



CITY OF NORTH POLE
Regular Meeting
December 12, 2022
City Hall Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, December 12, 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

Jeffrey Jacobson – Mayor Pro Tem	907-460-7733
DeJohn Cromer – Deputy Mayor Pro Tem	907-347-2808
Anton Keller – Alt. Deputy Mayor Pro Tem	907-987-2548
Chandra Clack	907-460-3767
Aino Welch	907-488-5834
David Skipps	907-750-5106

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 11/21/22 (Pgs. 3-10)
6. Communications from the Mayor
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)
11. Old Business
 - a. Ordinance 22-25, An Ordinance of the City of North Pole, Alaska, Establishing the 2023 Operating and Capital Budget and Levying the Mill Rate (Pgs. 11-109)
 - b. Ordinance 22-26, An Ordinance of the City of North Pole Amending the Fee Schedule (Pgs. 110-

12. New Business:

- a. Ordinance 22-27, An Ordinance of the City of North Pole Amending the Pay Scale for City of North Pole Employees (Pgs. 113-117)
- b. Ordinance 22-28, An Ordinance of the City of North Pole Amending the 2022 Budget (Pgs.118-122)
- c. Resolution 22-16, A Resolution Establishing a Transfer of Funds from Mt. McKinley Bank to the City of North Pole AML Investment Pool Account (Pg. 123)
- d. Resolution 22-17, A Resolution Establishing the City of North Legislative Priorities for the 33rd Legislature 2023 Regular Session (Pgs.124-127)
- e. NPPD Acceptance of Additional JAG Funds (Pgs. 128-137)
- f. Request for Utility Write Off (Pg. 138)

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, November 21, 2022, in the North Pole City Hall Chambers.

CALL TO ORDER/ROLL CALL

Mayor Member Welch called the regular City Council meeting of Monday, November 21, 2022, to order at 7:00 p.m.

Present:

Jeffrey Jacobson – Mayor Pro Tem
DeJohn Cromer – Deputy Mayor Pro Tem
Anton Keller -Alt. Deputy Mayor Pro Tem
Chandra Clack
Aino Welch
David Skippis

Absent/Excused:

None

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Melissa Dionne

INVOCATION

Given by Mr. Keller

APPROVAL OF AGENDA

Mr. Keller *moved to* approve the agenda of November 21, 2022

Seconded *by* Mr. Cromer

Mr. Jacobson *moved to* amend the agenda of November 21, 2022, to consent the following items:

New Business:

- a. Ordinance 22-20, An Ordinance of the City of North Pole Amending the Leave Policy for the City of North Pole Employees
- b. 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

New Business

- b. Resolution 22-15, A Resolution of the City of North Pole City Council Designating City Officials' Authorization to Sign on City of North Pole Accounts – To postpone until January 2023

Seconded *by* Mr. Cromer

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 11/7/22 meeting

Seconded *by* Ms. Clack

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 of the Student of the Month, Olivia Smith, who was in attendance along with her family.
- Mayor Welch shared that he was the host to the Interior Mayors delegation this last week. Mayors Walker and Verhagen, David VanHolde with the Department of Energy and Brent Sheets with UAF were also in attendance to talk about combined heat and power. They presented at FedCo during the day and then later the group also heard a presentation from Glen Brady and Mark Sherman about their new building structural modular building system, a cheaper building system that also extends the building season for Alaska. Dr. VanHolde also hosted a talk at City Hall that evening for citizens, it was in person and also via Zoom.
- UpTv was also here last week filming 'A Small Town Christmas,' they filmed around the city and at Santa Claus House Saturday. The Mayor hosted them out at Chena Hot Springs and had a good visit. The show airs on December 11th and will be available online as well.

- Mayor Welch is also working with the city attorney, Zane Wilson, and Marathon Oil on an MOU for the combined heat and power plant.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

- None

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Chief Dutra

- Chief Dutra let the Council know that the new police car is completed and in California and should be shipped soon.
- The Food Drive ended today; it was an amazing success. They brought in over 96,000 pounds of money and food to be donated to the Food Bank. It was the largest food drive in the Food Bank history. He thanked everyone for donating.
- He has been in meeting the last week with a new RMSCATS system. The system does reports and tracks calls, send officers on calls, evidence, etc. It is a big undertaking.
- Chief Dutra reported that he has spoken to the city attorney, Zane Wilson, and relayed the Council decision from the last meeting regarding the citizen property clean up. Mr. Wilson will be working on that.
- He is off to Anchorage on the 4th of December and will be gone the week for annual meetings and training.
- He and Lt. Smith conducted ALICE training last week at Lathrop high school and Denali elementary, he said that it was the most engaged trainings that he had ever conducted. The week before there had been an active shooter scare at the high schools in the area and that prompted many great questions from the teachers.

Mayor Welch asked Chief Dutra about his legislative priorities list.

- Chief Dutra said that he has the indoor shooting range on his list and will get the Mayor the wording for the Resolution.

Fire Department, Chief Heineken

- We have concluded the Lieutenant testing and a conditional job offer has been given to Robert Dobson. He will be completing a fit for duty physical and completing the departments physical agility test this week. Upon successfully completing all conditions we will then be able to set a starting date.
- On Tuesday November 8th at approximately North Pole Fire Departments engine and ambulance responded to a mutual aid fire off Freeman Road. A 19-year-old female was found inside of the building during fire attack. Our ambulance crew was on scene and able to start treating the victim once she was removed from the building and transported her to FMH. Unfortunately, the victim was not able to be revived and was pronounced deceased at FMH.
- Our new fire engine being built at the Pierce factory in Wisconsin has entered the production phase. I received the first photo update over the weekend showing the cab has been fully welded and moved from the fabrication facility to the main build facility. The apparatus is on schedule to see a springtime arrival here in North Pole.

Finance, Tricia Fogarty

- Ms. Fogarty gave an update on the Tyler/Caselle conversion.
- Financials were provided to the Council Friday, with an updated version sent Sunday adding a few things. The Mayor asked about the idea of moving money out of Mt. McKinley bank into the AMLIP acct due to the interest rates, moving the money into the AMLIP will make us much more money in interest.
- Ms. Fogarty said that she would put together a Resolution to move money for the next meeting.
- She also let the council know that she will be putting together an Ordinance to move some money around in accounts that we are over and also to add to the budget a few unexpected amounts of money that we have received.

Director of City Services, Danny Wallace

- Similar to my peers, my focus over the past couple of weeks has included a significant amount of work on the budget. I'll provide a brief update for the City Services areas.
- Building Dept – Indoor projects only right now; we'll discuss fees for next year in the next few weeks with our contract building inspectors.
- Public Works – Our summer hires have been released, they stayed long enough to help with the City's holiday decorations and lights. We have a meeting with DOT on Wednesday on the Doughchee Avenue project. This is on the recommended list for Fairbanks Area Surface Transportation (FAST) Planning, although final approval is still not completed. We also applied for a grant from the State of Alaska for a drainage survey to address issues with yearly flooding. Finally, we're slated to participate in the FAST Winter Maintenance Forum next week. We'll provide a short public presentation on North Pole snow removal operations.
- Utilities – We received the new Ford F250 truck approved by the Council in October. We're still waiting for the title prior to putting it into service. We've shifted out of the season for utilities hookups.

Human Resources, Ellen Glab

- She thanked the Public Works department for getting her new office ready for her, she said that it was nice to have a space of her own instead of floating around.
- She has been working on fin tuning some working on different things and helping out other departments with their projects.
- She will be attending the Newly Elected Officials Training later this week via Zoom.

The Mayor asked if the research into the idea of adding an additional holiday to the City calendar has been completed and how much that holiday equaled cost wise for the city.

- Ms. Glab said that the amount of would be \$6600.

Mr. Keller asked if that number was based on current employees and not the fact that we are not fully staffed at the police and fire department.

- Ms. Glab responded that that is based on current employees, that there would be a little wiggle in the number depending on where we were at with hiring.

Borough Representative

Ms. Welch will be attending the borough meeting on Thursday, November 24th.

City Clerk's Office, Melissa Dionne

- Ms. Dionne shared that she has been working on the website and moving into the next steps.
- The Bed Tax Committee is meeting Tuesday, November 29th, she has been working on the packets and prepping for that.

The Mayor asked about the audio/visual system and where we were at with that.

- Ms. Dionne said that she hasn't seen or heard from Universal productions in weeks. Jonathan Huff with Universal Productions is supposed to be meeting with us tomorrow at noon to talk about the rest of the install.

ON GOING PROJECTS

- City Clerk, Ms. Dionne let the Council know that the committee will be meeting the 29th of November, the members will be the Mayor, Council members Welch, Skipps and Clack, along with Wanda Aldesperger, Benny Williams and Larnitia Skipps. The committee will hear presentations from the Worlds Biggest Backpack, Explore Fairbanks, NPCCC, the Grange and Grange Gallery, the Literacy Council and Santa's Letters. The committee will be awarding approximately \$133,000. The Resolution will be presented to the Council with recommendations from the committee at the second meeting in December.

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

- None

Old Business

- Ordinance 22-24, An Ordinance of the City of North Pole, Alaska, Establishing the 2023 Operating and Capital Budget and Levying the Mill Rate

Mr. Jacobson *moved* to amend 22-20, to keep the current tax rate at 5.5% and to raise the sales tax cap to \$300.00 or \$16.50 and that the additional money from that sales cap increase be placed in the cities Capital Reserves
Seconded *by* Ms. Clack

On the Ordinance as Amended

DISCUSSION

None

PASSED

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

No: 0

Absent: 0

Mr. Jacobson *moved* to advance Ordinance 22-24 to the 3rd and final reading
Seconded *by* Mr. Keller

On the Ordinance to advance to the 3rd Reading

DISCUSSION

None

PASSED

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

No: 0

Absent: 0

- Consideration of Citizens' Extension of Time for Property Clean Up

Mr. Jacobson *moved* to allow the

Seconded *by* Mr. Cromer

New Business

- Ordinance 22-25, An Ordinance of the City of North Pole Amending the Fee Schedule

Ms. Welch *moved* to amend 22-25, to remove 'the audio recording of public meetings' from the fee schedule

Seconded *by* Mr. Cromer

On the Ordinance as Amended

DISCUSSION

None

PASSED

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

No: 0

Absent: 0

On the Ordinance

DISCUSSION

None

PASSED

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

No: 0

Absent: 0

COUNCIL COMMENTS

- Mr. Cromer wished everyone a happy Thanksgiving and asked everyone to enjoy their family.
- Mr. Keller invited everyone to join him for the Christmas community event hosted by his church here in North Pole from 10am to 4pm. There will be tying blankets that will be donated to people in need, there will be a hall of trees along with refreshments and live music. There will comfort kits available for kids as well. The church is across the street from the NP Middle School. Mr. Keller went on to say that in the spirit of Thanksgiving he is grateful for the opportunity to serve on the Council and to live in the City of North Pole and to have Santa Claus as a next-door neighbor. He has a lot of blessings that he is grateful for, he loves the state of Alaska, he has only been here for about 4 years, but he feels like it is right where he

needs to be. He shared that he is grateful for the community, for the friends and adopted family that he has here.

- Ms. Welch wished everyone a happy thanksgiving and asked everyone to enjoy their families and reminded everyone to be careful on the roads. She said that she has seen a lot of vehicles in ditches and has seen many people who think because they have a 4-wheel drive that they can go any speed they want to and that we don't want to rush our fire and police departments too much over the holidays and wishes the fire and police department employees a good holiday with their friends and families.
- Mr. Jacobson took a moment to recognize Ms. Clack, who was featured on the front of the GVEA magazine for the month of December. And thanked her for being recognition to our community. He shared that he was grateful for the work the Council puts together and for the city staff. He said that even though we might always agree that he thinks that everyone has the best interests of the city. He let Mayor and Council woman Welch that he has known them for decades and has the deepest respect for both and considers them friends, but he let them know that he is very passionate about the check signing issue. He said that he has been on the city council or as the mayor for nearly 20 years. During that 20-year time he has experienced ethics violations against every sitting city council member, against Mayor Isaacson, against himself, against Mayor Peters who was recalled and lost his seat as mayor, against Carlita Lewis was also recalled but the vote against her failed and that is why is very concerned about anything that could go down this pathway where people could make accusations, whether they are true or not. The experience of having an ethics violation and having a hearing is just not worth it. It was a very tumultuous time during those years, and it did a lot of damage, and he doesn't want to see that happen to either one of them. Any member of the public can make an accusation and we have to follow through with it even though it may not be true, we have to go through it and it becomes very public and very nasty and now with social media the way that it is, it is just not something he wants them to go through, or anyone go through, s that's where he is coming from on that whole position. He appreciates the Council's support on maintaining the sales tax and ensuring that we have the finances that we need for the things that we are trying to achieve here in our community.
- Ms. Clack said ditto to everything that Mr. Jacobson just said and asked that everyone have a good Thanksgiving and to enjoy their family.
- Mr. Skipps asked that everyone be safe and drive safe.
- Mayor Welch shared that this has been a crazy period, he had tried to listen into the last meeting, but the audio was not working so he could not hear what was being said. He said that tonight there were some questions about how the vote went during the last meeting, but that for a very selfish reason that he was glad that it came out how it did. He said that we can consider asking our city attorney to come to the meeting when we consider the signing resolution again in January and asked the council to consider if that is necessary. He did share that he has previously been brought up on ethics charges in 2020 along with Chief Dutra. He said that it was very uncomfortable, and the end outcome was in his favor that no ethics violations were made, so he is very aware of accusations and how they could affect him. He asked the Mr. Jacobson, Cromer, or Keller to please represent him on December 3rd at the Christmas Community event. He really enjoys going to the Christ gallery and said that it is very beautiful and awe inspiring. Unfortunately, he has prior engagements that day. Mr. Jacobson said that he would be happy to represent the city at the event. The Mayor shared that he and his wife were considering going to the Hot Springs for

the day and that relaxing there would be a great way to spend the day. He also let everyone know that he plans on taking the day after off. He let everyone know that before the year is over we also need to figure out a way to split up the borough representative duties so that they do not end up on the shoulders of one council member, he feels like it should be a few members sharing the load. He reminded everyone that there was an ordinance brought up a few months ago that would put a time limit on reports from the city and school representatives to the borough and that it would be coming back up to vote after the new year.

ADJOURNMENT

Ms. Welch *moved* to adjourn
Seconded *by* Ms. Clack

The regular meeting of Monday, November 21, 2022 adjourned at 9:57 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, November 21, 2022.

ATTEST:

Melissa Dionne, City Clerk



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

Table of Contents	2
Proposed Budget	4
Introduction	5
2023 Council Calendar.....	6
North Pole Citizens Organizational Chart.....	7
Mayor & Council Members Roster	8
Department Roster.....	9
City of North Pole History.....	10
History of Sales Tax & Mill Rate	12
Budget Procedures & Policies	14
Budget Process	15
Budget Procedures	18
Mayor's Message.....	20
To be inserted later	21
Appropriation Ordinance	22
Ordinance 22-25	23
General Fund Revenue.....	28
General Fund 01	29
Administration Department.....	30
Admin Organizational Chart	31
Admin Department Narrative	32
Admin General Fund 01.....	33
City Clerk & Human Resources	35
City Clerk & HR Organizational Chart	36
City Clerk & HR Narrative	37
Clerk/HR General Fund 01	39
Police Department.....	40
Police Department Organizational Chart	41
Police Department Narrative	42
Police Department General Fund 01	45
Fire Department	47
Fire Department Organizational Chart.....	48
Fire Department Narrative	49
Fire Department General Fund 01	51

Public Works Department	53
Public Works Department Organizational Chart	54
Public Works Department Narrative	55
Public Works Department General Fund 01	56
Enterprise Fund	58
Utility Department Organizational Chart	59
Utilities Department Narrative	60
Water Fund 41	61
Sewer Fund 42	63
Water Reserve Fund 51	65
Sewer Reserve Fund 52	66
Debt Service	67
Assessment (Debt Service) Fund 03	68
Building Department	69
Building Department Organizational Chart	70
Building Department Narrative	71
Building Department Fund 04	72
Non-Major Funds	74
Litigation Fund 10	75
Justice Forfeiture Fund 12	76
State Forfeitures Fund 13	77
Impound Lot Fund 15	78
Community Purpose Funds	79
Bed Tax Fund 05	80
North Pole Festival Fund 08	81
Reserve Funds	82
Designated Funds Chapter 4.24 Ordinance 16-25	83
Capital Project Fund 20	87
Fire Fleet Reserves Fund 22	88
Police Fleet Reserves Fund 23	89
Public Works Fleet Reserves Fund 24	90
Utility Fleet Reserves Fund 25	91
Grants	92
Jag Drug Task Force Fund 11	93
Police Department Fund 32	94
Public Works Grants & Donation Fund 33	95
Glossary	96

INTRODUCTION

CALENDAR 2023

2023 NORTH POLE CITY COUNCIL MEETINGS and CITY-OBSERVED HOLIDAY LIST

JANUARY	03 17	JULY	03 17
FEBRUARY	06 21	AUGUST	07 21
MARCH	06 20	SEPTEMBER	05 18
APRIL	03 17	OCTOBER	02 16
MAY	01 15	NOVEMBER	06 20
JUNE	05 19	DECEMBER	11 18

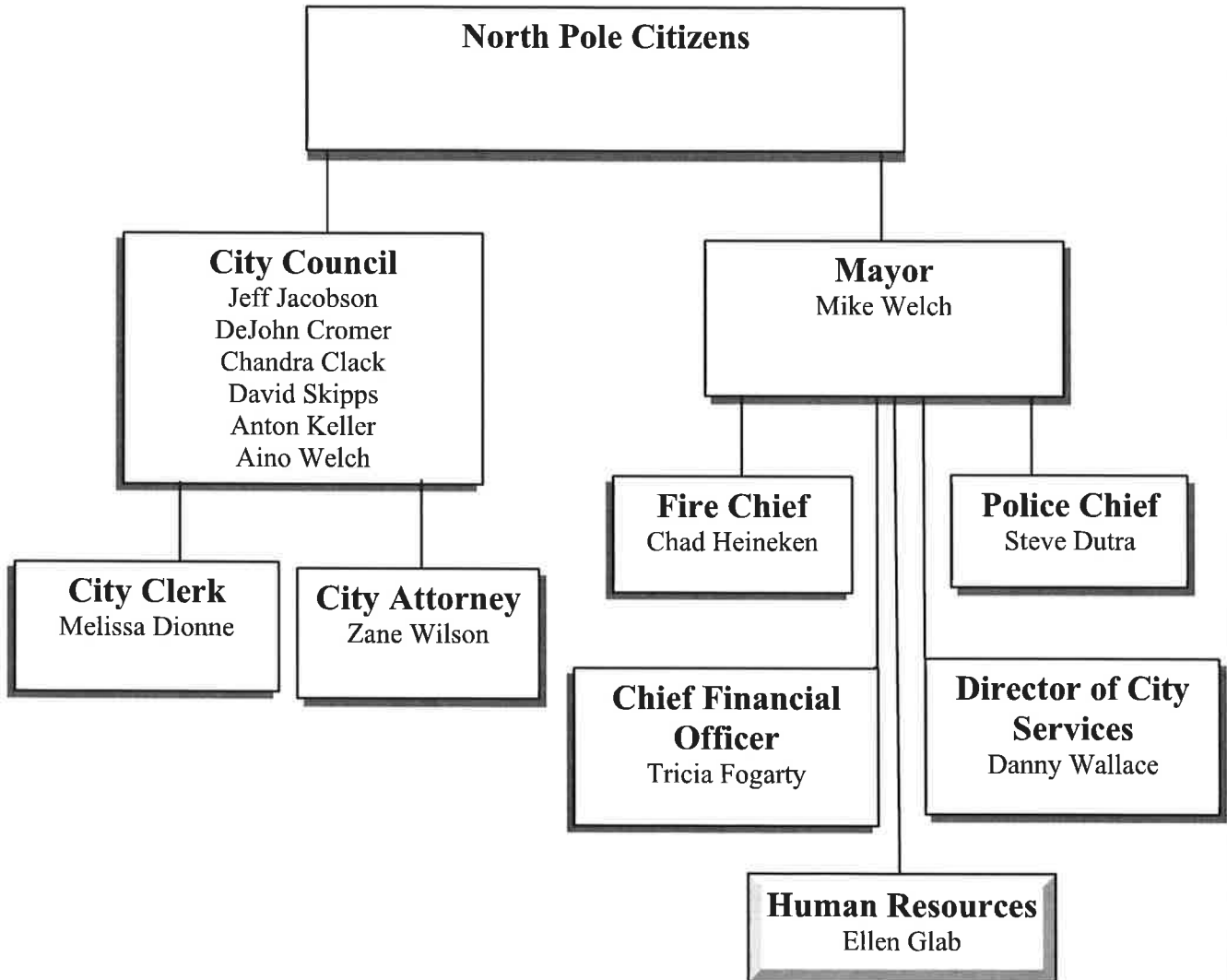
NOTE: Any deviation from City Code is a result of City-observed holidays, City Council-approved amendments, budget deadlines, or AML Conference conflicts.

2023 NORTH POLE CITY-OBSERVED HOLIDAYS (City Offices Closed)

New Year's Day (Observed)	Monday	January 2, 2023
Martin Luther King Day	Monday	January 16, 2023
President's Day	Monday	February 20, 2023
Memorial Day	Monday	May 29, 2023
Independence Day	Tuesday	July 4, 2023
Labor Day	Monday	September 4, 2023
Veterans Day (Observed)	Friday	November 10, 2023
Thanksgiving Day	Thursday	November 23, 2023
Christmas Day	Monday	December 25, 2023

Meeting Schedule was approved by the City Council on Monday, November 14, 2022.

City of North Pole



Revised 11/04/2022

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

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 MILL RATE

	DATE	SALES TAX RATE	MILL 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 MILL 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	5.5	3.5

*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

September
2022

- Finance submits budget templates to Departments. (Sep 1)
- Departments Heads submits budget request to Finance. (Sep 19 - Sep 22)

October
2022

- Mayor reviews proposed budgets with Department Head and Finance.
- Finance prepares the Mayor's Recommended Budget.
- Finance prepares budget document for Mayor's review. (Oct 10)
- Mayors recommended budget is presented to Council at a 3 Night Budget Workshop. (Oct 24, 25, 26)

November
2022

- Budget is presented to the council at the first and second Council meeting in November. (Nov 21)
- City Clerk advertises the proposed budget ordinance for the first and second public meeting. (Nov 7)

December
2022

- Final reading of the proposed budget on the first Council meeting of December. (Dec 12, 2022)

January
2023

- Approved budget takes effect. (Jan 1)

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 22-25**

**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 reflects sales tax rate of 5.5 percent; and

WHEREAS, The 2023 Budget increases the maximum tax on any single transaction of \$300.00 shall be \$16.50 sixteen dollars and fifty cents.

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

Sponsored by: Mayor Michael W. Welch
Introduced & Advanced: November 7, 2022
Second Reading: November 21, 2022
Final Reading Adoption: December 12, 2022

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	112,000
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.

Sponsored by: Mayor Michael W. Welch
Introduced & Advanced: November 7, 2022
Second Reading: November 21, 2022
Final Reading Adoption: December 12, 2022

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

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

Michael W. Welch, Mayor

ATTEST:

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:							
<u>01-31-3000</u>	Alcohol Tax	275,000.00	315,511.67	300,000.00	355,791.45	300,000.00	272,702.89	300,000.00
<u>01-31-3050</u>	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
<u>01-31-3100</u>	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
<u>01-31-3150</u>	Sales tax Misc Vendors	0.00	4,603.72	2,500.00	11,926.65	5,000.00	8,448.89	10,000.00
<u>01-31-3160</u>	Sales Tax Online	0.00	-	-	283,505.76	320,000.00	315,366.31	500,000.00
<u>01-31-3180</u>	State: Shared Taxes	16,000.00	13,670.68	16,000.00	13,906.35	16,000.00	13,706.95	13,000.00
<u>01-31-3200</u>	Tabacco Tax	125,000.00	173,043.74	135,000.00	148,100.74	145,000.00	97,468.87	150,000.00
<u>01-34-4000</u>	Business Licenses	20,000.00	24,060.00	20,000.00	34,251.98	25,000.00	1,226.14	30,000.00
<u>01-34-4050</u>	Fireworks Permit	9,000.00	12,200.00	12,000.00	12,000.00	9,000.00	6,000.00	9,000.00
<u>01-34-5000</u>	Ambulance Fees CY	120,000.00	105,818.42	120,000.00	95,566.09	105,000.00	69,889.35	105,000.00
<u>01-35-5020</u>	Ambulance Fees PY	0.00	-	-	-	0.00	-	0.00
<u>01-35-5050</u>	Ambulance Services	465,000.00	480,012.50	480,000.00	570,399.00	565,000.00	675,738.50	680,000.00
<u>01-35-5100</u>	Fingerprinting	15,000.00	3,410.00	-	630.00	500.00	1,295.00	1,000.00
<u>01-35-5150</u>	Fire Reports	300.00	250.00	500.00	156.50	200.00	200.00	
<u>01-35-5200</u>	Police Reports	1,000.00	1,150.00	1,000.00	1,305.00	1,000.00	200.00	1,500.00
<u>01-36-6000</u>	Citations CY	138,000.00	79,200.98	138,000.00	66,249.20	100,000.00	63,153.50	75,000.00
<u>01-36-6050</u>	Citations PY	40,000.00	31,043.60	40,000.00	46,658.35	50,000.00	64,387.73	50,000.00
<u>01-37-7000</u>	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
<u>01-37-7100</u>	EMPG Grant	25,000.00	21,674.08	25,000.00	13,756.73	20,000.00	4,022.83	10,000.00
<u>01-37-7200</u>	Liquor License Sharing	9,000.00	6,700.00	9,000.00	4,000.00	6,500.00	6,700.00	7,000.00
<u>01-37-7250</u>	State Revenue Sharing	104,000.00	75,000.00	90,000.00	84,904.69	85,000.00	-	85,000.00
<u>01-39-9000</u>	Fire Department Revenue	14,480.00	17,149.89	5,000.00	5,600.00	5,200.00	5,526.00	5,500.00
<u>01-39-9050</u>	Interest Income	60,000.00	19,813.41	35,000.00	7,700.80	7,500.00	15,653.81	125,000.00
<u>01-39-9100</u>	Miscellaneous Revenue	22,000.00	14,762.63	25,000.00	22,579.41	25,000.00	12,571.73	15,000.00
<u>01-39-9190</u>	COVID 19 Relief Revenue	4,063,980.00	2,915,169.08	-	1,082,172.74	0.00	100.00	0.00
<u>01-39-9195</u>	COVID Local Fiscal Recovery	0.00	-	-	-	235,311.00	254,097.42	0.00
<u>01-39-9980</u>	Transfer In Fund Balance	0.00	-	7,000.00	-	0.00	-	
<u>01-39-9990</u>	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

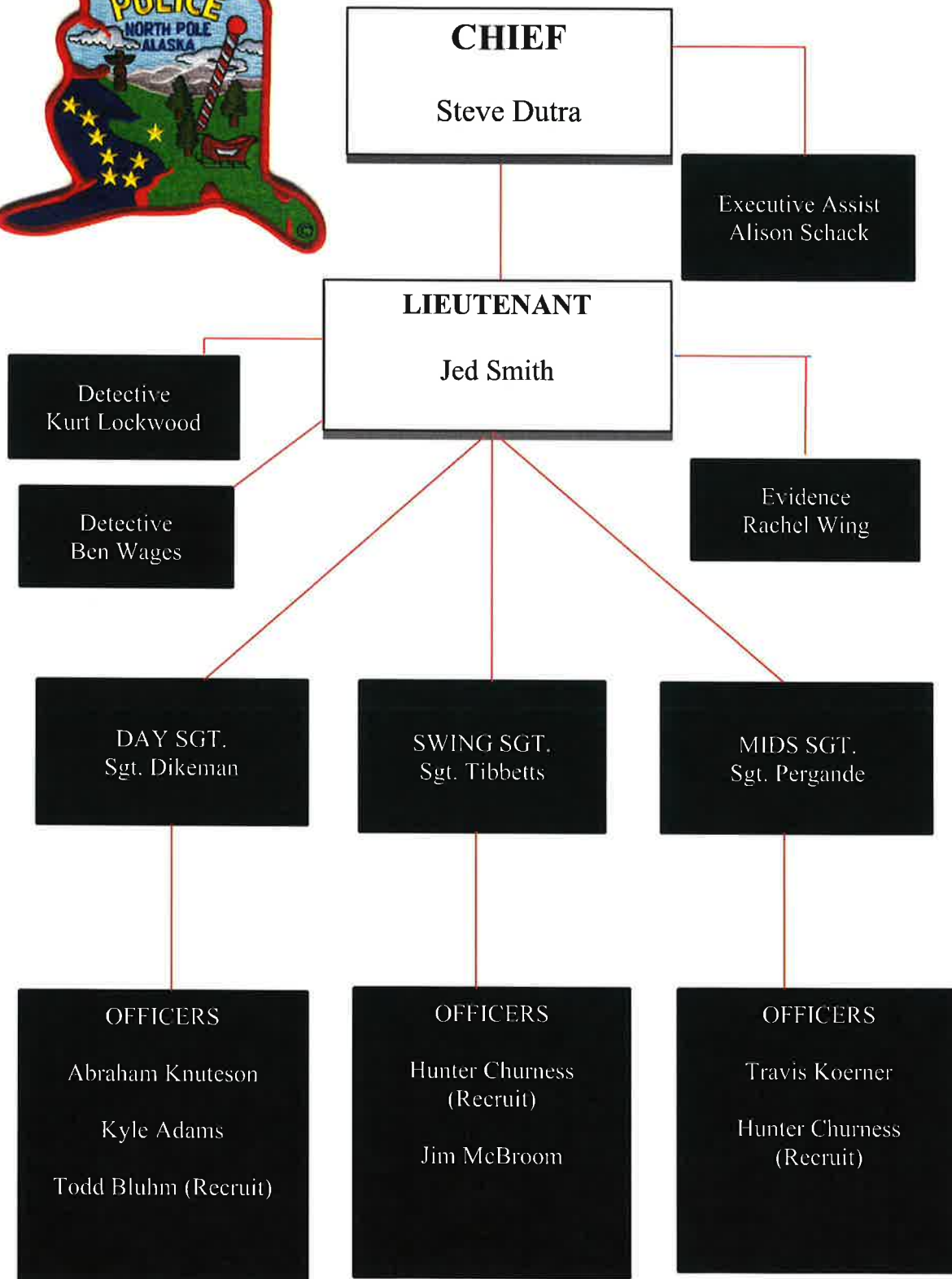
City Clerk:

- ❖ 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.

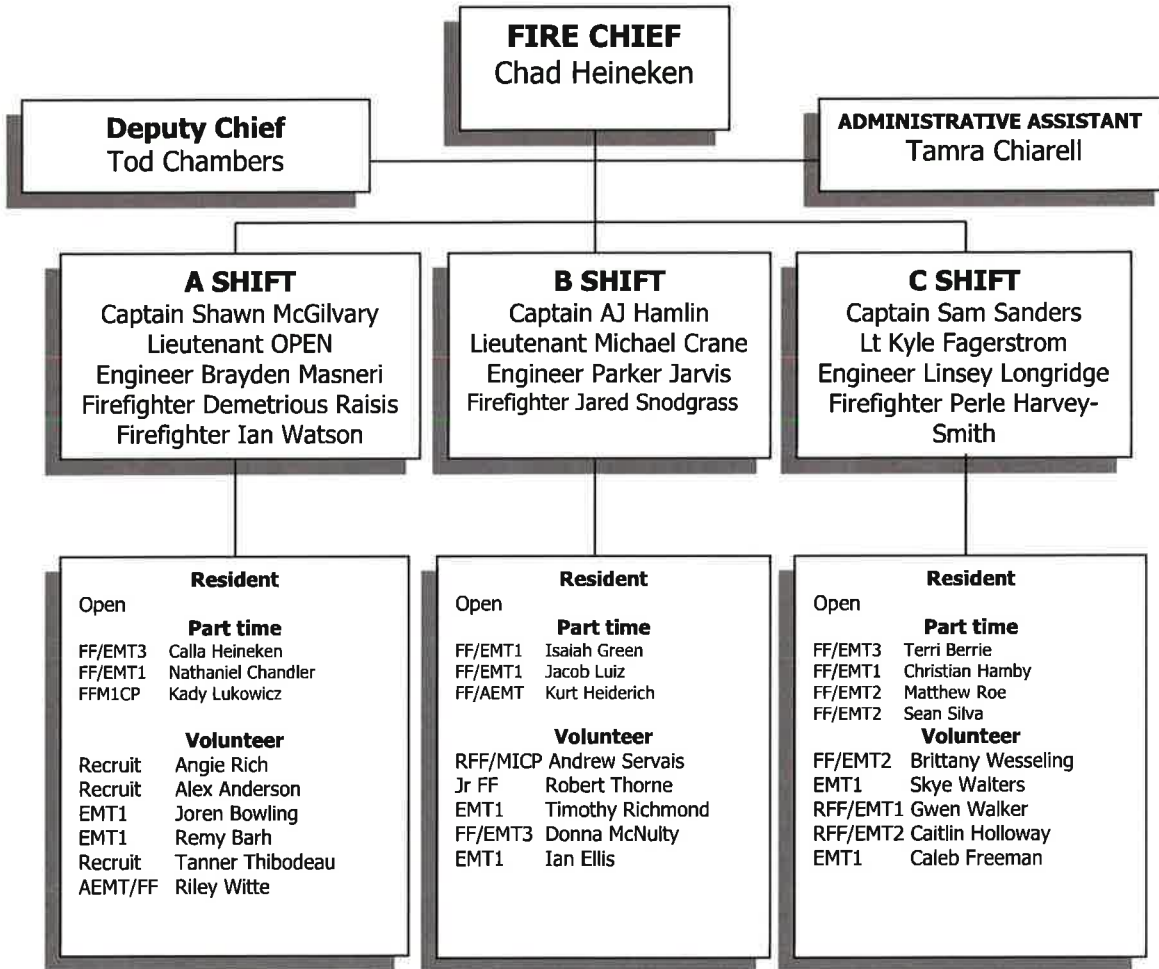
Thank you for your time.

A handwritten signature in dark ink, appearing to read 'SDutra', with a stylized flourish at the end.

Chief Steve Dutra

			2020	2021	2021	2022	2022 YTD	2023
			Budgeted	Actuals	Budgeted	Budgeted	as of 10-31-22	Requested
01-53-6-6000	Equipment Repair & Maintenance		3,500.00	2,513.48	3,500.00	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	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	20,000.00	12,270.60	25,000.00
01-53-7-7000	Building Maintenance		7,500.00	6,870.71	6,000.00	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	5,000.00	2,382.14	5,000.00
01-53-9-9050	Equipment Outlay		91,974.00	102,944.06	45,375.00	40,375.00	36,822.68	45,753.00
01-53-9-9150	Investigation Expense		7,000.00	2,191.97	7,000.00	7,000.00	14,488.24	8,000.00
01-53-9-9200	Miscellaneous Expense		5,000.00	4,616.67	5,000.00	5,000.00	2,745.20	5,000.00
01-53-9-9990	Transfer Out		59,850.00	59,850.00	59,850.00	127,000.00	0.00	137,000.00
	Expense Total:		2,272,079.00	2,029,502.21	2,374,153.00	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.

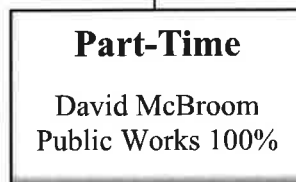
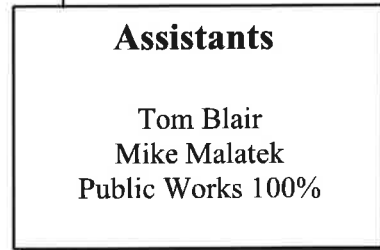
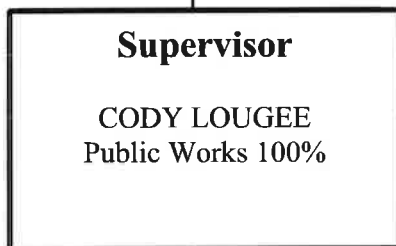
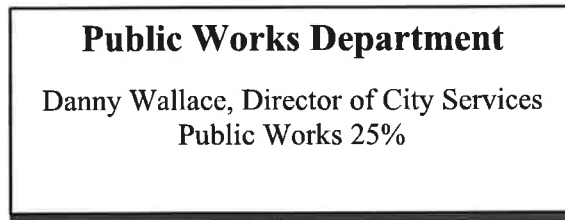
Long Term Goals:

- 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.

			2020	2020	2021	2021	2022	2022 YTD	2023
			Budgeted	Actuals	Budgeted	Actuals	Budgeted	as of 10-31-22	Requested
Fund: 01 - General Fund - Fire Department									
		Expenses							
01-54-1-0010		Wages: Full Time	939,533.00	982,941.11	1,061,470.00	921,830.62	1,199,802.00	896,287.27	1,295,400.00
01-54-1-0020		Wages: Holiday Pay	18,000.00	20,334.46	18,540.00	19,180.14	20,950.00	13,523.72	27,000.00
01-54-1-0030		Benefits	89,000.00	77,749.14	90,000.00	77,810.19	88,208.00	91,827.21	114,700.00
01-54-1-0040		PERS	228,623.00	229,606.63	245,782.00	220,886.95	263,956.50	206,104.27	263,800.00
01-54-1-0060		Leave Cash Out	40,000.00	12,807.67	30,000.00	28,255.29	40,000.00	31,912.40	55,200.00
01-54-1-0070		Overtime: Regular	49,480.00	51,067.98	38,000.00	46,223.00	49,000.00	35,304.10	65,000.00
01-54-1-0080		Wages: Part Time	71,000.00	70,725.84	97,024.00	80,196.41	155,852.50	134,210.15	167,000.00
01-54-1-0120		ESC	100.00	0.00	300.00	0.00	300.00	0.00	0.00
01-54-1-0130		Health Insurance	312,000.00	305,946.29	312,000.00	273,714.29	332,800.00	255,200.00	374,400.00
01-54-2-2000		Advertising	100.00	198.41	350.00	0.00	350.00	0.00	200.00
01-54-2-2050		Audit & Finance	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
01-54-2-2100		Credit Card Fees	400.00	0.00	400.00	86.38	400.00	99.81	0.00
01-54-2-2150		Insurance	44,000.00	39,845.94	44,000.00	49,111.69	50,000.00	50,993.69	55,000.00
01-54-2-2200		IT Services	22,000.00	18,815.40	22,000.00	23,579.40	22,000.00	22,301.87	24,000.00
01-54-2-2250		Legal Fees	3,500.00	1,883.00	3,500.00	2,320.17	3,500.00	394.17	2,000.00
01-54-2-2300		Maintenance Contracts	11,000.00	7,997.50	11,000.00	11,151.93	14,890.00	18,260.70	22,000.00
01-54-2-2350		Professional Services	6,000.00	5,210.02	6,000.00	5,036.81	9,240.00	3,019.13	40,000.00
01-54-2-2400		Ambulance Billing Service	7,500.00	6,925.50	7,500.00	5,609.08	7,500.00	3,736.70	15,000.00
01-54-2-2410		Ambulance Fee Refund	0.00	100.00	0.00	0.00	0.00	0.00	0.00
01-54-2-2500		Dispatch Contract	88,729.00	88,729.00	101,000.00	85,762.25	101,000.00	100,604.00	105,000.00
01-54-3-3050		Electric	22,000.00	18,871.22	22,000.00	19,391.45	22,000.00	14,906.33	22,000.00
01-54-3-3070		EMS Supplies	30,000.00	29,775.08	25,000.00	25,013.35	30,000.00	27,855.00	32,000.00
01-54-3-3100		Heating Fuel	17,500.00	12,749.18	20,500.00	17,155.88	19,000.00	14,799.51	24,000.00
01-54-3-3200		Phone/Data	18,360.00	17,165.91	18,360.00	15,377.53	8,360.00	5,077.24	6,500.00
01-54-3-3300		Postage	650.00	327.71	650.00	375.60	650.00	415.86	500.00
01-54-3-3350		Office Equipment & Supplies	8,000.00	7,117.54	7,000.00	6,757.82	7,000.00	1,229.36	5,000.00
01-54-3-3400		Operational Supplies	9,000.00	6,175.37	9,000.00	2,958.12	4,000.00	2,021.40	4,000.00
01-54-3-3450		Uniforms	9,000.00	9,351.36	9,000.00	93,559.25	9,000.00	7,248.69	9,000.00
01-54-3-3550		Publications & Subscriptions	400.00	261.95	400.00	272.90	400.00	1,187.94	1,400.00

			2020	2020	2021	2021	2022	2022 YTD	2023
			Budgeted	Actuals	Budgeted	Actuals	Budgeted	as of 10-31-22	Requested
01-54-4-4000	Lease & Rentals Payments	0.00	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	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	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	19,000.00	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	8,000.00	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	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	15,000.00	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	16,000.00	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	6,000.00	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	2,500.00	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	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	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

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.



ENTERPRISE FUND

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.



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

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

Utility Operator

Marty Donovan
Sewer 30%, Water 70%

Revised 11/22/2022

		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
42-12-3-3100	Heating Fuel	20,000.00	11,172.99	15,000.00	18,858.15	17,500.00	11,287.36	24,000.00
42-12-3-3200	Phone/Data	15,000.00	18,693.16	15,000.00	18,857.60	17,500.00	11,012.83	17,500.00
42-12-3-3300	Postage	2,500.00	1,502.27	2,000.00	1,202.81	2,000.00	12.70	2,000.00
42-12-3-3350	Office Equipment & Supplies	1,500.00	1,026.17	1,500.00	887.51	1,500.00	1,682.76	1,500.00
42-12-3-3400	Operational Supplies	30,000.00	70,128.83	50,000.00	76,011.87	65,000.00	106,343.42	127,000.00
42-12-3-3450	Uniforms	500.00	-	500.00	-	500.00	-	500.00
42-12-3-3500	Promotions & Apparel	-	-	-	-	-	5.57	-
42-12-3-3550	Publications & Subscriptions	500.00	-	500.00	495.00	1,000.00	89.94	500.00
42-12-5-5000	Memberships & Dues	500.00	9,586.99	1,000.00	178.00	1,500.00	78.00	1,500.00
42-12-5-5050	Recruitment	1,000.00	-	1,000.00	30.60	1,500.00	1,317.00	1,500.00
42-12-5-5100	Travel & Training	2,500.00	1,169.00	2,500.00	203.70	3,000.00	4,091.85	5,000.00
42-12-6-6000	Equipment Repair & Maintenance	5,000.00	2,435.31	5,000.00	577.13	10,000.00	7,346.19	5,000.00
42-12-6-6050	Vehicle Gas & Oil	6,500.00	9,316.04	8,500.00	14,016.75	10,000.00	9,794.59	12,000.00
42-12-6-6100	Vehicle Repair & Maintenance	5,000.00	5,846.03	10,000.00	4,230.33	12,500.00	7,860.11	12,500.00
42-12-7-7000	Building Maintenance	5,000.00	8,378.20	7,500.00	3,306.00	7,500.00	2,233.85	5,000.00
42-12-7-7050	Equipment Outlay	10,000.00	-	10,000.00	-	10,000.00	-	6,000.00
42-12-9-9000	Deferred Maintenance Expense	7,500.00	1,187.50	25,000.00	-	25,000.00	-	15,000.00
42-12-9-9100	Depreciation	-	1,120,644.16	-	1,098,390.65	15,000.00	-	15,000.00
42-12-9-9150	Utility Readiness	100,000.00	22,809.50	-	-	-	-	-
42-12-9-9160	River Flow Analysis	-	45,425.29	-	15,312.54	45,000.00	-	-
42-12-9-9200	Miscellaneous Expenses	2,000.00	1,508.08	5,000.00	2,946.05	5,000.00	51.42	5,000.00
42-12-9-9210	Permits	-	-	-	-	2,000.00	-	4,000.00
42-12-9-9220	Pretreatment Program	60,000.00	74,569.00	60,000.00	69,602.00	60,000.00	72,462.75	80,000.00
42-12-9-9250	Sludge Disposal	-	-	-	182,662.40	-	-	-
42-12-9-9300	Hwy Park Bond Principal 92-06	13,624.00	-	13,624.00	-	36,965.00	8,290.80	37,000.00
42-12-9-9310	Hwy Park Bond Interest 92-06	23,341.00	21,573.27	23,341.00	20,813.80	-	10,191.70	-
42-12-9-9350	ACWF Loan #633291 - Principal	27,000.00	-	27,000.00	-	27,000.00	28,271.00	27,000.00
42-12-9-9360	ACWF Loan #633291 - Interest	7,250.00	6,359.78	7,250.00	5,948.15	7,250.00	5,530.35	7,500.00
42-12-9-9400	ACWF Loan #633031 - Principal	11,600.00	-	11,600.00	-	11,600.00	11,588.31	12,000.00
42-12-9-9410	ACWF Loan #633031 - Interest	3,325.00	2,955.02	3,325.00	2,781.20	3,325.00	2,607.37	3,500.00
42-12-9-9960	Vehicle Purchase	-	-	-	-	-	-	-
	Expense Total:	921,800.00	2,007,633.16	832,465.00	1,967,841.59	922,254.00	765,564.10	970,800.00

		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							
<u>51-35-3210</u>	Miscellaneous	-	2,959.49	-	(1,401.78)	-	-	-
<u>51-35-6010</u>	Water Base	75,540.00	110,372.34	75,540.00	143,140.37	181,000.00	131,645.69	181,000.00
<u>51-35-6060</u>	Water FRR	96,495.00	97,021.44	96,495.00	116,375.53	125,000.00	113,925.77	125,000.00
<u>51-39-9000</u>	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							
<u>51-10-9-9980</u>	Transfer to Fund Balance	78,660.00	-	78,660.00	-	212,625.00	-	168,000.00
<u>51-10-9-9990</u>	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							
	Sewer Base	64,200.00	71,254.82	64,200.00	70,106.12	79,300.00	64,311.34	79,300.00
	Sewer FRR	82,763.00	80,871.33	82,763.00	86,575.14	85,000.00	15,769.63	85,000.00
	Sewer FRR Industrial	13,181.00	-	13,181.00	18.45	6,250.00	6,456.85	6,250.00
	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							
	Transfer to Retained Earnings	24,042.00	-	24,042.00	-	24,042.00	-	170,550.00
	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

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%

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							
<u>04-39-3000</u>	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
<u>04-39-3050</u>	Commercial Building Permit Fee	15,000.00	110,893.72	22,903.00	58,968.58	100,000.00	53,340.16	130,000.00
<u>04-39-3080</u>	Developer Agreement Revenue	10,000.00	17,614.75	5,000.00	0.00	5,000.00	5,555.00	5,000.00
<u>04-39-3100</u>	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
<u>04-39-3150</u>	Residential Building Permit Fee	15,000.00	21,637.61	28,000.00	78,755.13	60,000.00	39,657.95	78,000.00
<u>04-39-3200</u>	Industrial Plan Check Fee	7,500.00	0.00	22,500.00	0.00	22,500.00	0.00	0.00
<u>04-39-3250</u>	Industrial Building Permit Fee	10,500.00	0.00	30,000.00	0.00	30,000.00	0.00	0.00
<u>04-39-3270</u>	Institutional Plan Check Fee	7,500.00	0.00	1,500.00	0.00	7,500.00	0.00	0.00
<u>04-39-3290</u>	Institutional Building Permit	10,000.00	0.00	3,000.00	0.00	10,000.00	0.00	0.00
<u>04-39-3300</u>	Storm Water Plan Check Fee	2,000.00	0.00	7,500.00	0.00	3,750.00	0.00	0.00
<u>04-39-3350</u>	Storm Water Permit Fee	4,000.00	0.00	10,000.00	0.00	15,000.00	0.00	0.00
<u>04-39-3400</u>	Road Excavation Bond	5,000.00	25,000.00	20,000.00	8,000.00	20,000.00	0.00	0.00
<u>04-39-3450</u>	Special Inspection Fee	0.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00
<u>04-39-9980</u>	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							
<u>04-10-1-0010</u>	Wages: Full Time	27,377.00	29,058.42	29,045.81	29,869.95	29,915.00	16,415.66	50,000.00
<u>04-10-1-0030</u>	Benefits	654.00	582.78	635.60	685.76	822.00	470.63	8,700.00
<u>04-10-1-0040</u>	PERS	6,023.00	6,241.64	6,390.08	6,592.37	6,581.00	3,618.39	14,000.00
<u>04-10-1-0060</u>	Leave Cash Out	1,000.00	902.84	929.03	929.92	1,151.00	4,077.69	1,900.00
<u>04-10-1-0070</u>	Overtime: Regular	0.00	0.00	0.00	0.00	0.00	31.52	0.00
<u>04-10-1-0080</u>	Temp/Overhire	0.00	0.00	0.00	0.00	0.00	0.00	13,000.00
<u>04-10-1-0130</u>	Health Insurance	5,850.00	5,082.13	5,051.48	5,221.04	6,240.00	3,772.81	12,500.00
<u>04-10-2-2000</u>	Advertising	0.00	746.00	0.00	0.00	0.00	331.78	500.00
<u>04-10-2-2050</u>	Audit & Finance	1,000.00	0.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
<u>04-10-2-2100</u>	Credit Card Fees	3,000.00	1,765.25	3,000.00	2,365.08	3,500.00	109.40	3,500.00
<u>04-10-2-2150</u>	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>04-10-2-2250</u>	Legal Fees	1,500.00	1,106.88	1,500.00	4,796.00	3,000.00	1,783.33	3,000.00
<u>04-10-2-2300</u>	Maintenance Contracts	2,000.00	2,495.00	2,000.00	2,165.00	4,000.00	4,039.95	4,000.00
<u>04-10-2-2350</u>	Professional Services	5,000.00	2,749.79	2,500.00	0.00	2,500.00	0.00	2,500.00

[illegible]

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	-	-	-	-	-	-	-
	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							
	Legal Fees	-	-	1,800.00	4,212.25	1,800.00	-	1,800.00
	Miscellaneous Expenses	75,000.00	84,672.72	3,200.00	7,112.56	3,200.00	2,250.00	3,200.00
	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

[illegible]

[illegible]

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

RESERVE FUNDS

Chapter 4.25 DESIGNATED FUNDS

Sections:

- 4.25.010 General fund capital project fund.**
- 4.25.020 Vehicle fleet fund collected.**
- 4.25.030 Police Department fleet fund.**
- 4.25.040 Fire Department fleet fund.**
- 4.25.050 Administration Department fleet fund.**
- 4.25.060 Public Works Department fleet fund.**
- 4.25.070 Utility Department fleet fund.**
- 4.25.080 Health insurance reserve fund.**

4.25.010 General fund capital project fund.

- A. A capital projects fund is hereby created to receive funds designated for capital projects.
- B. All funds appropriated to the capital projects fund shall remain in the capital projects fund only to be expended on capital projects as approved by the City Council.
- C. The Mayor shall submit to the City Council, annually, on a date the Mayor deems appropriate, a three-year capital improvement program. The first year of the program shall constitute the capital improvement budget and shall be part of the annual budget submission provided for in that year's operating budget.
- D. Additional monies may be added to the capital projects fund as approved by Council.
- E. The capital projects fund shall be funded by 0.16 mills of property tax. (Ord. 16-25 § 2, 2016; Ord. 15-20 § 2, 2015; Ord. 13-11 § 2, 2013)

4.25.020 Vehicle fleet fund collected.

- A. There shall be property tax collected for the purpose of funding the vehicle fleet funds for all general fund departments.
- B. Vehicle fleet funds shall be allocated in the following manner:
 - 1. Police Department fleet fund: 0.185 mills.
 - 2. Fire Department fleet fund: 0.185 mills.

3. Public Works fleet fund: 0.085 mills.

C. Additional monies may be added to a department's fleet fund as approved by Council. (Ord. 16-25 § 2, 2016; Ord. 15-20 § 2, 2015; Ord. 13-11 § 2, 2013)

4.25.030 Police Department fleet fund.

A. A Police Department fleet fund is hereby created to receive funds designated for vehicle purchases. The purpose of the vehicle fleet fund is to facilitate multiple-year savings for the purchase of costly equipment.

B. All funds appropriated to the vehicle fleet fund shall remain in the vehicle fleet fund only to be expended on vehicle purchases as approved by the City Council.

C. Proceeds from the sale of vehicles from Police Department inventory shall be deposited into the vehicle fleet fund.

D. The Mayor shall submit to the City Council, annually, on a date the Mayor deems appropriate, a three-year vehicle replacement program. The first year of the program shall constitute the vehicle replacement budget and shall be part of the annual budget submission provided for in that given year's operating budget. (Ord. 16-25 § 2, 2016; Ord. 13-11 § 2, 2013)

4.25.040 Fire Department fleet fund.

A. A Fire Department fleet fund is hereby created to receive funds designated for vehicle purchases. The purpose of the vehicle fleet fund is to facilitate multiple-year savings for the purchase of costly equipment.

B. All funds appropriated to the vehicle fleet fund shall remain in the vehicle fleet fund only to be expended on vehicle purchases as approved by the City Council.

C. Proceeds from the sale of vehicles from Fire Department inventory shall be deposited into the vehicle fleet fund.

D. The Mayor shall submit to the City Council, annually, on a date the Mayor deems appropriate, a three-year vehicle replacement program. The first year of the program shall constitute the vehicle replacement budget and shall be part of the annual budget submission provided for in that given year's operating budget. (Ord. 16-25 § 2, 2016; Ord. 13-11 § 2, 2013)

4.25.050 Administration Department fleet fund.

- A. An Administration Department fleet fund is hereby created to receive funds designated for vehicle purchases. The purpose of the vehicle fleet fund is to facilitate multiple-year savings for the purchase of costly equipment.
- B. All funds appropriated to the vehicle fleet fund shall remain in the vehicle fleet fund only to be expended on vehicle purchases as approved by the City Council.
- C. Proceeds from the sale of vehicles from Administration Department inventory shall be deposited into the vehicle fleet fund.
- D. The Mayor shall submit to the City Council, annually, on a date the Mayor deems appropriate, a three-year vehicle replacement program. The first year of the program shall constitute the vehicle replacement budget and shall be part of the annual budget submission provided for in that given year's operating budget. (Ord. 16-25 § 2, 2016; Ord. 13-11 § 2, 2013)

4.25.060 Public Works Department fleet fund.

- A. A Public Works Department fleet fund is hereby created to receive funds designated for vehicle purchases. The purpose of the vehicle fleet fund is to facilitate multiple-year savings for the purchase of costly equipment.
- B. All funds appropriated to the vehicle fleet fund shall remain in the vehicle fleet fund only to be expended on vehicle purchases as approved by the City Council.
- C. Proceeds from the sale of vehicles from Public Works Department inventory shall be deposited into the vehicle fleet fund.
- D. The Mayor shall submit to the City Council, annually, on a date the Mayor deems appropriate, a three-year vehicle replacement program. The first year of the program shall constitute the vehicle replacement budget and shall be part of the annual budget submission provided for in that given year's operating budget. (Ord. 16-25 § 2, 2016; Ord. 13-11 § 2, 2013)

4.25.070 Utility Department fleet fund.

- A. A Utility Department fleet fund is hereby created to receive funds designated for vehicle purchases. The purpose of the vehicle fleet fund is to facilitate multiple-year savings for the purchase of costly equipment.
- B. All funds appropriated to the vehicle fleet fund shall remain in the vehicle fleet fund only to be expended on vehicle purchases as approved by the City Council.

C. Proceeds from the sale of vehicles from the Utility Department inventory shall be deposited into the vehicle fleet fund.

The Mayor shall submit to the City Council, annually, on a date the Mayor deems appropriate, a three-year vehicle replacement program. The first year of the program shall constitute the vehicle replacement budget and shall be part of the annual budget submission provided for in that given year's operating budget. (Ord. 16-25 § 2, 2016; Ord. 13-11 § 2, 2013)

4.25.080 Health insurance reserve fund.

A. A health insurance reserve fund is hereby created. All health insurance claim rebates received shall be appropriated to and deposited in the health insurance reserve fund.

B. The City Council may appropriate additional sums to the fund.

C. Any earnings from investment of monies accumulated in the health insurance reserve fund shall accrue to the health insurance reserve fund.

D. At the end of the year, all unexpended and unencumbered appropriations from the health insurance reserve fund shall be lapsed into that reserve fund.

E. Monies in the health insurance reserve fund shall be available for appropriation and expenditures for health insurance premium increases as recommended by the Mayor and authorized by the City Council. (Ord. 16-25 § 2, 2016; Ord. 14-15 § 2, 2014)

Code reviser's note: Ordinance 13-11 adds these provisions as Chapter 4.24 NPMC. The chapter has been editorially renumbered to avoid duplication.

[illegible]

[illegible]

[illegible]

[illegible]

GRANTS

[illegible]

		2020 Budgeted	2020 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested
Fund: 32 - POLICE DEPARTMENT GRANTS								
	Revenue							
<u>32-39-0059</u>	SHSP ENW 2018 SS 00045 S01	32,323.00	35,000.00	67,323.00	17,355.36	67,323.00	17,355.36	-
<u>32-39-0070</u>	SHSP 20 Grant Revenue	-	-	-	69,855.01	-	64,662.02	-
<u>32-39-0080</u>	SHSP 21 Grant Revenue	-	-	-	-	112,880.00	-	112,880.00
<u>32-39-9010</u>	SHSP 2020 Gas Monitoring Equip	-	-	-	(5,192.99)	-	-	-
<u>32-39-9020</u>	SHSP 2020 Portable RadiosEquip	-	-	-	(41,259.34)	-	-	10,000.00
<u>32-39-9021</u>	NRA Grant Revenue	-	-	-	-	-	10,000.00	-
<u>32-39-9030</u>	SHSP 2022 Revenue	-	-	-	(41,259.34)	-	-	110,000.00
	Revenue Total:	32,323.00	35,000.00	67,323.00	40,758.04	180,203.00	82,017.38	232,880.00
	Expense							
<u>32-07-9-9003</u>	SHSP 2018 Security Cameras	-	35,000.00	35,000.00	-	35,000.00	-	-
<u>32-07-9-9004</u>	SHSP 2018 Mobile Raids	-	-	27,475.00	17,355.36	27,475.00	-	-
<u>32-07-9-9005</u>	SHSP 2018 AK Shield 2019 OT	4,848.00	-	4,848.00	-	4,848.00	-	-
<u>32-09-9-9000</u>	SHSP 2020 Mobile Radios	27,475.00	-	-	23,402.68	-	-	10,000.00
<u>32-09-9-9003</u>	NRA Grant Expense	-	-	-	-	10,000.00	-	-
<u>32-10-9-9000</u>	SHSP 2021 Equipment Expense	-	-	-	-	95,000.00	-	95,000.00
<u>32-10-9-9010</u>	SHSP 2021 P25 Mobile Radio	-	-	-	-	17,880.00	-	17,880.00
<u>32-10-9-9012</u>	SHSP 2022 Security System	-	-	-	-	-	-	35,000.00
<u>32-10-9-9014</u>	SHSP 2022 Video Security Cameras	-	-	-	-	-	-	75,000.00
	Expense Total:	32,323.00	35,000.00	67,323.00	40,758.04	190,203.00	-	232,880.00

		2020 Budgeted	2020 Actuals	2021 Budgeted	2021 Actuals	2022 Budgeted	2022 YTD as of 10-31-22	2023 Requested
	Fund: 33 - PUBLIC WORKS GRANTS & DONATION							
	Revenue							
33-38-3000	FNSB Beautification Grant Rev	10,000.00	19,000.00	10,000.00	-	10,000.00		19,000.00
33-38-3100	Exercise Trail Donations	-	-	-	200.00	-	-	-
33-40-3150	NP Memorial Park Donations	-	100.00	-	200.00	-	-	-
33-50-9980	Transfer In Fund Balance	55,000.00	-	55,000.00	-	55,000.00	-	55,000.00
	Revenue Total:	65,000.00	19,100.00	65,000.00	400.00	65,000.00	-	74,000.00
	Expense							
33-01-9-5000	FNSB Beautification 2023/2024	-	9,000.00	-	-	-	-	10,000.00
33-01-9-5010	FNSB Beautification 2022/2023	10,000.00	10,000.00	10,000.00	-	10,000.00	-	9,000.00
33-04-9-5150	NP Memorial Park Expenses	55,000.00	292.38	55,000.00	444.19	55,000.00	-	55,000.00
	Expense Total:	65,000.00	19,292.38	65,000.00	444.19	65,000.00	-	74,000.00

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.

ORDINANCE NO. 2022-26

**AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING THE
USER FEE SCHEDULE**

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

WHEREAS, the City of North Pole wishes to amend the Municipal Code to
confirm to the requirements of the City; 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 4 Chapter 4 section 10.020 User Fee Schedule is hereby
amended in the North Pole Code of Ordinances as follows: [new text in red,
deleted text in strikethrough].

Ambulance Fee	\$1,000.00 \$1100
Ambulance/Patient Transport Mileage (loaded miles)	\$0.12 \$0.15 per mile
Fire/Ambulance Run Reports	\$25.00
Audio Recording of Public Meetings or Any Other CD/DVD (fee collected when ordering, per tape)	\$10.00
Building Permit Fees	Based on building evaluation and 1997 Uniform Administrative Code

City Annual Business License	\$50.00 \$75.00
Copies of Public Records	\$1.00 first pg; \$0.25 thereafter
Declaration of Candidacy Filing Fee	\$25.00
Event/Parade Permit	\$50.00
Faxes Send/Receive Local Calling Area (per page)	\$1.00
Faxes Send Long Distance in U.S. Only (per page)	\$2.00
Fingerprinting per Card	\$35.00 \$40.00
Fireworks Annual Permit to Retail Vendor of Class "C" Fireworks	\$3,000.00
Glass Mug	\$10.00
Hydrant Meter Charge	\$50.00/mo. (min)
Hydrant Meter Deposit – to be refunded upon return in good condition	\$500.00
Hydrant Meter Water Usage Rate	\$0.02/gallon \$0.035/gallon
Impound Fee	\$500.00
North Pole stuffed bears	\$10.00
North Pole flag 12x18	\$75.00 \$30.00
North Pole pins	\$4.00 \$2 or 3/\$5
Notary Services per Document	\$10.00
Plan Specifications Copies @ cost + 10% Admin. fee	See Department Head
Police Reports	\$25.00
Photocopy Fee (per page)	\$0.25

Residential and commercial properties water and sewer fees shall be the following (per NPMC 13.08.090(B)):	
Water tie-in fee – 3/4 inches to 2 inches	\$250.00
Sewer tie-in fee – 3/4 inches to 2 inches	\$250.00
Water tie-in fee – Greater than 2 inches up to 4 inches	\$300.00
Sewer tie-in fee – Greater than 2 inches up to 4 inches	\$300.00
Water – Greater than 4 inches	\$350.00
Sewer – Greater than 4 inches	\$350.00
Residential Water Meter Replacement	At replacement cost
Commercial Water Meter Replacement	At replacement cost
Water Meter Monitor Replacement	\$100.00
False/Nuisance Alarms (Police and Fire) For each alarm over 5 per calendar year	\$250.00

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:

November 14, 2022

To: North Pole City Council

Re: Improper pay scale adoption – Ordinance # 22-27

Dear Council Members,

On behalf of the total compensation committee, we have observed a significant discrepancy in the pay scale presented to the council at the December 6, 2021 meeting and the one that was sent to the council for the December 13, 2021 meeting.

Attached below is a copy of the pay scale that was introduced the December 6th meeting.

Proposed Compensation Adjustments																				
Position	Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Director of City Services	March	\$79,133	\$80,733	\$82,333	\$83,933	\$85,533	\$87,133	\$88,733	\$90,333	\$91,933	\$93,533	\$95,133	\$96,733	\$98,333	\$99,933	\$101,533	\$103,133	\$104,733	\$106,333	\$107,933
	December	\$81,625.46	\$83,225.46	\$84,825.46	\$86,425.46	\$88,025.46	\$89,625.46	\$91,225.46	\$92,825.46	\$94,425.46	\$96,025.46	\$97,625.46	\$99,225.46	\$100,825.46	\$102,425.46	\$104,025.46	\$105,625.46	\$107,225.46	\$108,825.46	\$110,425.46
	March	\$83,933	\$85,533	\$87,133	\$88,733	\$90,333	\$91,933	\$93,533	\$95,133	\$96,733	\$98,333	\$99,933	\$101,533	\$103,133	\$104,733	\$106,333	\$107,933	\$109,533	\$111,133	\$112,733
	December	\$86,322.46	\$87,922.46	\$89,522.46	\$91,122.46	\$92,722.46	\$94,322.46	\$95,922.46	\$97,522.46	\$99,122.46	\$100,722.46	\$102,322.46	\$103,922.46	\$105,522.46	\$107,122.46	\$108,722.46	\$110,322.46	\$111,922.46	\$113,522.46	\$115,122.46
Public Works Supervisor	March	\$55,031	\$56,631	\$58,231	\$59,831	\$61,431	\$63,031	\$64,631	\$66,231	\$67,831	\$69,431	\$71,031	\$72,631	\$74,231	\$75,831	\$77,431	\$79,031	\$80,631	\$82,231	\$83,831
	December	\$57,480.98	\$59,080.98	\$60,680.98	\$62,280.98	\$63,880.98	\$65,480.98	\$67,080.98	\$68,680.98	\$70,280.98	\$71,880.98	\$73,480.98	\$75,080.98	\$76,680.98	\$78,280.98	\$79,880.98	\$81,480.98	\$83,080.98	\$84,680.98	\$86,280.98
	March	\$60,341.73	\$61,941.73	\$63,541.73	\$65,141.73	\$66,741.73	\$68,341.73	\$69,941.73	\$71,541.73	\$73,141.73	\$74,741.73	\$76,341.73	\$77,941.73	\$79,541.73	\$81,141.73	\$82,741.73	\$84,341.73	\$85,941.73	\$87,541.73	\$89,141.73
	December	\$63,560.88	\$65,160.88	\$66,760.88	\$68,360.88	\$69,960.88	\$71,560.88	\$73,160.88	\$74,760.88	\$76,360.88	\$77,960.88	\$79,560.88	\$81,160.88	\$82,760.88	\$84,360.88	\$85,960.88	\$87,560.88	\$89,160.88	\$90,760.88	\$92,360.88
Public Works Assistant	March	\$28,000	\$29,600	\$31,200	\$32,800	\$34,400	\$36,000	\$37,600	\$39,200	\$40,800	\$42,400	\$44,000	\$45,600	\$47,200	\$48,800	\$50,400	\$52,000	\$53,600	\$55,200	\$56,800
	December	\$29,600.00	\$31,200.00	\$32,800.00	\$34,400.00	\$36,000.00	\$37,600.00	\$39,200.00	\$40,800.00	\$42,400.00	\$44,000.00	\$45,600.00	\$47,200.00	\$48,800.00	\$50,400.00	\$52,000.00	\$53,600.00	\$55,200.00	\$56,800.00	\$58,400.00
	March	\$31,200	\$32,800	\$34,400	\$36,000	\$37,600	\$39,200	\$40,800	\$42,400	\$44,000	\$45,600	\$47,200	\$48,800	\$50,400	\$52,000	\$53,600	\$55,200	\$56,800	\$58,400	\$60,000
	December	\$34,000.00	\$35,600.00	\$37,200.00	\$38,800.00	\$40,400.00	\$42,000.00	\$43,600.00	\$45,200.00	\$46,800.00	\$48,400.00	\$50,000.00	\$51,600.00	\$53,200.00	\$54,800.00	\$56,400.00	\$58,000.00	\$59,600.00	\$61,200.00	\$62,800.00
Utility Supervisor	March	\$50,001	\$51,601	\$53,201	\$54,801	\$56,401	\$58,001	\$59,601	\$61,201	\$62,801	\$64,401	\$66,001	\$67,601	\$69,201	\$70,801	\$72,401	\$74,001	\$75,601	\$77,201	\$78,801
	December	\$52,400.00	\$54,000.00	\$55,600.00	\$57,200.00	\$58,800.00	\$60,400.00	\$62,000.00	\$63,600.00	\$65,200.00	\$66,800.00	\$68,400.00	\$70,000.00	\$71,600.00	\$73,200.00	\$74,800.00	\$76,400.00	\$78,000.00	\$79,600.00	\$81,200.00
	March	\$54,900.88	\$56,500.88	\$58,100.88	\$59,700.88	\$61,300.88	\$62,900.88	\$64,500.88	\$66,100.88	\$67,700.88	\$69,300.88	\$70,900.88	\$72,500.88	\$74,100.88	\$75,700.88	\$77,300.88	\$78,900.88	\$80,500.88	\$82,100.88	\$83,700.88
	December	\$58,120.00	\$59,720.00	\$61,320.00	\$62,920.00	\$64,520.00	\$66,120.00	\$67,720.00	\$69,320.00	\$70,920.00	\$72,520.00	\$74,120.00	\$75,720.00	\$77,320.00	\$78,920.00	\$80,520.00	\$82,120.00	\$83,720.00	\$85,320.00	\$86,920.00
Utility Operator	March	\$28,000	\$29,600	\$31,200	\$32,800	\$34,400	\$36,000	\$37,600	\$39,200	\$40,800	\$42,400	\$44,000	\$45,600	\$47,200	\$48,800	\$50,400	\$52,000	\$53,600	\$55,200	\$56,800
	December	\$29,600.00	\$31,200.00	\$32,800.00	\$34,400.00	\$36,000.00	\$37,600.00	\$39,200.00	\$40,800.00	\$42,400.00	\$44,000.00	\$45,600.00	\$47,200.00	\$48,800.00	\$50,400.00	\$52,000.00	\$53,600.00	\$55,200.00	\$56,800.00	\$58,400.00
	March	\$31,200	\$32,800	\$34,400	\$36,000	\$37,600	\$39,200	\$40,800	\$42,400	\$44,000	\$45,600	\$47,200	\$48,800	\$50,400	\$52,000	\$53,600	\$55,200	\$56,800	\$58,400	\$60,000
	December	\$34,000.00	\$35,600.00	\$37,200.00	\$38,800.00	\$40,400.00	\$42,000.00	\$43,600.00	\$45,200.00	\$46,800.00	\$48,400.00	\$50,000.00	\$51,600.00	\$53,200.00	\$54,800.00	\$56,400.00	\$58,000.00	\$59,600.00	\$61,200.00	\$62,800.00
Utility Assistant	March	\$24,000	\$25,600	\$27,200	\$28,800	\$30,400	\$32,000	\$33,600	\$35,200	\$36,800	\$38,400	\$40,000	\$41,600	\$43,200	\$44,800	\$46,400	\$48,000	\$49,600	\$51,200	\$52,800
	December	\$25,600.00	\$27,200.00	\$28,800.00	\$30,400.00	\$32,000.00	\$33,600.00	\$35,200.00	\$36,800.00	\$38,400.00	\$40,000.00	\$41,600.00	\$43,200.00	\$44,800.00	\$46,400.00	\$48,000.00	\$49,600.00	\$51,200.00	\$52,800.00	\$54,400.00
	March	\$27,200	\$28,800	\$30,400	\$32,000	\$33,600	\$35,200	\$36,800	\$38,400	\$40,000	\$41,600	\$43,200	\$44,800	\$46,400	\$48,000	\$49,600	\$51,200	\$52,800	\$54,400	\$56,000
	December	\$30,400.00	\$32,000.00	\$33,600.00	\$35,200.00	\$36,800.00	\$38,400.00	\$40,000.00	\$41,600.00	\$43,200.00	\$44,800.00	\$46,400.00	\$48,000.00	\$49,600.00	\$51,200.00	\$52,800.00	\$54,400.00	\$56,000.00	\$57,600.00	\$59,200.00
Utility & Building Clerk	March	\$22,000	\$23,600	\$25,200	\$26,800	\$28,400	\$30,000	\$31,600	\$33,200	\$34,800	\$36,400	\$38,000	\$39,600	\$41,200	\$42,800	\$44,400	\$46,000	\$47,600	\$49,200	\$50,800
	December	\$23,600.00	\$25,200.00	\$26,800.00	\$28,400.00	\$30,000.00	\$31,600.00	\$33,200.00	\$34,800.00	\$36,400.00	\$38,000.00	\$39,600.00	\$41,200.00	\$42,800.00	\$44,400.00	\$46,000.00	\$47,600.00	\$49,200.00	\$50,800.00	\$52,400.00
	March	\$25,200	\$26,800	\$28,400	\$30,000	\$31,600	\$33,200	\$34,800	\$36,400	\$38,000	\$39,600	\$41,200	\$42,800	\$44,400	\$46,000	\$47,600	\$49,200	\$50,800	\$52,400	\$54,000
	December	\$28,400.00	\$30,000.00	\$31,600.00	\$33,200.00	\$34,800.00	\$36,400.00	\$38,000.00	\$39,600.00	\$41,200.00	\$42,800.00	\$44,400.00	\$46,000.00	\$47,600.00	\$49,200.00	\$50,800.00	\$52,400.00	\$54,000.00	\$55,600.00	\$57,200.00

The City Council had one request that the starting pay for the Utility Operator be changed from \$28.00 an hour to \$31.00 an hour.

Instead of the same pay scale being sent back to the council with the one minor revision the entire scale was accidentally replaced with an outdated and inflated payscale that was voted down by the total compensation committee. See below.

Public Works / Utilities

Position	Pay Period	Step																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Sanitation Chief (Maximum of 40 hours)	Hourly	39.53	40.72	41.94	43.20	44.49	45.83	47.20	48.62	50.08	51.58	53.10	54.64	56.20	57.78	59.38	61.00	62.64	64.30
	Monthly	6,852	7,057	7,269	7,487	7,712	7,943	8,181	8,427	8,680	8,940	9,210	9,489	9,778	10,075	10,380	10,693	11,014	11,343
	Yearly	82,222	84,689	87,230	89,847	92,542	95,318	98,178	101,121	104,157	107,282	110,524	113,865	117,306	120,852	124,505	128,265	132,138	136,125
	Sum	82,222	84,689	87,230	89,847	92,542	95,318	98,178	101,121	104,157	107,282	110,524	113,865	117,306	120,852	124,505	128,265	132,138	136,125
Public Works Supervisor	Hourly	36.00	37.08	38.19	39.34	40.52	41.73	42.99	44.28	45.60	46.97	48.39	49.85	51.34	52.86	54.41	55.99	57.60	59.24
	Monthly	6,240	6,427	6,620	6,819	7,023	7,234	7,451	7,674	7,905	8,144	8,390	8,643	8,903	9,170	9,444	9,716	10,000	10,284
	Yearly	74,880	77,126	79,440	81,823	84,278	86,805	89,411	92,093	94,866	97,701	100,654	103,697	106,831	109,995	113,190	116,424	119,696	122,999
	Sum	74,880	77,126	79,440	81,823	84,278	86,805	89,411	92,093	94,866	97,701	100,654	103,697	106,831	109,995	113,190	116,424	119,696	122,999
Public Works Assistant	Hourly	26.00	26.78	27.58	28.41	29.26	30.14	31.05	31.98	32.94	33.92	34.93	35.97	37.03	38.11	39.21	40.33	41.47	42.63
	Monthly	4,560	4,662	4,781	4,925	5,072	5,224	5,381	5,543	5,709	5,880	6,056	6,236	6,420	6,608	6,799	6,994	7,192	7,393
	Yearly	54,720	55,950	57,373	59,095	60,868	62,694	64,574	66,512	68,507	70,562	72,671	74,835	77,054	79,328	81,657	84,031	86,460	88,945
	Sum	54,720	55,950	57,373	59,095	60,868	62,694	64,574	66,512	68,507	70,562	72,671	74,835	77,054	79,328	81,657	84,031	86,460	88,945
Utility Supervisor	Hourly	36.00	37.08	38.19	39.34	40.52	41.73	42.99	44.28	45.60	46.97	48.39	49.85	51.34	52.86	54.41	55.99	57.60	59.24
	Monthly	6,240	6,427	6,620	6,819	7,023	7,234	7,451	7,674	7,905	8,144	8,390	8,643	8,903	9,170	9,444	9,716	10,000	10,284
	Yearly	74,880	77,126	79,440	81,823	84,278	86,805	89,411	92,093	94,866	97,701	100,654	103,697	106,831	109,995	113,190	116,424	119,696	122,999
	Sum	74,880	77,126	79,440	81,823	84,278	86,805	89,411	92,093	94,866	97,701	100,654	103,697	106,831	109,995	113,190	116,424	119,696	122,999
Utility Operator	Hourly	28.00	28.84	29.71	30.60	31.51	32.46	33.43	34.44	35.47	36.53	37.64	38.78	39.95	41.15	42.38	43.64	44.93	46.24
	Monthly	4,853	4,999	5,149	5,303	5,462	5,626	5,795	5,969	6,148	6,332	6,524	6,724	6,931	7,145	7,366	7,594	7,828	8,068
	Yearly	58,240	59,987	61,787	63,640	65,550	67,516	69,542	71,628	73,777	75,990	78,287	80,661	83,113	85,645	88,258	90,952	93,736	96,608
	Sum	58,240	59,987	61,787	63,640	65,550	67,516	69,542	71,628	73,777	75,990	78,287	80,661	83,113	85,645	88,258	90,952	93,736	96,608
Utility Assistant	Hourly	26.00	26.78	27.58	28.41	29.26	30.14	31.05	31.98	32.94	33.92	34.93	35.97	37.03	38.11	39.21	40.33	41.47	42.63
	Monthly	4,560	4,662	4,781	4,925	5,072	5,224	5,381	5,543	5,709	5,880	6,056	6,236	6,420	6,608	6,799	6,994	7,192	7,393
	Yearly	54,720	55,950	57,373	59,095	60,868	62,694	64,574	66,512	68,507	70,562	72,671	74,835	77,054	79,328	81,657	84,031	86,460	88,945
	Sum	54,720	55,950	57,373	59,095	60,868	62,694	64,574	66,512	68,507	70,562	72,671	74,835	77,054	79,328	81,657	84,031	86,460	88,945
Utility & Building Clerk	Hourly	22.00	22.66	23.34	24.04	24.76	25.50	26.27	27.06	27.87	28.71	29.58	30.47	31.38	32.31	33.26	34.23	35.22	36.23
	Monthly	3,813	3,928	4,046	4,167	4,292	4,421	4,553	4,690	4,831	4,976	5,125	5,278	5,434	5,593	5,755	5,920	6,088	6,259
	Yearly	45,756	47,133	48,547	50,009	51,503	53,048	54,640	56,279	57,967	59,705	61,503	63,370	65,316	67,340	69,441	71,620	73,878	76,215
	Sum	45,756	47,133	48,547	50,009	51,503	53,048	54,640	56,279	57,967	59,705	61,503	63,370	65,316	67,340	69,441	71,620	73,878	76,215

Blurry version sent in email.

Public Works / Utilities

Position		Year/Step																			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Director of City Services	Hourly	39.53	40.72	41.94	43.20	44.49	45.83	47.20	48.62	50.08	51.58	52.35	53.14	53.93	54.74	55.56	56.40	57.24	58.10	58.97	59.86
	Monthly	6,852	7,057	7,269	7,487	7,712	7,943	8,181	8,427	8,680	8,940	9,074	9,210	9,349	9,489	9,631	9,776	9,922	10,071	10,222	10,375
	Yearly	82,222	84,689	87,230	89,847	92,542	95,318	98,178	101,121	104,157	107,282	108,891	110,524	112,182	113,865	115,573	117,306	119,066	120,852	122,665	124,505
Public Works Supervisor	Hourly	36.00	37.08	38.19	39.34	40.52	41.73	42.99	44.28	45.60	46.97	47.68	48.39	49.12	49.85	50.60	51.36	52.13	52.91	53.71	54.51
	Monthly	6240	6427	6620	6819	7021	7234	7451	7674	7905	8021	8144	8266	8390	8516	8643	8773	8905	9038	9174	9311
	Yearly	74,880	77,126	79,440	81,823	84,278	86,805	89,411	92,093	94,866	97,701	99,167	100,654	102,164	103,697	105,252	106,831	108,433	110,060	111,711	113,387
Public Works Assistant	Hourly	26.00	26.78	27.58	28.41	29.26	30.14	31.05	31.98	32.94	33.92	34.43	34.95	35.47	36.01	36.55	37.09	37.65	38.22	38.79	39.37
	Monthly	4,560	4,662	4,781	4,925	5,072	5,224	5,381	5,543	5,709	5,880	5,968	6,058	6,149	6,241	6,335	6,430	6,526	6,624	6,723	6,824
	Yearly	54,720	55,702	57,373	59,095	60,868	62,694	64,574	66,512	68,507	70,562	71,621	72,695	73,785	74,892	76,015	77,155	78,313	79,488	80,680	81,890
Utility Supervisor	Hourly	36.00	37.08	38.19	39.34	40.52	41.73	42.99	44.28	45.60	46.97	47.68	48.39	49.12	49.85	50.60	51.36	52.13	52.91	53.71	54.51
	Monthly	6240	6,427	6,620	6,819	7,023	7,234	7,451	7,674	7,906	8,142	8,264	8,388	8,514	8,641	8,771	8,903	9,036	9,172	9,309	9,449
	Yearly	74,880	77,126	79,440	81,823	84,278	86,805	89,411	92,093	94,866	97,701	99,167	100,654	102,164	103,697	105,252	106,831	108,433	110,060	111,711	113,386
Utility Operator	Hourly	28.00	28.84	29.71	30.60	31.51	32.46	33.43	34.44	35.47	36.53	37.08	37.64	38.20	38.78	39.38	39.96	40.55	41.15	41.77	42.40
	Monthly	4853	4,999	5,149	5,303	5,462	5,626	5,795	5,969	6,148	6,332	6,427	6,524	6,622	6,721	6,822	6,924	7,028	7,134	7,241	7,349
	Yearly	58,240	59,987	61,787	63,640	65,550	67,516	69,542	71,628	73,777	75,990	77,130	78,287	79,461	80,653	81,863	83,091	84,337	85,602	86,886	88,199
Utility Assistant	Hourly	26.00	26.78	27.58	28.41	29.26	30.14	31.05	31.98	32.94	33.92	34.43	34.95	35.47	36.01	36.55	37.09	37.65	38.22	38.79	39.37
	Monthly	4,560	4,662	4,781	4,925	5,072	5,224	5,381	5,543	5,709	5,880	5,968	6,058	6,149	6,241	6,335	6,430	6,526	6,624	6,723	6,824
	Yearly	54,080	55,702	57,373	59,095	60,868	62,694	64,574	66,512	68,507	70,562	71,621	72,695	73,785	74,892	76,015	77,155	78,313	79,488	80,680	81,890
Utility & Building Clerk	Hourly	22.00	22.66	23.34	24.04	24.76	25.50	26.27	27.06	27.87	28.71	29.14	29.57	30.02	30.47	30.92	31.39	31.85	32.34	32.82	33.31
	Monthly	3,813	3,928	4,046	4,167	4,292	4,421	4,553	4,690	4,831	4,976	5,060	5,126	5,203	5,281	5,360	5,440	5,522	5,605	5,689	5,774
	Yearly	45,760	47,133	48,547	50,000	51,503	53,048	54,640	56,279	57,967	59,706	60,601	61,511	62,434	63,370	64,320	65,286	66,265	67,259	68,268	69,291

This error was not caught before it went to the council for approval. This could be due to the fact the copy is so blurry and unreadable.

This is the version that was supposed to be adopted.

		1	2	3	4	5	6	7	8	9	Year/Step	10	11	12	13	14	15	16	17	18	19	20
Director of City Services	Hourly	19.51	40.72	41.90	43.20	44.49	45.81	47.20	48.67	50.08	51.58	53.07	54.54	56.00	57.44	58.88	60.40	61.91	63.40	64.88	66.34	67.80
	Monthly	6,851.87	7,053.43	7,269.11	7,487.23	7,711.84	7,941.16	8,176.29	8,416.01	8,660.34	8,909.37	9,163.10	9,421.53	9,684.66	9,952.49	10,224.91	10,497.02	10,768.83	11,040.34	11,311.55	11,582.36	11,852.78
	Senior	82,322.48	84,689.03	87,229.73	89,846.64	92,544.74	95,328.20	98,192.85	101,143.18	104,175.88	107,295.58	110,506.93	113,814.57	117,223.05	120,736.92	124,359.84	128,095.48	131,947.51	135,909.60	139,985.42	144,169.66	148,466.04
Public Works Supervisor		36.00	37.09	38.24	39.35	40.43	41.59	42.80	44.05	45.32	46.60	47.90	49.21	50.53	51.87	53.22	54.58	55.95	57.33	58.71	60.10	61.50
		6,241.71	6,428.95	6,621.81	6,820.51	7,025.11	7,235.88	7,452.96	7,676.54	7,906.84	8,144.05	8,388.27	8,638.60	8,895.24	9,158.29	9,427.85	9,699.02	9,971.80	10,246.29	10,522.50	10,800.53	11,080.38
		74,900.80	77,147.85	79,462.21	81,846.13	84,301.21	86,830.50	89,435.47	92,118.54	94,883.00	97,728.52	100,662.48	103,692.48	106,824.00	109,962.52	113,204.40	116,455.16	119,719.40	123,000.60	126,293.40	129,602.40	132,921.60
Public Works Assistant		26.00	26.78	27.54	28.41	29.26	30.14	31.05	31.98	32.94	33.91	34.87	35.83	36.80	37.76	38.73	39.70	40.67	41.64	42.61	43.58	44.55
		4,506.63	4,641.85	4,781.12	4,924.36	5,071.29	5,221.40	5,374.20	5,529.26	5,687.09	5,848.01	5,999.48	6,153.90	6,311.67	6,473.20	6,638.00	6,806.40	6,978.00	7,152.40	7,329.90	7,510.00	7,692.90
		54,080.00	55,702.40	57,373.47	59,094.18	60,865.53	62,688.54	64,564.33	66,493.18	68,475.31	70,511.01	72,601.87	74,748.30	76,950.80	79,209.80	81,525.80	83,899.40	86,332.10	88,824.40	91,376.80	93,990.00	96,664.40
Utility Supervisor		36.00	37.09	38.24	39.35	40.43	41.59	42.80	44.05	45.32	46.60	47.90	49.21	50.53	51.87	53.22	54.58	55.95	57.33	58.71	60.10	61.50
		6,241.71	6,428.95	6,621.81	6,820.51	7,025.11	7,235.88	7,452.96	7,676.54	7,906.84	8,144.05	8,388.27	8,638.60	8,895.24	9,158.29	9,427.85	9,699.02	9,971.80	10,246.29	10,522.50	10,800.53	11,080.38
		74,900.80	77,147.85	79,462.21	81,846.13	84,301.21	86,830.50	89,435.47	92,118.54	94,883.00	97,728.52	100,662.48	103,692.48	106,824.00	109,962.52	113,204.40	116,455.16	119,719.40	123,000.60	126,293.40	129,602.40	132,921.60
Utility Operator		31.00	31.90	32.85	33.85	34.89	35.94	37.02	38.13	39.27	40.43	41.60	42.79	43.99	45.20	46.42	47.65	48.89	50.13	51.38	52.63	53.88
		5,373.23	5,534.53	5,700.15	5,870.59	6,046.17	6,227.33	6,413.48	6,605.01	6,802.38	7,005.01	7,213.35	7,427.00	7,646.48	7,871.30	8,102.00	8,338.10	8,579.10	8,825.60	9,078.20	9,336.50	9,599.90
		64,480.00	66,414.40	68,406.80	70,459.04	72,573.81	74,749.99	76,989.40	79,293.27	81,661.33	84,103.27	86,619.69	89,212.20	91,891.40	94,657.90	97,513.20	100,458.00	103,492.00	106,616.00	109,830.00	113,134.00	116,528.00
Utility Assistant		26.00	26.78	27.54	28.41	29.26	30.14	31.05	31.98	32.94	33.91	34.87	35.83	36.80	37.76	38.73	39.70	40.67	41.64	42.61	43.58	44.55
		4,506.63	4,641.85	4,781.12	4,924.36	5,071.29	5,221.40	5,374.20	5,529.26	5,687.09	5,848.01	5,999.48	6,153.90	6,311.67	6,473.20	6,638.00	6,806.40	6,978.00	7,152.40	7,329.90	7,510.00	7,692.90
		54,080.00	55,702.40	57,373.47	59,094.18	60,865.53	62,688.54	64,564.33	66,493.18	68,475.31	70,511.01	72,601.87	74,748.30	76,950.80	79,209.80	81,525.80	83,899.40	86,332.10	88,824.40	91,376.80	93,990.00	96,664.40
Utility & Building Clerk		21.00	21.66	22.34	23.04	23.76	24.50	25.26	26.03	26.82	27.62	28.43	29.24	30.06	30.89	31.73	32.58	33.43	34.28	35.13	35.98	36.83
		3,813.33	3,927.79	4,045.57	4,166.97	4,291.00	4,418.78	4,550.33	4,685.67	4,824.82	4,967.84	5,114.80	5,265.78	5,420.86	5,580.14	5,743.70	5,911.64	6,084.06	6,261.06	6,442.74	6,629.20	6,820.64
		45,360.00	47,147.80	49,046.71	51,060.19	53,193.71	55,453.70	57,846.83	60,378.61	63,055.67	65,884.70	68,872.40	72,026.30	75,353.10	78,861.40	82,558.80	86,444.00	90,516.60	94,775.20	99,229.40	103,887.60	108,750.40

If the council decides not to fix this error it could open up significant fairness issues as it relates to other employees. All the pay scales were developed based on a fair equitable analysis over a period of many months to come up with pay scales that were balanced against market minimums and maximums.

Thank you for your time.

**CITY OF NORTH POLE
ORDINANCE NO. 2022-27**

**AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING THE PAY
SCALE 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 section 470 Pay is hereby amended in the North
Pole Code of Ordinances as follows: [new text in red, deleted text in ~~strikethrough~~
~~red~~] see attached

Section 3. Effective Date. This ordinance shall become effective on the first day
of January 2022.

ADOPTED THE ____ DAY OF JANUARY 2022.

Mayor: Michael W. Welch

ATTEST:

Melissa Dionne
City Clerk

PASSED/FAILED Yes: No: Absent:

Public Works/Utilities

	1	2	3	4	5	6	7	8	9	10	YearStep	11	12	13	14	15	16	17	18	19	20
Director of City Services																					
Hourly	39.53	40.72	41.94	43.20	44.49	45.63	47.20	48.62	50.08	51.58		52.35	53.14	53.93	54.74	55.56	56.40	57.24	58.10	58.97	59.86
Monthly	6,851.87	7,057.42	7,269.15	7,487.22	7,711.84	7,943.19	8,181.49	8,426.93	8,679.74	8,940.23		9,074.23	9,210.35	9,348.50	9,488.73	9,631.06	9,775.53	9,922.16	10,070.99	10,222.06	10,375.39
Annual	82,222.40	84,689.07	87,229.74	89,846.64	92,542.04	95,318.30	98,177.85	101,123.18	104,156.88	107,281.58		108,890.81	110,524.17	112,182.03	113,864.76	115,572.73	117,306.32	119,065.92	120,851.91	122,664.69	124,504.66
Public Works Supervisor																					
	36.01	37.09	38.20	39.35	40.53	41.75	43.00	44.29	45.62	46.98		47.69	48.41	49.13	49.87	50.62	51.38	52.15	52.93	53.72	54.53
	6,241.73	6,428.99	6,621.85	6,820.51	7,025.13	7,235.88	7,452.96	7,676.54	7,906.84	8,144.05		8,266.21	8,390.20	8,516.05	8,643.79	8,773.45	8,905.05	9,038.63	9,174.21	9,311.82	9,451.50
	74,900.80	77,147.82	79,462.26	81,846.13	84,301.51	86,830.56	89,435.47	92,118.54	94,882.09	97,728.56		99,194.48	100,682.40	102,192.64	103,725.53	105,281.41	106,860.63	108,463.54	110,090.49	111,741.85	113,417.98
Public Works Assistant																					
	26.00	26.78	27.58	28.41	29.26	30.14	31.05	31.98	32.94	33.92		34.43	34.95	35.47	36.01	36.55	37.09	37.65	38.22	38.79	39.37
	4,506.67	4,641.87	4,781.12	4,924.56	5,072.29	5,224.46	5,381.20	5,542.63	5,708.91	5,880.18		5,968.38	6,057.91	6,148.77	6,241.01	6,334.62	6,429.64	6,526.09	6,623.98	6,723.34	6,824.19
	54,080.00	55,702.40	57,373.47	59,094.68	60,867.52	62,693.54	64,574.35	66,511.58	68,506.93	70,562.13		71,620.57	72,694.87	73,785.30	74,892.08	76,015.46	77,155.69	78,313.03	79,487.72	80,680.04	81,890.24
Utility Supervisor																					
	36.01	37.09	38.20	39.35	40.53	41.75	43.00	44.29	45.62	46.98		47.69	48.41	49.13	49.87	50.62	51.38	52.15	52.93	53.72	54.53
	6,241.73	6,428.99	6,621.85	6,820.51	7,025.13	7,235.88	7,452.96	7,676.54	7,906.84	8,144.05		8,266.21	8,390.20	8,516.05	8,643.79	8,773.45	8,905.05	9,038.63	9,174.21	9,311.82	9,451.50
	74,900.80	77,147.82	79,462.26	81,846.13	84,301.51	86,830.56	89,435.47	92,118.54	94,882.09	97,728.56		99,194.48	100,682.40	102,192.64	103,725.53	105,281.41	106,860.63	108,463.54	110,090.49	111,741.85	113,417.98
Utility Operator																					
	31.00	31.93	32.89	33.87	34.89	35.94	37.02	38.13	39.27	40.45		41.05	41.67	42.30	42.93	43.57	44.23	44.89	45.56	46.25	46.94
	5,373.33	5,534.53	5,700.57	5,871.59	6,047.73	6,229.17	6,416.04	6,608.52	6,806.78	7,010.98		7,116.15	7,222.89	7,331.23	7,441.20	7,552.82	7,666.11	7,781.10	7,897.82	8,016.29	8,136.53
	64,480.00	66,414.40	68,406.83	70,459.04	72,572.81	74,749.99	76,992.49	79,302.27	81,681.33	84,131.77		85,393.75	86,674.66	87,974.78	89,294.40	90,633.82	91,993.32	93,373.22	94,773.82	96,195.43	97,638.36
Utility Assistant																					
	26.00	26.78	27.58	28.41	29.26	30.14	31.05	31.98	32.94	33.92		34.43	34.95	35.47	36.01	36.55	37.09	37.65	38.22	38.79	39.37
	4,506.67	4,641.87	4,781.12	4,924.56	5,072.29	5,224.46	5,381.20	5,542.63	5,708.91	5,880.18		5,968.38	6,057.91	6,148.77	6,241.01	6,334.62	6,429.64	6,526.09	6,623.98	6,723.34	6,824.19
	54,080.00	55,702.40	57,373.47	59,094.68	60,867.52	62,693.54	64,574.35	66,511.58	68,506.93	70,562.13		71,620.57	72,694.87	73,785.30	74,892.08	76,015.46	77,155.69	78,313.03	79,487.72	80,680.04	81,890.24
Utility & Building Clerk																					
	22.00	22.66	23.34	24.04	24.76	25.50	26.27	27.06	27.87	28.71		29.14	29.57	30.02	30.47	30.92	31.39	31.86	32.34	32.82	33.31
	3,813.33	3,927.73	4,045.57	4,166.93	4,291.94	4,420.70	4,553.32	4,689.92	4,830.62	4,975.54		5,050.17	5,125.92	5,202.81	5,280.85	5,360.06	5,440.47	5,522.07	5,604.90	5,688.98	5,774.31
	45,760.00	47,132.80	48,546.78	50,003.19	51,503.28	53,048.38	54,639.83	56,279.03	57,967.40	59,706.42		60,602.02	61,511.05	62,433.71	63,370.21	64,320.77	65,285.58	66,264.87	67,258.84	68,267.72	69,291.74

Memorandum

To: *North Pole City Council*

From: *Tricia Fogarty, CFO*

Date: 12/9/2022

Re: Ordinance 22-28 & Fiscal Note

Explanation of ordinance 22- 28 and fiscal note. In February 2022 the city council approved a request to purchase a 2022 Ford Explorer for the Fire Department at that time we didn't know if we would acquire the vehicle in 2022. We knew we would have to budget for the vehicle at some point either as a 2022 fiscal note or in the 2023 budget. The additional amount of 22,500 was also approved by the city council in August of 2022. The transfer in amount of \$121,087.00 is from the 2022 budget line item for transfer out to fleet funds. Please feel free to contact me if you have any questions.

Thank you
Tricia

Memo

To: North Pole City Council, Mayor Welch

From: Chad Heineken, Fire Chief

Date: 2/7/2022

Re: Request to Purchase, 2022 Ford Explorer Command Vehicle



North Pole Fire Department is requesting permission to purchase a 2022 Ford Explorer AWD fire department command vehicle. We have received the attached price proposal from Seekins Ford with a price of \$38127.40

The balance of Fire Department Fleet Fund is \$571,227.32 as of January 26th, 2022. The proposed price does not include License and Registration Fees and we also estimate an additional \$10,000 to upfit the vehicle with radios and department insignia.

North Pole Fire Department formally requests from City Council, the spending approval of \$48,127.32 from the Fire Department Fleet Fund for the purchase and upfit of this new command vehicle.

Memo

To: North Pole City Council, Mayor Welch

From: Chad Heineken, Fire Chief

Date: 2/22/2022

Re: Request to Purchase, Radios



North Pole Fire Department is requesting Council approval to purchase 4 new Motorola APX mobile radios using funds available within the fire department fleet fund.

The fire department will be receiving three new vehicles over the next 16 months. A Pierce fire engine and a Ford SUV command vehicle have been ordered. We anticipate ordering the next ambulance within a few months. Radios are not provided by the vehicle manufactures. Each of these vehicles will need to have radios installed prior to being placed into service. The fire department is preparing for the arrival of these apparatus and has obtained a quote from Motorola to make a onetime purchase for the radios needed.

• New Fire Engine	1 radio	\$5,963.39
• Command SUV	2 radios	\$11,926.78
• Ambulance	1 dual head radio	\$6,059.80
• Total Cost	4 radios	\$22,449.97

**CITY OF NORTH POLE
ORDINANCE 22-28
AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO
ADJUST THE 2022 OPERATING BUDGET**

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

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

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

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole that it approves changes as listed in the attached fiscal note to move funds to purchase Motorola APX mobile radios for the Fire Department as well as a 2022 Ford Explorer to be used as command vehicle

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

Section 2. Effective date.

This ordinance shall become effective immediately upon passage.

ADOPTED THE ____ DAY OF December 2022.

Mayor Michael W. Welch

ATTEST:

Melissa Dionne, North Pole City Clerk

PASSED/FAILED

Yes:

No:

Absent:



City of North Pole, Alaska

Fiscal Note Year: 2022

Ordinance: 22-28

Originator/Sponsor: City Department Heads

Date: December 7, 2022

Does the Ordinance or Resolution have a fiscal impact? Yes X

Fund- Dept. Title	Account Description	Account #	Debit	Credit
Fire Fleet Fund	Vehicle Purchase	22-10-9-9220	70,000.00	
Fire Fleet Fund	Transfer Out – Fund Balance	22-10-9-9980	51,087.00	
Fire Fleet Fund	Transfer In	22-39-9990		121,087.00

Prepared By: Tricia Fogarty **Date:** December 7, 2022

Finance Approval: Tricia Fogarty **Date** December 7, 2022

CITY OF NORTH POLE

RESOLUTION 22-16

**A RESOLUTION ESTABLISHING A TRANSFER OF FUNDS FROM MT. MCKINLEY BANK
TO THE CITY OF NORTH POLE AML INVESTMENT POOL ACCOUNT**

WHEREAS, The purpose of the transfer is to earn an competitive rate of return on our account balances.
and

WHEREAS, the City Council had introduced and approved Ordinance 08-10 An Ordinance of The City
Of North Pole Authorizing Participation In The Alaska Municipal League Investment Pool, Inc. For Use
By Cities and Boroughs; and

WHEREAS, authorizing the City of North Pole to set up subaccounts to invest general funds, utility
funds, fleet funds, Misc. Funds; and

WHEREAS, the interest earned will be returned to investment earned accounts of the fund the
investment originated from; and

WHEREAS, the interest rate earned at AML Investment pool on our general account for the month of
October 2022 was 2.92 percent; and

WHEREAS, the rate of returned earned at Mt. McKinley Bank in October 2022 is 00.20 percent; and

WHEREAS, the following amounts are to be transferred to the City of North Pole's AML Investment
Pool accounts.

General Fund

\$2,500,000.00

NOW THEREFORE BE IT RESOLVED, by the Council of the City of North Pole that it approves the
funds to be transferred to The Alaska Municipal League Investment Pool, Inc.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this 12th day
of December 2022.

Michael W. Welch, Mayor

ATTEST:

Melissa Dionne
North Pole City Clerk

PASSED/FAILED
Yes:
No:
Absent:

CITY OF NORTH POLE

RESOLUTION 22-17

**A RESOLUTION ESTABLISHING THE CITY OF NORTH POLE LEGISLATIVE PRIORITIES FOR THE 33rd
LEGISLATURE 2023 REGULAR SESSION**

WHEREAS, the City of North Pole considers resolutions through the year to support legislative and policy actions of the State and other local governments; and

WHEREAS, the City of North Pole is concerned with Statewide and Federal issues that affect the City and its residents; and

WHEREAS, the following list is a list of issues that the City feels are important to residents of the City of North Pole, State of Alaska and Citizens of the United States;

#1 Priority, #1 Priority, North Pole Fire Department building expansion

Cost: \$10,000,000-\$20,000,000

The existing fire station is approximately 7,500 square feet in gross building area. It was built in the early 1980's and its structure has served the citizens of the North Pole area for over forty years. Due to the growing population and the resulting increase in emergency responses the fire departments staffing levels have also increased. The office space and staff quarters of the current fire station were not designed to accommodate today's staffing levels. The COVID pandemic highlighted the seriousness of this situation, as social distancing for our essential emergency responders was almost impossible. Current accommodations require 4-7 on duty responders to occupy a common bunkroom that measures approximately 10 X 28. As a start to address the situation the City of North Pole Fire Department had a master plan developed by a local architectural firm, this plan would build onto the existing building providing individual modern bunk quarters, additional office space, remodeled common areas and the addition of a large training room that will have a secondary use as an Emergency Operations Center (EOC) when needed. This Master Plans predicted total expense to fulfill the project is estimated to be \$10,000,000.

A second option to provide the fire department the needed improvements is also being investigated. Other departments within the City are experiencing similar difficulties and are also in need of larger facilities. We are currently looking at another option, this option would build a new stand alone fire station on a vacant portion of the current fire department property. This option would leave the current fire station building in place and allow City public works to move into the building doubling their current square footage. The older public works building would then become critically needed warm storage to be shared by all departments of the City. The anticipated estimate for this facility is \$20,000,000. This second plan would benefit the City as a whole while also providing our emergency responders the facilities needed to continue to serve the citizens of North Pole for many years.

Priority, Interior Training Facility (ITF) to assist interior state, federal and local law enforcement, and other Public Safety organizations with a training facility to conduct firearms training.:

Cost: \$6,000,000

38

39 The Interior Training Facility will be a multiuse facility for training of federal, state, and local
40 public safety affiliates. The facility will also be used by said organizations to facilitate community
41 outreach programs, education, and training. The facility will have space for firearms training. The
42 training facility will include multi-bay shooting ranges from 25 to 100 yards security fencing,
43 secured access in the training building with lighting. The lighting will be needed for low-light
44 firearms qualifications to permit use during all 12 months of the year. We estimate the cost to
45 complete this facility will be in the range of \$5 - 6 million dollars in a phased construction
46 approach. Price of construction is broad due to land development costs being dependent on
47 land acquired for the facility and final design requirements. Each large agency has made
48 promises to help pay for maintenance and upkeep of this facility. An indoor facility is the
49 preferred option, but an outdoor facility would be a suitable replacement.

50 **#3 Priority, North Pole Downtown Water Main Replacement Plan Design**

51 **Cost: \$28,200,000**

52 The City of North Pole must develop a plan to address aging water mains in its downtown area.
53 This priority funds a viable replacement plan to address this critical infrastructure problem.

54 The water mains were installed in the 1970s and early 1980s and consist of single-walled steel
55 piping. The mains are thin gauge steel resulting in significant leakage, which entails high costs to the
56 City. These pipes are at the end of their projected lifespan and are prone to failure. The combined
57 failure of a sewer line and water line in the vicinity of one another poses a serious health risk. These
58 water mains also supply water to the area's fire hydrants. Replacement of these aging water lines is
59 essential to protect public health and safety. This project requires detailed surveys and planning as
60 it will include planning for tearing up streets, excavating the old mains, replacing them with new
61 pipes, and reconstructing the streets.

62 The City has already funded a 15% conceptual phase to assess the current options available for
63 planning. During this phase we determined the overall scope of the planning for the project and
64 formulated an initial plan with three independent phases. The first is focused on the oldest and
65 most vulnerable area (built in 1972) that habitually experiences failures and leaks. The second and
66 third phases replace pipes built in 1972 and 1982 which consistently show signs of pending failure.
67 Costs for each phase are \$6,500,000 (Phase 1), \$5,400,000 (Phase 2), and \$16,300,000 (Phase 3).
68 The total cost of replacing the entire system is approximately \$28,200,000.

69 Funding the City of North Pole's planning and construction efforts for all three phases addresses
70 this ongoing concern. This project is directly tied to our efforts to ensure water is available for both
71 customer and safety purposes. This funding is critical to solving this chronic problem of aging water
72 utility infrastructure.

73 **#4 Priority, City of North Pole Combined Heat and Power Plant Integration**

74 **Cost: \$2,900,000**

75 The City of North Pole seeks \$2.9 million in State funding to pay for integration of the Combined
76 Heat and Power (CHP) Plant into the City's infrastructure.

77 This priority supports efforts to provide low-cost power and heat to homes and businesses in the
78 southeastern area of North Pole. The City is in the process of constructing a gasification plant to
79 provide electricity and water to homes built in the Brookside Park residential and Three Bears
80 commercial development areas.

81 This is a component of a larger project (construction of the power plant) supported by the US
82 Department of Energy (USDOE). The USDOE is estimated to pay 80% of the total project cost (\$91
83 million), with a 20% cost share (\$24 million) required. To date, the USDOE has spent \$3 million on
84 the CHP Plant design, originally slated for the University of Alaska Fairbanks. The initial design was
85 completed in March 2019 and is currently being revised to reflect a new site in the City of North
86 Pole.

87 The CHP Plant project will address several challenges faced by North Pole residents to include the
88 rising cost of energy, housing shortages, air quality issues, food insecurity, and the loss of skilled
89 workers due to the closure of industrial facilities. This also supports Department of Defense goals
90 to provide affordable housing (with lower cost heat and power) and efforts to make the City of
91 North Pole a location of choice for military families. Key components of this effort also include the
92 construction of a 20-acre greenhouse, to be heated by the plant and capture emissions, and the
93 addition of at least 70 employees to run and manage both facilities. Additionally, this plant is
94 designed to be low or "net-zero" emissions through both greenhouse capture and hot water
95 heating to address PM2.5 non-attainment air quality issues experienced in the area.

96 Funding the City of North Pole's CHP Plant integration will provide cost-effective energy, increased
97 housing options, reduced air pollutants, and local jobs for Alaska residents.

98 **#4 Priority, North Pole Utility Sewer Outfall**

99 **Cost: \$386,000**

100 The City of North Pole must develop a sewer outfall plan to address an environmental Notice of
101 Violation (NOV) from the State of Alaska. This priority funds the design of a viable plan for the City.

102 The City's Wastewater Utility serves approximately 550 sewer utility customers within the city limits
103 including the Petro Star Refinery, GVEA Power Plant, Marathon petroleum tank farm, and
104 numerous other commercial enterprises. Without the wastewater treatment plant, the majority of
105 the City's customers have no other options for wastewater disposal, including the local industries.

The channel where the City discharges treated wastewater has lost surface water flow on two occasions, in 2012 and 2013, and lower than normal river flows have been observed since 2013. After the loss of surface river flow in 2013, the Alaska Department of Environmental Conservation (ADEC) issued the City a NOV because the treated wastewater does not immediately begin to mix with the Tanana River. This violates the City's Alaska Pollutant Discharge Elimination System permit (APDES). The NOV requires the City to resolve the conditions that resulted in the issuance of a NOV.

In 2015, a Wastewater Effluent Discharge Feasibility Study (FS) examined two alternatives in detail and recommended a new discharge location as the preferred option after consultation with relevant agencies and stakeholders. Since 2015, the City has performed surveying and flow monitoring of a recommended discharge location. While river flows appear to be stable or increasing, it also appears the proposed river channel is migrating, such that the proposed location may not be viable. In 2022, the proposed site experienced significant erosion and has been deemed untenable for discharge.

As the proposed discharge location may be unstable, and no longer economical, the City wishes to examine new strategies for permitting the discharge at the existing river braid, including the use of a "conveyance channel" during low river levels, and / or a "functional equivalent" using subsurface groundwater for conveyance to the Tanana River. New information has indicated that the United States Environmental Protection Agency (EPA) has permitted similar construction in other locations, such as discharge to ephemeral channels and the use of conveyance channels to conduct effluent to surface water discharges.

Funding the City of North Pole's sewer outfall plan will address the ADEC's notice as outlined above, and allows for the design of a viable plan for the City.

NOW THEREFORE BE IT RESOLVED that the North Pole City Council requests the 33rd legislature to consider timely and appropriate action on the issues mentioned.

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

Michael W. Welch, Mayor

ATTEST:

Melissa Dionne, North Pole City Clerk

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



North Pole Police Department



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

November 23, 2022

To: North Pole City Council

Re: Grant funds JAG 22-20JAG-02

Dear Councilmembers,

I am requesting that the city council accept the additional funds being distributed to the City of North Pole to help augment expenses incurred for the Byrne Justice Grant in the amount of \$15,876.99. This will bring the total award for 2021-22 Jag grant to \$115,398.99.

Thank you.

A handwritten signature in black ink, appearing to read "S. Dutra".

Chief Steve Dutra

STATE OF ALASKA
Department of Public Safety
Office of the Commissioner
Grants Administration

GRANT AMENDMENT

GRANTEE		DEPARTMENT			
NAME: City of North Pole ADDRESS: 125 Snowman Lane CITY: North Pole, AK 99705		NAME: Department of Public Safety ADDRESS: 5700 E. Tudor Road CITY: Anchorage, AK 99502			
CONTACT: Jeremy Lindhag TITLE: Lieutenant		CONTACT: Becca Wilson TITLE: Grant Administrator 3			
PHONE: 907-488-6902 EMAIL: jlindhag@northpolicepolice.org		PHONE: (907) 269-5083 EMAIL: becca.wilson@alaska.gov			
AWARD INFORMATION					
PROJECT NAME: Multi-jurisdictional Task Force		GRANTEE DUNS: 082506569			
PROGRAM NAME: Edward Byrne Memorial Justice Assistance Grant (JAG)		GRANT AWARD: 22-20JAG-02			
FEDERAL AWARD: 2020-DJ-BX-0055	CFDA: 16.738	PROGRAM CFDA: 16.738			
AWARD AMOUNT: \$99,522.00	EXTEND DATE:	REQUIRED MATCH: No			
PROJECT START: October 1, 2021	PROJECT END: September 30, 2022	RISK ASSESSMENT: Yes			
BUDGET AMENDMENT					
Purpose Area: Law Enforcement					
Cost Category	Original AMOUNT	Amend One	Amend Two	Amend Three	Amended Budget
Personnel	63,036.00	15,876.99	-	-	78,912.99
Fringe	36,486.00		-	-	36,486.00
			-	-	-
TOTAL \$	99,522.00	\$ 15,876.99	\$ -	\$ -	\$ 115,398.99
AMENDMENT JUSTIFICATION					
Amend One: Increasing the subaward to pass through unspent funding from the FFY19 JAG federal award to North Pole. Federal award ID 2019-DJ-BX-0042. The funding from the FFY19 subaward is required pass through to local government and North Pole has exhausted the subaward funding allotted to them, while the other subawards under this award did not use the full amount allotted.					
GRANTEE AUTHORIZATION			DEPARTMENT AUTHORIZATION		
NAME/TITLE: Michael Welch, Mayor			NAME/TITLE: Colonel Maurice Hughes, Director, AST		
SIGNATURE:			SIGNATURE:		
DATE:			DATE:		

GRANT AGREEMENT

ARTICLE I - GOVERNING LAW

Statutory Authority: The Edward Byrne Memorial Justice Assistance Grant (JAG) Program statute is Subpart I of Part E of Title I of the Omnibus Crime Control and Safe Streets Act of 1968. Title I of Public Law No. 90-351 (34 U.S.C.10101-10726), including subpart 1 of part E (34 U.S.C. 10151-10158 and 28 U.S.C. 530C(a)).

ARTICLE II - SCOPE OF WORK

- A. The Grantee agrees that it will implement in all respects the Project Description submitted with the application and is considered a part of this Grant Agreement.
- B. The Grantee agrees to make no change in the project described in the attachment and final approved application without first submitting a written request to the Department and obtaining the Department's written approval of the requested change.
- C. The Grantee shall provide all the necessary qualified personnel, material, and facilities to implement the program described herein.

ARTICLE III – PROJECT PERIOD

- A. The term of this Grant Agreement shall be for the period of time described on the Grant Award page of this agreement and SHALL NOT BECOME EFFECTIVE UNTIL THE AGREEMENT IS FULLY SIGNED BY AN AUTHORIZED SIGNER AND RECEIVED BY THE DEPARTMENT.
- B. In the event that, due to unusual circumstances, it becomes apparent that this Grant Agreement cannot be brought to full completion within the time period set forth in the Grant Award, the Grantee shall so notify the Department in writing at least thirty (30) days prior to the termination date of this Grant Agreement. Such notice shall contain a description of the unusual circumstances causing the project to be incomplete.

ARTICLE IV - REPORTS

A. Reports

In order that the Department may adequately determine the progress of the Grant Project, the Grantee shall make Progress Reports to the Department per the schedule herein. The said Reports shall be on the form provided by the Department and contain the following:

- 1. **Program Report:** A description of the work accomplished to date, the methods and procedures used, and the impact of the project. *Semi-annual* progress reports shall be submitted to the Department no later than fifteen days following the end of each report period.
- 2. **Reimbursement Requests:** The Grantee shall submit a request for reimbursement to the Department at a minimum quarterly. The Grantee will provide the Department approved documentation supporting the expenses with the request for reimbursement. This may be from the Grantee's accounting system.

-
3. **Other information** specified by the Department or as may be of assistance to the Department in its evaluation, such as Project Equipment Reports.

B. Other Reports

1. The Grantee shall report any changes to key personnel to the Department within 30 days of the change.

ARTICLE V - FINANCIAL CONSIDERATION

- A. The Grantee must establish and maintain separate accounting for the use of grant funds. The use of funds in any manner contrary to allowable grant activities shall result in the subsequent termination of the grant and any balance of funds. It shall also result in the Grantee being required to return to the State any funds determined not allowed.
- B. The Grantee shall submit a request for reimbursement no later than 15 calendar days after the end of a calendar month. A Final Request for Reimbursement must be submitted no later than 30 calendar days following the end of the grant period.

Reimbursement Requests must be:

1. For expenses incurred within the period covered by the grant agreement;
2. For expenses incurred and paid by the Grantee within the request period specified on the Grant Award;
3. Submitted in a format provided or approved by the Department, and must be provided by a responsible signatory of the Grantee;
4. Based upon the Grantee's accounting system, a financial report generated from the accounting system must be attached to the request for reimbursement.
5. Supported by appropriate source documentation including, but not limited to: vendor billings, time sheets, travel authorizations, cancelled checks, tickets, payroll records, or other applicable information necessary to substantiate expenditures. Department staff may request copies of source documentation prior to or after payment for any Reimbursement Requests.
6. The Grantee must use direct charging on timesheets for all time spent on grant related activity or must use a methodology for the allocation of personal services costs approved by the Department. The Grantee must use a cost allocation methodology approved by the Department for any other shared costs charged to the grant and must provide the Department with appropriate documentation supporting the methodology used. The Grantee shall contact the Department for additional guidance or technical assistance.
7. No advance payments are authorized under this Agreement, unless approved by the Department.

ARTICLE VI - BUDGET

- A. The Department is not liable for Grantee incurred costs or services that exceed the grant agreement budget. The Department will not honor requests for excessive payments. It is the responsibility of the Grantee to secure a properly executed grant budget revision to this grant agreement when the circumstances require changes to the budget. The Grantee will in no case exceed in expenditure or in commitment the total dollar amount agreed upon in the grant agreement. The Grantee is responsible for any and all over-expenditures and for any disallowed costs that it may incur.
- B. Any change to the terms and conditions of this grant agreement must be made through a written amendment. Amendments do not take effect until signed by the Department.

ARTICLE VII - FINANCIAL MANAGEMENT SYSTEM

- A. The Grantee and any sub-recipient shall adhere to generally accepted accounting principles. The Grantee's financial management system shall: Provide Accurate, current, and complete accounting of financial activities under this grant;
- B. Adequately identify the source and application of funds for cost reimbursable activities;
- C. Provide effective control over and accountability for all grant funds and real and personal property acquired with grant funds;
- D. Maintain separate financial records for the accounting of funds related to this grant agreement;
- E. Maintain systematic methods to for timely and appropriate resolution of audit findings or recommendations;
- F. Retain source documentation that adequately identifies the nature and use of grant funds; Allow for comparison of actual and budgeted amounts; and,
- G. The Grantee shall comply with all Federal, State, and local laws regarding the collection, deposit, payment and reporting of taxes, including obtaining an employer identification number and providing W-2 forms to employees.

ARTICLE VIII - AUDIT REQUIREMENTS

- A. An Audit of the Grantee operations may be required by the President's Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, or the *State of Alaska Single Audit Regulations at 2 AAC 45.010 – 45.090*.
- B. A Single Audit is required when an organization is in receipt of State financial assistance that expends a cumulative total equal to or greater than \$500,000 during the entity's fiscal year under the *State of Alaska Single Audit Regulations at 2 AAC 45.010 – 45.090*.

ARTICLE IX - TERMINATION AND MODIFICATION

-
- A. The Department, by written notice to the Grantee, shall have the right to terminate this Grant Agreement if, at any time, in the judgment of the Department the provisions of this Agreement have been violated or the activities described in the Project Description have not progressed satisfactorily. In this regard, the Department may demand refund of all or part of the funds disbursed to the Grantee.
 - B. The Parties may modify any and all terms and conditions of the Grant Agreement by mutual agreement between the Grantee and the Department.

ARTICLE X - CONDITIONS OF AWARD AND ACCEPTANCE

- A. Acceptance within 45 days. Within 45 days from the issuance date of these documents to the Grantee, if the Grantee does not confirm acceptance that it will utilize the grant by signing and returning the award agreement to the Department, obligation to set aside these federal funds for use by the Grantee shall be terminated without further cause.
- B. Commencement within 60 days. If a project is not operational within 60 days of the original starting date of the grant period, the Grantee must report, by letter, to the Department the steps taken to initiate the project, the reasons for delay, and the expected starting date.
- C. Operational within 90 days. If a project is not operational within 90 days of the original starting date of the grant period, the Grantee must submit a second statement to the Department explaining the implementation delay. Upon receipt of the 90-day letter, the Department may cancel the project and request Grantor Agency approval to distribute the funds to other project areas.

ARTICLE XI - CERTIFICATION

The Grantee hereby assures and certifies that it will comply with State and Federal regulations, policies, guidelines, and requirements with respect to the acceptance and use of funds for this program. Also, the Grantee hereby assures and certifies with respect to this Grant that:

- A. The Grantee agrees to comply with the financial and administrative requirements set forth in the current edition of the Department of Justice Programs (OJP) Financial Guide, available online at <http://www.ojp.usdoj.gov/FinGuide/>.
- B. Funds made available under this Grant will not be used to supplant state or local funds but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for the same purpose.
- C. The Grantee will submit all project-related contracts, subcontracts, agreements, and subsequent amendments to the Department for review and approval prior to execution.
- D. No member, officer, or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his or her tenure or for one year thereafter, will have any interest, direct or indirect, in any contract or subcontract, or the process thereof, for work to be performed in connection with the program assisted

under the grant, and the Grantee shall incorporate, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purposes of this certification.

- E. The Grantee certifies that the programs contained in its application and Project Description meet all the requirements of the 1988 Anti-Drug Abuse Act, that all information is correct, that the applicant will comply with all provisions of the Act and all other applicable Federal and State laws, regulations, and guidelines.
- F. The Grantee will complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (1-9).
- G. The Grantee will, if required, formulate an Equal Employment Opportunity Plan (EEOP) in accordance with 28 CFR 42.301, et. seq., and submit their EEOP or EEOP Short Form directly to the Office for Civil Rights within 60 days of the date of this agreement. If the Grantee is claiming a full or partial exemption from the EEOP requirement, the Grantee must submit an EEOP Certification Form to the Office for Civil Rights.
- H. The Grantee agrees to the following: to forward to the Alaska Department of Public Safety for submission to the Department for Civil Rights, Office of Justice Programs, U.S. Department of Justice any finding of discrimination against the Grantee by a federal or state court or federal or state administrative agency on the grounds of race, color, religion, national origin, or sex and to provide meaningful access to their programs and activities to individuals who are Limited English Proficient.
- I. The Grantee assures that it will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d(c)(1)); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132); the Education Amendments of 1972 (20 U.S.C. § 1681); the Age Discrimination Act of 1975 (42 U.S.C. § 6102); and the Department of Justice regulations on the Equal Treatment for Faith-Based Organizations (28 CFR part 38).
- J. The Grantee assures that in accordance with federal civil rights laws, the Grantee shall not retaliate against individuals for taking action or participating in action to secure rights protected by the laws referenced in Article XI – O. above.

ARTICLE XII - PROPERTY AND EQUIPMENT

A. Management

The Grantee's procedures for managing equipment (including replacement), whether acquired in whole or in part with funds made available through this Grant, will, at a minimum, meet the following requirements:

1. Property records must be maintained which include:

- i. Description of the property;

- ii. Serial number or other identification number;
 - iii. Source of the property;
 - iv. Identification of title holder;
 - v. Acquisition date;
 - vi. Cost of property;
 - vii. Percentage of Federal participation in the cost of the property;
 - viii. Location of the property;
 - ix. Use and condition of the property; and
 - x. Disposition data, including the date of disposal and sale price.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must exist to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated by the Grantee and the Department, as appropriate.
4. Adequate maintenance procedures must exist to keep the property in good condition.
5. If authorized or required by the Department to sell the property, proper sales procedures must be established to ensure the highest possible return.

B. Disposition

The Grantee shall dispose of equipment when original or replacement acquired with grant funds is no longer needed for the original project or program, or for other activities currently or previously supported by a Federal agency. Disposition of equipment will be made as follows:

1. Items with a current per unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the Department.
2. Items with a current per unit fair market value in excess of \$5,000 may be retained or sold, and the Department shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the Department's share of the equipment. Seller is also eligible for sale costs.
3. In cases where the Grantee fails to take appropriate disposition actions, the Department may direct the Grantee to take other disposition actions.

ARTICLE XIII - PROJECT RECORD MAINTENANCE, RETENTION, AND ACCESS

- A. The Grantee shall maintain Grant records that disclose the amount and disposition of the total funds from all sources budgeted for the Grant Agreement period, the purpose of undertaking for which such funds were used, the amount and nature of all contributions from other sources, and such other records as the Department shall prescribe. Such records shall be preserved for a period of not less than three (3) years following completion of the project.
- B. The following shall have access to any books, documents, ledgers, papers and records of the Grantee determined to be pertinent to the purpose of making audit, examination, excerpts, and transcripts:

-
1. The U. S. Department of Justice;
 2. The Comptroller General of the United States;
 3. The Department, its agents, or assigns or successors in function; and
 4. Duly authorized representatives of any of the above.

ARTICLE XIV - MONITORING AND EVALUATION

Monitoring shall be accomplished by the Department at times deemed reasonable and proper by the Department. The Department shall make every effort not to disturb or disrupt any program or activity beyond that necessary to secure relevant data and make a reasonable assessment of the Grantee's performance.

- A. Monitoring by the Department may be performed on a continuing basis throughout the grant period and may involve telephone contact, written communication, analysis of submitted reports, and on-site visits.
- B. It shall be the purpose of monitoring by the Department to reinforce, improve, and augment the Grantee's capacity to administer this grant by identifying potential problem areas and recommending corrective action to prevent deficiencies.
- C. The Department shall provide a Monitoring Report in writing to the Grantee which outlines review findings, specifies recommendations which reflect corrective action required, if any, and a due date for the corrective action to be in place.
- D. When the Department has confirmed that the appropriate corrective action has been taken, a letter shall be sent to the Grantee stating that the finding(s) has been closed.

ARTICLE XV - PUBLICATION OF PROJECT ACTIVITIES AND RESULTS

When publicizing project activities and results, the Grantee shall include the following statements:

- A. "The opinions, findings and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Public Safety or the Department of Justice."
- B. "This project was supported by a grant awarded by the Alaska Department of Public Safety, through funding from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics"

ARTICLE XVI - WRITTEN DESCRIPTIONS OF PROGRAMS

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or part with Federal funds, the Grantee shall clearly state the following:

- A. The percentage of the total cost of the program or project which is or will be financed with Federal money; and

B. The dollar amount of Federal funds for the project or program.

However, if disclosing this information would in any way imperil the project, the Grantee is exempt from this requirement.

ARTICLE XVII - SPECIAL TERMS, CONDITIONS, AND WAIVERS

- A. Any funds not properly obligated by the end of the Grant Award will lapse and revert to the Department. The obligation deadline is the last day of the Grant Award period as specified in Section II of the Grant Award page of this agreement.
- B. If the Grantee is a Native Village, Native tribe or another Native tribal entity, the Grantee hereby irrevocably waives any sovereign immunity that it may possess, and consents to suit against itself and its officers, employees and agents, in the courts of the State of Alaska or any other state or federal court of competent jurisdiction, as to all claims or causes of action by the State of Alaska, or the United States or any other person arising out of or in connection with this grant award.

Memo

To: Robert D. Wallace, Director of City Services
From: Melanie Swanson, Utility Accountant
Date: November 23, 2022
Re: Taha Momin Utility Account 01-005574-03

Taha Momin was the former owner of 503 Davis Rd. Mr. Momin sold his property effective April 4, 2022, leaving a final balance of \$123.18 on his account

This account was on a Confession of Judgment for \$248.79 per month plus current utilities. The balance on the account as of March 31, 2022, for utilities, was \$3359.45 plus \$878.55 for legal fees, for a total of \$4,238.00. The title company paid this amount due to the lien on the property.

The home has been sold to a new owner under NPMC 13.12.020 (A) (1) New Property Owner. An individual, commercial enterprise, or institution becomes a utility customer from the date they take ownership of a property where the property has active utility service, regardless of whether they have submitted a utility contract. Therefore, the new property owner is responsible for all utility charges from the date they take ownership of the property and all charges documented in the liens against the property, including liens for outstanding delinquent utility bills incurred by past and current renters of the property.

This balance cannot be transferred to the new owner.

Since the property has been sold, this customer has a history of nonpayment, no forwarding address can be found, and the emails have gone unanswered. I respectfully ask that this account be written off for \$123.18

Respectfully Submitted,



Melanie Swanson

Utility Billing Clerk