



CITY OF NORTH POLE
Regular Meeting
November 7, 2022
City Hall Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, November 7, 2022
Committee of the Whole: 6:30 PM
Regular City Council Meeting: 7:00 PM

MAYOR

Michael Welch
907-488-8584

CITY CLERK

Melissa Dionne
907-488-8583

COUNCIL MEMBERS

Chandra Clack	907-460-3767
DeJohn Cromer	907-347-2808
Aino Welch	907-488-5834
David Skipps	907-750-5106
Jeffrey Jacobson	907-460-7733
Anton Keller	907-987-2548

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Invocation
4. Approval of Agenda (Pgs. 1-2)
5. Approval of the Minutes from 10/17/22 (Pgs. 3-9)
6. Communications from the Mayor
 - a. Reorganization of the Council
7. Council Members Questions of the Mayor
8. Communications from Department Heads, HR, City Clerk and the Borough Representative
9. Ongoing Projects Report
10. Citizens Comments (Limited to five (5) minutes per Citizen) (Pg. 10)
11. Old Business
 - a. Ordinance 22-20, An Ordinance of the City of North Pole Amending the Leave Policy for the City of North Pole Employees (Pgs. 11-15)

12. New Business:

- a. Ordinance 22-23, An Ordinance of the City of North Pole, Alaska, to Amend Title 4, Revenue and Finance, to Require City Approval of Property Tax Exemptions and to Approve Certain Exemptions (Pgs. 16-17)
- b. Ordinance 22-24, An Ordinance of the City of North Pole, Alaska, Establishing the 2023 Operating and Capital Budget and Levying the Mill Rate (Pgs. 18-111)
- c. Resolution 22-14, A Resolution of the City of North Pole City Council Designating City Officials' Authorization to Sign on City of North Pole Accounts (Pg. 112)
- d. Acceptance of Grant Funds From DHS&EM (Pgs. 113-25)
- e. Acceptance of Heating Oil Bid Recommendation (Pg. 126)
- f. Consideration of Citizens' Extension of Time for Property Clean Up (Pgs. 127-143)

13. Council Comments

14. Adjournment



**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, October 17, 2022, in the North Pole City Hall Chambers.

CALL TO ORDER/ROLL CALL

Mayor Welch called the regular City Council meeting of Monday, October 17, 2022, to order at 7:00 p.m.

Present:

Michael Welch – Mayor
Santa Claus - Mayor Pro Tem
DeJohn Cromer - Deputy Mayor Pro Tem
Aino Welch – Alternate Deputy Mayor Pro Tem
David Skipps
Jeffrey Jacobson
Anton Keller

Absent/Excused:

None

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Melissa Dionne

INVOCATION

Given by Mr. Jacobson

APPROVAL OF AGENDA

Ms. Welch *moved to* approve the agenda of October 17, 2022

Seconded *by* Mr. Claus

Mr. Claus *moved to* amend the agenda of October 17, 2022, to consent the following items:

New Business

- a. NPPD Wage Decision

Old Business:

- a. Ordinance 22-20, An Ordinance of the City of North Pole Amending the Leave Policy for the City of North Pole Employees – **to postpone until November 7, 2022**
- b. Ordinance 22-22, An Ordinance of the City of North Pole Amending the 2022 Budget to Accept the Edward Byrne Memorial Justice Assistance Grant

- c. Ordinance 22-23, An Ordinance of the City of North Pole Amending the 2022 Budget to Purchase a 2022 Ford F250 Pickup for the Northern Expansion

Seconded *by* Mr. Jacobson

On the amendments

DISCUSSION

None

PASSED

Yes: 7 – A. Welch, Claus, Cromer, Jacobson, Skipps, Keller, Welch

No: 0

Absent: 0

On the agenda as amended

DISCUSSION

None

PASSED

Yes: 7 – A. Welch, Claus, Cromer, Jacobson, Skipps, Keller, Welch

No: 0

Absent: 0

APPROVAL OF MINUTES

Mr. Jacobson *moved* to approve the minutes from the 10/3/22 meeting

Seconded *by* Mr. Skipps

DISCUSSION

None

PASSED

Yes: 7 – A. Welch, Claus, Cromer, Jacobson, Skipps, Keller, Welch

No: 0

Absent: 0

COMMUNICATIONS FROM THE MAYOR

- The Mayor read the proclamation for the Student of the Month – Nina Kozie
- Helping AK (fka Love Inc.) gave us a written update on the money they were given from the city at the end of last year.
- City Clerk, Melissa Dionne, read the letter from the Election Canvas Board certifying the results from the October 4th election.
- New Council Members Jeffrey Jacobson and Chandra Clack were sworn in.
- Chief Dutra, along with various family members and Mayor Welch pinned the newest NPPD Officers.
- The Mayor presented a plaque to Santa Claus and thanked him for his years of service.
- We will be hosting the Interior Mayors conference November 16 and 17 and will include the Borough, Nenana, Fairbanks and Denali mayors.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

- None

Ms. Welch *moved* to suspend the rules the rules for 20 minutes

Seconded by Mr. Skippis

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Chief Dutra

1. Stats September were sent to the Council today.
2. Traffic Stats for Santa Claus Ln. and St. Nicholas Dr.
3. Action taken on E. 5th avenue residence.
4. ALICE training on Wednesday at Ann Wein
5. Paul Butler Training on Wednesday – Leadership training
6. Third new officer Todd Bluhm starts the 1st. Excited for new energy. Down 1 position.
7. Alison and Rachel participated in Gals Read – Thank you
8. New car was retrieved from Anchorage – 2nd car waiting on part

Fire Department, AC Chambers

- The job posting for the fire departments open Lieutenant position closed today at 1pm. Our testing and interview process is scheduled to finish up in early November.
- October is fire prevention month and traditionally we spend a lot of time each October delivering safety messages to our local schools. The last two weeks we hosted hundreds of students from our local schools. During their visits to the fire station, we were able to provide age-appropriate safety messages.
- Winter is here and the road conditions are changing rapidly. The fire department has been responding to a high number of motor vehicle accidents over the last few weeks. We would like to remind everyone to slow down and expect slippery road conditions.

Finance, Tricia Fogarty

- Ms. Fogarty sent out the latest financials to the Council last week. The Council was also provided with the Delinquent utility reports, she said that these reports are usually provided by Melanie Swanson, and they might look a little different from the way they usually look.
- For the Tyler conversion there are 2 pieces left to move over and they will be done.

Ms. Welch asked about the delinquent utility report and how often the names are updated because there is at least one person that has passed.

Mr. Cromer said that he feels the list of delinquent people on the utility list seems excessive over the last time that the Council was provided with it.

- Ms. Fogarty said that the list was from Tyler and she does not think that most of those people are seriously late, but just late from the last month and the next time this report is provided it will be more streamlined.

Mayor Welch reminded everyone about the Budget workshops coming up and the change of the dates for the December meetings.

Director of City Services, Danny Wallace

Minutes

- City Services' focus is winter prep, budgeting, and ongoing efforts to ensure safe water, sewer and public works operations.
- Building Dept – Melanie Swanson has been on well-deserved leave for the past week (and she'll be gone until next week). We've been able to cover her duties with the help of Tresa Parsons, our part-time clerk and some of the other individuals in the office, although response times to customers may be delayed at times.
- PW – Winterization efforts; renewal of our snow plowing contract with Hubbard Construction is complete (this will be the third of three years; our summer hires will be with us for a couple more weeks and our new public works part time employee, David McBroom started on Monday. His duties include cleaning both City Hall and the Police Dept and City Hall three times per week and general labor support to Public Works.
- Utilities – We have begun efforts to address our aging City Water main. Respec, an engineering firm that we have already contracted with, is doing the initial 15% scope and design work. We're continuing to look at higher level grant funding for this.

Some other items of note:

1. City Services will participate in a Winter Storm Virtual Exercise on Wednesday. This is sponsored by the Emergency Management Institute at UAF and will simulate a winter disaster scenario. The exercise will be four hours long and should have representation from throughout the area, the State, and Federal agencies.
2. Installation of panic buttons in City Hall (I'll give the mayor the one in my office)
3. Pending Office Upgrade (dual office in the Chambers); Glass Doctor mentioned that the steel and doors have arrived; after those have been inventoried, they'll work with us on scheduling installation
4. Heating Oil Bid solicitation began last week. This has been advertised in the News Miner and we've sent out emails to all the oil delivery companies in the Borough. Bids close on October 24th
5. Moose Creek project is set to close on December 31st, although we are trying to determine if there are residual actions that might require an extension. Outstanding tasks include the final installation of water service to a handful of customers (and well-decommissioning of a similar number) and installation of wireless water meters (which were due to arrive this summer but have not yet arrived).

Human Resources, Ellen Glab

- Ms. Glab let everyone know that the city is providing biometric screenings free of charge for city employees on the insurance plan tomorrow in the chambers.
- She has meetings set up for the final run thru of the policy and procedure manual for the city employees, she hopes to be completed with that by November so that the city attorney can run through it before providing it to the employees and the Council after the new year.
- She has been working on onboarding for new employees.

Mayor Welch asked about the expectations of the policy manual going to the city attorney.

- Ms. Glabb said that she would like a run through by the attorney to make sure that there is nothing missed or that they step on any toes with any of the policies and that the policy and procedure manual will replace the personnel codes that are in the code of ordinances that exist now.

Borough Representative

Ms. Welch attended the borough meeting on 10/13/2022 via Zoom.

- 16.a. RESOLUTION NO. 2022-32. A Resolution Approving the Transfer of Surplus Borough Property (2 Vehicles) To the Fairbanks Litter Patrol, Inc. (Sponsor: Mayor Ward) PASS
- 13.a. Marijuana License – New – Onsite Consumption – License #10131 Pakalolo Supply Company, Inc. DBA: Pakalolo Supply Company, Inc. 1851 Fox Ave Fairbanks, AK 99701 No Protest
- 13.b. Liquor License – Transfer – Beverage Dispensary – License #4395 TO: L&E, LLC DBA: The Banks Alehouse 1243 Old Steese Hwy Fairbanks, AK 99701 FROM: Goethe, LLC DBA: The Banks Alehouse 1243 Old Steese Hwy Fairbanks, AK 99701 Fairbanks North Star Borough October 13, 2022 No Protest
- 13.c. Liquor License – Transfer – Package Store – License #4597 TO: Scooters, Inc. DBA: Scooters Liquor No Premise FROM: Arctic Fox Bar, LLC DBA: Arctic Fox Liquor No Premise No Protest
- 13.d. Liquor License – New – Restaurant/Eating Place – License #6080 Curt Haley and Ok Hui Haley DBA: KC's Kitchen 1707 South Cushman Street Fairbanks, AK 99701 No Protest (Several licenses for Marijuana and liquor were approved)
- 13.e. ORDINANCE NO. 2022-55. An Ordinance Altering the Boundaries of Potlatch Service Area to Include Lots 11-14 Block C, Lots 1-5 Block E B&A Subdivision; Lots 1-13 Benson's Subdivision; Lots Of B-1A – B2 Secretariat Subdivision 1st Addition; And TL-2306, TL-2404, TL-2507, TL-2510, TL-2616, And Providing For Two Elections. (Sponsor: Mayor Ward) PASS
- 13.f. ORDINANCE NO. 2022-56. An Ordinance Altering the Boundaries of Gordon Service Area to Include Lots 1-7 Block Two Eastwood Estates Subdivision, Lots 1-10 Block Three and Lots 1-9 Block Four Eastwood Estates First Addition and Providing for Two Elections. (Sponsor: Mayor Ward) PASS
- 13.g. ORDINANCE NO. 2022-57. An Ordinance Altering the Boundaries of Ridgecrest Service Area to Include Tax Lot 1018 Section 10 Township 1 South Range 2 West and Providing for One Election. (Sponsor: Mayor Ward) PASS
- 13.h. ORDINANCE NO. 2022-58. An Ordinance Altering the Boundaries of Herning Hills Service Area to Include Lot 1 Solski Subdivision and Providing for One Election. (Sponsor: Mayor Ward) PASS
- 13.i. ORDINANCE NO. 2022-59. An Ordinance Altering the Boundaries of College Service Area to Include Lot 1 And Lot 2, Godspeed Subdivision, As Modified by Instrument Nos. 2021-009606-0, 2017-015958-0, 2021-016580-0, And 2021- 001252-0, And Providing for One Election. (Sponsor: Mayor Ward) PASS (Several boundaries' chances of service areas were approved; most adding 'orphaned 'parcels to existent service areas)

- 13.j. ORDINANCE NO. 2022-60. An Ordinance Amending FNSBC 2.16.010 Emergency Management - Definitions to Expand the Definition of Disaster to Include Cybersecurity Events. (Sponsor: Mayor Ward) PASS
- 13.k. ORDINANCE NO. 2022-20-1J. An Ordinance Amending the FY 2022-23 Budget by Appropriating \$550,000 From the Capital Improvement Program and Maintenance Reserve to The Capital Projects Fund for The Growden Field Upgrades Project and Amending the FY 2023 Capital Improvement Program. (Sponsor: Mayor Ward) PASS This is to replace turf in the park that is close to 40 years old. It will be maintained by the Gold Panners.
- Unfinished Business 14.a. RESOLUTION NO. 2022-30. A Resolution Summarizing the Parcels Proposed for Sale or Retention and A List of Other Nominated Land to Be Disposed of In FY 23-24 And Lands Intended for Development in Future Fiscal Years. (Sponsor: Mayor Ward) PASS

City Clerk's Office, Melissa Dionne

- Ms. Dionne gave everyone an update on the city's new website, she said that the site mapping is done, and we should see a non-live version by the end of the year.
- She let the Council know that the menu for the meals for the budget workshops will be sent this week and to let her know if anyone has any dietary restrictions.
- She also mentioned to the Council that their sports at the diocese were cleaned up and restocked and that if they had any additional needs or were missing anything to let her know.
- Universal Production will be in the chambers tomorrow to work on the chambers and get the audio and visual system up and running and the new office should be installed by Glass Doctors by the next council meeting.

The Mayor asked about the deadline for the Bed Tax Grant applications and the date for the presentations.

- Ms. Dionne said that she has personally talked to many of the businesses that put in for the grant in previous years to remind them of the date, and it is on the FB page and the website. The date for the presentations is going to be November 29th.

ON GOING PROJECTS

- The Mayor shared with the Council that after talking to the city attorney that we will no longer have to advertise meetings in the NewsMiner. We will have an ad at the beginning of the year/end of year with the calendar for the year, then notice special meetings only for the rest of the year.
- UP tv will be in the city mid-November filming a special called 'Small Town Christmas'. The Mayor and Ms. Glab have been in touch with various groups and businesses around town who might have holiday events/decorations happening and the city will be putting out our décor early this year. The show is set to air on December 11.

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

None

COUNCIL COMMENTS

- Mr. Cromer thanked Mr. Claus for his years of service and guidance.
- Mr. Keller also thanked Mr. Claus and his service to the community. He also echoed Chief Heineken's concerns about traveling safe on the roads.
- Ms. Welch also thanked Mr. Claus. She complimented the Chambers redo and said that it was great to see everyone live again. She invited everyone listening to come visit the Chambers and see City Hall.
- Mr. Jacobson thanked Mr. Claus for his dedication and years of service to the city. He also welcomed Ms. Clack to the Council. He said that he is concerned about the temps to come and the treacherous roads. He asked everyone listening to not be in a hurry and take to take their time. He was happy to see the families that were with us tonight for the pinning of our new police officers.
- Mr. Skipps thanked Mr. Claus as well for his time and effort to the city. He also welcomed Mr. Jacobson and Ms. Clack to the Council.
- Mr. Claus said that it was an honor and a pleasure to serve the city and working with the various mayors and Council members. He thanked everyone for the well wishes and nice send off.
- The Mayor thanked Mr. Claus for his service and said that even though they did not always agree on issues it was good that they could come together and do what was best for the city. Mr. Claus was a good Pro Tem this last year, he knew the city was in good hands if anything happened to him. The Mayor said that he is happy that we are moving forward and focusing on the growth of the city. The cities 70 anniversary is coming up soon and he likes that we are looking to the future and looks forward to celebrating.

ADJOURNMENT

Mr. Claus *moved* to adjourn

Seconded *by* Ms. Welch

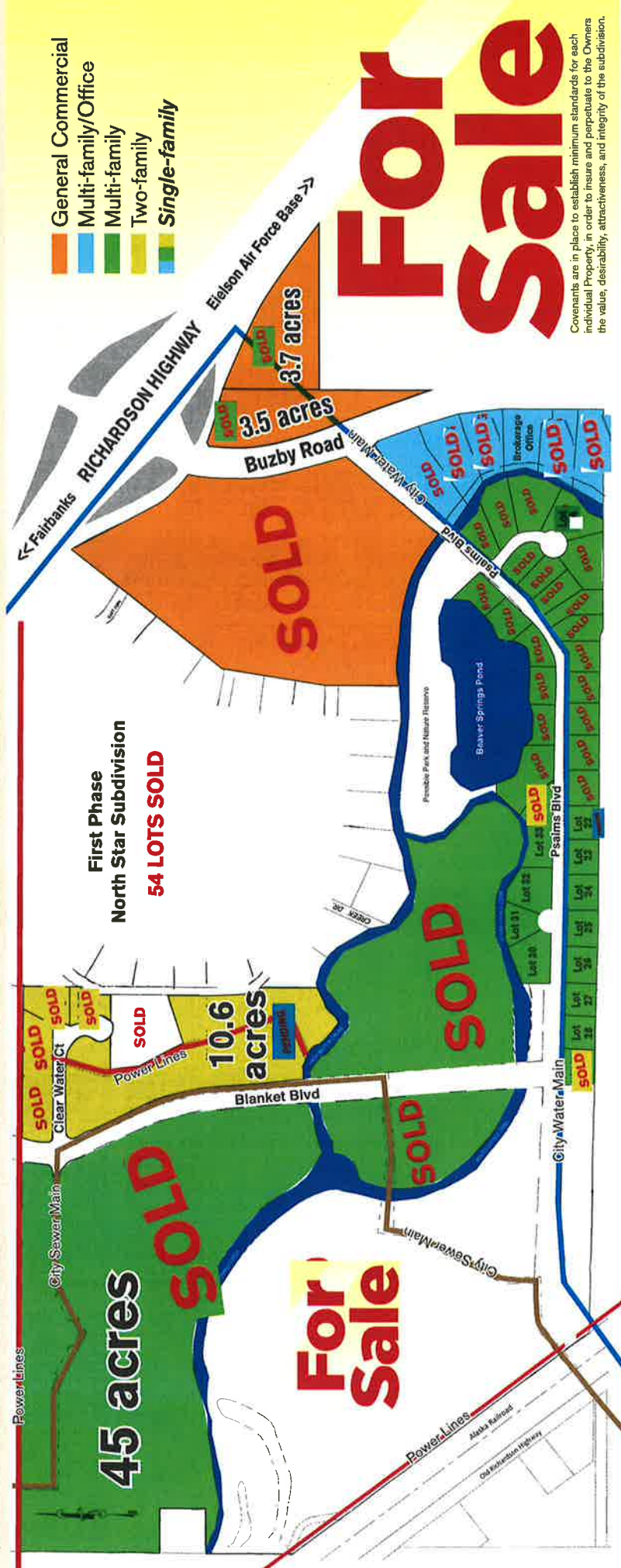
The regular meeting of Monday, October 17, 2022 adjourned at 9:11 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, October 17, 2022.

ATTEST:

Melissa Dionne, City Clerk

BROOKSIDE PARK



Covenants are in place to establish minimum standards for each individual Property, in order to insure and perpetuate to the Owners the value, desirability, attractiveness, and integrity of the subdivision.

Sponsored by: Mayor Welch
Introduced & Postponed: October 3, 2022
Postponed: October 17, 2022
Re-Introduced: November 7, 2022

ORDINANCE NO. 2022-20

**AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING THE
LEAVE POLICY FOR CITY OF NORTH POLE EMPLOYEES**

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

WHEREAS, the City of North Pole wishes to remain competitive with its
compensation for it's employees; and

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

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

Section 2. Title 2 Chapter 36 sections 410 Leave are hereby amended in the
North Pole Code of Ordinances as follows: [new text in red, deleted text in
~~strikethrough~~] see attached.

Section 3. Effective Date. This ordinance shall become effective upon signing.

ADOPTED THE ____ DAY OF November 2022.

Mayor Michael W Welch

ATTEST:

Melissa Dionne, City Clerk

PASSED/FAILED Yes: No: Absent:

2.36.410 Leave.

A. All full-time employees shall be granted leave time in hours per month, as per the following table:

Employees Hired After January 1, 1990

Employee	0 – 4 years	4 years or more
40 hrs/week	17.3	21.8
19-day cycle	23	28.75

B. Monetary compensation (leave buyout) can be authorized up to a maximum of eighty hours (one hundred twenty hours for personnel on the nineteen-day cycle shift), minimum of 20 hours, per calendar year with the approval of the department head. An employee must have sixteen hours remaining for forty-hour-per-week employees and twenty-four hours remaining for nineteen-day cycle employees after compensation in order to be eligible.

C. Department heads or designees are the sole approving authority on leave. Approval considerations shall be based upon department operation requirements and the desire of the employee. Leave may be canceled or amended to allow the department to meet emergency situations. However, leave may not be canceled or amended to avoid paying overtime.

D. An employee who is unable to report to work for any reason without prior approval shall report the reason for his absence to his department head as soon as possible after the time he/she is expected to report for work. Leave with pay shall be allowed on a case-by-case basis. The department head shall determine whether or not an employee's reason for absence warrants leave with pay. It is the responsibility of the employee to provide substantiation of their reason for not appearing for work.

E. Any employee placed on extended leave for any reason will be required to contact their Human Resources representative no less than every two (2) weeks with an update on the progress of the event causing them to be on extended leave. Leave of any kind must not exceed more than 180 calendar days. Should an employee fail to

communicate with Human Resources, or not return to full time work within the 180 calendar days, the employee shall be deemed to have voluntarily resigned their employment with the City and their employment with the City shall be terminated. Military leave excluded per 2.36.70 section B.

F. Unused leave shall be compensated at the current rate of pay at the time of resignation or dismissal of an employee.

G. Leave can accrue from year to year with a maximum accrual of three hundred twenty hours, except that the maximum leave accrual for nineteen-day cycle shift personnel shall be four hundred twenty hours. When an employee's leave accrual reaches the maximum limit they must elect either to receive monetary compensation or take leave subject to the provisions of subsection. (C) of this section to reduce the accrued leave below the maximum level. If an employee changes from a nineteen-day cycle shift to a forty-hour-a-week shift, or vice versa, any leave that is over the maximum after conversion (see subsection (G)(1) of this section for conversion) for that shift schedule must be sold or taken as stated in this subsection. The office responsible for payroll operations shall ensure compliance with this subsection.

1. The formula for converting the accrued leave of an employee who goes from a forty-hour-per-week shift to a nineteen-day cycle shift, or vice versa, shall be as follows:

a. From a forty-hour-per-week shift to a nineteen-day cycle shift: Multiply the current accrued leave balance by the current hourly rate of pay for the forty-hour-per-week shift and divide this total by the nineteen-day cycle hourly rate. The result will be the new accrued leave balance.

An example is as follows where:

(a) = current leave balance;

(b) = hourly rate of pay for forty-hour-per-week shift;

(c) = hourly rate of pay for nineteen-day cycle shift;

(d) = new accrued leave balance.

$$\frac{(a) * (b)}{(c)} = (d)$$

b. From a nineteen-day cycle shift to a forty-hour-per-week shift: Multiply the current accrued leave balance by the current hourly rate of pay for the nineteen-day cycle shift and divide this total by the forty-hour-per-week shift hourly pay rate. The result will be the new accrued leave balance.

An example is as follows where:

(a) = current leave balance;

(b) = hourly rate of pay for forty-hour-per-week shift;

(c) = hourly rate of pay for nineteen-day cycle shift;

(d) = new accrued leave balance.

$$\frac{(a) * (c)}{(b)} = (d)$$

H. All personnel not working the nineteen-day cycle shift will accrue leave as forty hours/week employees.

I. Any employee placed on extended leave for any reason will be required to contact their Human Resources representative no less than every two weeks with an update on the progress of the event causing them to be on extended leave. Leave of any kind must not exceed more than one hundred eighty calendar days. Should an employee fail to communicate with Human Resources, or not return to full-time work within the one hundred eighty calendar days, the employee shall be deemed to have voluntarily resigned their employment with the City and their employment with the City shall be terminated. (Ord. 21-23 § 2, 2022; Ord. 18-13 § 2, 2018; Ord. 07-08 § 2, 2007; Ord. 04-05 § 2, 2004; Ord. 00-03 § 2, 2000; Ord. 99-10 § 2, 1999; Ord. 98-12 § 2, 1998)

J. The Department Head, in collaboration with the Human Resources Administrator, may offer leave as a hiring incentive for part time positions. This incentive can only be given under the following guidelines:

1. 4 hours per pay period.
2. Part time employee must work no less than 48 hours per pay period.
3. Part time employee must have a set or standard schedule.
4. Employee cannot be classified as a seasonal/volunteer employee.
5. Leave may be accrued up to 104 hours, unused time exceeding the maximum will be forfeited at the time of accrual.
6. Part time employees are not eligible for cash out options for leave, except for resigning or the position being terminated, as part of their final paycheck.
7. Part time employees are not eligible for paid Holidays and must adjust their schedules accordingly to work the required number of hours per pay period (48 hours). Employee may use accrued leave to balance, if they have the leave available.

Ordinance 22-23

AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND TITLE 4, REVENUE AND FINANCE, TO REQUIRE CITY APPROVAL OF PROPERTY TAX EXEMPTIONS AND TO APPROVE CERTAIN EXEMPTIONS.

WHEREAS, changes to property tax practices and policies is necessary to protect the financial interests of the City of North Pole; and

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

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

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

Section 2. Title 4, Revenue and Finance, Chapter 4.12.020, Tax levy and collection, is amended in the North Pole Code of Ordinances as follows: {new text in red, deleted text in ~~strikethrough-red~~}

A. The City Council shall annually determine the rate of levy by ordinance and shall include 0.15 mills for the vehicle fleet fund established in Chapter 4.25 NPMC adopted on or before the first Monday in December. The City Council shall present to the Borough finance department a statement of the City's rate of levy.

B. The real property tax levied by the City shall be upon the same real property within the City ~~and subject to the same exemptions as provided by real property tax ordinances of the Borough~~, and shall be enforced and collected by the Borough in the same manner, and at the same time, and under the same procedures as provided by Borough ordinance, resolution and regulation for collection of real property taxes levied by the Borough.

~~C. —The penalties, interest and costs provided by the Borough ordinances for failure to file real property tax returns or pay real property taxes levied by the Borough are adopted by reference as the penalties, interest and cost for failure to file real property tax returns or pay property taxes levied by the City. (Ord. 43-12 § 2, 2013)~~

~~C. The grant of an optional exemption, deferral or exclusion by the Borough pursuant to AS 29.45 or other authority will not apply to real property within the City unless the City Council concurs by ordinance or as specifically provided for in this section.~~

34 D. The City concurs in the following Borough exemptions:

- 35 1. All exemptions required by the laws of the State of Alaska and any additional requirements
36 or qualifications for those exemptions as required by the Fairbanks North Star Borough.
37 2. All exemptions adopted by the Fairbanks North Star Borough as of April 5, 2022 excluding
38 the exemption/tax incentive for housing as adopted or as modified by subsequent action.

39 **Section 3. Effective date.** This ordinance shall become effective upon approval.
40

41 **PASSED AND APPROVED** by a duly constituted quorum of the City Council of the Cit of North Pole,
42 Alaska, this ____ day of November 2022.
43
44

45
46 _____
47 Michael W. Welch, Mayor

48 ATTEST:
49

50 _____
51 Melissa Dionne
52 City Clerk
53



City of North Pole 2023 Proposed Annual Budget



ANNUAL BUDGET
OF THE
CITY OF NORTH POLE
FOR
CALENDAR YEAR 2023

Proposed Budget

MICHAEL W. WELCH
CITY MAYOR

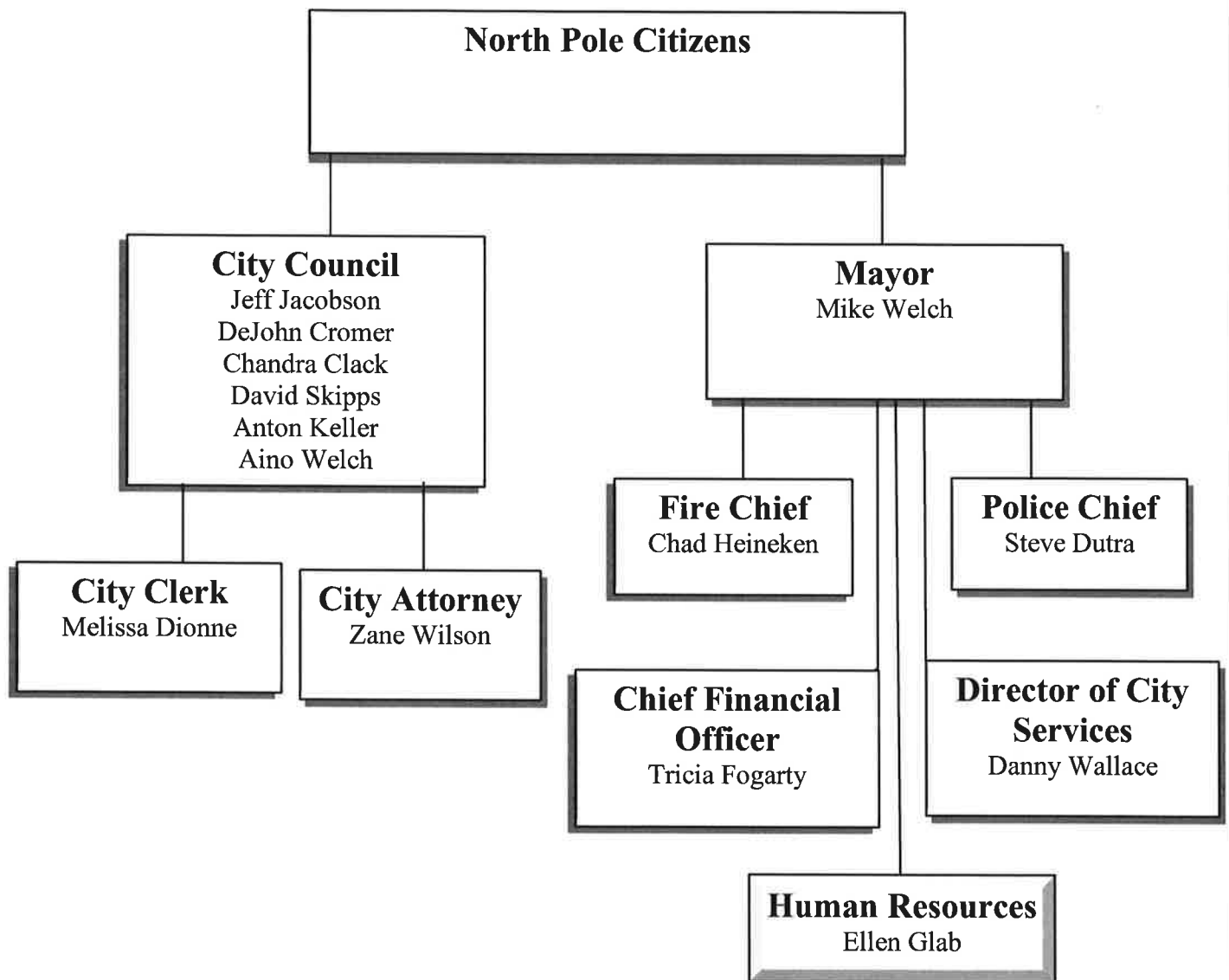
TRICIA FOGARTY
CHIEF FINANCIAL OFFICER

MICHELLE PEEDE
DEPUTY ACCOUNTANT

SALLY TERCH
ACCOUNTS PAYABLE/ SALES TAX ADMINISTRATOR

INTRODUCTION

City of North Pole



**CITY OF NORTH POLE
2023
MAYOR & COUNCIL MEMBERS**

Council Member	Mailing Address	Phone
<u>Mayor</u>		
Michael Welch Term: 10/21 – 10/24 Email: mwelch@northpolealaska.org	934 Les Rogers Turnaround North Pole, AK 99705	(W) 488-8584
Aino Welch Term: 10/20 – 10/23 Email: awelch@northpolealaska.org	934 Les Rogers Turnaround North Pole, AK 99705	(H) 488-5834
DeJohn Cromer Term: 10/20 – 10/23 Email: dcromer@northpolealaska.org	815 Marquette Loop North Pole, AK 99705	(C) 347-2808
David Skipps Term: 10/21 – 10/24 Email: dskipps@northpolealaska.org	2729 Perimeter Drive North Pole, AK 99705	(C) 750-5106
Anton Keller Term: 10/21 – 10/24 Email: akeller@northpolealaska.org	508 W 4 th Avenue North Pole, AK 99705	(C) 987-2548
Jeffrey Jacobson Term: 10/23 – 10/25 Email: jjacobson@northpolealaska.org	391 Finell Drive North Pole, AK 99705	(C) 460-7733
Chandra Clack Term: 10/23 – 10/25 Email: cclack@northpolealaska.org	820 Refinery Loop North Pole, AK 99705	(C) 460-3767
<u>City Clerk</u>		
Melissa Dionne mail: mdionne@northpolealaska.org	125 Snowman Lane North Pole, AK 99705	(W) 488-8583 (F) 488-3002

City of North Pole Web Site is located at: www.northpolealaska.com

Revised: October 27, 2022

**CITY OF NORTH POLE
2023
Department Directors**

Council Member	Mailing Address	Phone
<hr/>		
<u>Mayor</u>		
Michael Welch	125 Snowman Lane	P: 488-8584
Term: 10/21 – 10/24	North Pole, AK 99705	F: 488-3002
Email: mwelch@northpolealaska.org		
<hr/>		
<u>Director of City Services</u>		
Danny Wallace	North Pole Utilities	P: 488-8593
	North Pole Public Works	F: 488-3002
Email: rdwallace@northpolealaska.org		
<hr/>		
<u>North Pole Fire Department</u>		
Chad Heineken, Fire Chief	110 Lewis Street	P: 488-2232
	North Pole, AK 99705	F: 488-3747
Email: cheineken@northpolefire.org		C: 322-6508
<hr/>		
<u>North Pole Police Department</u>		
Steve Dutra, Police Chief	125 Snowman Lane	P: 488-8469
	North Pole, AK 99705	F: 488-5299
Email: sdutra@northpolepolice.org		C: 347-0935
<hr/>		
<u>Chief Financial Officer</u>		
Tricia Fogarty	125 Snowman Lane	P: 488-8594
	North Pole, AK 99705	F: 488-3002
Email: tfogarty@northpolealaska.org		
<hr/>		
<u>City Clerk</u>		
Melissa Dionne	125 Snowman Lane	P: 488-8583
	North Pole, AK 99705	F: 488-3002
Email: mdionne@northpolealaska.org		
<hr/>		
<u>Human Resources</u>		
Ellen Glab	125 Snowman Lane	P: 488-3042
	North Pole, AK 99705	F: 488-3002
Email: eglab@northpolealaska.org		

City of North Pole Web Site is located at: www.northpolealaska.com

Revised: October 27, 2022



CITY OF NORTH POLE
Alaska

In 1891 Congress enacted legislation for town sites to be laid out in Alaska under regulations specified by the Secretary of the Interior. The same legislation made it possible for a person to obtain 160 acres outside town sites but only for trading and manufacturing purposes.

More than fifty years later, Bon & Bernice Davis arrived in Fairbanks on April 7, 1944. They rented a car and drove down the Richardson Highway. At 15-Mile, an abandoned part of the original Richardson Trail led off into the timber along the west bank of 14-Mile Slough. They left the car on the main road and walked along the trail. They walked for several hundred yards, stopping, and looking. Finally, they stopped, looked at one another and both spoke the same words at the same time – “This is it!”

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

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

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

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

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

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

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

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

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

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

The "Made in North Pole" endeavor failed to blossom, but North Pole has continued to grow. There continues to be interest in developing North Pole as a theme city, "Where the spirit of Christmas lives year-round".

Today, many streets within the City and surrounding communities bear holiday names: Santa Claus Lane, Snowman Lane, Kris Kringle, Mistletoe, Holiday Road, Saint Nicholas Drive, North Star Drive, Blitzen, and Donnor. Streetlights are decorated in candy cane motifs and many buildings are painted with Christmas colors and designs.

Each year the North Pole community starts the holiday season with a Winter Festival including fireworks, a candle lighting ceremony, Christmas in Ice carving festival, and a community tree lighting in December. The Santa Claus House, the "official" home of Santa Claus greets all visitors who pass through the city on the Richardson Highway. Live reindeer and an opportunity for a photograph with Santa Claus at the Santa Claus House are available year-round.

CITY OF NORTH POLE
HISTORY OF SALES TAX AND MIL RATE

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

CITY OF NORTH POLE
HISTORY OF SALES TAX AND MIL RATE

	1998	3	2.3
	1999	3	2.3
	2000	3	2.4
	2001	3	2.4
	2002	3	3
	2003	3	3
	2004	4	3
	2005	4	3
	2006	4	3
	2007	4	3
	2008	4	3
	2009	4	3
	2010	4	3
	2011	4	3
	2012	4	3
	2013	4	3.5
	2014	4	3.5
	2015	4	3.5
	2016	4	3.5
	2017	5	1.499
	2018	5	2.499
	2019	5	2.499
	2020	5	3.499
	2021	5.5	4
	2022	5.5	4
	2023	5	3.5

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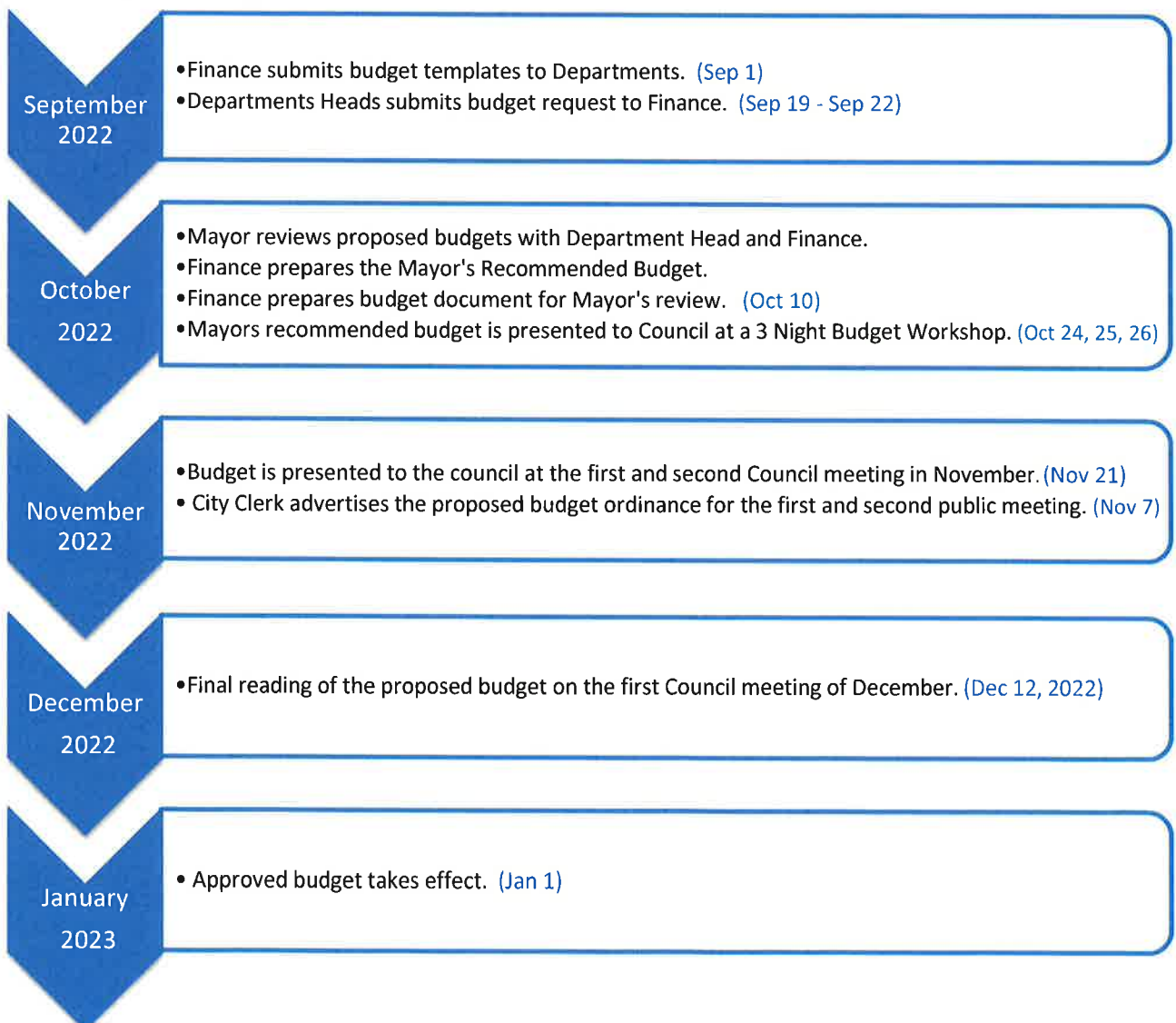
*BUDGET PROCEDURES
& POLICIES*

BUDGET PROCESS

Overview

The City of North Pole operates on a calendar year fiscal cycle. The Budget Process Calendar below is a useful tool for reference throughout the budget process. There are three distinct phases in the adoption of the annual budget estimate. In the first phase, City departments submit their expenditure requests to the Mayor. In the second phase, the Mayor submits recommended budgets for revenue and expenditures to the Council, and in the third phase the Council reviews, amends, and adopts the budget.

Calendar



Process

Every September the Finance Department sends a budget template to each Department Head. The Department Heads have the discretion to propose changes for the following year. The Chief Financial Officer (CFO) determines the impact of the proposed changes and makes recommendations to the Department Head and the Mayor.

During the first three weeks of October, the Mayor meets with each Department Head and CFO to review the requested budget. After each meeting, the CFO prepares a recommended budget that reflects any changes the Mayor proposes.

The City Council holds public meetings throughout November and December to discuss the budget. These meetings are held in accordance with Alaska's *Open Meetings Act* (AS44.62.310) The intent of public meetings is to hear all opinions on all issues and ensure public control over the government. The meetings are the means by which a person or group can be informed, express opinions, exercise choice and affect outcomes. For this to occur the governing body must provide reasonable notice of its meetings, the governing body must hold the meetings as provided in the notice, and the public must be given an opportunity to provide input.

During these meetings, the Department Heads are free to present their budget requests and why they differ from what the Mayor recommends, Council Members may ask questions and make inquiries to Department Heads and/or Finance. After each section of the budget has been carefully reviewed and amended by Council, a budget ordinance is drafted by the City Clerk. The ordinance is presented for the first reading at a regular Council meeting, normally the first meeting in November. Ordinances require two readings at two different Council meetings before passage. The Budget Ordinance requires three readings at three different Council meetings before passage.

The Council's consideration of the budget ordinance is open to public comment; individuals from the public are afforded five minutes to comment or ask questions that pertain to specific subjects.

During consideration of the budget ordinance, Council Members may propose changes. After much discussion, the Council will vote specifically on every change proposed. After all, changes have been determined, a full vote on the budget ordinance will be called. In accordance with City Code, the City Council must formally adopt an ordinance approving the budget estimate by the second meeting in December (12/12/2022).

Once the budget is approved, the CFO or designee enters the amounts into the City's accounting software program. The program has controls and safeguards that prevent overspending at the object account level. All expenditures anticipated must go through the purchase approval process.

Budget Amendment

Administrative Budget Amendment - Intra-department line-item budget transfers are allowed within a category. The requested intra-budget transfers are documented on a form and must be signed for approval by the Department Head, CFO, and Mayor. For example, if a department discovers they do not have enough funds budgeted for office supplies, they can request to transfer a portion of the from operational supplies to office supplies (both accounts are in the same category of operational expenses). They cannot request transfers to wages from office supplies. Intra-department transfers must not result in an increase or decrease in the overall department budget. Once approvals are done, the CFO or designee makes the budget transfer to the City's accounting software.

Fiscal Note – All changes to revenue budgets, department total budgets (increase or decrease) and budget transfers between department categories are done through a formal ordinance amending the budget. An amended budget ordinance is introduced at a regularly scheduled Council meeting for consideration. Subsequently, it will be advanced to a second Council Meeting for formal approval or rejection.

The revenue budget is constantly monitored by Finance and the Mayor. If expected receipts yield significantly different results, the change is included in the ordinance amending the budget. Property and sales tax revenues are adjusted to match receipts. Fee changes approved by the Council are included. There are generally a dozen amendment ordinances each year. By the end of the budget year, there should not be any significant differences between the revenue and expenditure budgets and the actual results achieved.

Chapter 4.03 BUDGET PROCEDURES

Sections:

4.03.010 General fiscal policy.

4.03.020 City accounting organization.

4.03.030 Budget procedures.

4.03.040 City Council approval of excess expenditures and liabilities.

4.03.050 Budget amendments.

4.03.060 City use of debt and financing.

4.03.010 General fiscal policy.

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

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

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

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

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

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

4.03.020 City accounting organization.

A. The annual City budget is organized to reflect the organizational accounting structure of the City which is: fund, department, category, item, as designated by the City chart of accounts, with the exception of grant funds.

B. The budget will be presented at the program level for approval by the City Council and will be managed by the administration at the category level. All funds or departments showing expenditures in the salaries and benefits program shall list the number of FTEs allocated.

C. The City financial statements and annual audit should reflect the organizational structure of the City and comply with the Governmental Accounting Standards Board (GASB). (Ord. 17-01 § 2, 2017)

4.03.030 Budget procedures.

A. Pursuant to the Charter, the Mayor shall prepare and submit to the City Council a balanced annual budget estimate and budget message for all funds.

1. The general fund annual budget shall be balanced in a manner wherein current costs will be funded by revenues expected to be received by the City in the calendar budget year. Revenues expected to be received cannot include taxes, fees or other sources that do not already exist in the code.

2. Each fund or department that has expenditures in the salaries and benefits category is required to list the full-time equivalents (FTEs) as part of the budget presentation. Council shall appropriate the number of FTEs for each fund or department.

B. The City Accountant under the direction of the Mayor shall compile the budget estimate for all funds, based upon detailed departmental estimates and work programs.

1. The budget estimate shall cover and appropriate for all expenditures of money, including contracts, bond construction, debt service funds, special assessment construction funds and restricted funds.

2. When the City Council is considering the budget estimate, department heads and such other officials as may be interested shall appear and be free to criticize the budget or any of its items. (Ord. 17-01 § 2, 2017)

4.03.040 City Council approval of excess expenditures and liabilities.

A. The City Accountant shall not permit without City Council approval, during any budget year, an expenditure or contract or incurring of any liability in excess of the amount appropriated for each department, with the following exceptions:

1. The payment of accrued leave when an employee resigns or is terminated.

2. The payment of a voter approved bond or assessment payment.

3. The City Accountant is authorized to accept grants of restricted funds from asset forfeiture programs without City Council preapproval so long as there is no financial obligation placed upon the City. Examples of such grants are asset forfeiture proceeds under State, Federal or local law.

4. The proceeds of such restrictive grants shall be held in a trust account separate from the general treasury and not be included in the general fund. (Ord. 17-01 § 2, 2017)

4.03.050 Budget amendments.

A. The Council may approve amendments to the budget at any time through a budget amendment ordinance (BAO). Amendments include intradepartmental and interdepartmental transfers.

B. The Council may approve individual amendments to the budget through an ordinance with an accompanying fiscal note. (Ord. 17-01 § 2, 2017)

4.03.060 City use of debt and financing.

A. Under Alaska law, the City may issue general obligation bonds, revenue bonds, and assessment bonds. General obligation bonds may be issued without limitation upon approval by a majority of City voters. There are no constitutional or statutory debt limitations under Alaska law, but the voters must approve all debt to exceed five years in duration.

B. Debt financing will not be considered appropriate for current operation or maintenance expenses or for any recurring purposes.

C. When the City does obtain debt financing on behalf of or benefiting a third party (such as a special assessment district) such debt will be issued in conformance with existing City priorities and policies and with all cost of issuance and administration fully reimbursed. (Ord. 17-01 § 2, 2017)

Mayor's Message

To be inserted later....

APPROPRIATION
ORDINANCE

**CITY OF NORTH POLE
ORDINANCE 22-24**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL
ESTABLISHING THE 2023 OPERATING AND CAPITAL BUDGET AND
LEVYING THE MILL RATE**

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

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

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

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

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

WHEREAS, The 2023 Budget decreases the mill rate from 4 mills to 3.5 mills; and

WHEREAS, The 2023 Budget decreases the sales tax rate from 5.5 percent to 5 percent; and

WHEREAS, The 2023 Budget increases the maximum tax on any single transaction shall be 15.00 fifteen dollars.

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 2023 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, 2023, and ending December 31, 2023

Revenue Source	Mayor Recommended	Council Appropriation
Taxes: Property	1,131,000	1,131,000
Taxes: General Sales	5,000,000	5,000,000
Taxes: Alcohol	300,000	300,000
Taxes: Online	500,000	500,000
Taxes: Tobacco	150,000	150,000
Taxes: State collected Shared Taxes	13,000	13,000
Licenses and Permits	39,000	39,000
Fees & Services	787,500	787,500
Fines & Penalties	125,000	125,000
Intergovernmental Revenue	192,000	192,000
Other: Miscellaneous	145,500	145,500
Transfers in From Fund Balance (FB)		
Transfer In (from other funds)		
Total	8,383,000	8,383,000

Section 3. There is hereby appropriated to the 2023 General Fund Operating Budget (Fund 1) expenditures for the City of North Pole in the amount indicated.

Department Expenditures	Mayor Recommended	Council Appropriated
Administration	929,000	929,000
Clerk & HR	336,000	336,000
Police Department	2,771,000	2,771,000
Fire Department	2,995,000	2,995,000
Public Works	1,352,000	1,352,000
Total	8,383,000	8,383,000

Section 4. There is hereby appropriated to the 2023 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, 2023 and ending December 31, 2023. 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	0	0	0	0
41	Utility Fund Water	1,591,500	1,591,500	1,591,500	1,591,500
42	Utility Fund Sewer	970,800	970,800	970,800	970,800
43	Utility Capital Projects	0	0	0	0
51	Water Fund Reserves	306,000	306,000	306,000	306,000
52	Sewer Fund Reserves	170,550	170,550	170,550	170,550
Total		3,038,850	3,038,850	3,038,850	3,038,850

Section 5. There is hereby appropriated to the 2023 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	45,000	45,000	45,000	45,000
21	Admin Fleet Fund	0	0	0	0
22	Fire Fleet Fund	250,000	250,000	250,000	250,000
23	Police Fleet Fund	140,000	140,000	140,000	140,000
24	Public Works Fleet Fund	159,824	159,824	159,824	159,824
Total		594,824	594,824	594,824	594,824

Section 6. There is hereby appropriated to the 2023 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	422,200	422,200	422,200	422,200
10	Litigation Fund	75,000	75,000	75,000	75,000
12	ABADE- Dept of Justice	55,300	55,300	55,300	55,300
13	ABADE – State Forfeitures	10,000	10,000	10,000	10,000
15	Impound Lot	15,000	15,000	15,000	15,000
Total		577,500	577,500	577,500	577,500

Section 7. There is hereby appropriated to the 2023 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	112,000	112,000	112,000	112,00
Total		112,000	112,000	112,000	112,000

Section 8. There is hereby appropriated to the 2023 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	290,750	290,750	290,750	290,750
08	North Pole Festival Fund	7,500	7,500	7,500	7,500
Total		298,250	298,250	298,250	298,250

Section 9. There is hereby appropriated to the 2023 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	232,880	232,880	232,880	232,880
33	Public Works Grants	19,000	19,000	19,000	19,000
11	Bryne Jag Grant	113,036	113,036	113,036	113,036
Total		364,916	364,916	364,916	364,916

Section 10. Supplemental: See appendix 2023 A for the budget breakdown of revenues and expenditures per individual account line.

81 **Section 11. Effective date.** This ordinance shall become effective January 1, 2023.
82

83 **PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this
84 ____ day of December, 2022.
85

86
87
88 _____
89 Michael W. Welch, Mayor
90

91 ATTEST:
92
93

94 _____
95 Melissa Dionne, City Clerk

PASSED/FAILED Yes: No: Absent:

GENERAL FUND
REVENUE

		2020 Budgeted	2020 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested
Fund 01 - General Fund								
	Revenues:							
01-31-3000	Alcohol Tax	275,000.00	315,511.67	300,000.00	355,791.45	300,000.00	272,702.89	300,000.00
01-31-3050	Property Tax	640,000.00	901,139.85	1,040,000.00	1,088,073.10	1,043,500.00	705,472.36	1,131,000.00
01-31-3100	Sales Tax	4,114,136.00	4,066,845.40	3,840,000.00	4,658,226.82	4,150,764.00	3,776,582.45	4,990,000.00
01-31-3150	Sales tax Misc Vendors	0.00	4,603.72	2,500.00	11,926.65	5,000.00	8,448.89	10,000.00
01-31-3160	Sales Tax Online	0.00	-	-	283,505.76	320,000.00	315,366.31	500,000.00
01-31-3180	State: Shared Taxes	16,000.00	13,670.68	16,000.00	13,906.35	16,000.00	13,706.95	13,000.00
01-31-3200	Tabacco Tax	125,000.00	173,043.74	135,000.00	148,100.74	145,000.00	97,468.87	150,000.00
01-34-4000	Business Licenses	20,000.00	24,060.00	20,000.00	34,251.98	25,000.00	1,226.14	30,000.00
01-34-4050	Fireworks Permit	9,000.00	12,200.00	12,000.00	12,000.00	9,000.00	6,000.00	9,000.00
01-34-5000	Ambulance Fees CY	120,000.00	105,818.42	120,000.00	95,566.09	105,000.00	69,889.35	105,000.00
01-35-5020	Ambulance Fees PY	0.00	-	-	-	0.00	-	0.00
01-35-5050	Ambulance Services	465,000.00	480,012.50	480,000.00	570,399.00	565,000.00	675,738.50	680,000.00
01-35-5100	Fingerprinting	15,000.00	3,410.00	-	630.00	500.00	1,295.00	1,000.00
01-35-5150	Fire Reports	300.00	250.00	500.00	156.50	200.00	200.00	
01-35-5200	Police Reports	1,000.00	1,150.00	1,000.00	1,305.00	1,000.00	200.00	1,500.00
01-36-6000	Citations CY	138,000.00	79,200.98	138,000.00	66,249.20	100,000.00	63,153.50	75,000.00
01-36-6050	Citations PY	40,000.00	31,043.60	40,000.00	46,658.35	50,000.00	64,387.73	50,000.00
01-37-7000	Corp of Engineers Contract	86,920.00	84,951.60	88,000.00	87,523.12	90,000.00	75,644.12	90,000.00
01-37-7100	EMPG Grant	25,000.00	21,674.08	25,000.00	13,756.73	20,000.00	4,022.83	10,000.00
01-37-7200	Liquor License Sharing	9,000.00	6,700.00	9,000.00	4,000.00	6,500.00	6,700.00	7,000.00
01-37-7250	State Revenue Sharing	104,000.00	75,000.00	90,000.00	84,904.69	85,000.00	-	85,000.00
01-39-9000	Fire Department Revenue	14,480.00	17,149.89	5,000.00	5,600.00	5,200.00	5,526.00	5,500.00
01-39-9050	Interest Income	60,000.00	19,813.41	35,000.00	7,700.80	7,500.00	15,653.81	125,000.00
01-39-9100	Miscellaneous Revenue	22,000.00	14,762.63	25,000.00	22,579.41	25,000.00	12,571.73	15,000.00
01-39-9190	COVID 19 Relief Revenue	4,063,980.00	2,915,169.08	-	1,082,172.74	0.00	100.00	0.00
01-39-9195	COVID Local Fiscal Recovery	0.00	-	-	-	235,311.00	254,097.42	0.00
01-39-9980	Transfer In Fund Balance	0.00	-	7,000.00	-	0.00	-	
01-39-9990	Transfer In	15,000.00	15,826.56	-	(36,198.33)	25,000.00	-	
Revenue Total:		10,378,816.00	9,383,007.81	6,429,000.00	8,658,786.15	7,335,475.00	6,446,154.85	8,383,000.00

Administration
Department

Administration

Chief Financial Officer

Tricia Fogarty
Admin 100%

Deputy Accountant

Michelle Peede
Admin 100%

Accounts Payable Clerk, Sales Tax, and Business Licensing

Sally Terch
Admin 100%

City of North Pole

Finance Department



MISSION

The Finance Department is committed to providing timely, accurate, clear and complete information. Provide support to other city departments, citizens, and the City Council for the purpose of making informed financial decisions.

SERVICES

The Finance Department is responsible for all major financial management functions of the City. In addition to facilitating overall financial management and reporting for the Mayor, City Council and public, the department has the responsibility for budget preparation and management, accounting, grant accounting, project accounting internal controls and investments.

LONG-TERM GOAL

- Continue providing accurate financial information, enhancing transparency and identifying financial opportunities.
- Submit future budgets to Government Finance Officers Association to obtain the Distinguished Budget Presentation Award.
- Work with the Mayor and Department Heads to increase our investments with the AML Investment Pool.

CURRENT OBJECTIVES

- Find and establish a third-party accounting advisor.
- Complete annual audit within the first 180 days of the year.
- Keep the Mayor, Council and Department Heads informed as to budget status and financial position.
- Continue to provide access to our financial software so the Mayor and Department Heads can view their general ledger account in real time.
- Employee training and cross training to ensure efficient and timely operation of financial functions.

NEW CHANGES

- The Utility Accounts Specialist will be assisting in enterprise fund accounting and the wrap up of the Moose Creek project.

[illegible]

City Clerk
&
Human Resources

City Clerk, H.R. Dept

Melissa Dionne
Clerk 100%

Human Resources

Ellen Glab
Human Resources 100%

**Special Assistant
to the Mayor**

Ellen Glab

CITY OF NORTH POLE

Office of the City Clerk/HR Manager, Budget Narrative

MISSION

The mission of the City Clerk's Office is to serve as the professional link between residents, local governing bodies, City administration, and agencies of government at all levels. It is the mission of the Human Resources Office to support the goals and address the challenges of the City of North Pole by providing services that promote a work environment that is characterized by fair treatment of employees, open communications, personal accountability, trust, and mutual respect.

SERVICES

The City Clerk's Office pledges to be ever mindful of its neutrality and impartiality with respect to local government matters and to place service to the public as its priority. The Human Resources Office is responsible for the recruitment and hiring process for each vacant position within the City of North Pole, employee relations, maintaining compliance with all applicable laws and policies, and negotiating the health care contract to ensure affordable health care for employees and the City.

LONG-TERM GOALS

City Clerk:

- ❖ Continue to pursue educational opportunities to obtain the necessary credentials for the City Clerk.
- ❖ Improve publication of election history records and Council meeting information to provide citizens easier access to public records.

Human Resources:

- ❖ Continue to pursue educational opportunities in the HR field to ensure compliance with changing federal and state law.
- ❖ Improve communication between staff and management to increase overall productivity and positive work environment

CURRENT OBJECTIVES

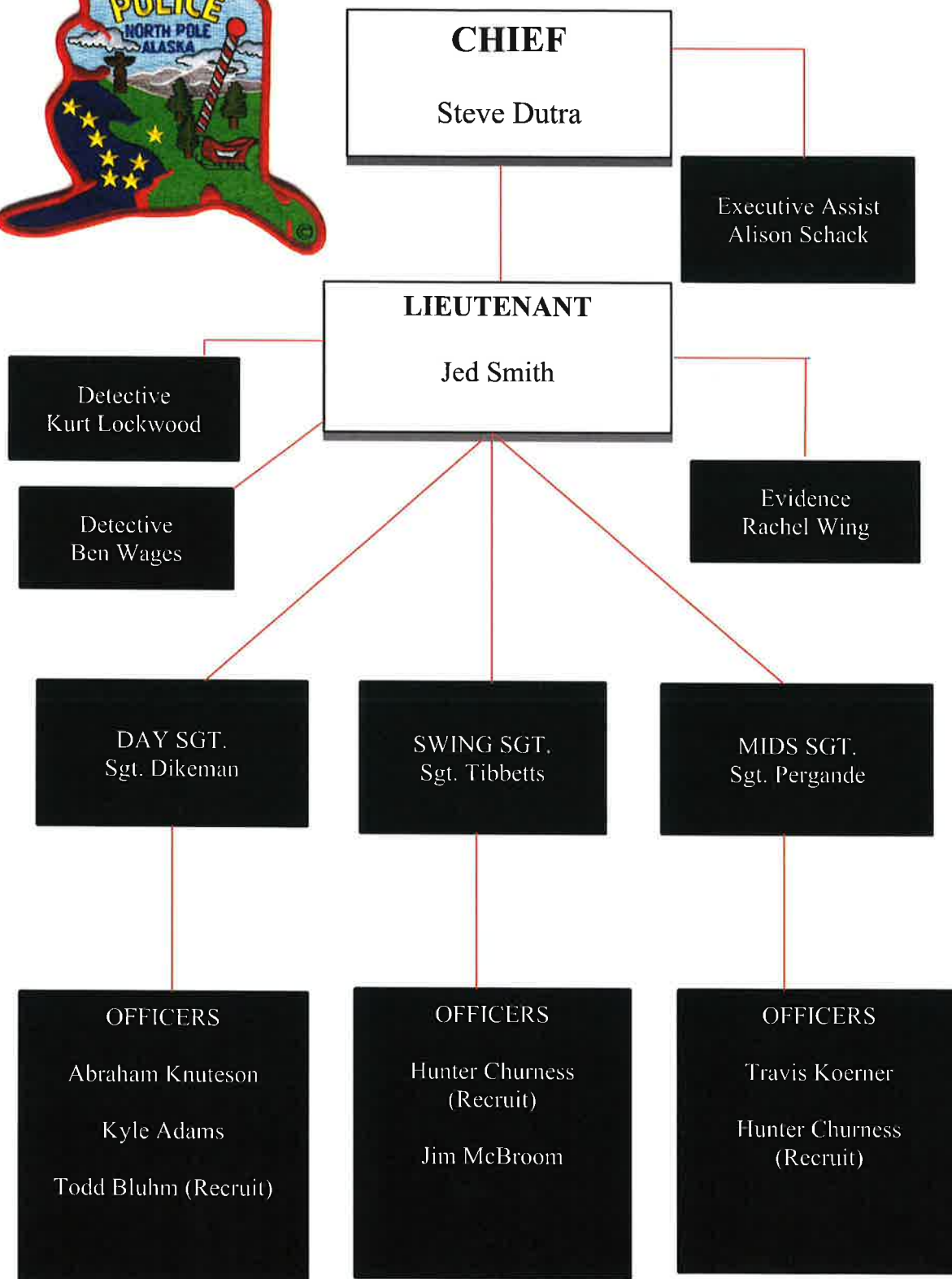
City Clerk:

- ❖ Tacoma, WA to continue working towards the CMC & MMC designations.
- ❖ Attend the International Institute of Municipal Clerks annual conference in St. Louis, MO to continue working towards the CMC & MMC designations.
- ❖ Attend the 2023 Alaska Association of Municipal Clerks conference in pursuit of certification and to increase participation in the AAMC organization.
- ❖ Continue to serve on the Fundraising Committee and the Decorating Committee.
- ❖ Complete a Public Information Officer certificate program.

Human Resources:

- ❖ Review and make recommendations for changes to the City Code pertaining to personnel.
- ❖ Begin working toward a HR Degree with a focus in Labor Law.
- ❖ Attend the SHRM conference in the fall 2023.
- ❖ Continue upgrading and evolving the cities record keeping procedures.
- ❖ Continue to encourage departments to work together to improve the communication between staff and supervisors.

Police Department





North Pole Police Department



Chief Steve Dutra
125 Snowman Ln.
North Pole, AK 99705
907-488-6902
Northpolepolice.org

The Honorable Mike Welch
Mayor, City of North Pole
Members of the North Pole City Council
Citizens of the City of North Pole

October 31, 2022

North Pole Police Department "A Status Report"

As 2022 comes to a close, I want to thank you for your support and share with you our vision for 2023. Our department has made significant strides in 2022 accomplishing major objectives all while saving as much money as we can. Our mission is built around "Community Collaboration Toward a Better Way of Life." This is exactly what we strive to do each and every day. Our goals and objectives are built around service and improving the safety for our citizens. With those ideas in mind we pursue justice for all using consistent, fair, equitable, and sincere police practices. Ever mindful of the obligations we have to each and every citizen we will continue to strive to improve the service we provide.

Although our fine city is small in population I am quite sure our police department is providing a service well above the standard one would expect from a department our size. 2023 will be my 11th year as your Police Chief, and I am glad to say that we have come in under budget each and every year. We have continued to secure grant funding as well as carry on many innovative partnerships with a significant number of local organizations. We have used only the funds we need, and we do not spend money just because it is left in our budget. Since I have been Chief, we have saved the city over \$700,000 by coming in under budget each and every year since then. I have recorded 28 out of 30 categories under budget; in the last 8 years all under Operations not including wages. In 2019 Mayor Welch asked us to offer a flat budget. In 2018 we were able to come in 11% lower than the budget, and 2022 will possibly be a record due to the sacrifices of each and every member of your police department covering unprecedented staffing shortages.

Although we were thankful for the additional administrative staff in 2018, we still continue to struggle to cover our shifts and meet the needs of the community. We also struggle with our recruitment and retention even though we are currently only down one officer. This appears it is a national issue, not just a North Pole issue. Our police recruitment options have expanded to include social media, professional police websites, statewide professional sites and online testing. It would be prudent to pay close attention to our competitive pay rates and to reevaluate them based on recent increases being afforded to other law enforcement agencies. The competition for qualified individuals is heating up and each of the agencies we compete with are doing their best to attract police officers. All of this is compounded by anti-police sentiment which appears to be decreasing the appeal of the profession. In 2019 - 2020 we saw an unprecedented hiring of lateral officers which drove up our wage costs. Recent staffing losses have caused us to see staffing shortages for long periods of time causing **significant demands on the Police Officers and their families.**

We spend an enormous amount of time and resources securing and managing funding options to help augment our needs. This not only opens up opportunities to prepare our city for emergencies it also helps fund our department operations. The Executive Assistant, myself and our CFO, Tricia Fogarty work hard throughout the year to maintain reporting and financial records to keep funding options open and our city in good standing. Some of these resources include Edward Byrne Justice Administration Grant or JAG which is currently under review. From the efforts of our JAG Detective we can see anywhere from several hundreds of dollars to 10's of thousands of dollars in forfeiture revenue. We do expect HIDTA funds to continue to help secure additional training money for drug enforcement efforts in 2023.

We also have our regular Chena Lakes agreement that is expected to come in at approximately \$91,000 and this contract is now on a 3 year agreement ensuring we have a steady income for some time to come. We recently received a State Homeland Security Preparedness grant at approximately \$110,000. These funds will be used for cameras and door lock systems. Reports, fingerprinting, and liquor license fees continue to come in under projection due to COVID19. Our impound efforts help deter crime and fees associated is expected to rise significantly due to changes in penalties. Citation revenue seems to be impacted by judicial intervention and fine reduction efforts.

We continued our support for the following programs.

- Presentations to parents and students on social media.
- Tours of the police station to include girl scouts, boy scouts, elementary school kids, and more.
- Community interaction during the 4th of July parade and Homecoming (cancelled due to COVID)
- Our annual Operation Glowstick, focuses on child safety during Halloween.
- Attend a variety of meetings with organizations all over the area. (mostly Zoom)
- Bi- Annual assistance with classes taught at the CTC law enforcement academy. (on hold)
- Guys Read and Gals read – 4th grade elementary school reading (on Hold)
- North Pole Middle School Red Ribbon Week.
- ALICE – Continue to push to get Active shooter survival training to all schools and businesses (on Hold)
- Distribution of Anti-Theft DOTS
- Annual Shop with a COP
- Drug Take Back Operation twice a year yields hundreds of returned drugs.

The department's equipment is in good shape. We have been vigilant at acquiring grant funding and using our limited funds to pace our purchases so we can maximize the benefits we get from our money. We have grant funded radio amplification equipment, new electronic door systems for city hall and the police department, new laptops, radios, and even vehicles. Our fleet vehicles are starting to show their age with an average of a little over 48,000 miles. That is an incredible decrease from 102,000 miles in 2013 but we are starting to see vehicle repairs creep up from a low in 2019. We currently have 2 cars with 94,550 and 83,130 miles respectfully that are in very rough shape. Even with reduced staffing the number of cars being cycled out has been reduced driving up demand on patrol cars. In 2021 we purchased a SDEU Detective vehicle using Asset Forfeiture funding due to the lack of fleet funds.

Our other efforts to help improve our department and prepare for the future includes a new kitchen remodel in 2018 and new flooring to replace our old worn out green floor. We have installed a new desk system for the new Executive Assistant and paid for it using drug funds. We have protected our building with a new gutter system installed on the new garage bays. We have started our archive

reduction process and conducted a 100% audit on our evidence with our new Lieutenant promotion. We received COVID funding to renovate our bathrooms and add a much needed interview room. In 2020 we started the building of our new COVID wing and finished it in early 2022. Here is where we will focus on employee safety and wellness and help isolate the public from employees. All of these steps have been to improve the safety of our employees.

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

As I have shown above, we are involved in a lot of programs and we take pride in providing the best police service we can. Our commitment to the community is our top priority. We have been given a mission to keep this community safe and we take that commitment very serious. I would encourage any city council member to come speak to me if you have further questions. It is difficult to include all the things we do so please take the time to come talk with me. I will make myself available at any time that would be convenient for you.

Thank you for your time.

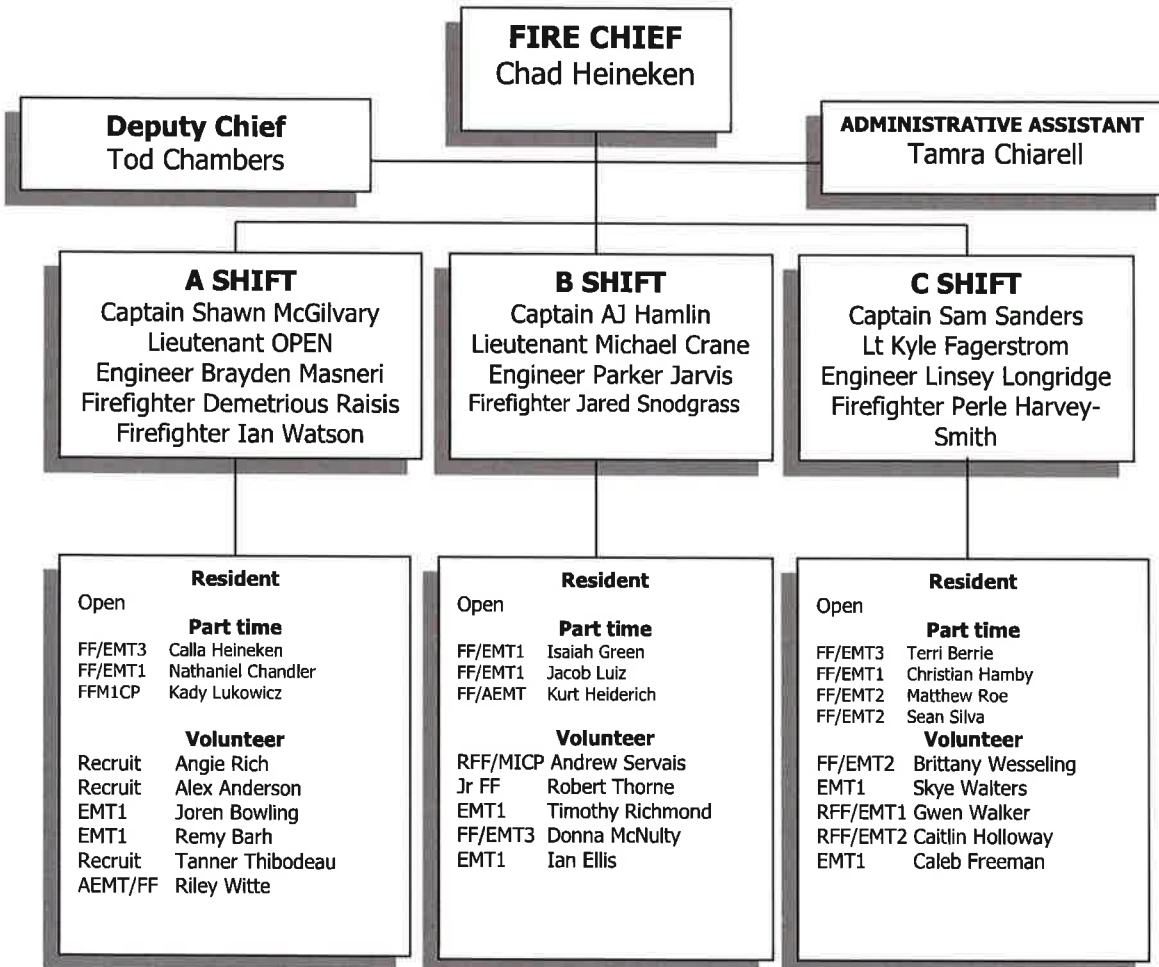
A handwritten signature in black ink, appearing to read "SDutra", located below the "Thank you for your time." text.

Chief Steve Dutra

[illegible]

			2020	2021	2021	2021	2022	2022 YTD	2023
			Budgeted	Actuals	Budgeted	Actuals	Budgeted	as of 10-31-22	Requested
01-53-6-6000		Equipment Repair & Maintenance	3,500.00	2,513.48	3,500.00	543.95	3,500.00	1,852.52	3,500.00
01-53-6-6050		Vehicle Gas & Oil	26,000.00	24,982.93	30,000.00	29,106.62	32,500.00	27,458.55	42,000.00
01-53-6-6100		Vehicle Repair & Maintenance	19,000.00	17,551.37	20,000.00	11,944.73	20,000.00	12,270.60	25,000.00
01-53-7-7000		Building Maintenance	7,500.00	6,870.71	6,000.00	678,427.53	11,000.00	251,897.14	8,000.00
01-53-9-9000		Citations State Admin Fee	5,000.00	7,573.80	5,000.00	5,383.10	5,000.00	2,382.14	5,000.00
01-53-9-9050		Equipment Outlay	91,974.00	102,944.06	45,375.00	29,779.30	40,375.00	36,822.68	45,753.00
01-53-9-9150		Investigation Expense	7,000.00	2,191.97	7,000.00	1,163.18	7,000.00	14,488.24	8,000.00
01-53-9-9200		Miscellaneous Expense	5,000.00	4,616.67	5,000.00	5,731.36	5,000.00	2,745.20	5,000.00
01-53-9-9990		Transfer Out	59,850.00	59,850.00	59,850.00	0.00	127,000.00	0.00	137,000.00
		Expense Total:	2,272,079.00	2,029,502.21	2,374,153.00	2,784,232.68	2,647,208.00	2,179,393.41	2,771,000.00

FIRE DEPARTMENT



****Life Members****

Geoff Coon Chief Retired
Kevin Haywood Captain Retired
Dave Nelson Lieutenant Retired
Terri Berrie Firefighter Active
Buddy Lane Chief Retired
David Daniell Captain Retired
Walter Priddy Captain Retired
Frank Ownby Lieutenant Retired
Barry Jennings Chief Retired
Brett Lewis Captain Retired
Carleta Lewis Medic Deceased
William Doolittle Physician Sponsor Deceased

Revised 10/27/2022



North Pole Fire Department

Fire Department Objectives:

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

Fire Department Profile:

The North Pole Fire Department operates as a combination fire department comprised of both paid and volunteers staff. Members of the North Pole Fire department currently consist of 16 full time paid, 11 part time paid and 14 volunteers. Services are provided with a minimum 4 staff members 24 hours a day, 7 days a week, 365 days a year. Part time employees cover full time employee absences preserving a minimum of 4 responders on duty. Volunteer members are required to give 24 hours of volunteer time each month and participate in classes, drills and meetings. This combination system provides the volunteers a flexible schedule to accommodate work and family, with paid staff providing around the clock emergency response capability for the community.

The North Pole Fire Department responds to approximately 1450 calls per year. This includes all responses to fire and emergency medical requests both inside and outside the city of North Pole. The Department has automatic and mutual-aid agreements with other departments throughout the Interior, including both military bases. The North Pole Fire Department has for many years maintained a contract with the Fairbanks North Star Borough to provide ambulance services, providing treatment and transport of patients within an approximately 100 square mile area of the borough.

Training is the cornerstone of the fire service. The North Pole Fire Department recognizes this and has strived to provide the highest level of training to our members as possible. The annual training plan will be a combination of minimum company standards, special operations training, EMS, professional development, hazardous materials, technical rescue, water rescue, and various safety topics. The North Pole Fire Department will continue to provide certified training to the Firefighter-II and state of Alaska AEMT/EMT3 level.

North Pole Fire Department works with the community in a number of ways to help educate the citizens on injury prevention and safety by providing fire prevention and public education programs. The department offers station tours and classroom visits to our elementary and pre-

schools during fire prevention month and throughout the year concerning current fire safety topics. Smoke alarms and carbon monoxide detectors are provided to home owners in the city as supplies allow. The department partners with the City to promote community health, wellness and education through the use of social media and other avenues. The fire department sponsors an annual Open House allowing the public to meet the members and see the capabilities of the department.

Target Hazards:

- Six public and private schools take in approximately 3000 staff and students during any given school day.
- Industry such as; The Alaska rail road, water and sewer treatment plants, Alaska highway, Petro star refinery and Marathons tank farm.
- Two 75,000-gallon liquid natural gas tanks feeding gas to the utilities piping system.

Short Term Goals:

- Increase staffing levels from 4 person to 5 person shifts. Due to the departments increasing number of emergency responses annually we are seeing a large number of simultaneous call outs for ambulances. During the overlap when both ambulances are committed to emergencies, we have little to no immediate response to other emergencies that may arise in the community. Bringing our minimum daily staffing to 5 will allow a ranking officer to be available within the city 24/7 365 days a year. The FY2023 budget proposed by the fire department will fund 2 additional firefighter positions allowing us to meet this goal.

Long Term Goals:

- Build a live fire training prop alongside of the current drill tower. The North Pole Fire Department training facility lacks a live fire training prop. This one item makes it almost impossible to earn full training points during ISO gradings. The addition of a live fire prop will allow staff to maintain proficiency, resulting in increased safety during emergency operations.
- The Fire Department building was built in 1981 and was not designed to house the staffing numbers currently needed to support emergency services for the City. Last year a 4 phase plan was developed to add on and remodel the current station. Seeking funding to carry out this project is a high priority for the fire department.
- Develop a City of North Pole Fire Marshal's office. The City of North Pole does not have deferred authority from the State of Alaska to provide fire marshal services to our own community. With high workloads being placed on the State's Deputy Fire Marshal the city residence and business would have a higher level of service if and when the City of North Pole applies for and receives deferred authority from the state.

[illegible]

			2020 Budgeted	2020 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested
01-54-4-4000	Lease & Rentals Payments		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-54-5-5000	Memberships & Dues		500.00	540.00	500.00	100.00	500.00	185.00	500.00
01-54-5-5050	Recruitment		16,000.00	14,860.20	17,400.00	15,365.00	17,400.00	12,349.24	23,500.00
01-54-5-5100	Travel & Training		19,000.00	19,058.64	19,000.00	15,536.60	15,000.00	14,861.19	15,000.00
01-54-6-6000	Equipment Repair & Maintenance		9,700.00	8,824.31	8,000.00	8,307.42	8,000.00	8,615.68	9,700.00
01-54-6-6050	Vehicle Gas & Oil		16,300.00	14,194.88	18,000.00	16,640.51	14,000.00	20,332.07	23,200.00
01-54-6-6100	Vehicle Maintenance		15,000.00	15,911.00	15,000.00	16,290.76	20,000.00	16,975.94	30,000.00
01-54-7-7000	Building Maintenance		26,000.00	22,687.95	16,000.00	4,843.33	10,000.00	2,437.00	10,000.00
01-54-9-9050	Equipment Outlay		8,168.00	8,057.62	6,000.00	3,636.35	5,000.00	4,312.14	5,000.00
01-54-9-9100	Prevention & Public Education		2,500.00	2,464.27	2,500.00	2,478.80	3,500.00	2,744.56	3,500.00
01-54-9-9200	Miscellaneous Expense		3,833.00	3,298.92	4,000.00	2,160.22	4,000.00	1,322.51	2,500.00
01-54-9-9990	Transfer Out		189,197.00	189,197.00	121,087.00	0.00	121,087.00	0.00	139,000.00
	Expense Total:		2,355,073.00	2,324,774.00	2,431,263.00	2,119,975.49	2,681,646.00	1,674,172.26	2,995,000.00

PUBLIC WORKS

Public Works Department

Danny Wallace, Director of City Services
Public Works 25%

Supervisor

CODY LOUGEE
Public Works 100%

Summer Hire

Public Works 100%

Assistants

Tom Blair
Mike Malatek
Public Works 100%

Part-Time

David McBroom
Public Works 100%

Public Works Department

Mission: Provide safe access to City roads and walkways, maintain City buildings and infrastructure, and support beautification efforts for the Community

Goals for 2023: The focus for Public Works remains safe access to streets and walkways within City limits. Including snow removal during the winter and year-round road maintenance. To enable these efforts, we seek support for projects such as a Stormwater Drainage Study (to address spring runoff flooding) and the Doughchee Ave / Beaver Springs Bridge Rehabilitation to improve chronic road deterioration in that area. We are also looking at warm storage options for our PW fleet and funding to support matching requirements for City lighting projects already approved by FNSB. As mentioned above, we value the incredible work done by our Public Works staff and will focus on both retention and efforts to ensure the on-hand workforce is aligned with requirements.

Challenges: Public Works is responsible for maintaining almost 20 miles of City-maintained roads and walking paths with snow plowing, graveling icy intersections, road sweeping, road patching/paving/stripping, and brush cutting. Flooding remains a significant issue, especially given precipitation levels in spring 2022. Other City maintenance projects and functions include streetlight operations, road cleanup (trash and vegetation), monitoring and correcting DOT project quality issues, and beautification efforts. Finally, energy and road maintenance costs are projected to increase in 2023, further straining staff and available equipment.

Public Works Strategy: To ensure alignment of resources (and staff) to increase City requirements, we have budgeted to allow for a shift from one part-time staff to a full-time employee (decision pending in 2023). Additionally, we hope to continue the temporary hire program to support continued beautification and maintenance efforts during the summer. Additionally, we have budgeted for an additional flatbed truck (Ford F550) to replace vehicles previously sent to auction in the last three years. These additional resources and efforts to seek grant funding for the other projects mentioned above, will ensure Public Works is ready for future challenges and requirements.



[illegible]

[illegible]

ENTERPRISE FUND

Utility Department

Danny Wallace, Director of City Services
Water 40%, Sewer 10%, Public Works 30%,
Building 20%

Utility Billing Clerk

Terri Parsons
Sewer 20%, Water 40%,
Building 40%

Supervisor

Paul Trissel
Sewer 30%, Water 70%

Utility Accounts Specialist

Melanie Swanson
Sewer 20%, Water 40%,
Building 40%

Utility Assistant

Laffi Skipps
Jonathan McBroom
Randy Binkley
Sewer 30%, Water 70%

Utility Operator

Marty Donovan
Sewer 30%, Water 70%

Revised 10/27/2022

Utilities Department

Mission: Provide safe, efficient, and compliant water and wastewater services to the Community

Goals for 2023: Our first and foremost priority is safe water and wastewater for the local Community. To support these efforts, we are actively seeking to establish strategies to accomplish several key projects. These include the City Water Main Replacement, Effluent Outflow Permitting, Lift Station Rehabilitation (Yukon and H&H stations), a Physical Security and Cyber Assessment for Utilities Operations, Water Meter Modernization and Replacement, and Sewage Lagoon Rehabilitation.

Additionally, we recently established a utility Accounting position and will integrate that staff member into overall Utility operations. We also recognize that our utility staff needs recognition and coherent support to accomplish their tasks. Finally, we will work to sustain our current workforce through appropriate compensation and retention efforts.

Challenges: These include a failing City water main in the City Center, rising energy and supply costs, 80 miles of pipes to maintain, and a customer base that has increased from 575 customers in 2017 to almost 1,600. We continue to struggle with overcapacity with our sewer/wastewater systems, and the sewer revenue losses due to the Flint Hills Refinery closure still hampers our ability to cover expenses. Our Utility crews always remain on call (24/7/365) to address water and wastewater emergencies and requirements. These include water breaks and lift station overflows that require immediate attention and routine (but important) actions such as utility locators and customer service discussions. Other requirements, such as industrial discharge permitting and long-term infrastructure planning, require significant time and energy to ensure the City is environmentally compliant and prepared for future needs.

Utility Strategy: To support these efforts, we propose a rate increase for both Water and Sewer (\$0.002 per gallon) to address the gap between expenses and revenues. The proposed increase is intended as an incremental approach to address energy, equipment, and other operational cost increases. This added revenue will be integrated with resources from the Utility reserves to ensure balanced revenues and expenditures in these enterprise funds. We are also actively seeking grant support for these projects to defray City expenses in support of these efforts.



		2020 Budgeted	2020 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested
Fund: 41 - WATER FUND								
	REVENUE							
41-35-5010	Tie-in Fees	1,000.00	8,760.00	1,000.00	10,295.00	1,000.00	6,015.00	5,000.00
41-36-6000	Late Fees / LD	1,000.00	3,643.76	3,000.00	4,386.79	3,000.00	12,834.88	11,000.00
41-39-9050	Interest Income - AMLIP	-	8,415.87	-	201.09	-	8,351.54	2,000.00
41-39-9990	Transfer In	91,500.00	6,500.00	181,019.00	-	(48,981.00)	-	181,054.00
41-41-3010	Water Usage Revenue	709,883.00	932,514.27	900,000.00	1,194,239.81	1,154,918.00	1,096,572.36	1,377,446.00
41-41-3060	Lab Testing	2,000.00	375.00	2,000.00	-	2,000.00	-	2,000.00
41-41-3110	Reimbursable Water Breaks	-	1,902.45	5,000.00	1,500.00	5,000.00	2,025.15	5,000.00
41-41-3160	Reimbursable Legal Fees	2,000.00	1,615.90	2,000.00	-	2,000.00	3,487.45	2,000.00
41-41-3180	Roundup Program	-	99.66	-	4,424.24	5,000.00	1,004.35	5,000.00
41-41-3210	Miscellaneous	1,000.00	51,230.98	1,000.00	52,590.25	1,000.00	7,756.42	1,000.00
	Revenue Total:	808,383.00	1,015,057.89	1,095,019.00	1,267,637.18	1,124,937.00	1,138,047.15	1,591,500.00
Expenses								
41-10-1-0010	Wages: Full Time	193,035.00	299,707.60	345,364.98	277,718.93	291,895.00	227,969.43	355,000.00
41-10-1-0020	Wages: Holiday Pay	1,000.00	-	-	77.43	1,000.00	192.23	1,000.00
41-10-1-0030	Benefits	10,962.00	16,967.11	12,238.54	14,678.25	12,150.00	14,967.85	14,000.00
41-10-1-0040	PERS	41,148.00	60,053.38	75,980.52	63,945.48	64,217.00	51,261.75	78,000.00
41-10-1-0060	Leave Cash Out	6,500.00	7,694.92	16,976.60	16,604.56	11,227.00	11,612.19	10,500.00
41-10-1-0070	Overtime: Regular	4,000.00	2,662.19	2,000.00	8,121.35	4,000.00	4,834.60	8,000.00
41-10-1-0080	Temp/Overhire	2,000.00	-	-	-	500.00	2,895.75	-
41-10-1-0130	Health Insurance	49,238.00	68,313.96	79,708.36	69,796.96	75,400.00	56,582.74	76,000.00
41-10-2-0040	PERS Gasb 68	-	134,524.80	-	7,435.00	-	-	-
41-10-2-0050	OPED Gasb 75	-	(34,832.40)	-	(104,649.00)	-	-	-
41-10-2-2000	Advertising	2,500.00	808.05	2,500.00	-	2,500.00	734.97	1,000.00
41-10-2-2050	Audit & Finance	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
41-10-2-2070	Billing Service Fees	3,000.00	4,265.47	4,000.00	8,623.60	8,000.00	5,638.67	9,000.00
41-10-2-2100	Credit Card Fees	15,000.00	11,010.06	15,000.00	9,380.19	15,000.00	18,327.29	17,000.00
41-10-2-2150	Insurance	23,000.00	27,578.19	30,000.00	35,966.91	45,000.00	39,879.82	45,000.00
41-10-2-2200	IT Services	1,000.00	836.40	1,000.00	836.10	1,000.00	2,315.30	1,000.00
41-10-2-2220	Laboratory Services	10,000.00	11,692.00	11,000.00	14,054.00	13,000.00	21,249.50	20,000.00
41-10-2-2250	Legal Fees	6,000.00	5,600.00	4,000.00	8,679.00	4,000.00	3,879.74	5,000.00
41-10-2-2300	Maintenance Contracts	5,000.00	5,745.00	5,000.00	4,915.00	15,000.00	3,345.24	10,000.00

		2020 Budgeted	2020 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested
41-10-2-2350	Professional Services	23,125.00	60,532.72	40,000.00	92,411.77	246,800.00	172,558.08	348,000.00
41-10-3-3000	Bad Debt	5,000.00	459.61	2,000.00	-	2,000.00	-	1,000.00
41-10-3-3050	Electric	175,000.00	176,914.78	165,000.00	213,645.23	190,000.00	157,797.46	215,000.00
41-10-3-3100	Heating Fuel	100,000.00	58,922.39	65,000.00	62,793.65	75,000.00	48,214.60	140,000.00
41-10-3-3200	Phone/Data	14,000.00	17,260.89	11,000.00	18,219.98	16,000.00	14,301.33	18,000.00
41-10-3-3300	Postage	2,500.00	296.28	1,500.00	252.10	1,500.00	1,256.34	1,500.00
41-10-3-3350	Office Equipment & Supplies	2,000.00	1,819.98	2,000.00	1,206.70	2,000.00	2,607.37	2,000.00
41-10-3-3400	Operational Supplies	30,000.00	86,953.41	50,000.00	79,343.92	70,000.00	91,877.20	100,000.00
41-10-3-3450	Uniforms	500.00	311.80	500.00	-	500.00	-	500.00
41-10-3-3500	Promotions & Apparel	-	-	-	96.50	-	5.58	500.00
41-10-3-3550	Publications & Subscriptions	750.00	-	750.00	279.00	750.00	89.94	500.00
41-10-5-5000	Memberships & Dues	750.00	2,652.25	3,000.00	1,027.50	3,000.00	983.50	1,000.00
41-10-5-5050	Recruitment	1,000.00	-	1,000.00	212.60	1,000.00	1,338.00	1,000.00
41-10-5-5100	Travel & Training	3,000.00	875.00	2,500.00	1,815.00	2,500.00	4,461.10	7,000.00
41-10-6-6000	Equipment Repair & Maintenance	5,000.00	-	5,000.00	454.21	5,000.00	708.55	5,000.00
41-10-6-6050	Vehicle Gas & Oil	6,000.00	8,208.50	7,500.00	8,081.76	9,000.00	12,963.91	17,000.00
41-10-6-6100	Vehicle Repair & Maintenance	5,000.00	7,335.65	10,000.00	2,346.62	12,000.00	337.21	10,000.00
41-10-7-7000	Building Maintenance	10,000.00	7,838.48	10,000.00	3,306.00	10,000.00	2,080.65	5,000.00
41-10-7-7050	Equipment Outlay	10,000.00	422.92	15,000.00	8,427.67	15,000.00	-	15,000.00
41-10-9-9000	Deferred Maintenance Expense	60,000.00	1,187.50	50,000.00	100.00	50,000.00	-	-
41-10-9-9100	Depreciation	-	2,543,786.57	-	2,531,803.90	-	-	-
41-10-9-9150	Utility Readiness	100,000.00	14,462.50	-	-	-	-	-
41-10-9-9200	Miscellaneous	5,000.00	3,433.30	5,000.00	248.47	5,000.00	40.10	500.00
41-10-9-9210	Permits	-	-	-	-	5,000.00	-	5,000.00
41-10-9-9250	Reimbursable Water Breaks	-	4,955.00	5,000.00	14,048.82	5,000.00	-	10,000.00
41-10-9-9290	ADWF Loan #633011 Principal	25,000.00	-	25,000.00	-	25,250.00	25,000.00	25,000.00
41-10-9-9300	ADWF Loan #633011 Interest	3,375.00	1,750.00	2,000.00	2,250.00	2,500.00	1,875.00	2,500.00
41-10-9-9960	Vehicle Purchase	-	9,036.00	-	-	-	51,510.00	-
41-10-9-9990	Transfer Out	13,125.00	-	-	-	198,048.00	-	-
Expense Total:		983,508.00	3,642,042.26	1,093,519.00	3,488,555.16	1,526,737.00	1,065,692.99	1,591,500.00

		2020 Budgeted	2020 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested
Fund: 51 - WATER RESERVE FUND								
	Revenue							
51-35-3210	Miscellaneous	-	2,959.49	-	(1,401.78)	-	-	-
51-35-6010	Water Base	75,540.00	110,372.34	75,540.00	143,140.37	181,000.00	131,645.69	181,000.00
51-35-6060	Water FRR	96,495.00	97,021.44	96,495.00	116,375.53	125,000.00	113,925.77	125,000.00
51-39-9000	Settlement Reserves	-	861,628.37	-	-	-	-	-
	Revenue Total:	172,035.00	1,071,981.64	172,035.00	258,114.12	306,000.00	245,571.46	306,000.00
	Expense							
51-10-9-9980	Transfer to Fund Balance	78,660.00	-	78,660.00	-	212,625.00	-	168,000.00
51-10-9-9990	Transfer Out	6,500.00	6,500.00	93,375.00	-	381,575.00	-	138,000.00
	Expense Total:	85,160.00	6,500.00	172,035.00	-	594,200.00	-	306,000.00

		2020 Budgeted	2020 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested
Fund: 52 - SEWER RESERVE FUND								
	Revenue							
52-35-6010	Sewer Base	64,200.00	71,254.82	64,200.00	70,106.12	79,300.00	64,311.34	79,300.00
52-35-6060	Sewer FRR	82,763.00	80,871.33	82,763.00	86,575.14	85,000.00	15,769.63	85,000.00
52-35-6090	Sewer FRR Industrial	13,181.00	-	13,181.00	18.45	6,250.00	6,456.85	6,250.00
52-39-9990	Transfers In	17,000.00	-	17,000.00	-	-	-	-
	Revenue Total:	177,144.00	152,126.15	177,144.00	156,699.71	170,550.00	86,537.82	170,550.00
	Expense							
52-12-9-9980	Transfer to Retained Earnings	24,042.00	-	24,042.00	-	24,042.00	-	170,550.00
52-12-9-9990	Transfer Out	153,102.00	106,204.00	153,102.00	-	204,708.00	-	-
	Expense Total:	177,144.00	106,204.00	177,144.00	-	228,750.00	-	170,550.00

DEBT SERVICE

		2020 Budgeted	2020 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested
Fund 03 - Assessment Fund (Debt Service)								
	Revenue							
03-39-3000	Assessment Principal Dist 1	3,000.00	267.03	800.00	806.98	-	-	-
03-39-3010	Assessment Principal Dist 2	6,000.00	2,709.68	3,350.00	4,226.56	6,559.48	6,559.48	38,190.00
03-39-3020	Assessment Principal Dist 3	95,000.00	69,972.43	45,405.00	46,981.81	58,015.08	58,015.08	16,375.00
03-39-3050	Assessment Interest Dist 1	1,000.00	61.55	250.00	40.35	-	-	-
03-39-3060	Assessment Interest Dist 2	4,750.00	2,778.46	6,250.00	2,610.94	451.02	451.02	1,900.00
03-39-3070	Assessment Interest Dist 3	20,000.00	8,372.42	20,000.00	7,097.89	8,421.14	8,421.14	820.00
03-39-3100	Assessment Penalty Dist 1	250.00	17.03	100.00	-	-	-	-
03-39-3110	Assessment Penalty Dist 2	500.00	83.39	1,550.00	519.36	14.73	14.73	850.00
03-39-3120	Assessment Penalty Dist 3	3,500.00	1,153.76	5,500.00	3,456.10	5,618.03	5,618.03	2,500.00
03-39-9050	Interest Income	3,500.00	684.72	-	-	713.35	713.35	3,000.00
03-39-9980	Transfer In Fund Balance	8,788.00	-	1,500.00	18.25	-	-	48,365.00
33-39-9990	Transfer In	-	-	38,792.00	-	-	-	-
	Revenue Total:	146,288.00	86,100.47	123,497.00	65,758.24	-	79,792.83	112,000.00
	Expenses							
03-10-2-2100	Credit Card Fees	750.00	896.83	1,500.00	336.12	-	313.10	750.00
03-10-2-2250	Legal fees	3,500.00	1,768.50	3,000.00	748.75	-	100.00	500.00
03-10-3-3000	Bad Debit	-	4,147.38	-	-	-	-	-
03-10-9-9000	HWY Park Rev Bond Prin 92-08	16,000.00	1,982.60	16,000.00	-	-	-	-
03-10-9-9010	HWY Park Rev Bond Int 92-08	1,000.00	94.17	1,000.00	-	-	-	-
03-10-9-9100	Stillmeyer Bond Principal	70,000.00	80,000.00	70,000.00	85,000.00	-	90,000.00	95,000.00
03-10-9-9110	Stillmeyer Bond Interest	32,000.00	23,900.00	32,000.00	19,900.00	-	16,500.00	15,500.00
03-10-9-9200	Miscellaneous Expense	-	1,522.31	-	80.27	-	195.00	250.00
03-10-9-9980	Transfer Out Fund Balance	5,000.00	-	-	-	-	-	-
03-10-9-9990	Transfer Out	18,038.00	18,038.00	-	-	-	-	-
	Expense Total:	146,288.00	132,349.79	123,500.00	106,065.14	-	107,108.10	112,000.00

BUILDING
DEPARTMENT

Building Department

Danny Wallace, Director of City Services
Building Department 20%

**Building Department Clerk &
Utility Account Specialist**

Melanie Swanson
Sewer 20%, Water 40%,
Building Department 40%

Utility Billing Clerk

Terri Parsons
Sewer 20%, Water 40%,
Building Department 40%

Revised 10/27/2022

Building Department

Mission: Ensure buildings and building efforts within City limits comply with City, State, and Federal codes and requirements

Goals for 2023: The Building

Department focuses on safe buildings and building operations within the Community. In 2023, we will focus on updating and revamping our building codes and procedures, including a fee structure review to address increased City and contract inspection costs. Cross-training new employees is an important goal this year and will include integrating the Director of City Services and our new part-time staff member into Building Department operations. Additionally, the establishment of a recast full-time position that provides for Building and Utility functions will require additional training to support coherent operations for both sections. We also recognize the incredibly valuable work this department does and will seek to continue to retain and support our high-quality staff.

Challenges: Our biggest challenges include staffing, training, and managing various tasks associated with overall City Services operations. Aside from working in the City's Building Department, staff in this section also conduct customer service, utility billing and accounting, and other staff support tasks for the City. Ensuring this section is equipped with staffing and training to accomplish these tasks remains a crucial challenge for City Services.

Building Department Strategy: To ensure alignment of resources (and staff) to increase City requirements, we have budgeted to support a part-time employee to augment this staff. We anticipate this position will continue to be essential for effective customer service and billing requirements. Additionally, we have established a coherent path for the current Utility Accounting Specialist to train to be effective in that position (while concurrently adhering to Building Department requirements). Finally, we will plan for Building Code updates and seek available grant funding to support those efforts.



		2020 Budgeted	2020 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested
Fund: 04 - BUILDING DEPARTMENT FUND								
	Revenue							
04-39-3000	Commercial Plan Check Fee	11,250.00	58,831.11	17,500.00	24,092.26	75,000.00	25,008.82	98,000.00
04-39-3050	Commerical Building Permit Fee	15,000.00	110,893.72	22,903.00	58,968.58	100,000.00	53,340.16	130,000.00
04-39-3080	Developer Agreement Revenue	10,000.00	17,614.75	5,000.00	0.00	5,000.00	5,555.00	5,000.00
04-39-3100	Residential Plan Check Fee	11,250.00	30,950.61	20,000.00	29,750.10	45,000.00	27,521.16	60,000.00
04-39-3150	Residential Building Permit Fe	15,000.00	21,637.61	28,000.00	78,755.13	60,000.00	39,657.95	78,000.00
04-39-3200	Industrial Plan Check Fee	7,500.00	0.00	22,500.00	0.00	22,500.00	0.00	0.00
04-39-3250	Industrial Building Permit Fee	10,500.00	0.00	30,000.00	0.00	30,000.00	0.00	0.00
04-39-3270	Institutional Plan Check Fee	7,500.00	0.00	1,500.00	0.00	7,500.00	0.00	0.00
04-39-3290	Institutional Building Permit	10,000.00	0.00	3,000.00	0.00	10,000.00	0.00	0.00
04-39-3300	Storm Water Plan Check Fee	2,000.00	0.00	7,500.00	0.00	3,750.00	0.00	0.00
04-39-3350	Storm Water Permit Fee	4,000.00	0.00	10,000.00	0.00	15,000.00	0.00	0.00
04-39-3400	Road Excavation Bond	5,000.00	25,000.00	20,000.00	8,000.00	20,000.00	0.00	0.00
04-39-3450	Special Inspection Fee	0.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00
04-39-9980	Transfer In Fund Balance	79,904.00	0.00	56,899.00	0.00	58,209.00	0.00	50,200.00
	Revenue Total:	188,904.00	264,927.80	245,802.00	199,566.07	452,959.00	151,083.09	422,200.00
	Expense							
04-10-1-0010	Wages: Full Time	27,377.00	29,058.42	29,045.81	29,869.95	29,915.00	16,415.66	50,000.00
04-10-1-0030	Benefits	654.00	582.78	635.60	685.76	822.00	470.63	8,700.00
04-10-1-0040	PERS	6,023.00	6,241.64	6,390.08	6,592.37	6,581.00	3,618.39	14,000.00
04-10-1-0060	Leave Cash Out	1,000.00	902.84	929.03	929.92	1,151.00	4,077.69	1,900.00
04-10-1-0070	Overtime: Regular	0.00	0.00	0.00	0.00	0.00	31.52	0.00
04-10-1-0080	Temp/Overhire	0.00	0.00	0.00	0.00	0.00	0.00	13,000.00
04-10-1-0130	Health Insurance	5,850.00	5,082.13	5,051.48	5,221.04	6,240.00	3,772.81	12,500.00
04-10-2-2000	Advertising	0.00	746.00	0.00	0.00	0.00	331.78	500.00
04-10-2-2050	Audit & Finance	1,000.00	0.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
04-10-2-2100	Credit Card Fees	3,000.00	1,765.25	3,000.00	2,365.08	3,500.00	109.40	3,500.00
04-10-2-2150	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04-10-2-2250	Legal Fees	1,500.00	1,106.88	1,500.00	4,796.00	3,000.00	1,783.33	3,000.00
04-10-2-2300	Maintenance Contracts	2,000.00	2,495.00	2,000.00	2,165.00	4,000.00	4,039.95	4,000.00
04-10-2-2350	Professional Services	5,000.00	2,749.79	2,500.00	0.00	2,500.00	0.00	2,500.00

NON-MAJOR FUNDS

		2020 Budgeted	2020 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested
Fund 10 - LITIGATION FUND								
	Revenue							
	Misc. Revenue	-	-	-	-	-	-	-
10-39-9050	Transfer In Fund Balance	-	-	75,000.00	-	75,000.00	-	75,000.00
	Revenue Total:	-	-	75,000.00	-	75,000.00	-	75,000.00
	Expense							
10-10-2-2250	Legal Fees	-	-	1,800.00	4,212.25	1,800.00	-	1,800.00
10-10-9-9200	Miscellaneous Expenses	75,000.00	84,672.72	3,200.00	7,112.56	3,200.00	2,250.00	3,200.00
10-11-2-2250	PFOS/PFOA Legal Fees	-	-	70,000.00	45,580.10	70,000.00	11,308.50	70,000.00
	Expense Total:	75,000.00	84,672.72	75,000.00	56,904.91	75,000.00	13,558.50	75,000.00

		2020 Budgeted	2020 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested
Fund: 12 - JUSTICE FORFEITURE								
Revenue								
12-39-9000	Revenue	-		30,000.00	-	30,000.00	-	30,000.00
12-39-9980	Transfer Fund	-	-	25,300.00	-	25,300.00	-	25,300.00
Revenue Total:		-	-	55,300.00	-	55,300.00	-	55,300.00
Expense								
12-10-9-9200	Expenses	-	28,986.08	55,300.00	-	55,300.00	1,020.97	55,300.00
12-10-9-9300	Vehicle Purchase	-	-	-	-	-	76,200.45	-
Expense Total:		-	28,986.08	55,300.00	-	55,300.00	77,221.42	55,300.00

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*COMMUNITY
PURPOSE FUNDS*

		2020 Budgeted	2020 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested
Fund 05 - BED TAX FUND								
	Revenue							
	Grant Revenue	79,500.00	62,383.47	90,900.00	167,314.17	45,450.00	167,269.58	290,750.00
	Revenue Total:	79,500.00	62,383.47	90,900.00	167,314.17	45,450.00	167,269.58	290,750.00
	Expense							
	Advertising	-	-	600.00	166.68	300.00	-	200.00
	Grant Disbursement Expense	59,574.00	67,650.00	84,300.00	58,383.47	42,150.00	42,108.85	276,130.00
	Transfer Out Fund Balance	4,941.00	-	-	-	-	-	-
	Transfer Out	14,985.00	15,576.87	6,000.00	(36,198.33)	3,000.00	-	14,420.00
	Expense Total:	79,500.00	83,226.87	90,900.00	22,351.82	45,450.00	42,108.85	290,750.00

			2020 Budgeted	2020 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested
Fund 08 - NORTH POLE FESTIVAL FUND									
		Revenue							
08-39-9-9990		Transfer In from General Fund - Admin	3,500.00	-	-	-	4,300.00	4,300.00	7,500.00
		Revenue Total:	3,500.00	-	-	-	4,300.00	4,300.00	7,500.00
		Expense							
08-10-99-9000		Summer - Festival Expenditure	3,500.00	-	-	-	-	1,942.45	7,500.00
		Expense Total:	3,500.00	-	-	-	-	1,942.45	7,500.00

RESERVE FUNDS

		Budgeted	Actuals	2020 Budgeted	2021 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested
Fund: 20 - CAPITAL PROJECT FUND										
Revenue										
	Misc. Revenue	-	-	-	-	-	6,866.84	-	20,113.12	-
	Transfer In	39,250.00	41,313.00	41,000.00	43,522.92	-	-	-	-	45,000.00
	Transfer In Fund Balance	75,000.00	-	-	-	-	-	-	-	-
	Revenue Total:	114,250.00	41,313.00	41,000.00	50,389.76	41,000.00	50,389.76	-	20,113.12	45,000.00
Expense										
	Legal Fees	-	-	-	-	-	-	-	-	-
	Miscellaneous Expense	114,250.00	-	41,000.00	80,197.00	-	-	-	-	45,000.00
	Expense Total:	114,250.00	-	41,000.00	80,197.00	41,000.00	80,197.00	-	-	45,000.00

[illegible]

		2020 Budgeted	2020 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested
Fund: 23 - POLICE FLEET RESERVES								
	Revenue							
23-39-9000	Vehicle Sale	-	11,475.40	2,500.00	36,399.41	-	18,555.50	2,500.00
23-39-9980	Transfer In from Fund Balance	-						137,000.00
23-39-9990	Transfer In	-	59,850.00	65,500.00	-	127,000.00		500.00
	Revenue Total:	-	71,325.40	68,000.00	36,399.41	127,000.00	18,555.50	140,000.00
	Expense							
23-10-9-9220	Vehicle Purchase	-	70,177.00	68,000.00	123,446.50	-	95,063.45	140,000.00
	Expense Total:	-	70,177.00	68,000.00	123,446.50	-	95,063.45	140,000.00

[illegible]

Fund: 25 - UTILITY FLEET RESERVES							
	2020 Budgeted	2020 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested

GRANTS

[illegible]

[illegible]

GLOSSARY

Glossary

Accrual Basis – The method of accounting under which revenues and expenses are recorded when they occur, regardless of the timing of related cash flows. Expenses are recorded at the time liabilities are incurred and revenues are recorded when earned.

Actual – Represents the actual costs for the result of operations.

Adopted Budget – The official budget as approved by the City Council at the start of each year.

Amended Budget – The official budget as adopted and as amended by the City Council through the course of the year.

Administrative Budget Amendment – A budget amendment that occurs within a category and reported to council.

Appropriation – Authorization by the City Council to make expenditures. Appropriations not spent or encumbered at year-end lapse.

Assessed Value – The dollar value assigned to property by the Fairbanks North Star Borough for purposes of assessing property taxes.

Assigned – Fund balance that has constraint based on the city's intent to be used for a specific purpose, but are neither restricted nor committed. The City Council has the authority to assign amounts to be used for a specific purpose.

Audit – A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities.

Beginning Fund Balance – Fund balance available in a fund from the end of the prior year for use in the following year.

Bond – A security that represents an obligation to pay a specific sum of money on a specific date in the future, typically with periodic interest payment.

Committed Fund Balance - are reported as committed when the resources can only be used for specific purposes imposed by formal action of the City Council – the government's highest level of decision making authority. The City Council may remove or modify the commitment by taking the same formal action that imposed the constraint

originally. This can occur as part of the annual budget appropriation, budget amendments, ordinances or resolutions. Prior year encumbrances are included in committed fund balance.

Debt Service - Annual principal and interest payments owed on long term debt.

Depreciation – Expense allowance made for wear and tear on an asset over its estimated useful life.

Encumbrance – An amount of money committed for the payment of goods and services not yet paid for. A purchase order is a common encumbrance.

Enterprise Fund – The funds account for the operations and financing of self-supported activities of a government unit that renders services on a user charge basis to the general public, similar to private business enterprises. In short the water and sewer funds.

Estimated Revenue – The revenue projected or estimated to be received during the year.

Expenditure – The actual payment for goods and services.

Fines and Forfeitures – Revenue received from moving violations and other tickets, as well as forfeitures related to property seized by the state through the state-wide drug enforcement unit.

Fiscal Note – Is attached to an ordinance or resolution to amend the budget from one category to another.

Fund – An accounting entity with a set of self-balancing accounts used to record the financial affairs of a governmental organization.

Full Time Position – A position whereby the employee works a full schedule as defined by the City, receives the benefits for full time employees and is covered by employment laws.

General Accounting Standards Board (GASB) – Establishes and improves standards of states and local governmental accounting and financial reporting that will result in useful information for users of financial reports and guide and educate the public, including issuers, auditors, and users of the financial reports.

General Fund – This is the general operating fund for the City, utilized to account for all resources not required to be accounted for in another fund.

Interfund Transfers – Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended.

Intergovernmental – Revenues received from other governmental units (local, state & federal).

Line Item Budget – A budget that lists detailed expenditure categories (salaries, purchased services, operational expenses, leases & rentals, travel, training & memberships, vehicle expense, infrastructure and other).

Memorandum of Understanding (MOU) – A negotiated agreement between two governmental parties.

Modified Accrual – Revenues recognized when they are measurable and available and expenditures are recognized when incurred.

Operating Budget – Day to day costs of delivering City services.

Ordinance – A formal legislative enactment by the City Council.

Property Tax – Total amount of revenues to be raised by levying taxes on real property.

Proposed Budget – The budget as formulated and proposed by the Mayor and Department Heads. It is submitted to the City Council for review and approval.

Public Safety – Police, Fire, Dispatch, Emergency Medical Treatment (EMT) Services.

Resolution – An order of a legislative body requiring less formality than an ordinance.

Sales Tax – Legal tax assessed by the City on Hotel bed rental, retail sales of alcohol and the wholesale sales of tobacco.

Special Assessment – Balance levied against real property for improvements made.

Transfers – Interfund transfers are funds transferred between funds when more than one revenue source is needed to fund a particular project or operation. Transfers are treated as revenue in the receiving fund and as expenditure in the fund being reduced.

Transfers In/Out – Authorized exchanges of cash or other resources between funds.

**CITY OF NORTH POLE
RESOLUTION 22-13**

**A RESOLUTION OF THE NORTH POLE CITY COUNCIL DESIGNATING CITY OFFICIALS'
AUTHORIZATION TO SIGN ON CITY OF NORTH POLE ACCOUNTS**

WHEREAS, in order to carry out the financial responsibilities of city government the City Council must designate two or more city officials to sign and endorse checks, drafts or other orders on behalf of the City of North Pole; and

WHEREAS, there is a change in personnel on the North Pole City Council and it is necessary for the City Council to designate city officials who will be authorized to sign and endorse checks, drafts or other orders on all City of North Pole accounts; and

WHEREAS, it is prudent for the City to seek financial services that safeguard the financial resources of the City providing the highest level of service at the most affordable cost and best interest rates.

THEREFORE, BE IT RESOLVED that the following city officials are hereby designated and authorized to sign and endorse checks, drafts or other orders on behalf of the City of North Pole. This authority will remain in effect until revoked in writing.

BE IT FURTHER RESOLVED that the city officials listed below are authorized to receive information pertaining only to deposits, balances, items paid or items returned on City accounts. This authority will remain in effect until revoked in writing.

Michael W. Welch

Melissa Dionne

Ellen Glab

Anton Keller

Chandra Clack

David A. Skipps Sr.

DeJohn Cromer

Jeffrey Jacobson

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of North Pole, Alaska this ____ day of November 2022.

Michael W. Welch, Mayor

ATTEST:

Melissa Dionne, City Clerk

PASSED

Yes:

No:

Absent:



North Pole Police Department



Chief Steve Dutra
125 Snowman Ln.
North Pole, AK 99705
907-488-6902
Northpolepolice.org

October 31, 2022

To: Mayor Welch and North Pole City Council

Re: Acceptance of Grant Funds from DHS&EM

SHSP22 GY 22 - \$110,000.00

Honorable Council members:

The North Pole Police Department has received confirmation that we have been given a grant award from the State of Alaska DHS&EM in the amount of \$110,000.00 for security access system and cameras for the COVID wing building.

I am requesting the council accept these funds and allow us to formally send that request to the State of Alaska DHS&EM. As you know these funds will help significantly with supplementing our departments with much needed equipment that we would otherwise struggle to find in these tight budget cycles.

Thank you very much.

A handwritten signature in black ink, appearing to be "SDutra", written over a horizontal line.

Chief Steve Dutra

2022 SHSP Quarterly Activities Plan

City of North Pole

Provide milestones (bullets) for each Project Budget Details # (PBD#) in each quarter to implement the approved project.
Reminder: Project implementation must begin within 90 days of award date.

PBD#1— Security System for COVID Wing	
FFY	Milestone Bullets
23-Q1	
23-Q2	
23-Q3	
23-Q4	
24-Q1	
24-Q2	
24-Q3	
24-Q4	

PBD#2— Video Security Cameras for COVID Wing	
FFY	Milestone Bullets
23-Q1	
23-Q2	
23-Q3	
23-Q4	
24-Q1	
24-Q2	
24-Q3	
24-Q4	

	<u>Quarters</u>	<u>Dates</u>
FFY23-Q1		10/01/22 – 12/31/22
FFY23-Q2		01/01/23 – 03/31/23
FFY23-Q3		04/01/23 – 06/30/23
FFY23-Q4		07/01/23 – 09/30/23

	<u>Quarters</u>	<u>Dates</u>
FFY24-Q1		10/01/23 – 12/31/23
FFY24-Q2		01/01/24 – 03/31/24
FFY24-Q3		04/01/24 – 06/30/24
FFY24-Q4		07/01/24 – 09/30/24



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Military and
Veterans Affairs**

Division of Homeland Security and
Emergency Management

P.O. Box 5750
JBER, AK 99505-0800
Main: 907.428.7000
Fax: 907.428.7009
ready.alaska.gov

October 25, 2022

The Honorable Michael Welch, Mayor
City of North Pole
125 Snowman Lane
North Pole, AK 99705

RE: 2022 State Homeland Security Grant Program, EMW-2022-SS-00034-S01
State Grant No.: 22SHSP-GY22

Mayor Welch:

We received funds from the U.S. Department of Homeland Security under the 2022 State Homeland Security Grant Program. We are pleased to award the City of North Pole the amount of \$110,000.00 under this grant. Funding from this program is provided to support, build, and sustain the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events.

Please review the Grant Requirements, and Program Terms and Conditions as articles have changed to incorporate the provisions of 2 CFR Part 200. All changes to these items will be discussed at the 2022 Grant Kick-Off Meetings. Participation at a Kick-Off Meeting is required.

Please review the Project Budget Details for Environmental and Historical Preservation (EHP) requirements and approved project specifics. As a reminder, all procurement transactions must be conducted in a manner providing full and open competition. To ensure this, we require a Procurement Method Report with every expense (with the exception of local advertising, legal notices, and travel arrangements) submitted for reimbursement under this grant, and pre-approvals may be required at multiple steps in the procurement process. Please see the Procurement Method Report for additional details.

A pre-signed Obligating Award Document (OAD) is attached. Please print the document, sign the OAD, and send a scanned copy to mva.grants@alaska.gov within 30 days of subrecipient receipt. Keep the hard copy for your records.

If the OAD cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form must be submitted. The form and instructions are available for download on our Grants website, <http://ready.alaska.gov/grants.htm>.

Mayor Welch
October 25, 2022
Page 2 of 2

If signatory points of contact have changed since submittal of the application, please complete, and return a Signatory Authority Form with the signed OAD. The Signatory Authority Form is available for download on our Grants website. If needed, Electronic Payment enrollment forms are also available upon request.

If you have any questions, please contact the Division Project Manager for this grant, Tiffany Peltier, at (907) 428-7026 or by email at mva.grants@alaska.gov.



Sincerely,



William A. Dennis
Administrative Operations Manager

Enclosure(s): Obligating Award Document
Project Budget Details Report
EHP Form
Quarterly Activities Plan

cc: Steve Dutra, Jurisdiction Project Manager
Tricia Fogarty, Jurisdiction Chief Financial Officer

State of Alaska Division of Homeland Security and Emergency Management Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						Page 1 of 7	
						FEDERAL AWARD DATE	
						September 20, 2022	
						FEDERAL GRANT PROGRAM	
						2022 State Homeland Security Grant Program	
OBLIGATING AWARD DOCUMENT						FEDERAL GRANT NUMBER	
						EMW-2022-SS-00034-S01	
RECIPIENT NAME AND ADDRESS		PERFORMANCE PERIOD		AMENDMENT		CFDA	
City of North Pole 125 Snowman Lane North Pole, AK 99705		FROM:	October 01, 2022	AMENDMENT #:		AWARD AMOUNT	
		TO:	September 30, 2024	EFFECTIVE DATE:		\$110,000.00	
		STATE PROGRAM NUMBER				North Pole	
UEI NUMBER	WFLFBAZG55N9			FUNDING ALLOCATION			
EIN	92-6001585			PLANNING		EXERCISE	
METHOD OF PAYMENT	Electronic			TRAINING		EQUIPMENT	\$110,000.00
PURPOSE OF AWARD							
The attached Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.							
GRANT REQUIREMENTS AND PROGRAM TERMS AND CONDITIONS							
The acceptance of a grant from the United States government creates a legal duty on the part of the recipient to use the funds or property made available in accordance with the conditions of the grant. [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)]. See attached for continued Grant Requirements and Program Terms and Conditions.							
SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details)							
See Attached							
AGENCY INFORMATION							
ADDRESS	Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750			WEBSITE	http://ready.alaska.gov		
				EMAIL	mva.grants@alaska.gov		
				PHONE	907-428-7000		
				FAX	907-428-7009		
STATE PROJECT MANAGER		PHONE	FAX	EMAIL			
Tiffany Peltier		(907) 428-7026	(907) 428-7009	tiffany.peltier@alaska.gov			
AGENCY APPROVAL				RECIPIENT ACCEPTANCE			
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL			
William A. Dennis, Administrative Operations Mgr.				Michael Welch, Mayor			
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL			
			DATE				DATE
			10-26-2022				
FOR STATE USE ONLY							
Division File Number:			Date Returned				
Fund	Unit	AR Unit	Object	Activity	Function	Program	PPC
1004	2001	099180010	7001	2022	22SHSPNP	2SHSP2022	GYSHSP

Program Requirements

(A) Monies may not be obligated outside of the time period as stated on the grant document. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All obligated and encumbered funds must be liquidated within 45 days of the end of the performance period (unless otherwise specified in the Program Terms and Conditions) when the *Final Performance Progress Reports* are due.

(B) The signature of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project. The jurisdiction shall follow the financial management requirements imposed on them by the Division of Homeland Security and Emergency Management (DHS&EM).

(C) The signature of the signatory officials on this award attests to the jurisdiction's understanding, acceptance, and compliance with Acknowledgement of Federal Funding; Lobbying; Debarment, Suspension, and other responsibility matters; Drug-free Workplace; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant state or local funds. Federal funds may be used to supplement existing funds to augment program activities, and not replace those funds which have been appropriated in the budget for the same purpose. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit. Any cost allocable to a particular Federal award or cost objectives under the principles provided for in 2 CFR Part 200, subpart E, may not be charged to other Federal awards to overcome fund deficiencies.

(D) The jurisdiction shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state, or local agencies, and each award is accounted for separately.

(E) The jurisdiction shall comply with the requirements under 2 CFR 25.110, to maintain and keep jurisdiction information current within the System of Award Management (SAM). Also, the jurisdiction has the requirement to be non-delinquent to the Federal government as required in OMB Circular A-129.

(F) The jurisdiction shall comply with Federal Laws and Regulations: *Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990*. Per *Executive Order 13166*, the jurisdiction will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. *Executive Order 13347 Individuals with Disabilities in Emergency Preparedness* requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. *Executive Order 13224* prohibits transactions with and support to organizations associated with terrorism. Energy Policy and Conservation Act, National Environmental Policy Act (NEPA) of 1969 and the Coastal Wetlands Planning, Protection, and Restoration Act of 1990 (as applicable.) The USA PATRIOT Act of 2001, Trafficking Victims Protection Act of 2000, Hotel and Motel Fire Safety Act of 1990, and the Fly America Act of 1974. Subrecipients who collect Personally Identifiable Information (PII) are required to have a publicly available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate. All recipients must comply with statutory requirement for whistleblower protections (if applicable) at 10 U.S.C 2409, 41 U.S.C 4712, and 10 U.S.C 2324, 41 U.S.S 4304 and 4310. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R Part 19 and other applicable statutes, regulations, and guidance governing the participants of faith-based organizations in individual DHS programs.

(G) The jurisdiction certifies that it has an *Affirmative Action Plan/Equal Employment Opportunity Plan*. An *EEOP* is not required for subrecipients of less than \$25,000.00 or fewer than 50 employees.

(H) The jurisdiction certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.

(I) It is the responsibility of the jurisdiction as the subrecipient of these federal funds to fully understand and comply with the requirements of:

1. Administrative requirements

2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*
<https://ecfr.io/Title-2/Part-200>

2. Cost Principles

2 CFR Part 200 Subpart E *Cost Principles*

<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.e>

3. Audit Requirements

2 CFR Part 200 *Subpart F Audit Requirements*

Title 2 Part 200 Subpart E - Code of Federal Regulations (ecfr.io)

- a. **Federal:** The applicant agrees that, as a condition of receiving any federal financial assistance, a Single audit of those federal funds will be performed, if required by law, and further agrees it will comply with all applicable audit requirements.
- b. **State:** If the applicant is an entity that received state financial assistance the applicant shall submit to the State coordinating agency, within one year after the end of the audit period, an annual audit report covering the audit period as required by 2 AAC 45.010.

- c. Subrecipients identified as "non-compliant" by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator shall be subject to the following grant payment restrictions:
 - 1) The Division of Homeland Security & Emergency Management (DHS&EM) will not process grant payments of any nature directly to the subrecipient.
 - 2) Subrecipients will be required to fully comply with the Single Audit requirements as specified by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator.
 - 3) Subrecipients will provide compliance evidence to DHS&EM from the state audit coordinator before any payment will be processed.
 - 4) DHS&EM may process On-Behalf-Of (OBO) payments to vendors for costs directly associated to the scope of work on approved awards.
 - 5) Performance periods will not be extended due to a subrecipient's failure to comply with Single Audit requirement.
 - 6) Payments made in error to subrecipients that are "non-compliant" must be repaid to the State of Alaska within 90 days of receipt of notice from DHS&EM.
4. Procurement and Contracts. Contracts must be of a reasonable cost, generally be competitively bid, and must comply with Federal, State, and local procurement standards. Detailed requirements for eligible procurement methods and contract types can be found in 2 CFR Part 200 Subpart D. The applicant agrees to review and follow procurement and contract requirements necessary for compliance with the grant program. Further, the applicant understands that failure to comply with these requirements may result of loss of funding for the entire project.
 - a. Debarred/Suspended Vendors. As required by Executive Orders 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, the applicant certifies that it and its principals:
 - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.
 - 2) Have not within a three-year period preceding this award been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
 - 4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
 - 5) Domestic Preferences for Procurement. As appropriate and to the greatest extent consistent with law, state and non-state entities should, to the greatest extent practicable under its FEMA award, provide a preference for the purchase of goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. 2 C.F.R. § 200.322 also provides specific definitions for "Produced in the United States" and "manufactured products" that states should review.
5. Conflict of Interest
2 CFR Part 200.112 – the jurisdiction must disclose in writing to DHS&EM any potential conflict of interest per the applicable Federal awarding agency policy in the award's performance period.
6. False Claims Act, Program Fraud Civil Remedies, and Mandatory Disclosures
 - a. 31 U.S.C. §3729, no recipient of federal payments shall submit a false claim for payment.
 - b. 38 U.S.C. §3801-3812, details the administrative remedies for false claims and statements made.
 - c. 2 CFR Part 200.113 – the jurisdiction must disclose, in a timely manner and in writing to DHS&EM, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the award.
7. Technology Requirements
28 CFR Part 23, Criminal Intelligence System Operating Policies
8. Research and Development (R&D) Requirements
Grants awarded to DHS&EM are not R&D
9. Duplication of Benefits
2 CFR Part 200, Subpart E, Cost Principles
10. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. §5121-5206, and Related Authorities, where applicable.
11. Reducing Text Messaging while Driving
All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.
12. Reporting of Matters Related to Recipient Integrity and Performance

If the total value recipient's currently active grants; cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R Part 200, Appendix XII.

13. Reporting Subawards and Executive Compensation

All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R Part 170, Appendix A.

14. SAFECOM

All recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

15. All recipients must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

16. State Requirements

Alaska State Procurement Code AS 36.30, AS36.30.005--030 <http://www.akleg.gov/basis/statutes.asp#36.30>

Alaska Administrative Code Title 2 Chapter 12, 2 AAC 12.74. [DOC Frame Page \(statelibrary.ak.us\)](http://statelibrary.ak.us)

Alaska Administrative Manual <http://doa.alaska.gov/dof/manuals/aam/index.htm>

SHSP Program Terms and Conditions

The total allocation of the 2022 State Homeland Security Grant Program awarded to the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM) is \$4,847,500.00 under *Federal Grant EMW-2022-SS-00034-S01, CFDA# 97.067*. The City of North Pole has been awarded \$110,000.00, which shall be used to support activities essential to the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events. All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO and State program guidance. The performance period of this grant award is October 1, 2022 through September 30, 2024. Project conditions must be completed by this date. The City of North Pole cannot sub-grant all or any part of this award to any other entity or organization. All awards require confirmation within the first reporting quarter that activities toward projects will be made, or DHS&EM may execute de-obligation of the funds.

(A) Changes to Award: All change requests must be submitted in writing, or electronically to the DHS&EM project manager, accompanied by a justification narrative and budget/spending plan, for review and approval. Changes must be consistent with the scope of the project and grant guidelines. Requests for changes will be considered only if the reporting requirements are current, and if terms and conditions have been met at the time of the request. Changes in the programmatic activities, or purpose of the project, changes in key persons specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in project site, or release of special conditions may result in an amendment to this award. No transfers of funds between budget categories will be authorized, only de-obligation of funds, except on a case-by-case basis.

(B) Reporting Requirements: The City of North Pole shall submit timely quarterly *Performance Progress Reports* and *Financial Progress Reports* to the project manager at DHS&EM. Instructions and blank forms are located electronically at <http://ready.alaska.gov/grants>, and may be reproduced. Jurisdictions must check the web site quarterly for the most current forms. Use of outdated forms will not be accepted. Quarterly reports are due:

Number of Scheduled Report Due	Jurisdiction Performance Period	Performance Progress and Financial Progress Report Due Dates
1	10/01/2022–12/31/2022	01/20/2023
2	01/01/2023–03/31/2023	04/20/2023
3	04/01/2023–06/30/2023	07/20/2023
4	07/01/2023–09/30/2023	10/20/2023
5	10/01/2023–12/31/2023	01/20/2024
6	01/01/2024–03/31/2024	04/20/2024
7	04/01/2024–06/30/2024	07/20/2024
8	07/01/2024–09/30/2024	10/20/2024
9	Final Report	11/15/2024

Invoices with progress reports will be submitted to DHS&EM by the due date as specified in the above schedule. Should the grant period be extended for any reason, a modified report schedule will accompany the award amendment.

The *Performance Progress Report* (PPR) contains an AK-PPR-A cover page form and an AK-PPR-B Program Indicators form. Both forms must be completed and submitted by the report due date. Requests for grant extensions, budget adjustments, project realignments, and significant problems or delays are reported on the AK-PPR-A. An AK-PPR-A must be submitted even if no additional information is required. The AK-PPR-B shall describe the progress and percent completed of projects and detail any related expenditures submitted on the *Financial Progress Report*. *Financial Progress Reports* shall describe the status of the funds, show encumbrances, and receipts of program income, cash or in-kind contributions to the project, whether or not a local match is required. A final PPR is a summary report, showing project completion, evaluating project activities, and measuring performance against project goals for the entire performance period, and is required in addition to the last quarterly PPR. An *After-Action Report/Improvement Plan* (AAR/IP) is required within 30 days of the conduct of an exercise.

(C) Signatory Requirements: The primary signatory official, project manager and financial officer as listed on the *Signatory Authority Form* must sign the original obligating award document and any amendments. Delegates may sign quarterly and final reports, however, the signatures of the project manager, signatory official and the financial officer must be three different signatures.

(D) Reimbursements: Submit on the *Financial Progress Report* form. Reimbursement shall be based upon authorized and allowable expenditures consistent with project narrative and budget detail and grant guidelines, and submission of timely quarterly *Performance Progress* and *Financial Progress Reports*. Payments may be withheld pending correction of deficiencies or for use of outdated forms. Reimbursement of expenditures may be requested at any time within the performance period. Expenditures must be supported with source documentation (e.g., copies of invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.), method of solicitation must be documented with a *Procurement Method Report* and documentation of payment must be included.

- Personnel Costs:** Payroll reports signed and certified by the Chief Financial Officer that capture the employee's name, position, coded allocation to the project, amount paid, are acceptable. Staff may not self-certify their own time and wages. The City of North Pole shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies of warrants as per the recordkeeping requirements in Section N. Limited to 50 percent for employees assigned to program management functions, not operational duties. The limit does not apply to contractors.

- **Contracts:** All sole-source procurements; single vendor response to a competitive bid and service contracts of any value require DHS&EM pre-approval prior to implementation. Final signed copies of all contracts are required for submission to DHS&EM with the request for reimbursement. Please review the Procurement Method Report for specific requirements.
- **Program Income and Local Match:** Program Income may be used to supplement project costs, reduce project costs, or may be refunded to the federal government, and must be used for allowable program costs and be expended prior to requests for reimbursement. Local matching funds must clearly support the source, the amount, and the timing of all matching contributions.
- **Equipment:** Allowable equipment categories are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB). Documentation required per instructions attached to DHS&EM quarterly reports.
- **Travel:** Travel must be listed in the approved budget.
- **Training:** Requires DHS&EM pre-approval prior to registering or participating in training opportunities.
- **Exercise:** Requires submission of an AAR/IP within 30 days after conduct of the exercise.
- **Food and Beverages:** All food and/or beverage expenses require pre-approval by DHS&EM and are only allowable costs if related to a grant funded sheltering exercise, such as a Mass Care Shelter Exercise where food is prepared as part of the exercise objectives in evaluating food preparation capabilities.

(E) Non-reimbursable Expenses:

- Reimbursable training and related travel costs not pre-approved by DHS&EM
- Construction and renovation
- Indirect costs
- Management and Administration (M&A) costs to manage subcontracts
- Supplanting
- Maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances) Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus during exercises.
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of the conclusion of the exercise.
- Hiring of sworn public safety officers to fill traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Weapons, weapons accessories, ammunition
- Entertainment and sporting events
- Personal items such as laundry, personal hygiene items, magazines, in-room movies, personal travel
- Travel insurance, visa, and passport charges
- Lodging costs in excess of federal per diem, as appropriate
- Lodging fees associated with violation of the lodging facility's policies, such as smoking in a non-smoking room
- Lunch when travel is wholly within a single day
- Stand-alone working meals
- Bar charges, alcoholic beverages
- Tips
- Finance, late fees, or interest charges
- Lobbying, political contributions, legislative liaison activities
- Organized fund-raising, including salaries of persons while engaged in these activities
- Land acquisition
- Organizational Costs
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned to the jurisdiction for resubmission.

(F) Property and Equipment Management: The City of North Pole shall maintain an effective property management system; safeguards to prevent loss, damage, or theft; maintenance procedures to keep equipment in good condition; and disposition procedures. A *Property Inventory Report* is available at <http://ready.alaska.gov/grants> shall be submitted to DHS&EM annually each **June 20** with the *Financial Progress Report*, and continued submission is required annually until final disposition of the equipment. No equipment purchased with these grant funds may be assigned to other entities or organizations without the expressed approval in writing from DHS&EM, prior to the jurisdiction's encumbrance or expenditure for that equipment. Management of property and equipment shall be in accordance with state laws and procedures as outlined, and 44 CFR Part 13, sections 13.31 and 13.32. For items over \$5,000.00, a Single Equipment Reporting Form must be submitted at the time of reimbursement at the time of reimbursement request.

(G) Procurement: A *Procurement Method Report* documenting method of solicitation is required for reimbursement for every procurement (with the exception of local advertising, legal notices and travel arrangements). Contractors that develop or draft specifications, requirements, *Statements of Work* (SOW), and/or *Requests for Proposals* (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Local bidder's preference is not allowed for federally funded procurements. Procurement transactions shall be conducted to provide maximum open and free competition. Pre-approvals may be required at multiple steps in the procurement process. Please see the Procurement Method Report for additional details.

(H) Contracts: Any contract entered into during this grant period shall comply with local, state and federal government contracting regulations. To the extent that subrecipients of a grant use contractor, subrecipients shall use small, minority, women-owned or disadvantaged business concerns and contractors to the extent practicable. Contracts for professional and consultant services must include local, state, and federal government required contract language, a project budget, and require pre-approval by DHS&EM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the marketplace. Detailed invoices and time and effort reports are required for consultants. A *Procurement Method Report* documenting method of solicitation is required for reimbursement for every procurement.

(I) Use of DHS Seal, Logo, and Flags: All subrecipients must obtain DHS&EM approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests, or reproductions of flags or likenesses of Coast Guard officials.

(J) Publications and Copyright: All recipients must affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations). Publications created with funding under this grant should prominently contain the following statement: ***This document was prepared under a grant from the Federal Emergency Management Agency (FEMA)'s Grant Programs Directorate, U.S. Department of Homeland Security and the Alaska Division of Homeland Security and Emergency Management. Points of view or opinions expressed in this document are those of the***

authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate, the U.S. Department of Homeland Security, or the State of Alaska.

(K) Acknowledgement of Federal Funding: All subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

(L) Federal Debt Status: All subrecipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424, item number 17 for additional information and guidance.

(M) False Claims Act and Program Fraud Civil Remedies: All subrecipients must comply with the requirements of 31 U.S.C. § 3729 which set forth that no subrecipient of federal payments shall submit a false claim for payment. See also 38 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

(N) Recordkeeping Requirements: Grant financial and administrative records shall be maintained for a period of three (3) years following the date of the closure of the grant award, or audit if required. Time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained. Property and equipment records shall be maintained for a period of three (3) years following the final disposition, replacement or transfer of the property and equipment.

(O) Performance Measures: Quarterly Progress Reports shall demonstrate performance and progress relative to:

1. Acceptable performance on applicable critical tasks in Exercises using approved scenarios
2. Progress in achieving project timelines and milestones identified on the Grant Activities Plan
3. Percent measurable progress toward completion of project
4. How funds have been expended during reporting period, and explains expenditures related to the project

(P) Subrecipient Monitoring Policy: Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets, and other related program criteria are being met. DHS&EM reserves the right to periodically monitor, review and conduct analysis of the City of North Pole's financial, programmatic and administrative policies and procedures such as, accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. This may include desk and field audits. Technical assistance is available from DHS&EM staff. The Monitoring Policy is available in the Grants Management Handbook at <http://ready.alaska.gov/grants>.

(Q) Penalty for Non-Compliance: For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. DHS&EM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a project, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior approvals. DHS&EM shall notify the City of North Pole of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The City of North Pole must respond within five (5) days of receipt of notification.

1. Unwillingness or inability to attain project goals
2. Unwillingness or inability to adhere to Special Conditions or Grant Assurances.
3. Failure or inability to adhere to grant guidelines and federal compliance requirements
4. Improper procedures regarding contracts and procurements
5. Inability to submit reliable and/or timely reports
6. Management systems which do not meet federal required management standards

(R) Termination for Cause: If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. DHS&EM will provide five (5) days' notice to City of North Pole stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. DHS&EM will reimburse City of North Pole only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of DHS&EM until completion of a final DHS&EM review. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(S) Termination for Convenience: Any project may be terminated upon convenience, in whole or in part, for the convenience of the Government. The U.S. Department of Homeland Security and the DHS&EM, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(T) Project Implementation: Due to the competitiveness of the 2022 State Homeland Security Grant, approved projects must be ready-to-go. Project implementation shall begin within the first reporting quarter.

1. If a project cannot be operational within the first reporting quarter of the approved award date, the subrecipient should provide notice to DHS&EM, stating the implementation delay and expected starting date. At the discretion of DHS&EM, the grant award is subject to cancellation and funds may be de-obligated and reallocated to other projects if project implementation is unjustifiably delayed.

(U) The City of North Pole shall comply with the requirements and restrictions of the Federal Fiscal Year (FFY) 2022 Homeland Security Grant Program (HSGP) Program Guidance, State Overview and Guidelines, State Preparedness Report, and the State Homeland Security Strategy. By signing this obligating award document, the City of North Pole certifies it has read, understood, and accepted these documents as binding.

(V) No funds will be reimbursed until City of North Pole fiscal and programmatic representatives attend a 2022 Grant Kick-Off Meeting to be held by teleconference in November, 2022. Activity towards grant acceptance and projects may take place prior to Kick-Off meeting attendance.

(W) The City of North Pole must complete a Quarterly Activities Plan by December 31, 2022. Information on this requirement will be emailed and provided at 2022 Grant Kick-off meetings.

(X) The City of North Pole must complete/update the Alaska Assessment annually by September 30.

(Y) The City of North Pole must have programmatic jurisdictional representatives at the annual DHS&EM Multiyear Training and Exercise Plan Workshop (TEPW).

(Z) The signature of the signatory officials on this award attests to the City of North Pole's understanding and acceptance of the National Incident Management System (NIMS) compliance requirements. For FFY 2022, the Alaska Assessment will be the required means to report NIMS compliance for future preparedness award eligibility.

(AA) The City of North Pole must complete the Nationwide Cybersecurity Review (NCSR) by December 31, 2022. More information on this online, self-assessment is will be provided at the 2022 electronic Kick-Off Meeting and can be found in the 2022 HSGP NOFO: <https://www.cisecurity.org/ms-isac/services/ncsr/>

Special Conditions

(A) The City of North Pole shall not undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. The City of North Pole must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the City of North Pole must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the City of North Pole will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding. The City of North Pole must submit an Environmental Historic Preservation (EHP) Statement of Work Request for the following project(s):

- 1) Security System for COVID Wing
- 2) Video Security Cameras for COVID Wing

We certify we have read, understood, and accept the Grant Terms and Conditions, the Grant Requirements, and Assurances and Agreements, and Special Conditions in accordance with this Award.

Project Manager's Signature

Chief Financial Officer's Signature

Signatory Official's Signature



Project Budget Details **2022 State Homeland Security Program** **North Pole, City of** **Reported Revision 0**

PBD #	Expense Category	Solution Area	Discipline		Budgeted Cost	PBD Amount Spent	PBD Balance
1	Equipment	Phys.Security	Law Enforcement	State:	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> EHP		<input type="checkbox"/> Canceled		Federal:	\$35,000.00	\$0.00	\$35,000.00
Item: Security System for COVID Wing							
Description: Purchase and installation of security system at the North Pole Police Department that allows control access electronically. Having a door security system would allow for maintaining perimeter security and access control to this critical infrastructure.							
Investment: Equipment and Capital Projects							
2	Equipment	Phys.Security	Law Enforcement	State:	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> EHP		<input type="checkbox"/> Canceled		Federal:	\$75,000.00	\$0.00	\$75,000.00
Item: Video Security Cameras for COVID Wing							
Description: Purchase and install a security system at the North Pole Police Department that will electronically control access. This would give additional perimeter security and allow monitoring from inside the police department and limit access to authorized personnel only.							
Investment: Equipment and Capital Projects							
					Adjusted Grant Total	Total PBD Allocations	Total Expenses
					State:	\$0.00	\$0.00
					Federal:	\$110,000.00	\$110,000.00
					Grand Total:	\$110,000.00	\$110,000.00
							Summary Balance
							\$0.00
							\$110,000.00
							\$0.00
							\$110,000.00



CITY OF NORTH POLE

"Where the Spirit of Christmas Lives Year Round"

125 Snowman Lane • North Pole, Alaska 99705-7708
E-mail: mayor@northpolealaska.com • Website: www.northpolealaska.com

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

Mayor
907-488-8584

City Clerk
907-488-8583

Police
Department
907-488-6902

Fire
Department
907-488-2232

Utilities
907-488-6111

Director of
City Services
907-488-8593

Finance
907-488-8594

November 1, 2022

City Council
125 Snowman Lane
North Pole, Alaska 99705

Heating Oil Bid Recommendation (Crowley Fuels)

City Council Members -

We are completing the final year of our contract with Alaska Petroleum for fuel delivery for the City. The contract was initially awarded in 2020 with the option for renewal for three years. During the previous contract, the cost for fuel was \$.02 below the rack rate (cost to the vendor).

This year, we solicited bids for through the News Miner, on our website, and by direct contact (email) to every fuel delivery service in the area that we could find.

Vendor	Delivery and other Charges	Rack Rate	Total per gallon cost (as of 21 Oct)
Crowley Fuels	\$0.02	\$3.2750	\$3.2950
Alaska Petro	\$0.10	\$3.41	\$3.51
Alaska Fuel	\$0.29	\$3.41	\$3.70
Vitus Energy	\$0.71	\$2.9323	\$3.423

Of note, as gas prices increase/decrease, the rack rate (price paid by vendors) will change. The delivery charges are contracted and will not change. Additionally, this contract is renewable for two additional years.

Bottom line: Crowley Fuels is the most cost-effective option for the City and we recommend Council approval.

Respectfully,

Robert Daniel Wallace
Director of City Services

October 31, 2022

Dear City Council,

Thank you for taking the time to hear my agenda. I am not contesting the condition of my property. It has been in this condition for many years now. I was not aware of the city ordinances, but the North Pole Police and the Fairbanks Northstar borough has just recently enlightened me. I have already made drastic changes on cleaning up the property. I have already moved the bus that I was asked to do. We have cleaned many trailer loads of debris from the yard and have placed the trailer on the property so no more trash will be able to accumulate in the yard. All items will be placed on trailer not on the ground and when the trailer gets close to being full it will be emptied at the transfer site. I am cleaning out all of the vehicles on the property and have already started moving them to another location outside of city limits. I plan to be in compliance with the city ordinances within one month and will continue to clear the property up so that it will be pleasant to look at. I am just asking for some time to accomplish this because this is a very difficult task with having a full-time job, eight children we are trying to raise and below zero temps.

Thank you for considering this matter.
David Donawho Sr.

North Pole Police Department

Incident Case Number: 22-000422

Reporting Agency: North Pole Police

Print Date/Time: 11/01/2022 14:48:52



Defendant: _____

Charge(s): _____

Disclaimer: The information contained within this report is reflective of the investigation at the date and time of its printing.

- ☐ SCREENING CASE
- ☐ ARREST REPORT E-MAILED TO DAO

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> DAO | <input type="checkbox"/> AST | <input type="checkbox"/> ABADE |
| <input type="checkbox"/> CAO | <input type="checkbox"/> NPPD | <input type="checkbox"/> FBI |
| <input type="checkbox"/> ADULT PROBATION | <input type="checkbox"/> UAAPD | <input type="checkbox"/> FTWW PD |
| <input type="checkbox"/> JUVENILE INTAKE | <input type="checkbox"/> AIRPORT PD | <input type="checkbox"/> CID |
| <input type="checkbox"/> OCS | <input type="checkbox"/> ATF/DEA | <input type="checkbox"/> INVESTIGATIONS |
| <input type="checkbox"/> ABC | <input type="checkbox"/> _____ | |

INCIDENT DATA

MO

V
I
C
T
I
M

OTHERS INVOLVED

PROPERTY

Status

INCIDENT/INVESTIGATION REPORT

North Pole Police Department

Case # 22-000422

Status Codes	1 = None 2 = Burned 3 = Counterfeit / Forged 4 = Damaged / Vandalized 5 = Recovered 6 = Seized 7 = Stolen 8 = Unknown						
D R U G S	IBR	Status	Quantity	Type Measure	Suspected Type		

Assisting Officers

Suspect Hate / Bias Motivated:

NARRATIVE

On 10/14/2022 NPPD issued parking warning/citations to Jamie Donawho at 100-200 block E Fifth Ave for illegally parked vehicle on 4th Ave and junk vehicles on property. On 10/15/2022 NPPD issued 2nd citation for junk vehicles on property. On 10/16/2022 NPPD issued citation for illegally parked vehicle on 4th Ave and 3rd citation for junk vehicles on property.

REPORTING OFFICER NARRATIVE*North Pole Police Department*

OCA 22-000422
Date / Time Reported Fri 10/14/2022 10:57

Victim	Offense TRAFFIC OFFENSE
--------	----------------------------

THE INFORMATION BELOW IS CONFIDENTIAL - FOR USE BY AUTHORIZED PERSONNEL ONLY**ROUTING: CONP****OFFENDER: Donawho, Jamie/David****PERSON REPORTING: A. Knuteson****VICTIM: CONP****CHARGES: Illegal parking, Junk vehicles****PRIMARY OFFICER: A. Knuteson****ASSISTING OFFICERS: SGT Dikeman****EVIDENCE COLLECTED: BWC, photographs****INITIAL OBSERVATIONS**

Information: On 10/14/2022 at approximately 0930 hours, NPPD SGT Dikeman responded to 149 E Fifth Ave and issued 48 hr parking citation for illegally parked bus on 4th Ave and citation for over 4 junk vehicles on property. On 10/15/2022 SGT Dikeman issued 2nd citation for junk vehicles on property. (See SGT Dikeman supplement) On 10/16/2022 I responded to the address and observed the vehicle still parked in the street on 4th Ave. I contacted Interior Towing for impound, who stated they would not be able to remove the vehicle until 10/17/2022 due to requiring a CDL driver and vehicle large enough to move it. I issued Jamie a 24-hour parking citation NORZE7861214 for the illegally parked vehicle and NORZE7871214 3rd offence for the junk vehicles on the property. I photographed the van and vehicles in the back yard of the property. I informed Jamie that the vehicle will be impounded on 10/17/2022 if it is still on the roadway.

Case Status: Closed-Services Rendered

Incident Report Related Vehicle List

North Pole Police Department

OCA: 22-000422

1	VehYr/Make/Model <i>1992 ELDN, Alpenglow</i>			Style <i>BU</i>		Color <i>WHI</i>		Lic/Lis <i>EJA497 AK</i>		VIN <i>1N9EDHC62NC084059</i>	
	IBR Status <i>None</i>			Date <i>10/14/2022</i>		Location <i>149 E FIFTH AVE, NORTH POLE AK</i>					
	Condition		Value <i>\$0.00</i>		Offense Code <i>9999</i>		Jurisdiction <i>Locally</i>		State #		NIC #
	Name (Last, First, Middle) <i>Donawho, David Ray Sr</i>					Also Known As			Home Address <i>252 EAST 6TH AVE NORTH POLE, AK 99705 907-371-3854</i>		
	Business Address <i>CLEAR AFB 907-479-0122, LEAD DRIVER</i>										
	DOB <i>11/30/1972</i>	Age <i>49</i>	Race <i>W</i>	Sex <i>M</i>	Hgt <i>601</i>	Wgt <i>215</i>	Scars, Marks, Tattoos, or other distinguishing features				

Notes

Defendant **DONAWHO, JAMIE LYNN**Citation # **NORZE000006771215**Plaintiff **City of North Pole**Agency **North Pole Police Department**

Agency Case #

CITATION FOR ☒ **MINOR OFFENSE** ☐ **CRIMINAL OFFENSE** ☐ **UNDER 21 REFUSAL/DRIVING OFFENSE**

F&G Offense charged as strict liability violation

☐ Yes ☒ NoDistrict Court at **Fairbanks**Judicial District **4th**

Court Case #

Defendant	DOB	11/09/1996	Age	26	Driver Lic	AK30001	State	AK	Class	D	APSIN ID	7504299	
	Hair	BLN	Eyes	BLU	Race	W	Sex	F	Ht	5'00"	Wt	130	
	Ph	(779) 529-3287											
	Wk Ph												
	Res Addr	149 E. 5TH AVE, NORTH POLE, AK 99705											
	Mail Addr	149 E. 5TH AVE, NORTH POLE, AK 99705											
	Employer												
Vehicle	Lic/Reg	St	Expires	/	Yr	Make	Model	Color	VIN				
	Commercial:	<input type="checkbox"/> > 10,000 lbs	<input type="checkbox"/> > 26,000 lbs	<input type="checkbox"/> > 15 psngr	<input type="checkbox"/> HazMat	DOT INSP#				USDOT #			
Offense	Date/Time	10/14/22 9:59 AM		ATN		CTN		Code		<input type="checkbox"/> Hwy Work Zone	<input type="checkbox"/> Safety Corridor		
	Location	149 E. 5TH AVE NORTH POLE											
	Loc Code												
	ORDINANCE	NPMC08.02.060(A): >4 Junk Vehicles on Public Property - 1st Off											
		<input type="checkbox"/> Damage Only <input type="checkbox"/> Injury <input type="checkbox"/> Fatality <input type="checkbox"/> Commercial Fishing											
	Defendant has 7 inoperable vehicles on the property. Defendant was advised of the Junkyard ordinance 10/6/22 by Sgt. Dikeman.												
	Item(s) Seized that can be forfeited per AS 16.05.190, AS 04.16.205, or other statute/ordinance (list other statute/ordinance:):												
PENALTY: Driver License Points Fine \$300.00 Surcharge \$20.00 TOTAL DUE \$320.00													

I have probable cause to believe defendant committed the above offense. I certify under penalty of perjury that the above information is true and that I served this citation on this date by leaving it on the property that is the subject of the offense.

DIKEMAN, BRYAN

BAD0

10/14/2022

Officer's Signature

Officer's Printed Name

I.D.

Date Served on Defendant

OPTIONAL COURT APPEARANCE. Within 30 days, REQUIRED RESPONSE you must check one of the boxes below, provide the requested information, and mail/deliver this form to: **101 Lacey Street, Fairbanks, AK 99701**

If you come to court, bring this citation with you. If under 18, you must bring your parent or guardian.

JUDGE'S NOTES FOR MINOR OFFENSE JUDGMENT☐ **DEFAULT JUDGMENT** because defendant failed to appear for trial.PLEA: ☐ No Contest ☐ GuiltyTRIAL: ☐ Not Guilty ☐ GuiltyDISMISSED BY: ☐ Prosecution ☐ Court Reason: _____**SENTENCE**

Date: _____

Fine: \$ _____ Due Date: _____

Surcharge: **\$20.00** Due Date: _____

Forfeiture [MO Rule 10(c)]:

If fish and game offense, the following are forfeited: All seized items and all fish, or its fair market value, taken or retained as a result of a strict liability commercial fishing violation as provided in AS 16.05.722(b).

If a municipal fine schedule ordinance requires forfeiture of items in addition to the fine amount, the following are forfeited: _____

Court Costs: **\$35** (if default judgment)Collection Costs: **\$35** (if transferred for collection)

Defendant **DONAWHO, JAMIE LYNN**Citation # **NORZE000006781215**Plaintiff **City of North Pole**Agency **North Pole Police Department**

Agency Case #

CITATION FOR ☒ **MINOR OFFENSE** ☐ **CRIMINAL OFFENSE** ☐ **UNDER 21 REFUSAL/DRIVING OFFENSE**F&G Offense charged as strict liability violation ☐ Yes ☒ NoDistrict Court at **Fairbanks**Judicial District **4th**

Court Case #

Defendant	DOB	10/09/1990	Age	32	Driver Lic	733899D	State	AK	Class	D	APSIN ID	7504299
	Hair	BLN	Eyes	BLU	Sex	F	Ph	(779) 529-3287	Wk Ph			
	Res Addr	149 E 5TH AVE, NORTH POLE, AK 99705										
Vehicle	Mail Addr	149 E 5TH AVE, NORTH POLE, AK 99705										
	Employer											
Offense	Lic/Reg	St	Expires	/	Yr	Make	Model	Color	VIN			
	Commercial:	<input type="checkbox"/> > 10,000 lbs	<input type="checkbox"/> > 26,000 lbs	<input type="checkbox"/> > 15 psngr	<input type="checkbox"/> HazMat	DOT INSP#	USDOT #					
	Date/Time	10/15/22 10:47 AM		ATN	CTN	Code	<input type="checkbox"/> Hwy Work Zone	<input type="checkbox"/> Safety Corridor				
	Location	149 E 5TH AVE						NORTH POLE		Loc Code		
Offense	ORDINANCE											
	NPMC08.02.060(A): >4 Junk Vehicles on Public Property - 2nd Off											
	<input type="checkbox"/> Damage Only <input type="checkbox"/> Injury <input type="checkbox"/> Fatality <input type="checkbox"/> Commercial Fishing											
	Defendant still has 7 inoperable vehicles on the property. Defendant was advised of the Junkyard ordinance 10/6/2022 by Sgt Dikeman.											
Item(s) Seized that can be forfeited per AS 16.05.190, AS 04.16.205, or other statute/ordinance (list other statute/ordinance:)												
PENALTY: Driver License Points Fine \$500.00 Surcharge \$20.00 TOTAL DUE \$520.00												

I have probable cause to believe defendant committed the above offense. I certify under penalty of perjury that the above information is true and that I served this citation on this date by personally handing it to defendant.

Officer's Signature

Officer's Printed Name **DIKEMAN, BRYAN**I.D. **BAD0**Date Served on Defendant **10/15/2022**

OPTIONAL COURT APPEARANCE. REQUIRED RESPONSE Within 30 days, you must check one of the boxes below, provide the requested information, and mail/deliver this form to: **101 Lacey Street, Fairbanks, AK 99701**

If you come to court, bring this citation with you. If under 18, you must bring your parent or guardian.

JUDGE'S NOTES FOR MINOR OFFENSE JUDGMENT☐ **DEFAULT JUDGMENT** because defendant failed to appear for trial.PLEA: ☐ No Contest ☐ GuiltyTRIAL: ☐ Not Guilty ☐ GuiltyDISMISSED BY: ☐ Prosecution ☐ Court Reason: _____**SENTENCE**

Date: _____

Fine: \$ _____ Due Date: _____

Surcharge: **\$20.00** Due Date: _____

Forfeiture [MO Rule 10(c)]:

If fish and game offense, the following are forfeited: All seized items and all fish, or its fair market value, taken or retained as a result of a strict liability commercial fishing violation as provided in AS 16.05.722(b).

If a municipal fine schedule ordinance requires forfeiture of items in addition to the fine amount, the following are forfeited: _____

Court Costs: **\$35** (if default judgment)Collection Costs: **\$35** (if transferred for collection)

Defendant Donawho, Jamie Lynn Citation # NORZE000007871214
Plaintiff City of North Pole Agency North Pole Police Department Agency Case # 22-000422
CITATION FOR ☒ **MINOR OFFENSE** ☐ **CRIMINAL OFFENSE** ☐ **UNDER 21 REFUSAL/DRIVING OFFENSE**
F&G Offense charged as strict liability violation ☐ Yes ☒ No
District Court at Fairbanks Judicial District 4th Court Case # _____

Defendant	DOB	<u>04/09/1990</u>	Age	<u>32</u>	Driver Lic	<u>7338980</u>	State	<u>AK</u>	Class	<u>D</u>	APSIN ID	<u>7504299</u>
	Hair	<u>BLN</u>	Eyes	<u>BLU</u>	Race	<u>W</u>	Sex	<u>F</u>	Ht	<u>5'04"</u>	Wt	<u>180</u>
	Ph	<u>(779) 529-3287</u>										
	Res Addr	<u>149 E 5th Ave, North Pole, AK 99705</u>										
	Mail Addr	<u>149 E 5th Ave, North Pole, AK 99705</u>										
	Employer	_____										
Vehicle	Lic/Reg	St	Expires	/	Yr	Make	Model	Color	VIN			
	Commercial:	<input type="checkbox"/> > 10,000 lbs	<input type="checkbox"/> > 26,000 lbs	<input type="checkbox"/> > 15 psngr	<input type="checkbox"/> HazMat	DOT INSP#			USDOT #			
Offense	Date/Time	<u>10/16/22</u>	<u>11:53 AM</u>	ATN	_____	CTN	_____	Code	_____	<input type="checkbox"/> Hwy Work Zone	<input type="checkbox"/> Safety Corridor	
	Location	<u>149 E 5th Ave</u>										
		<u>North Pole</u>										
		<u>Loc Code</u>										
	ORDINANCE	<u>NPMC08.02.060(A): >4 Junk Vehicles on Public Property - 3rd+ Off</u>										
		<u>7</u>	<u>VEHICLES</u>	<u>4</u>	<u>VEHICLES</u>	<input type="checkbox"/> Damage Only	<input type="checkbox"/> Injury	<input type="checkbox"/> Fatality	<input type="checkbox"/> Commercial Fishing			
		<u>approx 7+ junk vehicles in/on property. prev cited on 10/14/22 NORZE6771215 and 10/15/2022 NORZE6781215.</u>										
	Item(s) Seized that can be forfeited per AS 16.05.190, AS 04.16.205, or other statute/ordinance (list other statute/ordinance: _____):											
PENALTY: Driver License Points _____ Fine \$1,000.00 Surcharge \$20.00 TOTAL DUE \$1,020.00												

I have probable cause to believe defendant committed the above offense. I certify under penalty of perjury that the above information is true and that I served this citation on this date by leaving it on the property that is the subject of the offense.

Officer's Signature _____ Officer's Printed Name KNUTESON, ABRAHAM I.D. AKK0 Date Served on Defendant 10/16/2022

OPTIONAL COURT APPEARANCE. REQUIRED RESPONSE
Within 30 days, you must check one of the boxes below, provide the requested information, and mail/deliver this form to: 101 Lacey Street, Fairbanks, AK 99701

If you come to court, bring this citation with you. If under 18, you must bring your parent or guardian.

JUDGE'S NOTES FOR MINOR OFFENSE JUDGMENT

☐ **DEFAULT JUDGMENT** because defendant failed to appear for trial.

PLEA: ☐ No Contest ☐ Guilty

TRIAL: ☐ Not Guilty ☐ Guilty

DISMISSED BY: ☐ Prosecution ☐ Court Reason: _____

SENTENCE

Date: _____

Fine: \$ _____ Due Date: _____

Surcharge: **\$20.00** Due Date: _____

Forfeiture [MO Rule 10(c)]:

If fish and game offense, the following are forfeited: All seized items and all fish, or its fair market value, taken or retained as a result of a strict liability commercial fishing violation as provided in AS 16.05.722(b).

If a municipal fine schedule ordinance requires forfeiture of items in addition to the fine amount, the following are forfeited: _____

Court Costs: **\$35** (if default judgment)

Collection Costs: **\$35** (if transferred for collection)



Defendant **DONAWHO, JAMIE LYNN**Citation # **NORZE000006811215**Plaintiff **City of North Pole**Agency **North Pole Police Department**

Agency Case #

CITATION FOR ☒ **MINOR OFFENSE** ☐ **CRIMINAL OFFENSE** ☐ **UNDER 21 REFUSAL/DRIVING OFFENSE**

F&G Offense charged as strict liability violation

☐ Yes ☒ NoDistrict Court at **Fairbanks**Judicial District **4th**

Court Case #

Defendant	DOB	04/09/1950	Age	33	Driver Lic	7338890	State	AK	Class	D	APSIN ID	7504299
	Hair	BLN	Eyes	BLU	Face	W	Sex	F	Height	5'04"	Weight	180
	Ph											
Res Addr	149 E FIFTH AVE, NORTH POLE, AK 99705											
	Mail Addr	149 E FIFTH AVE, NORTH POLE, AK 99705										
Employer												
Vehicle	Lic/Reg	St	Expires	/	Yr	Make	Model	Color	VIN			
	Commercial:	<input type="checkbox"/> > 10,000 lbs	<input type="checkbox"/> > 26,000 lbs	<input type="checkbox"/> > 15 pangr	<input type="checkbox"/> HazMat	DOT INSP#	USDOT #					
Offense	Date/Time	10/19/22 2:54 PM		ATN	CTN	Code	<input type="checkbox"/> Hwy Work Zone		<input type="checkbox"/> Safety Corridor			
	Location	149 E. 5th Ave						North Pole		Loc Code		
	ORDINANCE	NPMC08.02.060(A): >4 Junk Vehicles on Public Property - 3rd+ Off										
	<input type="checkbox"/> Damage Only <input type="checkbox"/> Injury <input type="checkbox"/> Fatality <input type="checkbox"/> Commercial Fishing											
Defendant still has 7+ inoperable vehicles on the property. Defendant was advised of the junkyard 10/6/22 by Sgt. Dikeman.												
Item(s) Seized that can be forfeited per AS 16.05.190, AS 04.16.205, or other statute/ordinance (list other statute/ordinance:):												
PENALTY: Driver License Points Fine \$1,000.00 Surcharge \$20.00 TOTAL DUE \$1,020.00												

I have probable cause to believe defendant committed the above offense. I certify under penalty of perjury that the above information is true and that I served this citation on this date by leaving it on the property that is the subject of the offense.

DIKEMAN, BRYAN

BAD0

10/19/2022

Officer's Signature

Officer's Printed Name

I.D.

Date Served on Defendant

REQUIRED RESPONSE
OPTIONAL COURT APPEARANCE. Within 30 days, you must check one of the boxes below, provide the requested information, and mail/deliver this form to: 101 Lacey Street, Fairbanks, AK 99701

If you come to court, bring this citation with you. If under 18, you must bring your parent or guardian.

JUDGE'S NOTES FOR MINOR OFFENSE JUDGMENT☐ **DEFAULT JUDGMENT** because defendant failed to appear for trial.PLEA: ☐ No Contest ☐ GuiltyTRIAL: ☐ Not Guilty ☐ GuiltyDISMISSED BY: ☐ Prosecution ☐ Court Reason: _____**SENTENCE**

Date: _____

Fine: \$ _____ Due Date: _____

Surcharge: **\$20.00** Due Date: _____

Forfeiture [MO Rule 10(c)]:

If fish and game offense, the following are forfeited: All seized items and all fish, or its fair market value, taken or retained as a result of a strict liability commercial fishing violation as provided in AS 16.05.722(b).

If a municipal fine schedule ordinance requires forfeiture of items in addition to the fine amount, the following are forfeited: _____

Court Costs: **\$35** (if default judgment)Collection Costs: **\$35** (if transferred for collection)

Defendant **DONAWHO, JAMIE LYNN**Citation # **NORZE000001521218**Plaintiff **City of North Pole**Agency **North Pole Police Department**

Agency Case #

CITATION FOR ☒ **MINOR OFFENSE** ☐ **CRIMINAL OFFENSE** ☐ **UNDER 21 REFUSAL/DRIVING OFFENSE**

F&G Offense charged as strict liability violation

☐ Yes ☒ NoDistrict Court at **Fairbanks**Judicial District **4th**

Court Case #

Defendant	DOB	04/09/1990	Age	32	Driver Lic	7338990	State	AK	Class	D	APSIN ID	7504299
	Hair	BLN	Eyes	BLU	Face	W	Sex	F	Ht	5'04"	Wt	130
	Res Addr	149 E 5TH AVE, NORTH POLE, AK 99705										
Vehicle	Mail Addr	149 E 5TH AVE, NORTH POLE, AK 99705										
	Lic/Reg	St	Expires	/	Yr	Make	Model	Color	VIN			
Offense	Commercial:	<input type="checkbox"/> > 10,000 lbs	<input type="checkbox"/> > 28,000 lbs	<input type="checkbox"/> > 15 pangr	<input type="checkbox"/> HazMat	DOT INSP#	USDOT #					
	Date/Time	10/26/22 10:02 AM		ATN	CTN	Code	<input type="checkbox"/> Hwy Work Zone		<input type="checkbox"/> Safety Corridor			
	Location	149 E 5TH AVE						NORTH POLE		Loc Code		
	ORDINANCE	NPMC08.02.060(A): >4 Junk Vehicles on Public Property - 3rd+ Off										
	<input type="checkbox"/> Damage Only <input type="checkbox"/> Injury <input type="checkbox"/> Fatality <input type="checkbox"/> Commercial Fishing											
	Defendant still has seven junk vehicles on property. Defendant was advised by Sgt. Dikeman on 10/6/22 and cited at that time as well.											
	Item(s) Seized that can be forfeited per AS 16.05.190, AS 04.16.205, or other statute/ordinance (list other statute/ordinance:):											
PENALTY: Driver License Points Fine \$1,000.00 Surcharge \$20.00 TOTAL DUE \$1,020.00												

I have probable cause to believe defendant committed the above offense. I certify under penalty of perjury that the above information is true and that I served this citation on this date by leaving it on the property that is the subject of the offense.

ADAMS, KYLE

KCA0

10/26/2022

Officer's Signature

Officer's Printed Name

I.D.

Date Served on Defendant

REQUIRED RESPONSE
OPTIONAL COURT APPEARANCE. Within 30 days, you must check one of the boxes below, provide the requested information, and mail/deliver this form to: 101 Lacey Street, Fairbanks, AK 99701

If you come to court, bring this citation with you. If under 18, you must bring your parent or guardian.

JUDGE'S NOTES FOR MINOR OFFENSE JUDGMENT☐ **DEFAULT JUDGMENT** because defendant failed to appear for trial.PLEA: ☐ No Contest ☐ GuiltyTRIAL: ☐ Not Guilty ☐ GuiltyDISMISSED BY: ☐ Prosecution ☐ Court Reason: _____**SENTENCE**

Date: _____

Fine: \$ _____ Due Date: _____

Surcharge: **\$20.00** Due Date: _____

Forfeiture [MO Rule 10(c)]:

If fish and game offense, the following are forfeited: All seized items and all fish, or its fair market value, taken or retained as a result of a strict liability commercial fishing violation as provided in AS 16.05.722(b).

If a municipal fine schedule ordinance requires forfeiture of items in addition to the fine amount, the following are forfeited: _____

Court Costs: **\$35** (if default judgment)Collection Costs: **\$35** (if transferred for collection)

