\$ 6,000	\$ 4,000			\$ 10,000	\$ 500	\$ 377,101
	Reimbursable	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000					\$ -	\$ -	\$ 50,000
	Phase Total	\$ 70,160	\$ 7,977	\$ 18,113	\$ 16,295	\$ 280,368	\$ 14,096	\$ 7,372	\$ 2,220	\$ 416,601	\$ 6,000	\$ 4,000	\$ -	\$ -	\$ 10,000	\$ 500	\$ 427,101
35	Construction Documents	\$ 6,840	\$ 4,053	\$ 10,794	\$ 16,295	\$ 73,972	\$ -	\$ 2,956	\$ 2,220	\$ 117,130		\$ 2,000			\$ 2,000	\$ 100	\$ 119,230
	Reimbursable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -
	Phase Total	\$ 6,840	\$ 4,053	\$ 10,794	\$ 16,295	\$ 73,972	\$ -	\$ 2,956	\$ 2,220	\$ 117,130	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ 100	\$ 119,230
37	Bid Phase Services	\$ 7,200	\$ 5,238	\$ 5,892	\$ 5,172	\$ 22,376	\$ 2,144	\$ 5,740	\$ 1,480	\$ 55,242		\$ 500			\$ 500	\$ 25	\$ 55,767
	Reimbursable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -
	Phase Total	\$ 7,200	\$ 5,238	\$ 5,892	\$ 5,172	\$ 22,376	\$ 2,144	\$ 5,740	\$ 1,480	\$ 55,242	\$ -	\$ 500	\$ -	\$ -	\$ 500	\$ 25	\$ 55,767
80	Construction Administration	\$ 28,800	\$ 18,532	\$ 20,026	\$ 12,206	\$ 360,130	\$ 12,864	\$ 18,099	\$ 4,440	\$ 475,097		\$ 2,000			\$ 2,000	\$ 100	\$ 477,197
	Reimbursable	\$ 15,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 927	\$ 5,280	\$ 21,807					\$ -	\$ -	\$ 21,807
	Phase Total	\$ 44,400	\$ 18,532	\$ 20,026	\$ 12,206	\$ 360,130	\$ 12,864	\$ 19,026	\$ 9,720	\$ 496,904	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ 100	\$ 499,004
	Subtotal	\$ 212,120	\$ 63,462	\$ 98,159	\$ 90,993	\$ 1,380,982	\$ 128,512	\$ 432,472	\$ 73,289	\$ 2,479,989	\$ 30,000	\$ 18,500	\$ 61,000	\$ 30,000	\$ 139,500	\$ 6,975	\$ 2,626,464
	Estimated Sales Tax																\$ -
	Total																\$ 2,626,464

Contingency	30%	\$ 787,939
Grand Total		\$ 3,414,403

11/21/2018

PROJECT MANAGEMENT

#	TASK	Principal	Senior Engineer	Project Engineer	Technical Editor	Senior Engineering Technician		
	Billing Rate (\$/hr)	\$232.00	\$180.00	\$149.00	\$113.00	\$118.00		
20	Concept Design						Hourly Subtotal	Subtotal Cost
	Coordinate with Design Team and Subs		30				30	\$ 5,400.00
	Organize and run weekly meetings		30				30	\$ 5,400.00
	Develop subagreements		20				20	\$ 3,600.00
	Review billing		8				8	\$ 1,440.00
	Provide agenda and run Charrette		10				10	\$ 1,800.00
	Provide weekly updates to the City		20				20	\$ 3,600.00
	Hourly Subtotal		118	0	0	0	118	
	Cost	\$ -	\$ 21,240	\$ -	\$ -	\$ -		\$ 21,240.00
22	35% Design						Hourly Subtotal	Subtotal Cost
	Attend Review meeting		4				4	\$ 720.00
	Organize and run weekly meetings		100				100	\$ 18,000.00
	Review billing		20				20	\$ 3,600.00
	Provide weekly updates to the City		80				80	\$ 14,400.00
							0	\$ -
							0	\$ -
	Hourly Subtotal	0	204	0	0	0	204	
	Cost	\$ -	\$ 36,720	\$ -	\$ -	\$ -		\$ 36,720.00
25	65% Design						Hourly Subtotal	Subtotal Cost
	Attend Review meeting		4				4	\$ 720.00
	Organize and run weekly meetings		80				80	\$ 14,400.00
	Review billing		8				8	\$ 1,440.00
	Provide weekly updates to the City		50				50	\$ 9,000.00
	Hourly Subtotal	0	142	0	0	0	142	
	Cost	\$ -	\$ 25,560	\$ -	\$ -	\$ -		\$ 25,560.00
30	95% Design						Hourly Subtotal	Subtotal Cost
	Attend Review meeting		4				4	\$ 720.00
	Organize and run weekly meetings		60				60	\$ 10,800.00
	Review billing		8				8	\$ 1,440.00
	Provide weekly updates to the City		40				40	\$ 7,200.00
							0	\$ -
	Hourly Subtotal	0	112	0	0	0	112	
	Cost	\$ -	\$ 20,160	\$ -	\$ -	\$ -		\$ 20,160.00
35	Construction Documents						Hourly Subtotal	Subtotal Cost
	Attend Review meeting		4				4	\$ 720.00
	Organize and run weekly meetings		20				20	\$ 3,600.00
	Review billing		4				4	\$ 720.00
	Provide weekly updates to the City		10				10	\$ 1,800.00
							0	\$ -
							0	\$ -
	Hourly Subtotal	0	38	0	0	0	38	
	Cost	\$ -	\$ 6,840	\$ -	\$ -	\$ -		\$ 6,840.00
37	Bid Phase Services						Hourly Subtotal	Subtotal Cost
	Attend prebid conference		4				4	\$ 720.00
	Coordinate bidder questions and responses		20				20	\$ 3,600.00
	Review bids and coordinate with City		8				8	\$ 1,440.00
	Develop notice of award and Contract		8				8	\$ 1,440.00
							0	\$ -
							0	\$ -
	Hourly Subtotal	0	40	0	0	0	40	
	Cost	\$ -	\$ 7,200	\$ -	\$ -	\$ -		\$ 7,200.00

11/21/2018

PROJECT MANAGEMENT

#	TASK	Principal	Senior Engineer	Project Engineer	Technical Editor	Senior Engineering Technician		
	Billing Rate (\$/hr)	\$232.00	\$180.00	\$149.00	\$113.00	\$118.00		
80	Construction Administration						Hourly Subtotal	Subtotal Cost
	Orchestrate submittal reviews		80				80	\$ 14,400.00
	Review Change Order Requests		20				20	\$ 3,600.00
	Review pay requests		20				20	\$ 3,600.00
	Review contract closeout		40				40	\$ 7,200.00
	Hourly Subtotal	0	160	0	0	0	160	
	Cost	\$ -	\$ 28,800	\$ -	\$ -	\$ -		\$ 28,800.00
	Discipline Totals	0	814	0	0	0	814	
	Design Services	\$ -	\$ 146,520	\$ -	\$ -	\$ -		\$ 146,520

11/21/2018

STRUCTURAL ENGINEERING

#	TASK	Principal Structural Engineer	Senior Structural Engineer	Lead Structural Engineer	Project Structural Engineer	Staff Structural Engineer	Senior Engineering Technician												
		Billing Rate (\$/hr)	\$232.00	\$180.00	\$165.00	\$149.00	\$129.00	\$115.00											
20	Concept Design									Hourly Subtotal		Subtotal Cost							
	Review Record Information				2		2			4	\$	588.00							
	Building Analysis/Calculations				2		2			4	\$	588.00							
	Tank Foundation Analysis/Calculations									0	\$	-							
	Drawings				2		4			6	\$	846.00							
	Preliminary Sheet Specifications									0	\$	-							
	Coordinate with Project Team				4		4			8	\$	1,176.00							
	Project Review Meeting									0	\$	-							
	QC									0	\$	-							
										0	\$	-							
									0	\$	-								
	Hourly Subtotal	0	0	10	0	12	0	22											
	Cost	\$ -	\$ -	\$ 1,650	\$ -	\$ 1,548	\$ -					\$ 3,198.00							
22	35% Design									Hourly Subtotal		Subtotal Cost							
	Building Analysis/Calculations				2		8			10	\$	1,362.00							
	Tank Foundation Analysis/Calculations				2		8			10	\$	1,362.00							
	Drawings				1		12	24		37	\$	4,473.00							
	Sheet Specifications				1		1	1		3	\$	409.00							
	Coordinate with Project Team				4		4	4		12	\$	1,636.00							
	Project Review Meeting				2					2	\$	330.00							
	QC			2						2	\$	360.00							
	Hourly Subtotal	0	2	12	0	33	29	76											
	Cost		\$ 360	\$ 1,980	\$ -	\$ 4,257	\$ 3,335					\$ 9,932.00							
25	65% Design									Hourly Subtotal		Subtotal Cost							
	Building Analysis/Calculations				2		24			26	\$	3,426.00							
	Tank Foundation Analysis/Calculations				2		12			14	\$	1,878.00							
	Drawings				4		20	20		44	\$	5,540.00							
	Specifications				2		8			10	\$	1,362.00							
	Coordinate with Project Team				4		4	4		12	\$	1,636.00							
	Project Review Meeting				2					2	\$	330.00							
	QC			2						2	\$	360.00							
	Hourly Subtotal	0	2	16	0	68	24	110											
	Cost	\$ -	\$ 360	\$ 2,640	\$ -	\$ 8,772	\$ 2,760					\$ 14,532.00							
30	95% Design									Hourly Subtotal		Subtotal Cost							
	Building Analysis/Calculations				2		4			6	\$	846.00							
	Tank Foundation Analysis/Calculations				2		8			10	\$	1,362.00							
	Drawings				1		8	8		17	\$	2,117.00							
	Specifications				1		1			2	\$	294.00							
	Coordinate with Project Team				4		12	4		20	\$	2,668.00							
	Project Review Meeting				2					2	\$	330.00							
	QC			2						2	\$	360.00							
	Hourly Subtotal	0	2	12	0	33	12	59											
	Cost	\$ -	\$ 360	\$ 1,980	\$ -	\$ 4,257	\$ 1,380					\$ 7,977.00							
35	Construction Documents									Hourly Subtotal		Subtotal Cost							
	Building Analysis/Calculations						2			2	\$	258.00							
	Tank Foundation Analysis/Calculations						2			2	\$	258.00							
	Drawings				1		4	4		9	\$	1,141.00							
	Specifications				1		1			2	\$	294.00							
	Coordinate with Project Team				2		8	2		12	\$	1,592.00							
	Project Review Meeting				2					2	\$	330.00							
	QC			1						1	\$	180.00							
	Hourly Subtotal	0	1	6	0	17	6	4053											
	Cost	\$ -	\$ 180	\$ 990	\$ -	\$ 2,193	\$ 690					\$ 4,053.00							

11/21/2018

STRUCTURAL ENGINEERING

#	TASK	Principal Structural Engineer	Senior Structural Engineer	Lead Structural Engineer	Project Structural Engineer	Staff Structural Engineer	Senior Engineering Technician		
	Billing Rate (\$/hr)	\$232.00	\$180.00	\$165.00	\$149.00	\$129.00	\$115.00		
37	Bid Phase Services							Hourly Subtotal	Subtotal Cost
	Attend prebid conference			4		4		8	\$ 1,176.00
	Respond to bidding questions/provide Addendum			8		8	12	28	\$ 3,732.00
	Review bid results with PDC PM and provide recommendations			2				2	\$ 330.00
	Hourly Subtotal	0	0	14	0	12	12	38	
	Cost	\$ -	\$ -	\$ 2,310	\$ -	\$ 1,548	\$ 1,380		\$ 5,238.00
80	Construction Administration							Hourly Subtotal	Subtotal Cost
	Attend Pre Construction Meeting					4		4	\$ 516.00
	Review Submittals			8		8		16	\$ 2,352.00
	Respond to Construction Questions (DCVRs)			12		12		24	\$ 3,528.00
	Review Change Order Requests			8		8		16	\$ 2,352.00
	Attend weekly meetings with contractor			4				4	\$ 660.00
	Special inspections (3 site visits)			12		12		24	\$ 3,528.00
	Review contractor redlines			4		12		16	\$ 2,208.00
	Prepare Record Drawings					12	16	28	\$ 3,388.00
	Hourly Subtotal	0	0	48	0	68	16	132	
	Cost	\$ -	\$ -	\$ 7,920	\$ -	\$ 8,772	\$ 1,840		\$ 18,532.00
	Discipline Totals	0	7	70	0	175	83	335	
	Design Services	\$ -	\$ 1,260	\$ 19,470	\$ -	\$ 31,347	\$ 11,385		\$ 63,462

CIVIL ENGINEERING

#	TASK	Principal Civil Engineer	Senior Civil Engineer	Lead Civil Engineer	Staff Civil Engineer	Civil EIT	Technical Editor	Senior Engineering Technician		
	Billing Rate (\$/hr)	\$232.00	\$180.00	\$165.00	\$129.00	\$108.00	\$110.00	\$115.00		
20	Concept Design								Hourly Subtotal	Subtotal Cost
	Review Water Plant Drawings/Capacity		4			4			8	\$ 1,152.00
	Review Water Storage Capacity		4			4			8	\$ 1,152.00
	Review Well Capacity and Coordinate with ADNR for Usage					4			4	\$ 432.00
	Estimate capacity needs for Moose Creek		2			8			10	\$ 1,224.00
	Review pressure pump capacity and need for more		2			2			4	\$ 576.00
	Obtain system maps and coordinate with other Utilities		4			16			20	\$ 2,448.00
	Host Planning Charrette for Agencies and Stakeholders					16			16	\$ 1,728.00
	Coordinate with Agencies		12			24			36	\$ 4,752.00
	Route and Size the Water Main from Dawson to Moose Creek		20			40			60	\$ 7,920.00
	Route piping in Moose Creek to serve all properties		30			120			150	\$ 18,360.00
	Develop hydraulic model and size pipes		20			60			80	\$ 10,080.00
	Evaluate piping materials		2			8			10	\$ 1,224.00
	Evaluate storage tank materials		2			8			10	\$ 1,224.00
	Permit Coordination		4			12			16	\$ 2,016.00
	Develop Concept Drawing- Routing Plan for Transmission		8			16		16	40	\$ 5,008.00
	Develop Technical Memo		12			12	4		28	\$ 3,896.00
	QA/QC	12							12	\$ 2,784.00
	Hourly Subtotal	12	126	0	0	354	4	16	512	
	Cost		\$ 22,680	\$ -	\$ -	\$ 38,232	\$ 440	\$ 1,840		\$ 63,192.00
22	35% Design								Hourly Subtotal	Subtotal Cost
	Visit each property to determine service options		40		200	200			440	\$ 54,600.00
	Route service lines from proposed mains to homes					100		100	200	\$ 22,300.00
	Develop Title Sheet, Index, Abbreviations, Notes					8		8	16	\$ 1,784.00
	Develop Key Maps					36		36	72	\$ 8,028.00
	Develop Plan and Profile Sheets (60 Sheets)		100			700		700	1500	\$ 174,100.00
	Develop Site plan for pumphouse and tank		2			12		12	26	\$ 3,036.00
	Develop sections for pumphouse and tank pad		1			8		8	17	\$ 1,964.00
	Develop detail sheets		4			16		16	36	\$ 4,288.00
	Develop service layout sheets along with table		20			100		100	220	\$ 25,900.00
	Develop details for well decommissioning		2			16		16	34	\$ 3,928.00
	Develop water storage tank drawings		18			36		36	90	\$ 11,268.00
	Estimate heat loss		10			30			40	\$ 5,040.00
	Coordinate with project team		80			80			160	\$ 23,040.00
	Coordinate with City		20			40			60	\$ 7,920.00
	ROW Permit Coordination		8			16			24	\$ 3,168.00
	Coordinate with estimator		16			8			24	\$ 3,744.00
	QA/QC	24							24	\$ 5,568.00
	Hourly Subtotal	24	321	0	200	1406	0	1032	2983	
	Cost	\$ 5,568	\$ 57,780	\$ -	\$ 25,800	\$ 151,848	\$ -	\$ 118,680		\$ 359,676.00
25	65% Design								Hourly Subtotal	Subtotal Cost
	Attend review meeting		8			8			16	\$ 2,304.00
	Update General Drawing Sheets					8		8	16	\$ 1,784.00
	Update Plan and Profile Sheets		50			500		500	1050	\$ 120,500.00
	Update Site plans		4			16		16	36	\$ 4,288.00
	Update Sections		2			12		12	26	\$ 3,036.00
	Update Detail Sheets		16			24		24	64	\$ 8,232.00
	Update Service layouts and table		30			60		60	150	\$ 18,780.00
	Update Water Storage tank drawings		8			24		24	56	\$ 6,792.00
	Update heat loss calcs		10			20			30	\$ 3,960.00
	Coordinate with project team		60			60			120	\$ 17,280.00
	Contact Property Owners for Easements					60			60	\$ 6,480.00
	Coordinate with City		20			40			60	\$ 7,920.00
	ROW Permitting		10			20			30	\$ 3,960.00
	Develop Technical Specifications		20			20	8		48	\$ 6,640.00
	Coordinate with estimator		16			8			24	\$ 3,744.00
	QA/QC	24							24	\$ 5,568.00
									0	\$ -
	Hourly Subtotal	24	254	0	0	880	8	644	1810	
	Cost	\$ 5,568	\$ 45,720	\$ -	\$ -	\$ 95,040	\$ 880	\$ 74,060		\$ 221,268.00

11/21/2018

CIVIL ENGINEERING

#	TASK	Principal Civil Engineer	Senior Civil Engineer	Lead Civil Engineer	Staff Civil Engineer	Civil EIT	Technical Editor	Senior Engineering Technician	
	Billing Rate (\$/hr)	\$232.00	\$180.00	\$165.00	\$129.00	\$108.00	\$110.00	\$115.00	
30	95% Design								
	Attend review meeting		8			8			Hourly Subtotal \$ 2,304.00
	Update General Drawing Sheets					8			16 \$ 1,784.00
	Update Plan and Profile Sheets		50			500		500	1050 \$ 120,500.00
	Update Site plans		4			16		16	36 \$ 4,288.00
	Update Sections		2			12		12	26 \$ 3,036.00
	Update Detail Sheets		8			16		16	40 \$ 5,008.00
	Update Service layouts and table		20			60		60	140 \$ 16,980.00
	Update Water Storage tank drawings		8			12		12	32 \$ 4,116.00
	Develop Control points and tables		20			200		200	420 \$ 48,200.00
	Coordinate with project team		60			60			120 \$ 17,280.00
	ROW Permitting		20			40			60 \$ 7,920.00
	Coordinate with City		20			40			60 \$ 7,920.00
	Update Technical Specifications		20			20	4		44 \$ 6,200.00
	Develop Division 1 Specifications		40			20	8		68 \$ 10,240.00
	Develop Front End Contract Documents		40			10	8		58 \$ 9,160.00
	Coordinate with estimator		16			8			24 \$ 3,744.00
	Prepare ADEC Application for Approval to Constr.		10			40			50 \$ 6,120.00
	QA/QC	24							24 \$ 5,568.00
	Hourly Subtotal	24	346	0	0	1070	20	824	2284
	Cost	\$ 5,568	\$ 62,280	\$ -	\$ -	\$ 115,560	\$ 2,200	\$ 94,760	\$ 280,368.00
35	Construction Documents								
	Attend review meeting		8			8			Hourly Subtotal \$ 2,304.00
	Finalize drawings		40			140		140	320 \$ 38,420.00
	Coordinate with project team		20			20			40 \$ 5,760.00
	Permitting		10			20			30 \$ 3,960.00
	Coordinate with City		20			10			30 \$ 4,680.00
	Finalize Technical and Division 1 Specs		20			20	8		48 \$ 6,640.00
	Finalize the Contract Documents		20			20	8		48 \$ 6,640.00
	QA/QC	24							24 \$ 5,568.00
	Hourly Subtotal	24	138	0	0	238	16	140	556
	Cost	\$ 5,568	\$ 24,840	\$ -	\$ -	\$ 25,704	\$ 1,760	\$ 16,100	\$ 73,972.00
37	Bid Phase Services								
	Attend prebid conference		4			4			Hourly Subtotal \$ 1,152.00
	Respond to bidding questions/provide Addendum	20	40			40		40	140 \$ 20,760.00
	Review bid results with City and provide recommendations	2							2 \$ 464.00
	Hourly Subtotal	22	44	0	0	44	0	40	150
	Cost	\$ 5,104	\$ 7,920	\$ -	\$ -	\$ 4,752	\$ -	\$ 4,600	\$ 22,376.00
80	Construction Administration								
	Attend Pre Construction Meeting	4		4		4			Hourly Subtotal \$ 2,020.00
	Review Submittals		8	10		40			
	Respond to Construction Questions (DCVRs)		100	100		100			300 \$ 45,300.00
	Provide onsite Project Representative (1 lead and 2 dedicated field, 8 months)	50	100	400		800			1350 \$ 182,000.00
	Review Change Order Requests		40	80		80			200 \$ 29,040.00
	Review pay requests		10	20		20			50 \$ 7,260.00
	Attend weekly meetings with contractor		16	32		32			80 \$ 11,616.00
	Attend substantial and final inspections		16	32		32			80 \$ 11,616.00
	Review contractor redlines		4	16		16			36 \$ 5,088.00
	Prepare Record Drawings			100		100		100	300 \$ 38,800.00
	Prepare ADEC Interim and Final Approval Application		20	60		60			140 \$ 19,980.00
	Hourly Subtotal	54	314	854	0	1284	0	100	2606
	Cost	\$ 12,528	\$ 56,520	\$ 140,910	\$ -	\$ 138,672	\$ -	\$ 11,500	\$ 360,130.00
	Discipline Totals	184	1543	854	200	5276	48	2796	10901
	Design Services	\$ 39,904	\$ 277,740	\$ 140,910	\$ 25,800	\$ 569,808	\$ 5,280	\$ 321,540	\$ 1,380,982

11/21/2018

MECHANICAL ENGINEERING

Special
Principal Projects Senior Staff Senior
Mechanical Mechanical Mechanical Mechanical Technical Engineering
Engineer Engineer Engineer Engineer Editor Technician

#	TASK	Billing Rate (\$/hr)	\$232.00	\$191.00	\$180.00	\$129.00	\$110.00	\$115.00		
20	Concept Design								Hourly Subtotal	Subtotal Cost
	Site Investigation				2	2			4	\$ 618.00
	Coordination				3	3			6	\$ 927.00
	Calculations				2	5			7	\$ 1,005.00
	Equipment selection				4	6			10	\$ 1,494.00
	Ventilation				2	4			6	\$ 876.00
	Heating				2	5			7	\$ 1,005.00
	Piping				6	6			12	\$ 1,854.00
	Greensand Filter				4	2			6	\$ 978.00
	Narrative				3	1	1		5	\$ 779.00
	QA/QC	2							2	\$ 464.00
	Hourly Subtotal			0	28	34	1	0	63	
	Cost	\$ -	\$ -	\$ -	\$ 5,040	\$ 4,386	\$ 110	\$ -		\$ 9,536.00
22	35% Design								Hourly Subtotal	Subtotal Cost
	Review Comments				2	2			4	\$ 618.00
	Coordination				4	4			8	\$ 1,236.00
	Calculations				3	5			8	\$ 1,185.00
	Equipment selection				6	6			12	\$ 1,854.00
	Ventilation				2	4		4	10	\$ 1,336.00
	Heating				3	5		4	12	\$ 1,645.00
	Piping				7	8		4	19	\$ 2,752.00
	Greensand Filter				8	4		4	16	\$ 2,416.00
	Narrative				2	1	1		4	\$ 599.00
	Specifications TOC				2	1	1		4	\$ 599.00
	QA/QC	2							2	\$ 464.00
	Hourly Subtotal	2		0	39	40	2	16	99	
	Cost		\$ -	\$ -	\$ 7,020	\$ 5,160	\$ 220	\$ 1,840		\$ 14,240.00
25	65% Design								Hourly Subtotal	Subtotal Cost
	Review Comments				2	2			4	\$ 618.00
	Coordination				3	3			6	\$ 927.00
	Calculations				1	5			6	\$ 825.00
	Equipment selection				4	8			12	\$ 1,752.00
	Ventilation				2	3		6	11	\$ 1,437.00
	Heating				3	6		10	19	\$ 2,464.00
	Piping				8	12		8	28	\$ 3,908.00
	Greensand Filter				2	8		8	18	\$ 2,312.00
	Narrative				2	1	1		4	\$ 599.00
	Specifications				10	12	4		26	\$ 3,788.00
	QA/QC	4							4	\$ 928.00
	Hourly Subtotal	4		0	37	60	5	32	138	
	Cost	\$ 928	\$ -	\$ -	\$ 6,660	\$ 7,740	\$ 550	\$ 3,680		\$ 19,558.00
30	95% Design								Hourly Subtotal	Subtotal Cost
	Review Comments				2	2			4	\$ 618.00
	Coordination				2	2			4	\$ 618.00
	Calculations				1	3			4	\$ 567.00
	Equipment selection				2	4			6	\$ 876.00
	Ventilation				2	4		6	12	\$ 1,566.00
	Heating				2	5		10	17	\$ 2,155.00
	Piping				8	16		16	40	\$ 5,344.00
	Greensand Filter				2	8		4	14	\$ 1,852.00
	Narrative				1	1	1		3	\$ 419.00
	Specifications				8	10	4		22	\$ 3,170.00
	QA/QC	4							4	\$ 928.00
	Hourly Subtotal	4		0	30	55	5	36	130	
	Cost	\$ 928	\$ -	\$ -	\$ 5,400	\$ 7,095	\$ 550	\$ 4,140		\$ 18,113.00
35	Construction Documents								Hourly Subtotal	Subtotal Cost
	Review Comments				2	4		4	10	\$ 1,336.00
	Coordination				2	2		2	6	\$ 848.00
	Finalize Drawings				8	12		16	36	\$ 4,828.00
	Finalize Specifications				8	12	3		23	\$ 3,318.00
	QA/QC	2							2	\$ 464.00
	Hourly Subtotal	2		0	20	30	3	22	77	

11/21/2018

MECHANICAL ENGINEERING

	Principal Mechanical Engineer	Special Projects Mechanical Engineer	Senior Mechanical Engineer	Staff Mechanical Engineer	Technical Editor	Senior Engineering Technician
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#	TASK	Billing Rate (\$/hr)	\$232.00	\$191.00	\$180.00	\$129.00	\$110.00	\$115.00		
	Cost		\$ 464	\$ -	\$ 3,600	\$ 3,870	\$ 330	\$ 2,530		\$ 10,794.00

37	Bid Phase Services								Hourly Subtotal	Subtotal Cost
	Bidder Questions				6	6			12	\$ 1,854.00
	Addenda				10	12		6	28	\$ 4,038.00
	Hourly Subtotal		0	0	16	18	0	6	40	
	Cost		\$ -	\$ -	\$ 2,880	\$ 2,322	\$ -	\$ 690		\$ 5,892.00

80	Construction Administration								Hourly Subtotal	Subtotal Cost
	Review Submittals				12	20			32	\$ 4,740.00
	Respond to Construction Questions (DCVRs)				12	20			32	\$ 4,740.00
	Review Change Order Requests				8	12			20	\$ 2,988.00
	Review pay requests				6				6	\$ 1,080.00
	Attend substantial and final inspections				8	8			16	\$ 2,472.00
	Review contractor redlines				2	6			8	\$ 1,134.00
	Prepare Record Drawings					8		16	24	\$ 2,872.00
	Hourly Subtotal		0	0	48	74	0	16	138	
	Cost		\$ -	\$ -	\$ 8,640	\$ 9,546	\$ -	\$ 1,840		\$ 20,026.00

	Discipline Totals		12	0	218	311	16	128	685	
	Design Services		\$ 2,320	\$ -	\$ 39,240	\$ 40,119	\$ 1,760	\$ 14,720		\$ 98,159

11/21/2018

ELECTRICAL ENGINEERING

#	TASK	Principal Electrical Engineer	Special Projects Electrical Engineer	Senior Electrical Engineer	Staff Electrical Engineer	Electrical EIT	Technical Editor	Senior Engineering Technician		
	Billing Rate (\$/hr)	\$232.00	\$191.00	\$180.00	\$129.00	\$108.00	\$110.00	\$115.00		
20	Concept Design								Hourly Subtotal	Subtotal Cost
	Site Investigation			2	2				4	\$ 618.00
	Coordination			2	4				6	\$ 876.00
	Calculations			2	4				6	\$ 876.00
	Materials selection			2	4				6	\$ 876.00
	Lighting			3	3				6	\$ 927.00
	Power			2	4				6	\$ 876.00
	QA/QC		2						2	\$ 382.00
	Drawing Setup							4	4	\$ 460.00
	Hourly Subtotal		2	13	21	0	0	4	40	
	Cost	\$ -	\$ 382	\$ 2,340	\$ 2,709	\$ -	\$ -	\$ 460		\$ 5,891.00
22	35% Design								Hourly Subtotal	Subtotal Cost
	Interior Lighting Design			4	4			12	20	\$ 2,616.00
	Exterior Lighting Design			4	6				10	\$ 1,494.00
	Power Design			6	8			6	20	\$ 2,802.00
	Utility Power Coordination			6	8				14	\$ 2,112.00
	Standby Generator			4	6			3	13	\$ 1,839.00
	Specifications			6	12			4	22	\$ 3,088.00
	Review Conference			2	6			6	14	\$ 1,824.00
	QA/QC		4						4	\$ 764.00
	Project Management			4				4	8	\$ 1,180.00
	Hourly Subtotal	0	4	36	50	0	0	35	125	
	Cost	\$ -	\$ 764	\$ 6,480	\$ 6,450	\$ -	\$ -	\$ 4,025		\$ 17,719.00
25	65% Design								Hourly Subtotal	Subtotal Cost
	Interior Lighting Design			6	12			6	24	\$ 3,318.00
	Exterior Lighting Design			4	6			4	14	\$ 1,954.00
	Power Design			6	8			12	26	\$ 3,492.00
	Utility Power Coordination			2	6			2	10	\$ 1,364.00
	Standby Generator			4	6			3	13	\$ 1,839.00
	Specifications			6	12				18	\$ 2,628.00
	Review Conference			2	4			4	10	\$ 1,336.00
	QA/QC		4						4	\$ 764.00
	Project Management			4					4	\$ 720.00
	Hourly Subtotal	0	4	34	54	0	0	31	123	
	Cost	\$ -	\$ 764	\$ 6,120	\$ 6,966	\$ -	\$ -	\$ 3,565		\$ 17,415.00
30	95% Design								Hourly Subtotal	Subtotal Cost
	Interior Lighting Design			6	12			6	24	\$ 3,318.00
	Exterior Lighting Design			4	6			4	14	\$ 1,954.00
	Power Design			6	8			12	26	\$ 3,492.00
	Utility Power Coordination			2	3			2	7	\$ 977.00
	Standby Generator			2	4			2	8	\$ 1,106.00
	Specifications			6	12				18	\$ 2,628.00
	Review Conference			2	4			4	10	\$ 1,336.00
	QA/QC		4						4	\$ 764.00
	Project Management			4					4	\$ 720.00
	Hourly Subtotal	0	4	32	49	0	0	30	115	
	Cost	\$ -	\$ 764	\$ 5,760	\$ 6,321	\$ -	\$ -	\$ 3,450		\$ 16,295.00
35	Construction Documents								Hourly Subtotal	Subtotal Cost
	Interior Lighting Design			6	12			6	24	\$ 3,318.00
	Exterior Lighting Design			4	6			4	14	\$ 1,954.00
	Power Design			6	8			12	26	\$ 3,492.00
	Utility Power Coordination			2	4			2	8	\$ 1,106.00
	Standby Generator			2	3			2	7	\$ 977.00
	Specifications			6	12				18	\$ 2,628.00
	Review Conference			2	4			4	10	\$ 1,336.00
	QA/QC		4						4	\$ 764.00
	Project Management			4					4	\$ 720.00
	Hourly Subtotal	0	4	32	49	0	0	30	115	
	Cost	\$ -	\$ 764	\$ 5,760	\$ 6,321	\$ -	\$ -	\$ 3,450		\$ 16,295.00

ELECTRICAL ENGINEERING

#	TASK	Principal Electrical Engineer	Special Projects Electrical Engineer	Senior Electrical Engineer	Staff Electrical Engineer	Electrical EIT	Technical Editor	Senior Engineering Technician		
	Billing Rate (\$/hr)	\$232.00	\$191.00	\$180.00	\$129.00	\$108.00	\$110.00	\$115.00		
37	Bid Phase Services								Hourly Subtotal	Subtotal Cost
	Bidder Questions			6	6				12	\$ 1,854.00
	Addenda			6	12			6	24	\$ 3,318.00
	Hourly Subtotal	0	0	12	18	0	0	6	36	
	Cost	\$ -	\$ -	\$ 2,160	\$ 2,322	\$ -	\$ -	\$ 690		\$ 5,172.00
80	Construction Administration								Hourly Subtotal	Subtotal Cost
	Review Submittals			4	12				16	\$ 2,268.00
	Respond to Construction Questions (DCVRs)			4	8				12	\$ 1,752.00
	Review Change Order Requests			4	12				16	\$ 2,268.00
	Review pay requests			4	6				10	\$ 1,494.00
	Attend substantial and final inspections			6	6				12	\$ 1,854.00
	Review contractor redlines			2	6				8	\$ 1,134.00
	Prepare Record Drawings				4			8	12	\$ 1,436.00
	Hourly Subtotal	0	0	24	54	0	0	8	86	
	Cost	\$ -	\$ -	\$ 4,320	\$ 6,966	\$ -	\$ -	\$ 920		\$ 12,206.00
	Discipline Totals	0	18	183	295	0	0	144	640	
	Design Services	\$ -	\$ 3,438	\$ 32,940	\$ 38,055	\$ -	\$ -	\$ 16,560		\$ 90,993

11/21/2018

ENVIRONMENTAL / PLANNING

#	TASK							Senior Engineer ring Technician
		Environ Principal	Environ Analyst	GIS Planner	Staff Planner	Environ 2	Technical Editor	
	Billing Rate (\$/hr)	\$232.00	\$134.00	\$149.00	\$101.00	\$101.00	\$110.00	115
20	Concept Design							Hourly Subtotal
	Data Collection		8		8			16 \$ 1,880.00
	Agency Scoping		32		8		8	48 \$ 5,976.00
	SHPO Initiation (NLURA)		16					16 \$ 2,144.00
	Environmental Impact Assessment (EA)		96					96 \$ 12,864.00
	Identify necessary permits		8					8 \$ 1,072.00
	Public Involvement			16	16			32 \$ 4,000.00
	Hourly Subtotal		160	16	32	0	8	216
	Cost	\$ -	\$ 21,440	\$ 2,384	\$ 3,232	\$ -	\$ 880	\$ 27,936.00
22	35% Design							Hourly Subtotal
	Obtain SHPO Concurrence (NLURA)		16					16 \$ 2,144.00
	Finalize NEPA Documentation (EA)		96			8		104 \$ 13,672.00
	Agency Coordination		32					32 \$ 4,288.00
	Public Involvement			16	16			32 \$ 4,000.00
	USACE Flood Channel Coordination		12					
	Draft Permit Packages					8		8 \$ 808.00
	USACE wetlands (includes field verification)		48		32		8	88 \$ 10,544.00
	Floodplain		8				8	16 \$ 1,952.00
	DNR Water Use		12				8	20 \$ 2,488.00
	DNR Land Use		16				8	24 \$ 3,024.00
	ADF&G Fish Habitat		16				8	24 \$ 3,024.00
	Hourly Subtotal	0	256	16	48	16	40	376
	Cost	\$ -	\$ 34,304	\$ 2,384	\$ 4,848	\$ 1,616	\$ 4,400	\$ 47,552.00
25	65% Design							Hourly Subtotal
	Final Permit Packages							0 \$ -
	USACE wetlands		8				4	12 \$ 1,512.00
	Floodplain		8				4	12 \$ 1,512.00
	DNR Water Use		8				4	12 \$ 1,512.00
	DNR Land Use		8				4	12 \$ 1,512.00
	ADF&G Fish Habitat		8				4	12 \$ 1,512.00
	USACE Flood Channel Coordination		24					
	ESCP plan sheets		24				32	56 \$ 6,736.00
	Agency Coordination		24					24 \$ 3,216.00
	Public Involvement			16	8			24 \$ 3,192.00
	Hourly Subtotal	0	112	16	8	0	52	188
	Cost	\$ -	\$ 15,008	\$ 2,384	\$ 808	\$ -	\$ 5,720	\$ 23,920.00
30	95% Design							Hourly Subtotal
	ESCP Plan Sheets		32				32	64 \$ 7,808.00
	Permit Status		16					16 \$ 2,144.00
	Agency Coordination		16					16 \$ 2,144.00
	Public Involvement			8	8			16 \$ 2,000.00
	Hourly Subtotal	0	64	8	8	0	32	112
	Cost	\$ -	\$ 8,576	\$ 1,192	\$ 808	\$ -	\$ 3,520	\$ 14,096.00
35	Construction Documents							Hourly Subtotal
	Hourly Subtotal	0	0	0	0	0	0	0
	Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37	Bid Phase Services							Hourly Subtotal
	Permitting questions		16					16 \$ 2,144.00
	Hourly Subtotal	0	16	0	0	0	0	16
	Cost	\$ -	\$ 2,144	\$ -	\$ -	\$ -	\$ -	\$ 2,144.00
80	Construction Administration							Hourly Subtotal
	SWPPP Inspections		48					48 \$ 6,432.00
	Permit implementation		48					48 \$ 6,432.00
	Hourly Subtotal	0	96	0	0	0	0	96

11/21/2018

ENVIRONMENTAL / PLANNING

#	TASK	Environ Principal	Environ Analyst	GIS Planner	Staff Planner	Environ 2	Technical Editor	Senior Enginee ring Technic ian	
	Billing Rate (\$/hr)	\$232.00	\$134.00	\$149.00	\$101.00	\$101.00	\$110.00	115	
	Cost	\$ -	\$ 12,864	\$ -	\$ -	\$ -	\$ -		\$ 12,864.00
	Discipline Totals	0	704	56	96	16	132	1004	
	Design Services	\$ -	\$ 94,336	\$ 8,344	\$ 9,696.00	\$ 1,616	\$ 14,520		\$ 128,512

11/21/2018

GEOTECH

Principal Geotech Engineer Senior Geotech Engineer Environ Analyst Staff Civil Engineer Technical Editor Senior Engineering Technician

#	TASK	Billing Rate (\$/hr)	\$232.00	\$185.00	\$130.00	\$125.00	\$110.00	\$115.00		
20	Concept Design								Hourly Subtotal	Subtotal Cost
	Initial Site Visit			12					12	\$ 2,220.00
	Research/Collect Existing Subsurface Data			16					16	\$ 2,960.00
	Review/Analyze Available Data			16					16	\$ 2,960.00
	Develop Field Exploration Plan			3					3	\$ 555.00
	Hourly Subtotal			47	0	0	0	0	47	
	Cost	\$ -	\$ 8,695	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 8,695.00
22	35% Design								Hourly Subtotal	Subtotal Cost
	Permitting/Permission/Utility Locate Coordination			12	12	8			32	\$ 4,780.00
	Traffic Control Plans			2		8			10	\$ 1,370.00
	Field Explorations (Travel and Field Time)			120					120	\$ 22,200.00
	Develop Laboratory Testing Program			2					2	\$ 370.00
	Review Laboratory Results			4					4	\$ 740.00
	Develop Geotechnical Recommendations			12					12	\$ 2,220.00
	Prepare Draft Geotechnical Report			30			2		32	\$ 5,770.00
	QA/QC	7					4		11	\$ 2,064.00
	Finalize Geotechnical Recommendations/Report			10			2		12	\$ 2,070.00
	Cost	\$ 1,624	\$ 35,520	\$ 1,560	\$ 2,000	\$ 880	\$ -	\$ -		\$ 41,584.00
25	65% Design								Hourly Subtotal	Subtotal Cost
	Coordinate with Civil/Structural			8					8	\$ 1,480.00
	Geotechnical Review of Design			4					4	\$ 740.00
	Hourly Subtotal	0	12	0	0	0	0	0	12	
	Cost	\$ -	\$ 2,220	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,220.00
30	95% Design								Hourly Subtotal	Subtotal Cost
	Coordinate with Civil/Structural			8					8	\$ 1,480.00
	Geotechnical Review of Design			4					4	\$ 740.00
	Hourly Subtotal	0	12	0	0	0	0	0	12	
	Cost	\$ -	\$ 2,220	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,220.00
35	Construction Documents								Hourly Subtotal	Subtotal Cost
	Coordinate with Civil/Structural			8					8	\$ 1,480.00
	Geotechnical Review of Design			4					4	\$ 740.00
	Hourly Subtotal	0	12	0	0	0	0	0	12	
	Cost	\$ -	\$ 2,220	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,220.00
37	Bid Phase Services								Hourly Subtotal	Subtotal Cost
	Respond to Geotechnical Questions			8					8	\$ 1,480.00
	Hourly Subtotal	0	8	0	0	0	0	0	8	
	Cost	\$ -	\$ 1,480	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,480.00
80	Construction Administration								Hourly Subtotal	Subtotal Cost
	Respond to Geotechnical Questions			8					8	\$ 1,480.00
	Site Visits (4 trips)			16					16	\$ 2,960.00
	Hourly Subtotal	0	24	0	0	0	0	0	24	
	Cost	\$ -	\$ 4,440	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 4,440.00
	Discipline Totals	7	307	12	16	8	0	350		
	Design Services	\$ 1,624	\$ 56,795	\$ 1,560	\$ 2,000	\$ 880	\$ -	\$ -		\$ 62,859

SURVEYING

#	TASK	Principal Professional Surveyor	Senior Professional Surveyor	Lead Professional Surveyor	Project Professional Surveyor	Staff Professional Surveyor	Two Person Crew	Billing Rate (\$/hr)	\$232.00	\$180.00	\$165.00	\$149.00	\$129.00	\$273.00
20	Concept Design													
	Project setup / preliminary research / calcs			8		16								
	Review ROW plans (Rich/Old Rich/ARRC)			24										
	Review subdivision plats (22)			44										
	Review tax lot title reports (25)			50										
	Daily move/travel/RTK setup/checks						34							
	Recon / control recovery						16							
	Static GPS control survey						20							
	Recon / ROW and subdiv. corner recovery and ties					20	100							
	Data reduction					50								
	Preliminary basemap preparation					80								
	Discipline management / QA/QC			25										
	Hourly Subtotal	0	0	151	0	166	170							
	Cost	\$ -	\$ -	\$ 24,915	\$ -	\$ 21,414	\$ 46,410							
22	35% Design													
	Project coordination / lineouts			24		18								
	Daily move/travel/RTK setup/checks						34							
	LIDAR check surveys						16							
	Tie geotech bore holes						12							
	Additional monument ties					12	40							
	Detailed design survey at pump house site						12							
	Spot surveys						40							
	Highway / TAPS / Haines pipeline xing surveys						40							
	Data reduction					60								
	Survey drafting / DTMs					60								
	Problem ROW determination			40										
	Update basemap					80								
	Discipline management / QA/QC	25		25										
	Hourly Subtotal	25	0	89	0	230	234							
	Cost	\$ 5,800	\$ -	\$ 14,685	\$ -	\$ 29,670	\$ 63,882							
25	65% Design													
	Project coordination / lineouts			8		16								
	Daily move/travel/RTK setup/checks						32							
	Corridor survey for permitting (6.4mi)						88							
	Underground utility locates / coordination					12	40							
	Data reduction					60								
	Survey drafting / CAD					80								
	Easements (30)													
	Order / review title reports (30)			60										
	Parcel plats (30)					300								
	Legal description (30)			150										
	Discipline management / QA/QC	40		40										
	Hourly Subtotal	40	0	258	0	468	160							
	Cost	\$ 9,280	\$ -	\$ 42,570	\$ -	\$ 60,372	\$ 43,680							
30	95% Design													
	Prepare Survey Control Sheets			8		40								
	Discipline management / QA/QC	1		4										
	Hourly Subtotal	1	0	12	0	40	0							
	Cost	\$ 232	\$ -	\$ 1,980	\$ -	\$ 5,160	\$ -							
35	Construction Documents													
	Finalize control sheets	1		4		16								
	Hourly Subtotal	1	0	4	0	16	0							
	Cost	\$ 232	\$ -	\$ 660	\$ -	\$ 2,064	\$ -							
37	Bid Phase Services													
	Coordination / Survey questions	1		24		12								
	Hourly Subtotal	1	0	24	0	12	0							
	Cost	\$ 232	\$ -	\$ 3,960	\$ -	\$ 1,548	\$ -							
80	Construction Administration													
	Verify / flag primary construction control			2			24							
	Data reduction					12								
	Deliverables			2		12								
	Contractor coordination			40										
	Discipline management / QA/QC	3		3										

11/21/2018

SURVEYING

#	TASK	Principal Professional Surveyor	Senior Professional Surveyor	Lead Professional Surveyor	Project Professional Surveyor	Staff Professional Surveyor	Two Person Crew		
	Billing Rate (\$/hr)	\$232.00	\$180.00	\$165.00	\$149.00	\$129.00	\$273.00		
	Hourly Subtotal	3	0	47	0	24	24	98	
	Cost	\$ 696	\$ -	\$ 7,755	\$ -	\$ 3,096	\$ 6,552		\$ 18,099.00
	Discipline Totals	71	0	585	0	956	588	2200	
	Design Services	\$ 16,472	\$ -	\$ 96,525	\$ -	\$ 123,324	\$ 160,524		\$ 396,845

11/21/2018

REIMBURSABLE EXPENSES

#

20 Concept Design		Project Manager			Survey		Geotech		Total
Item	unit	unit cost	#	subtotal	#	subtotal	#	subtotal	
Title Reports	ea	\$ 350.00		\$ -	25	\$ 8,750		\$ -	\$ 8,750.00
Copies/Prints/Scans (11x17)	ea	\$ 0.20		\$ -		\$ -		\$ -	\$ -
Copies/Prints/Scans (Full Size Drawing)		\$ 1.00		\$ -		\$ -		\$ -	\$ -
Teleconference Costing	hr/line	\$ 3.00		\$ -		\$ -		\$ -	\$ -
Airfare	ea	\$ 490.00		\$ -		\$ -	1	\$ 490	\$ 490.00
Rental Car	day	\$ 105.00		\$ -		\$ -	1	\$ 105	\$ 105.00
Survey GPS Use		\$ 309.00		\$ -	13	\$ 4,017		\$ -	\$ 4,017.00
Shipping	ea	\$ 200.00		\$ -		\$ -		\$ -	\$ -
PID Rental	day	\$ 95.00		\$ -		\$ -	10	\$ 950	\$ 950.00
Hotel	day	\$ 115.00		\$ -		\$ -		\$ -	\$ -
Per Diem		\$ 65.00		\$ -		\$ -	1	\$ 65.00	\$ 65.00
Subtotal				\$ -		\$ 12,767		\$ 1,610	\$ 14,377

22 35% Design		Project Manager			Survey		Geotech		Total
Item	unit	unit cost	#	subtotal	#	subtotal	#	subtotal	
Title Reports	ea	\$ 350.00		\$ -		\$ -		\$ -	\$ -
Copies/Prints/Scans (11x17)	ea	\$ 0.20		\$ -		\$ -		\$ -	\$ -
Copies/Prints/Scans (Full Size Drawing)	\$ -	\$ 1.00		\$ -		\$ -		\$ -	\$ -
Teleconference Costing		\$ 3.00		\$ -		\$ -		\$ -	\$ -
Airfare	ea	\$ 490.00		\$ -		\$ -	1	\$ 490	\$ 490.00
Rental Car	day	\$ 105.00		\$ -		\$ -	10	\$ 1,050	\$ 1,050.00
Survey GPS Use	\$ -	\$ 309.00		\$ -	23	\$ 7,107		\$ -	\$ 7,107.00
Shipping		\$ 200.00		\$ -		\$ -	1	\$ 200	\$ 200.00
PID Rental	day	\$ 95.00		\$ -		\$ -		\$ -	\$ -
Hotel	day	\$ 115.00		\$ -		\$ -	10	\$ 1,150.00	\$ 1,150.00
Per Diem	\$ -	\$ 65.00		\$ -		\$ -	10	\$ 650	\$ 650.00
Subtotal				\$ -		\$ 7,107		\$ 3,540	\$ 10,647

25 65% Design		Project Manager			Survey		Geotech		Total
Item	unit	unit cost	#	subtotal	#	subtotal	#	subtotal	
Title Reports	ea	\$ 350.00		\$ -	30	\$ 10,500		\$ -	\$ 10,500.00
Copies/Prints/Scans (11x17)	ea	\$ 0.20		\$ -		\$ -		\$ -	\$ -
Copies/Prints/Scans (Full Size Drawing)	\$ -	\$ 1.00		\$ -		\$ -		\$ -	\$ -
Teleconference Costing	hr/line	\$ 3.00		\$ -		\$ -		\$ -	\$ -
Airfare	ea	\$ 490.00		\$ -		\$ -		\$ -	\$ -
Rental Car	day	\$ 105.00		\$ -		\$ -		\$ -	\$ -
Survey GPS Use	\$ -	\$ 309.00		\$ -	14	\$ 4,326		\$ -	\$ 4,326.00
Shipping	ea	\$ 200.00		\$ -		\$ -		\$ -	\$ -
PID Rental	day	\$ 95.00		\$ -		\$ -		\$ -	\$ -
Hotel	day	\$ 115.00		\$ -		\$ -		\$ -	\$ -
Per Diem	\$ -	\$ 65.00		\$ -		\$ -		\$ -	\$ -
Subtotal				\$ -		\$ 14,826		\$ -	\$ 14,826

30 95% Design		Project Manager			Survey		Geotech		Total
Item	unit	unit cost	#	subtotal	#	subtotal	#	subtotal	
Title Reports	ea	\$ 350.00		\$ -		\$ -		\$ -	\$ -
Copies/Prints/Scans (11x17)	ea	\$ 0.20		\$ -		\$ -		\$ -	\$ -
Copies/Prints/Scans (Full Size Drawing)	\$ -	\$ 1.00		\$ -		\$ -		\$ -	\$ -
Teleconference Costing	hr/line	\$ 3.00		\$ -		\$ -		\$ -	\$ -
Airfare	ea	\$ 490.00		\$ -		\$ -		\$ -	\$ -
Rental Car	day	\$ 105.00		\$ -		\$ -		\$ -	\$ -
Survey GPS Use	\$ -	\$ 309.00		\$ -		\$ -		\$ -	\$ -
Shipping	ea	\$ 200.00		\$ -		\$ -		\$ -	\$ -
PID Rental	day	\$ 95.00		\$ -		\$ -		\$ -	\$ -
Hotel	day	\$ 115.00		\$ -		\$ -		\$ -	\$ -
Permits	total	\$ 50,000.00	1	\$ 50,000		\$ -		\$ -	\$ 50,000.00
Subtotal				\$ 50,000		\$ -		\$ -	\$ 50,000

35 Construction Documents		Project Manager			Survey		Geotech		Total
Item	unit	unit cost	#	subtotal	#	subtotal	#	subtotal	
Title Reports	ea	\$ 350.00		\$ -		\$ -		\$ -	\$ -
Copies/Prints/Scans (11x17)	ea	\$ 0.20		\$ -		\$ -		\$ -	\$ -

11/21/2018

REIMBURSABLE EXPENSES

Copies/Prints/Scans (Full Size Drawing)	\$ -	\$ 1.00		\$ -		\$ -		\$ -	\$ -
Teleconference Costing	hr/line	\$ 3.00		\$ -		\$ -		\$ -	\$ -
Airfare	ea	\$ 490.00		\$ -		\$ -		\$ -	\$ -
Rental Car	day	\$ 105.00		\$ -		\$ -		\$ -	\$ -
Survey GPS Use	\$ -	\$ 309.00		\$ -		\$ -		\$ -	\$ -
Shipping	ea	\$ 200.00		\$ -		\$ -		\$ -	\$ -
PID Rental	day	\$ 95.00		\$ -		\$ -		\$ -	\$ -
Hotel	day	\$ 115.00		\$ -		\$ -		\$ -	\$ -
Per Diem	\$ -	\$ 65.00		\$ -		\$ -		\$ -	\$ -
Subtotal				\$ -		\$ -		\$ -	\$ -

37 Bid Phase Services

			Project Manager		Survey		Geotech		Total
Item	unit	unit cost	#	subtotal	#	subtotal	#	subtotal	
Title Reports	ea	\$ 350.00		\$ -		\$ -		\$ -	\$ -
Copies/Prints/Scans (11x17)	ea	\$ 0.20		\$ -		\$ -		\$ -	\$ -
Copies/Prints/Scans (Full Size Drawing)	\$ -	\$ 1.00		\$ -		\$ -		\$ -	\$ -
Teleconference Costing	hr/line	\$ 3.00		\$ -		\$ -		\$ -	\$ -
Airfare	ea	\$ 490.00		\$ -		\$ -		\$ -	\$ -
Rental Car	day	\$ 105.00		\$ -		\$ -		\$ -	\$ -
Survey GPS Use	\$ -	\$ 309.00		\$ -		\$ -		\$ -	\$ -
Shipping	ea	\$ 200.00		\$ -		\$ -		\$ -	\$ -
PID Rental	day	\$ 95.00		\$ -		\$ -		\$ -	\$ -
Hotel	day	\$ 115.00		\$ -		\$ -		\$ -	\$ -
Per Diem	\$ -	\$ 65.00		\$ -		\$ -		\$ -	\$ -
Subtotal				\$ -		\$ -		\$ -	\$ -

80 Construction Administration

			Project Manager		Survey		Geotech		Total
Item	unit	unit cost	#	subtotal	#	subtotal	#	subtotal	
Title Reports	ea	\$ 350.00		\$ -		\$ -		\$ -	\$ -
Copies/Prints/Scans (11x17)	ea	\$ 0.20		\$ -		\$ -		\$ -	\$ -
Copies/Prints/Scans (Full Size Drawing)	\$ -	\$ 1.00		\$ -		\$ -		\$ -	\$ -
Teleconference Costing	hr/line	\$ 3.00		\$ -		\$ -		\$ -	\$ -
Airfare	ea	\$ 490.00		\$ -		\$ -	4	\$ 1,960.00	\$ 1,960.00
Rental Car	month	\$ 650.00	24	\$ 15,600		\$ -	4	\$ 2,600	\$ 18,200.00
Survey GPS Use	\$ -	\$ 309.00		\$ -	3	\$ 927		\$ -	\$ 927.00
Shipping	ea	\$ 200.00		\$ -		\$ -		\$ -	\$ -
PID Rental	day	\$ 95.00		\$ -		\$ -		\$ -	\$ -
Hotel	day	\$ 115.00		\$ -		\$ -	4	\$ 460	\$ 460.00
Per Diem	\$ -	\$ 65.00		\$ -		\$ -	4	\$ 260	\$ 260.00
Subtotal				\$ 15,600		\$ 927		\$ 5,280	\$ 21,807

**CITY OF NORTH POLE
ORDINANCE 18-32**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA
TO AMEND THE 2018 BUILDING, PUBLIC WORKS,
UTILITY, ADMINISTRATION, AND FIRE DEPARTMENTS
BUDGET**

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 ____ day of ____, 2018.

Michael W. Welch, Mayor

ATTEST:

Judy L. Binkley, North Pole City Clerk

PASSED/FAILED

Yes:

No:

Absent:



City of North Pole, Alaska

Fiscal Note Year: 2018

Accompanying Ordinance/Resolution: 18-32

Originator/sponsor: William Butler

Date: November 27, 2018

Does the Ordinance or Resolution have a fiscal impact? ☒ YES ☐ NO

FUND	Account Description	Account #	Debit	Credit
41	41-10-2-225	Legal Fees	4,500	
41	41-10-3-300	Bad Debt		4,500
42	42-12-3-320	Phone/Data		5,000
41	41-10-3-320	Phone/Data	5,000	
41	41-10-2-235	Professional Services		14,000
41	41-10-9-900	Deferred Maintenance	14,000	

Summary: (Brief description of proposed alterations as defined by accompanying ordinance or resolution. Where did the money come from and how will it be used).

Reallocation of funds to address high than anticipated costs in 2018.

Prepared by: William Butler Date: 11/27/18

Signature William Butler

Financial approval: Tricia Fogarty Date: 11/28/18

Signature Tricia Fogarty

NOTE: Fiscal notes attached to an ordinance are considered amendments to the budget and do not require an additional approval for insertion into the budget document.



City of North Pole, Alaska

Fiscal Note Year: 2018

Accompanying Ordinance/Resolution: 18-32

Originator/sponsor: William Butler

Date: November 27, 2018

Does the Ordinance or Resolution have a fiscal impact? ☒ YES ☐ NO

FUND	Account Description	Account #	Debit	Credit
41	41-10-2-235	Professional Services		16,000
42	42-12-2-235	Professional Services	16,000	
42	42-12-2-225	Legal Fees	2,000	
42	42-12-3-300	Bad Debt		2,000

Summary: (Brief description of proposed alterations as defined by accompanying ordinance or resolution. Where did the money come from and how will it be used).

Reallocation of funds to address high than anticipated costs in 2018.

Prepared by: William Butler Date: 11/27/18

Signature William Butler

Financial approval: Tricia Fogarty Date: 11/28/18

Signature Tricia Fogarty

NOTE: Fiscal notes attached to an ordinance are considered amendments to the budget and do not require an additional approval for insertion into the budget document.



City of North Pole, Alaska

Fiscal Note Year: 2018

Accompanying Ordinance/Resolution: 18-32

Originator/sponsor: William Butler

Date: November 27, 2018

Does the Ordinance or Resolution have a fiscal impact? ☒ YES ☐ NO

FUND	Account Description	Account #	Debit	Credit
01	Street Maintenance	01-58-7-710		24,000
01	Snow Removal	01-58-2-240	24,000	
01	Building Maintenance	01-58-7-700		4,000
01	Equipment Repair & Maintenance	01-58-6-600	4,000	
01	Building Maintenance	01-58-7-700		3,000
01	Vehicle Gas & Oil	01-58-6-605	3,000	

Summary: (Brief description of proposed alterations as defined by accompanying ordinance or resolution. Where did the money come from and how will it be used).

Inter-category transfer of funds to address higher than expected costs in 2018.

Prepared by: William Butler Date: 11/27/18

Signature William Butler

Financial approval: Tricia Fogarty Date: 11/28/18

Signature Tricia Fogarty

NOTE: Fiscal notes attached to an ordinance are considered amendments to the budget and do not require an additional approval for insertion into the budget document.



City of North Pole, Alaska

Fiscal Note Year: 2018

Accompanying Ordinance/Resolution: 18-32

Originator/sponsor: William Butler

Date: November 27, 2018

Does the Ordinance or Resolution have a fiscal impact? ☒ YES ☐ NO

FUND	Account Description	Account #	Debit	Credit
04	Fund Balance	04-00-2-900		14,000
04	Commercial Plan Review	04-10-9-900	14,000	
04	Fund Balance	04-00-2-900		6,000
04	Residential Plan Review	04-10-9-903	6,000	
04	Fund Balance	04-00-2-900		2,000
04	Residential Inspections	04-10-9-904	2,000	
04	Fund Balance	04-00-2-900		6,250
04	Industrial Inspections	04-10-9-905	6,250	

Summary: (Brief description of proposed alterations as defined by accompanying ordinance or resolution. Where did the money come from and how will it be used).

Reallocation of funds from the Building Department Fund Balance to address high than anticipated plan review and inspection costs caused by higher than expected construction in the City in 2018.

Prepared by: William Butler Date: 11/27/18

Signature William Butler

Financial approval: Tricia Fogarty Date: 11/28/18

Signature Tricia Fogarty

NOTE: Fiscal notes attached to an ordinance are considered amendments to the budget and do not require an additional approval for insertion into the budget document.



City of North Pole, Alaska

Fiscal Note Year: 2018

Accompanying Ordinance/Resolution: 18-32

Originator/sponsor: Tricia Fogarty

Date: November 27, 2018

Does the Ordinance or Resolution have a fiscal impact? ☒ YES ☐ NO

FUND	Account Description	Account #	Debit	Credit
01	01-00-3-300	Alcohol Tax	30,000.00	
01	01-00-5-510	Fingerprinting	4,000.00	
01	01-00-5-500	Ambulance Fee CY		34,000.00
01	01-51-3-305	Electric	2,000.00	
01	01-51-3-310	Heating Oil	2,000.00	
01	01-51-9-920	Misc. Expenses	2,500.00	
01	01-51-2-205			6,500.00

Summary: (Brief description of proposed alterations as defined by accompanying ordinance or resolution. Where did the money come from and how will it be used).

Reallocation of funds to address higher than anticipated costs in 2018.

Prepared by: Tricia Fogarty Date: 11/28/18

Signature *Tricia Fogarty*

Financial approval: Tricia Fogarty Date: 11/28/18

Signature *Tricia Fogarty*

NOTE: Fiscal notes attached to an ordinance are considered amendments to the budget and do not require an additional approval for insertion into the budget document.



City of North Pole, Alaska

Fiscal Note Year: 2018

Accompanying Ordinance/Resolution: 18-32

Originator/sponsor: Chief Coon

Date: November 27, 2018

Does the Ordinance or Resolution have a fiscal impact? ☒ YES ☐ NO

FUND	Account Description	Account #	Debit	Credit
01	01-54-5-920	Misc. Expenses	400.00	
01	01-54-2-210	Credit Card Fee		400.00
01	01-54-7-700	Building Maintenance	3,500.00	
01	01-54-1-001	Wages Full Time		3,500.00
01	01-54-6-600	Vehicle Gas & Oil	3,200.00	
01	01-54-1-001	Wages Full Time		3,200.00

Summary: (Brief description of proposed alterations as defined by accompanying ordinance or resolution. Where did the money come from and how will it be used).

Reallocation of funds to address higher than anticipated costs in 2018.

Prepared by: Tricia Fogarty Date: 11/28/18

Signature *Tricia Fogarty*

Financial approval: Tricia Fogarty Date: 11/28/18

Signature *Tricia Fogarty*

NOTE: Fiscal notes attached to an ordinance are considered amendments to the budget and do not require an additional approval for insertion into the budget document.

Memo

To: Tricia
 From: Geoff Coon
 Date: 11/28/2018
 Re: Fiscal note



Transfer into:

From:

01-54-5-920 Miscellaneous Expense \$400.00 Retirement plaque and normal expenses	01-54-2-210 Credit Card Fees
01-54-7-700 Building Maintenance \$3500.00 Service Furnaces & additional light upgrades, repair live-in shower	01-54-1-001 Wages
01-54-6-600 Vehicle Gas and Oil \$3200.00 Cost of fuel and extensive drivers training	01-54-1-001 Wages
01-54-2-235 Professional Services \$350.00 Dumpster service was not budgeted for	01-54-2-205 Audit and Finance

Budget transfer

Transfer into:

From:

01-00-5-500 Ambulance Fee CY Ambulance calls inside the city up.	Increase from \$90,000.00 to \$124,000.00