



FAIRBANKS CITY COUNCIL
AGENDA NO. 2022-17
REGULAR MEETING – AUGUST 22, 2022
MEETING WILL BE HELD VIA [ZOOM WEBINAR](#) AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA

WORK SESSION

5:30 p.m. – Fairbanks Downtown Plan

REGULAR MEETING

6:30 p.m.

1. ROLL CALL
2. INVOCATION
3. FLAG SALUTATION
4. CEREMONIAL MATTERS (Proclamations, Introductions, Recognitions, Awards)
5. CITIZENS' COMMENTS, oral communications to the City Council on any item not up for public hearing. Testimony is limited to three minutes, and the comment period will end no later than 7:30 p.m. Any person wishing to speak needs to complete the register located in the hallway. Respectful standards of decorum and courtesy should be observed by all speakers. Remarks should be directed to the City Council as a body rather than to any particular Council Member or member of the staff. In consideration of others, please silence all cell phones and electronic devices.

NOTE: The Mayor, Council Members, and the public may participate remotely at City Council meetings. Citizens may provide testimony via Zoom webinar if registered to do so in advance of the meeting (the three-minute time limit applies to all forms of public testimony); however, in-person testimony will be given preference. Masking is not required in City Council Chambers, but masks are available to attendees.

6. APPROVAL OF AGENDA AND CONSENT AGENDA

Approval of Consent Agenda passes all routine items indicated by an asterisk (*). Consent Agenda items are not considered separately unless a Council Member so requests. In the event of such a request, the item is returned to the General Agenda.

7. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

8. SPECIAL ORDERS

- a) The Fairbanks City Council will hear interested citizens concerned with the following New Liquor License Application. Public testimony will be taken and limited to three minutes.

Type: Restaurant/Eating Place
License No.: 6069
DBA: Hari Om Cuisine of India
Applicant: A Paul, LLC
Location: 1528 S. Cushman Street, Fairbanks

- b) The Fairbanks City Council will hear interested citizens concerned with the following application for a New Retail Marijuana Store. Public testimony will be taken and limited to three minutes.

Type: Retail Marijuana Store
License No.: 30593
DBA: Pipe and Leaf: Premium Alaskan Cannabis
Applicant: Pipe and Leaf, LLC
Location: 899 Old Steese Highway, Fairbanks

9. MAYOR'S COMMENTS AND REPORT

- a) Special Reports

10. COUNCIL MEMBERS' COMMENTS

11. UNFINISHED BUSINESS

- a) Ordinance No. 6217 – An Ordinance Amending the Public Safety Employees Association/City of Fairbanks Collective Bargaining Agreement to Add Public Safety Assistant Positions. Introduced by Mayor Matherly. SECOND READING AND PUBLIC HEARING.

12. NEW BUSINESS

- *a) Resolution No. 5026 – A Resolution Opposing FNSB Ordinance No. 2022-46, An Ordinance Amending FNSBC Title 3 Regarding City and Schoolboard Member Participation in Borough Assembly Meetings. Introduced by Council Member Gibson.

*b) Ordinance No. 6218 – An Ordinance Amending the 2022 Operating and Capital Budgets for the Third Time. Introduced by Mayor Matherly.

13. DISCUSSION ITEMS (Information and Reports)

a) Committee Reports

14. WRITTEN COMMUNICATIONS TO THE CITY COUNCIL

*a) Memorandum from Purchasing Agent Regarding 2022 Sole Source Procurement

15. COUNCIL MEMBERS' COMMENTS

16. CITY CLERK'S REPORT

17. CITY ATTORNEY'S REPORT

18. EXECUTIVE SESSION

a) AFL-CIO Labor Negotiation Strategy


19. ADJOURNMENT

MEMORANDUM

City of Fairbanks Clerk's Office

D. Danyielle Snider, City Clerk

TO: Mayor Jim Matherly & City Council Members

FROM: D. Danyielle Snider, MMC, City Clerk 

SUBJECT: Application for New Restaurant/Eating Place Liquor License and Restaurant Designation Permit

DATE: August 17, 2022

An application has been received from the State of Alaska Alcohol and Marijuana Control Office (AMCO) for the following new Restaurant/Eating Place liquor license and Restaurant Designation Permit:

License #: **6069**
License Type: Restaurant/Eating Place
D.B.A.: **Hari Om Cuisine of India**
Licensee/Applicant: A Paul, LLC
Physical Location: 1528 S. Cushman Street, Fairbanks, Alaska

Corp/LLC Agent:	Mailing Address	Phone	Date/State of Ltd Partner/Corp	Good standing?
A Paul, LLC Amit Paul	1528 S. Cushman Street Fairbanks, AK 99701	954-336-5397	08/18/2017 – AK	Yes

Member/Officer/Director:	Address	Phone	Title/Shares (%)
Amit Paul	1528 S. Cushman Street Fairbanks, AK 99701	954-336-5397	Member / 100%

Pursuant to FGC Sec. 14-178, the City Council may determine whether to protest or waive protest on the liquor license application after holding a public hearing. The 60-day deadline for the City's response to AMCO is September 9, 2022

Pursuant to FGC Sec. 14-168(a)(2), a notice of the date, time, and place of the public hearing has been mailed to all property owners within 500 feet of the proposed location, and a notice of the public hearing will be advertised in the Fairbanks Daily News Miner on Friday, August 19, 2022.

The Building Department is recommending protest due to deficiencies that have not been corrected; see the attached response from Building Official Clem Clouten. There are no other departmental objections to the issuance of this license.



City of Fairbanks

Office of the City Clerk

800 Cushman Street

Fairbanks, AK 99701

(907)459-6715
Fax (907)459-6710

ALCOHOL BEVERAGE CONTROL BOARD LIQUOR LICENSE RESPONSE FORM

- TO: Finance Department
 Fire Department
 Police Department
 Building Department

DATE: 07/11/2022

FROM: City Clerk's Office

RE: Liquor License Action – New Restaurant/Eating Place License Application

Date Notice Received at Clerks Office: 07/11/2022 – 60 DAY DUE DATE – 09/09/2022

DATE RESPONSE DUE: **08/16/2022** for City Council Meeting of 08/22/2022

License #: 6069
License Type: New Restaurant/Eating Place
D.B.A.: Hari Om Cuisine of India
Licensee/Applicant: A Paul, LLC
Physical Location: 1528 S. Cushman Street, Fairbanks, Alaska

Corp/LLC Agent:	Mailing Address	Phone	Date/State of Ltd Partner/Corp	Good standing?
A Paul, LLC Amit Paul	1528 S. Cushman Street Fairbanks, AK 99701	954-336-5397	08/18/2017 – AK	Yes

Member/Officer/Director:	Address	Phone	Title/Shares (%)
Amit Paul	1528 S. Cushman Street Fairbanks, AK 99701	954-336-5397	Member / 100%

Bldg insp 7/15/22 @ 3:00 pm emailed mt

ADDITIONAL COMMENTS: Restaurant Designation Permit is also requested.

NO PROTEST:

PROTEST

COMMENTS:

REASONS: DEFICIENCIES LISTED ON REPORTS HAVE NOT BEEN CORRECTED

DEPARTMENT SIGNEE:

(Signature)

(Printed Name)



Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board
Form AB-02: Premises Diagram

Why is this form needed?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The **second page** of this form may not be required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's Anchorage office before any license application will be considered complete.

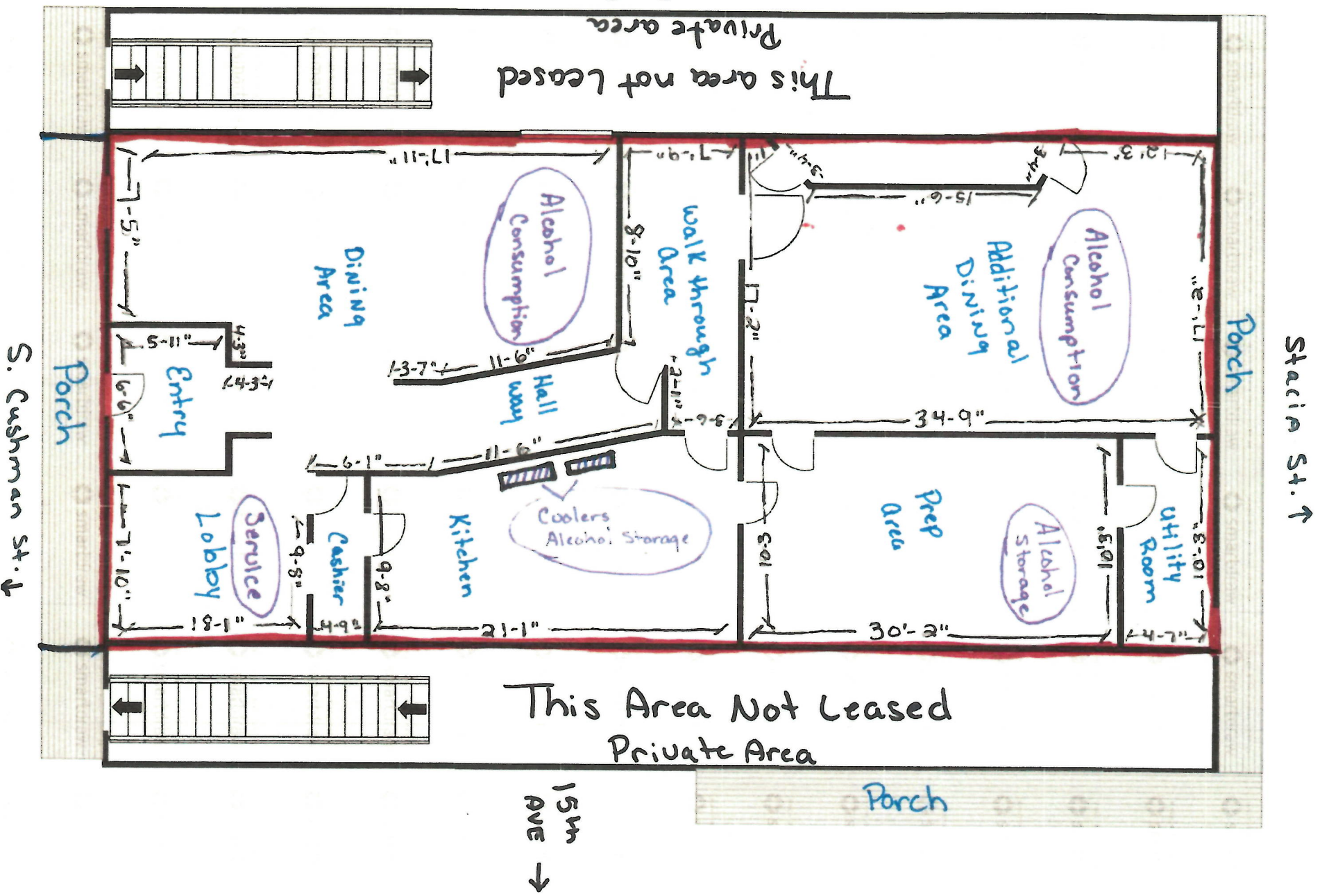
Yes No

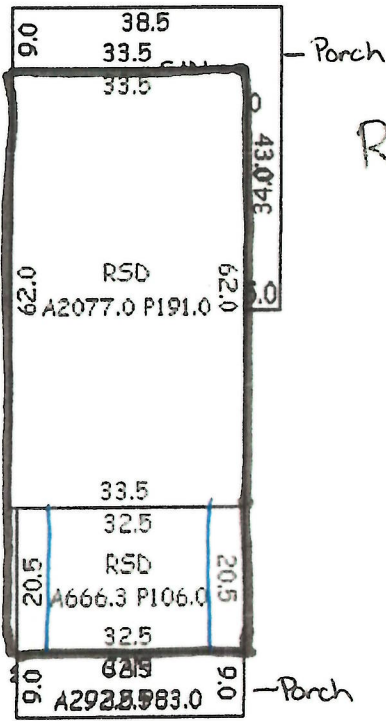
I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

Section 1 – Establishment Information

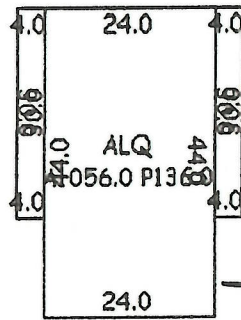
Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	A Paul LLC	License Number:	
License Type:	Restaurant and Eating Place		
Doing Business As:	Hari Om Cuisine of India		
Premises Address:	1528 S. Cushman Street		
City:	Fairbanks	State:	AK
		ZIP:	99701



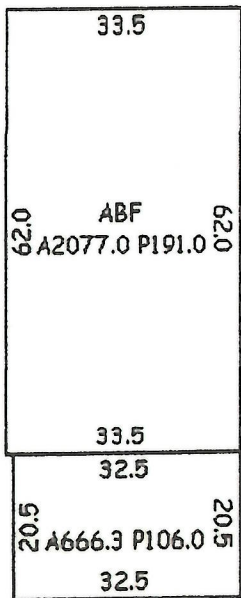


RSD = Restaurant w/seating.
(Main level)



ALQ = Apt.-living quarters.
(Top floor)

→ Private Residence - Not Leased



ABF = Apt. bsmt. finished.
(Basement)

→ Private Residence, not leased

We are not able to access the areas we do not lease.

This is what the borough has on file. There are two doors on either side of Hari Om Cuisine of India that house locked stairwells.



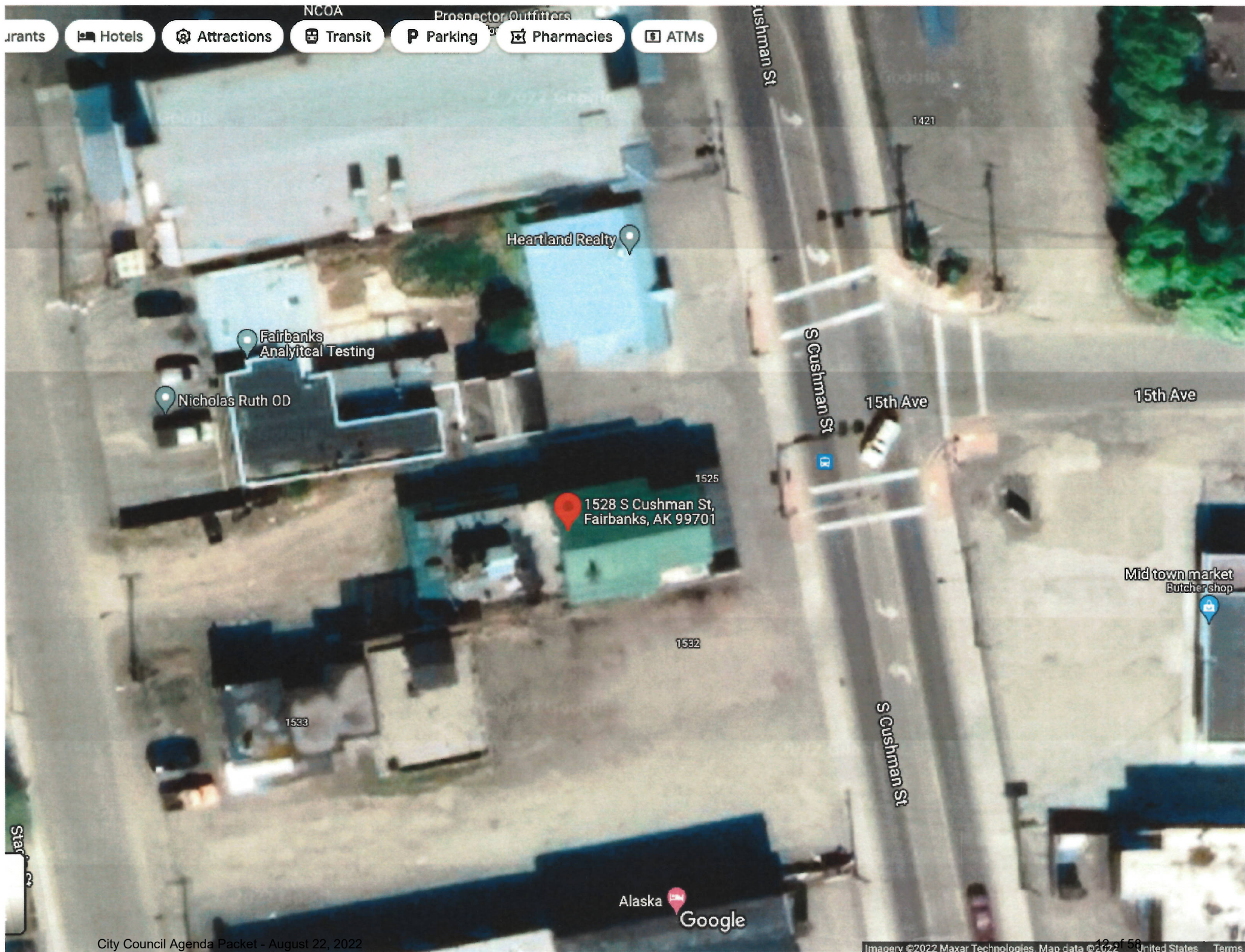
JEFF JACKSON
Appraiser II
Assessing Department

- ☎ P: (907) 459-1466 F: (907) 459-1416
- ✉ jeff.jackson@fnsb.gov
- 🌐 fnsb.gov
- 📍 Fairbanks North Star Borough
907 Terminal St
P.O. Box 71267
Fairbanks, AK 99707-1267









1528 S Cushman St, Fairbanks, AK 99701

Heartland Realty

Fairbanks Analytical Testing

Nicholas Ruth OD

Mid town market Butchershop




MEMORANDUM

City of Fairbanks Clerk’s Office

D. Danyielle Snider, City Clerk

TO: Mayor Jim Matherly and City Council Members

FROM: D. Danyielle Snider, MMC, City Clerk 

SUBJECT: Application for New Retail Marijuana Store License

DATE: August 17, 2022

Notification has been received from the Alcohol and Marijuana Control Office (AMCO) of an application for a new Retail Marijuana Store License for the following applicant:

License #: **30593**
 License Type: **Retail Marijuana Store**
 D.B.A.: Pipe and Leaf: Premium Alaskan Cannabis
 Licensee/Applicant: Pipe and Leaf, LLC
 Physical Location: 899 Old Steese Highway, Fairbanks, Alaska
 Mailing Address: 1244 Viewpointe Drive, Fairbanks, Alaska

Corp/LLC Agent:	Mailing Address	Phone	Date and State of Ltd/Partner/Corp	Good Standing?
Pipe and Leaf, LLC Haley Essig	607 Old Steese Hwy, Ste B #144 Fairbanks, AK 99701	907-317-7346	04/23/2019 – AK	Yes

Member/Officer/Affiliate:	Mailing Address	Phone	Title/Shares (%)
Haley Essig	1244 Viewpointe Drive Fairbanks, AK 99709	907-317-7346	Member – 100%

Pursuant to FGC Sec. 14-214 and 3 AAC 306.060, the Council may determine whether to protest the marijuana license application after holding a public hearing. The 60-day deadline for the City’s response to AMCO is September 16, 2022.

A notice of the date, time, and place of the public hearing has been mailed to all property owners within 1,000 feet of the proposed retail marijuana store, and a notice of the public hearing will be advertised in the Fairbanks Daily News Miner on Friday, August 19, 2022.

The the Police Department has reported that there have been no calls to 899 Old Steese Highway within the past year. There are **no departmental objections** to the issuance of this license.

Incident / Event (Search) ✖

Rpt only

Include delayed events
 Include cancelled events

ONESolution CAD

No match found.



Alaska Marijuana Control Board Operating Plan Supplemental Form MJ-03: Retail Marijuana Store

What is this form?

This operating plan supplemental form is required for all applicants seeking a retail marijuana store license and must accompany **Form MJ-01: Marijuana Establishment Operating Plan**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 3** of the **Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of the statutes and regulations.

If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020 and 3 AAC 306.315(2).

What additional information is required for retail stores?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Signage and advertising
- Displays and sales
- Exit packaging and labeling
- Security
- Waste disposal

This form must be completed and submitted to AMCO's main office before any new or transfer application for a retail marijuana store license will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Pipe and Leaf, LLC	MJ License #:	30593		
License Type:	Marijuana Retail				
Doing Business As:	Pipe and Leaf: Premium Alaskan Cannabis				
Premises Address:	899 Old Steese Highway				
City:	Fairbanks	State:	Alaska	ZIP:	99709



Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

Section 2 – Overview of Operations

2.1. Provide an overview of your proposed facility’s operations. Include information regarding the intake and flow of marijuana and marijuana product at your premises, and a description of what a standard customer visit to your establishment would entail:

When marijuana product is received it will be verified with the shipments manifest and entered into METRC. If it is prepackaged product it will be immediately stored in the vault. Wholesale product will be securely stored until it is ready to be packaged. At the beginning of each day, the area behind the counter will be stocked with product. At the end of each day inventory of this product will be taken and stored back into the vault. Some cannabis will be used for display, this cannabis will be stored back in the vault at the close of business each day.

A typical customer visit: When they enter our sales floor they will be greeted by a sales associate who will check their ID. The associate will show them a variety of display cases containing samples of cannabis, these display cases can be opened if the consumer wants to smell the product. If it is busy in the store, the sales associate will enter their order into a tablet that will be sent to the counter area where the customer will then be sent to pay and pick up their product. If it is not busy, the sales associate will take the customer to the counter space where the customer will pay and receive their product.

Section 3 – Prohibitions

Review the requirements under 3 AAC 306.310.

3.1. Describe how you will ensure that the retail marijuana store will not sell, give, distribute, or deliver marijuana or marijuana product to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance:

There will be signs posted stating service will be refused to people who are under the influence of an alcoholic beverage, inhalant, or controlled substance. The sales associate checking the I.D. will not allow entrance to people who are visibly under the influence of an alcoholic beverage, inhalant, or controlled substance. If at any time during the customer's visit, they show signs of being under the influence of an alcoholic beverage, inhalant, or controlled substance they will be refused service and asked to leave.

3.2. I certify that the retail marijuana store will not:

Initials

a. sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product in a quantity exceeding the limit set out in 3 AAC 306.355;

b. sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet;

c. offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample;

d. offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation; or

e. allow a person to consume marijuana or a marijuana product on the licensed premises.

Answer “Yes” or “No” to the following question:

Yes No

3.3. Do you plan to request future approval of the Marijuana Control Board to permit consumption of marijuana or marijuana product in a designated area on the proposed premises?



Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

Section 4 – Signage and Advertising

Review the requirements under 3 AAC 306.360 and 3 AAC 306.365. All licensed retail marijuana stores must meet minimum standards for signage and advertising.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

4.1. I understand and agree to follow the limitations regarding the number, placement, and size of signs on my proposed establishment, set forth in 3 AAC 306.360(a).

4.2. The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage the sale of marijuana or marijuana products.

4.3. All advertising for marijuana or marijuana product will contain the warnings required under 3 AAC 306.360(e).

4.4. I understand and agree to post, in a conspicuous location visible to customers, the notification signs required under 3 AAC 306.365.

4.5. I certify that no advertisement for marijuana or marijuana product will contain any statement or illustration that:
a. is false or misleading;

b. promotes excessive consumption;

c. represents that the use of marijuana has curative or therapeutic effects;

d. depicts a person under the age of 21 consuming marijuana; or

e. includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana.

4.6. I certify that no advertisement for marijuana or marijuana product will be placed:
a. within 1,000 feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21;

b. on or in a public transit vehicle or public transit shelter;

c. on or in a publicly owned or operated property;

d. within 1,000 feet of a substance abuse or treatment facility; or

e. on a campus for postsecondary education.

Section 5 – Displays and Sales

5.1. Describe how marijuana and marijuana products at the retail marijuana store will be displayed and sold:

Marijuana flower will be displayed two ways. The first is in small tamper-evident sealed, cylindrical cases with magnification and holes for smelling called cannapods, these cannapods will be secured to the display table to prevent theft. Second, we will also have a deli bar where cannabis in jars will be displayed behind a case and then weighed out to the desired weight not to exceed one ounce. Marijuana concentrates will be under a locked glass display. Marijuana edibles will be displayed in a refrigerated display case at the checkout counter accessible only by employees. The customer has to go to the counter to purchase and receive their packaged and labeled marijuana product. The marijuana product will always be in a child proof and opaque package before it leaves the store.



Section 6 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345.

6.1. Describe how the retail marijuana store will ensure that marijuana and marijuana products sold on its licensed premises will meet the packaging and labeling requirements set forth in 3 AAC 306.345(a):

For wholesale flower (Deli-style), Pipe and Leaf will use child-resistant, opaque, resealable packaging including but not limited to mylar bags, plastic bottles and glass jars to repackage the product. Each individual container will not exceed one ounce of flower.

Pipe and Leaf will affix a label to each package of marijuana or marijuana product that has the Pipe and Leaf logo and license number, total estimated amount of THC in the labeled product, and contains the statements laid out in 3 AAC 206.345(b) section (3) A-E.

Pipe and Leaf will ensure all prepackaged marijuana or marijuana products purchased from cultivators or manufacturers will be packaged and labeled in accordance with 3 AAC 306.470 and 3 AAC 306.475 and marijuana product in accordance with 3 AAC 306.565 and 3 AAC 306.570.

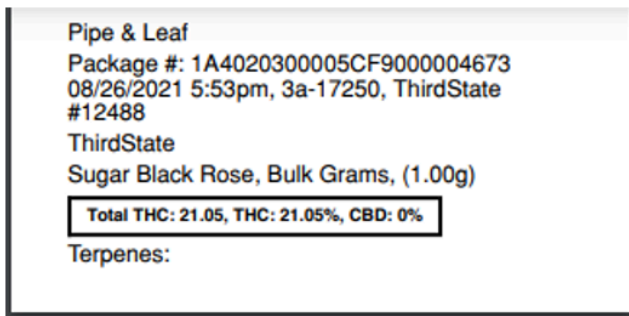
6.2. Provide a sample label that the retail marijuana store will use to meet the labeling requirements set forth in 3 AAC 306.345(b):

Please see attached page

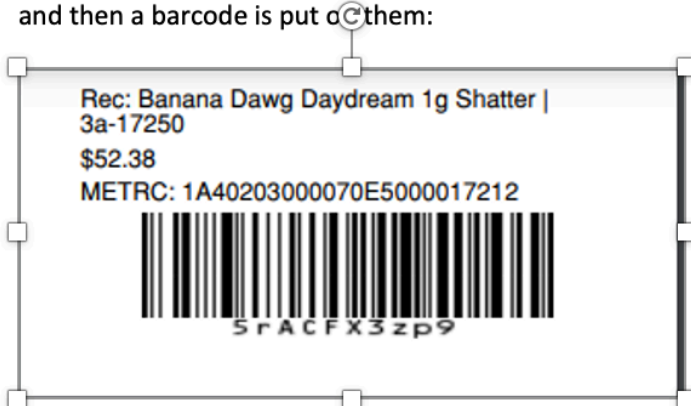


Above is the warning label that is put on all packaging before it leaves the store. If the product is packaged at the vendor and already includes the warning label, then this sticker is condensed to show only our store and license number.

Below is the packaging put on all bulk flower before it leaves the store



All concentrates and edibles are checked to make sure labeling requirements are in compliance and then a barcode is put on them:





Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

Section 7 – Security

Review the requirements under 3 AAC 306.350 and 3 AAC 306.720.

7.1. Describe the retail marijuana store’s procedures for ensuring a form of valid photographic identification has been produced before selling marijuana or marijuana product to a person, as required by 3 AAC 306.350(a):

Pipe and Leaf will only accept valid, unaltered passports; valid, unaltered driver's license, instruction permit, or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada; or an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. Employees will be trained on how to spot false identification, how to find watermarks, etc.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right:

Initials

7.2. The video surveillance and camera recording system for the licensed premises covers each point-of-sale area.

HE

Section 8 – Waste Disposal

Review the requirements under 3 AAC 306.740.

8.1. Describe how you will store, manage, and dispose of any marijuana waste, including expired marijuana or marijuana products, in compliance with any applicable laws. Include details about the material(s) you will mix with ground marijuana waste and the processes that you will use to make the marijuana waste unusable for any purpose for which it was grown or produced:

Expired marijuana or marijuana product will be stored in a locked trash can in the back room. Through METRC, Pipe & Leaf will give the MCB no later than three days notice before rendering the waste unusable. To render the waste unusable it will be ground up and mixed with equal parts of compostable or non-compostable materials such as paper waste, plastic waste, cardboard or oil, food waste, yard waste, vegetable oil, and taken to the locked dumpster outside.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right:

Initials

8.2. The retail marijuana store shall give the board at least three days written notice required under 3 AAC 306.740(c) before making marijuana waste unusable and disposing of it.

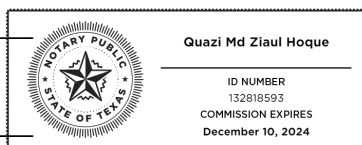
HE

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Haley Essig
Signature of licensee

Haley Essig

Printed name of licensee



Quazi Md Ziaul Hoque
Notary Public in and for the State of Texas

My commission expires: 12/10/2024

State of Texas, County of Dallas

Subscribed and sworn to before me this 13th day of August 2021 by Haley Essig

Notarized online using audio-video communication



Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

(Additional Space as Needed):



Alaska Marijuana Control Board Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05, or Form MJ-06**) to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Pipe and Leaf, LLC	MJ License #:	30593		
License Type:	Retail Marijuana Store				
Doing Business As:	Pipe and Leaf: Premium Alaskan Cannabis				
Premises Address:	899 Old Steese Highway				
City:	Fairbanks	State:	Alaska	ZIP:	99709
Mailing Address:	3546 Airport Way				
City:	Fairbanks	State:	Alaska	ZIP:	99709
Designated Licensee:	Haley Essig				
Main Phone:	(907) 317-7346	Cell Phone:	(907) 317-7346		
Email:	connect@akpipeandleaf.com				



Form MJ-01: Marijuana Establishment Operating Plan

Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

Pipe and Leaf will refuse entrance to any person who does not produce a valid government issued photo identification. The entrance to the marijuana retail store will be posted with a sign that says "No One under 21 years of age allowed." Anyone wanting to enter the licensed premises will be asked to produce a government issued photo ID before access is granted. Employees will be trained on how to spot fake ID's and no one under the age of 21 will be allowed access to the facility. If at any time, an employee suspects that someone is under the age of 21, they will be escorted outside and asked to leave the premises.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

The retail store will be equipped with 24-hour monitoring alarm system, exterior lighting, and video surveillance. In an effort to maintain the highest level of security, all marijuana products, and restricted access areas will always be monitored and restricted. Restricted access areas will be controlled in accordance with 3 AAC 306.710 and will only be granted to employees, ownership, approved visitors, AMCO enforcement, law enforcement and other duly authorized agents. Both entrances from the retail floor to the restricted access area are self closing industrial strength doors with codes.

3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

With the exception of AMCO and duly authorized law enforcement agents, all visitors must be approved by a manager prior to being allowed in restricted access areas. Before a visitor is admitted into a restricted access area they will:

- show a valid government issued photo ID.
- Obtain a visitor ID badge
- Sign into the visitor log book (name, date, purpose of visit, time in, time out, escort initials)

Once the visitor has been assigned an escort they must be physically present with that escort for the entirety of their visit, and remain in eyesight of that escort. Visitor to escort ratio will not exceed 5:1. Each visitor will be issued a visitor badge and will be instructed to clearly display it on their person while on the licensed premises. At this time the employer ownership will brief the visitor on the company's policies regarding hygiene, safety, regulatory compliance and any other pertinent information the visitors should be aware of will inside the restricted access areas of the retail store. Upon their exit coming here visitors will be required to return their badge and promptly leave the licensed premises.



Form MJ-01: Marijuana Establishment Operating Plan

3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

Please see next two pages for employee ID badge and visitor ID Badge

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

Exterior lighting is installed to show a 20 ft radius around the main entrance to facilitate camera recording. The facility also has additional lighting on all four sides of the building so that the entire building is illuminated out by 20 feet.



PIPE & LEAF



Jane Doe

MHP: 12345



Form MJ-01: Marijuana Establishment Operating Plan

3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

Pipe and Leaf will contract with a third party security monitoring company to install the alarm system, maintain the equipment, periodically test the devices and continuously monitor the facility at an off-site security monitoring center. Door contacts and motion detectors will be armed when the premise is closed for business. If triggered, an automatic, electronic alert will be sent to the security monitoring center as well as to ownership's cell phone and/or the general manager. This will also trigger an audible alarm to help deter potential intruders. When the business is open, a panic button will be in place at the counter. In the event of an unauthorized breach, If it is found that anything has been stolen from the facility , Pipe and Leaf will notify the board and local law enforcement within 24 hours.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

Pipe and Leaf will implement a security and anti-diversion plan that will encompass training, surveillance and mandated operating procedures. All marijuana and product will be stored in the vault, only authorized employees will be allowed to access this vault with their individual code on the keypad entry. First,all employees will be taught about methods of diversion, and how to detect them. They will be trained in the company's standard operating procedures for handling marijuana products including the label tags placed on every package of marijuana, and how to ensure they are in the database inventory. All adjustments to inventory will require a manager's code, which is recorded in the POS system, what adjustments were made, and a timestamp. A designated employee or ownership will escort and actively supervise the visitor(s) during the entire visit. At no time will there be more than 5 visitors per employee on the premises. Once the visit has concluded all visitors will be required to exit the premises and return their visitor badges. The escorting employee will record all information related to the visitor's presence. The visitors log will be kept and stored on-site as an official business record. This visitor log will be made available to AMCO upon request. The records will be stored on site. After 7 years the hard copy may be destroyed.

3.7. Describe your policies and procedures for preventing loitering:

The premises is under video and audio surveillance, Cameras are prominently installed on the facility. Individuals who are loitering will be asked to leave. If the individual does not leave, law enforcement will be notified.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right:

Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.

HE



Form MJ-01: Marijuana Establishment Operating Plan

Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility. HE

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office’s approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image. HE

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application. HE

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board). HE

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Pipe & Leaf will be protected by surveillance recording system that will have cameras positioned to view all entrance/exits and perimeter of the licensed retail premises. The security cameras will be monitored 24 hours a day, 7 days a week. All cameras will have full tilt/zoom capabilities and will have secure data storage. The premises will have surveillance over all portions of the facility, placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors and marijuana storage areas will have video coverage to clearly identify the faces of those present. The cameras will offer high resolution and weather resistant features that ensure a clear picture with every use. The cameras will have clear, crisp images that let ownership see the important details needed for identification. This includes face and license plate recognition, and facial image of anyone within twenty (20) feet of all access point while still capturing a full field of view for exterior monitoring

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

Video recording equipment and surveillance records will be kept in a data cabinet in the office. Only the licensee, authorized employees, law enforcement, and an agent of the board will have access to the data cabinet. The data cabinet will be accessed by key only. Ownership and the general manager will have remote access to surveillance recordings to monitor operations virtually. The security system will be password protected to prevent any data tampering, and recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive if it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped and archived in a searchable format that prevents alteration of the recorded image. Upon request, recordings and surveillance data will be available to AMCO Enforcement and local law enforcement



Form MJ-01: Marijuana Establishment Operating Plan

Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises:

Initials

- a. all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years (*records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises*);
- b. a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;
- c. the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;
- d. records related to advertising and marketing;
- e. a current diagram of the licensed premises, including each restricted access area;
- f. a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;
- g. all records normally retained for tax purposes;
- h. accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;
- i. transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and
- j. registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.

HE

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HE

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HE

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HE

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All business records such as operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, and communications will be kept on site for a minimum of 6 months in a locked file cabinet in the office as indicated on the diagrams. After that, records will be moved to a secure location held by the licensee for at least three years. Additionally, all records will be backed up on hard drives and a secure cloud service and will meet all security requirements of 3 AAC 306. Only ownership and authorized agents will have access to the secured storage area and business records. All business records and surveillance video will be available to AMCO enforcement and local law enforcement upon request.



Form MJ-01: Marijuana Establishment Operating Plan

Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

Qualified candidates who hold a valid marijuana handlers card will be hired on a probationary period during which time they will receive training and evaluation specific to their position. Training will include marijuana industry topics; customer care, food handling, safety precautions and procedures; legal issues; and state, local, and federal regulations. Training will take place throughout the year, as well as when topics arise that need further explanation. Ownership and/or the general manager will personally present or arrange training and education to employees. Within the probationary period, all new employees will be required to meet with the general manager to learn the company's business approach and to adopt the standard of service.



Form MJ-01: Marijuana Establishment Operating Plan

Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded.

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d).

Answer "Yes" or "No" to each of the following questions: Yes No

7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.

7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

Product will only be shipped to another marijuana retail store and no other type of marijuana establishment. Wholesale packaged product will not exceed 10 pounds. Packaging for resale to consumers will not exceed one ounce. If product is packaged for resale the packaging will not have any printed images specifically targeting the persons under 21 years of age. Additionally, the packaging will protect the product from any contamination and will not release any toxic or damaging substances to the marijuana. All packages will be identified by a tracking label generated by METRC. Packages will be labeled in accordance with 3 AAC 306.475 and 3 AAC 306.570. All marijuana packaged will be placed within a sealed, tamper evident shipping container. This shipping container will be placed in plastic bins secured with code enabled padlocks, the driver will be given the code. A transport manifest generated in METRC will accompany all shipments.



Form MJ-01: Marijuana Establishment Operating Plan

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700. HE

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. HE

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport. HE

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport. HE

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment. HE

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received. HE

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest. HE

Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

Pipe and Leaf may have up to 3 signs with the business name on it visible to the general public. 2 of the 3 signs will be affixed to the building. The potential signs will not exceed 4800 square inches as per AMCO regulations.



Form MJ-01: Marijuana Establishment Operating Plan

9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

Pipe and Leaf plans to utilize the following medium types when distributing advertisements:

Pipe and Leaf will advertise through social media mostly, however may expand into additional platforms such as:

- Newspaper ads
- radio ads
- social media to feature specific strains
- magazine ads
- Direct Text Message

Additionally, Pipe and Leaf may carry products with the logo on it including but not limited to: hats, tshirts, lighters, grinders, hemp wicks, rolling papers, coffee mugs, etc.

Pipe and Leaf may sponsor events and distribute flyers advertising said event

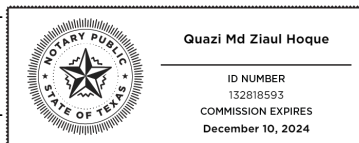
I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Haley Essig

Signature of licensee

Quazi Md Ziaul Hoque

Notary Public in and for the State of Texas



Haley Essig

Printed name of licensee

My commission expires: 1f2/10/2024

State of Texas, County of Dallas
Subscribed and sworn to before me this 13th day of August 2021 by Haley Essig

Notarized online using audio-video communication



Form MJ-01: Marijuana Establishment Operating Plan

(Additional Space as Needed):



Alaska Marijuana Control Board Form MJ-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). **All areas designated as the licensed premises of a single license must be contiguous. All diagrams must have the licensed premises area labeled, and outlined or shaded as appropriate.**

What must be submitted with this form?

Applicants must attach multiple diagrams to this form, including (as applicable):

- **Diagram 1:**
a diagram showing only the licensed premises areas that will be ready to be **operational at the time of your preliminary inspection** and license issuance;
- **Diagram 2:**
if different than Diagram 1, a diagram outlining **all areas for which the licensee has legal right of possession** (a valid lease or deed), and clearly showing those areas' relationship to the current proposed licensed premises (*details of any planned expansion areas do not need to be included; a complete copy of Form MJ-14: Licensed Premises Diagram Change must be submitted and approved before any planned expansion area may be added to the licensed premises*);
- **Diagram 3:**
a **site plan or as-built of the entire lot**, showing all structures on the property and clearly indicating which area(s) will be part of the licensed premises;
- **Diagram 4:**
an **aerial photo of the entire lot and surrounding lots**, showing a view of the entire property and surrounding properties, and clearly indicating which area(s) will be part of the licensed premises (*this can be obtained from sources like Google Earth*); and
- **Diagram 5:**
a diagram of the **entire building in which the licensed premises is located**, clearly distinguishing the licensed premises from unlicensed areas and/or premises of other licenses within the building. If your proposed licensed premises is located within a building or building complex that contains multiple business and/or tenants, please provide the addresses and/or suite numbers of the other businesses and/or tenants (*a separate diagram is not required for an establishment that is designating the entire building as a single licensed premises*).

This form, and all necessary diagrams that meet the requirements on Page 2 of this form, must be completed and submitted to AMCO's main office before any new or transfer license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Pipe and Leaf, LLC	MJ License #:	30593		
License Type:	Marijuana Retail				
Doing Business As:	Pipe and Leaf: Premium Alaskan Cannabis				
Premises Address:	899 Old Steese Highway				
City:	Fairbanks	State:	Alaska	ZIP:	99709



Form MJ-02: Premises Diagram

Section 2 – Required Information

For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices. Items marked with a double asterisks (**) are only required for those retail marijuana establishments that are also applying for an onsite consumption endorsement.

The following details must be included in all diagrams:

- License number and DBA
- Legend or key
- Color coding
- Licensed Premises Area Labeled and Shaded, or Outlined as appropriate
- Dimensions
- Labels
- True north arrow

The following additional details must be included in Diagram 1:

- Surveillance room
- Restricted access areas
- Storage areas
- Entrances, exits, and windows
- Walls, partitions, and counters
- Any other areas that must be labeled for specific license or endorsement types
- ** Serving area(s)
- **Employee monitoring area(s)
- **Ventilation exhaust points, if applicable

The following additional details must be included in Diagram 2:

- Areas of ingress and egress
- Entrances and exits
- Walls and partitions

The following additional details must be included in Diagrams 3 and 4:

- Areas of ingress and egress
- Cross streets and points of reference

The following additional details must be included in Diagram 5:

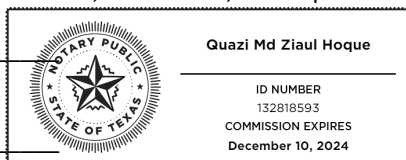
- Areas of ingress and egress
- Entrances and exits
- Walls and partitions
- Cross streets and points of reference

I declare under penalty of unsworn falsification that I have attached all necessary diagrams that meet the above requirements, and that this form, including all accompanying schedules, statements, and depictions is true, correct, and complete.

Haley Essig

Signature of licensee
Haley Essig

Printed name of licensee



Quazi Md Ziaul Hoque

Notary Public in and for the State of Texas

My commission expires: 12/10/2024

Notarized online using audio-video communication

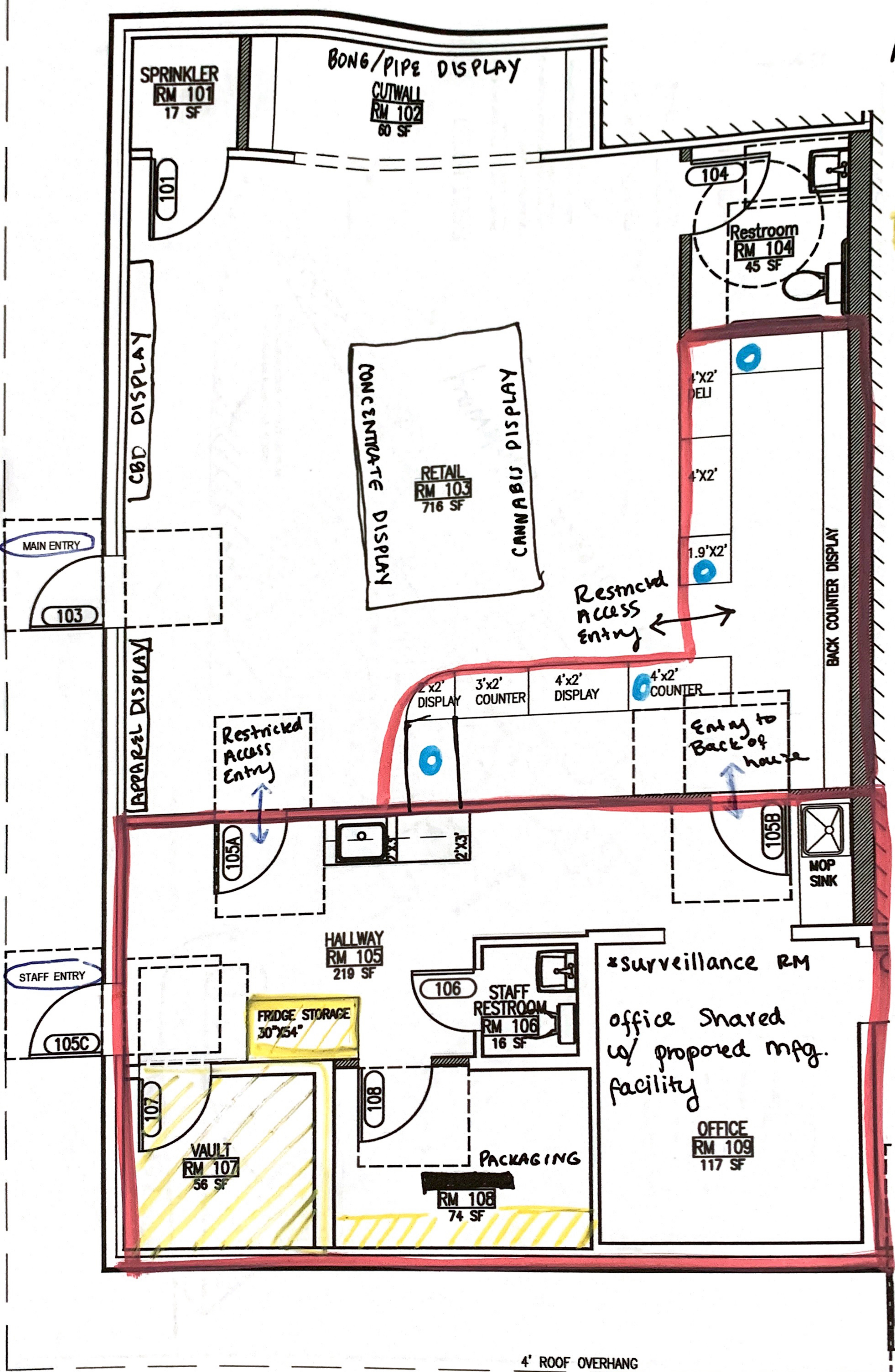
State of Texas, County of Dallas

Subscribed and sworn to before me this 13th day of August 2021 by Haley Essig

DIAGRAM 1 & 2

License # 3057
DBA: Pipe and Leaf:
Premium Alaskan
Cannabis

Entire Licensed Area Diagram



*No Windows

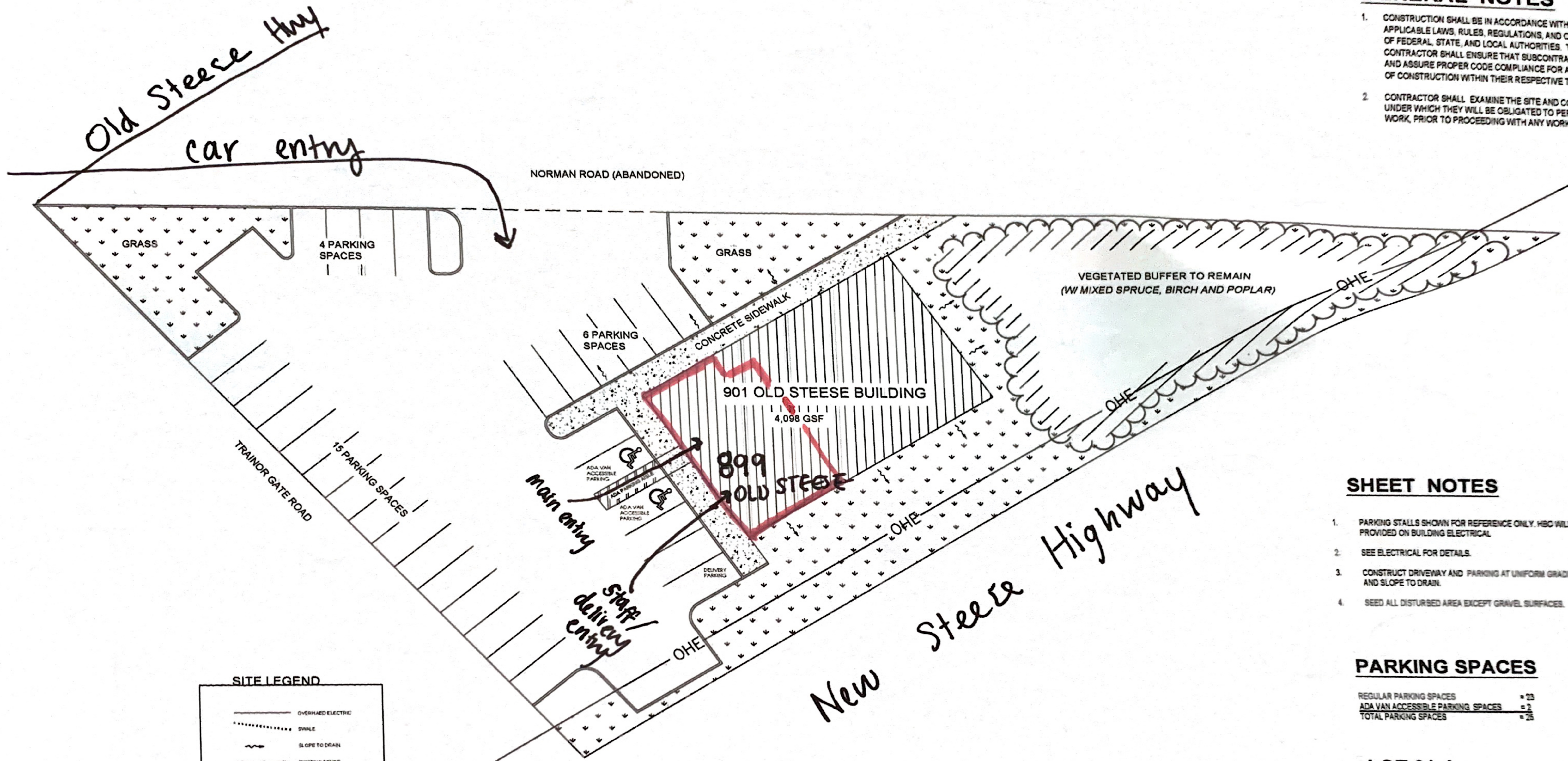
4' ROOF OVERHANG

DIAGRAM 3

License: 30593
DBA: Pipe and Leaf: Premium Alaskan Cannabis

Jul 16, 2021 7:40:43 pm

: Licensed Premises



GENERAL NOTES

- CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL APPLICABLE LAWS, RULES, REGULATIONS, AND ORDINANCES OF FEDERAL, STATE, AND LOCAL AUTHORITIES. THE CONTRACTOR SHALL ENSURE THAT SUBCONTRACTORS VERIFY AND ASSURE PROPER CODE COMPLIANCE FOR ALL ASPECTS OF CONSTRUCTION WITHIN THEIR RESPECTIVE TRADES.
- CONTRACTOR SHALL EXAMINE THE SITE AND CONDITIONS UNDER WHICH THEY WILL BE OBLIGATED TO PERFORM THE WORK, PRIOR TO PROCEEDING WITH ANY WORK.



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907-378-1870 (M)
jshambare@arctic-ecotecture.com
WWW.ARCTIC-ECOTECTURE.COM



REVIEW SET
NOT FOR CONSTRUCTION

SHEET NOTES

- PARKING STALLS SHOWN FOR REFERENCE ONLY. HSG WILL BE PROVIDED ON BUILDING ELECTRICAL.
- SEE ELECTRICAL FOR DETAILS.
- CONSTRUCT DRIVEWAY AND PARKING AT UNIFORM GRADE AND SLOPE TO DRAIN.
- SEED ALL DISTURBED AREA EXCEPT GRAVEL SURFACES.

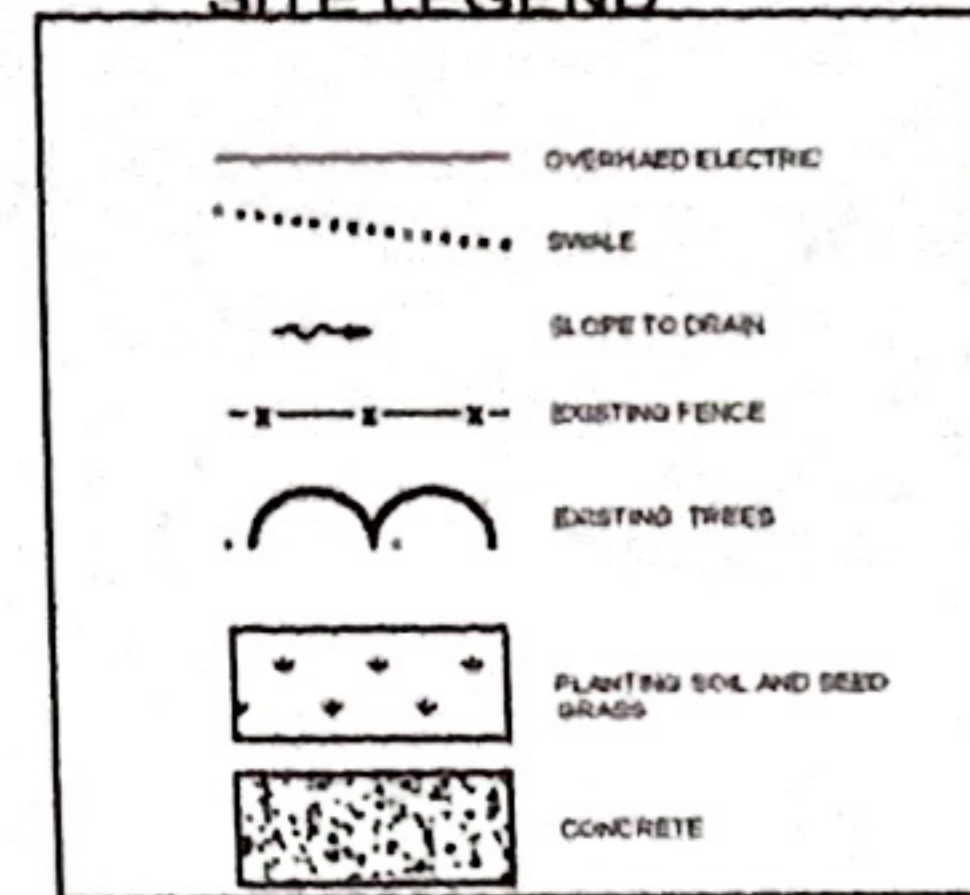
PARKING SPACES

REGULAR PARKING SPACES	= 23
ADA VAN ACCESSIBLE PARKING SPACES	= 2
TOTAL PARKING SPACES	= 25

LOT 31-A

32,578 SF

SITE LEGEND



SCALE 0' = 1" IF MEASUREMENT IS NOT 1" DRAWING HAS BEEN ENLARGED OR REDUCED

D:\Projects\2021\MEZ1-109\Drawings\A1109 Site2.dwg Sheet-G101

1 SITE PLAN
G101 SCALE: 1/30"=1'-0"

901 OLD STEESE ROAD,
FAIRBANKS, ALASKA

COPYRIGHT:
This drawing and design contained herein are Architects Work protected by the Architectural Work Copyright Protection Act (AWCPA, 1990). They are the sole ownership of Arctic Ecotecture, LLC. Unauthorized reproduction, modification, construction or any infringement, in whole or in part without express written permission is strictly prohibited.

ARCTIC ECOTECTURE, LLC (C) 2017
PROJECT NO. AE21-109
DRAWN: JTS
CHECKED:
DATE: 07/16/2021

SITE-CIVIL PLAN

G101

COPYRIGHT, 2017

License # 30593
PBA: Pipe and Leaf:
Premium Alaskan
Cannabis

DIAGRAM 4

↑
North



ORDINANCE NO. 6217

AN ORDINANCE AMENDING THE PUBLIC SAFETY EMPLOYEES ASSOCIATION/CITY OF FAIRBANKS COLLECTIVE BARGAINING AGREEMENT TO ADD PUBLIC SAFETY ASSISTANT POSITIONS

WHEREAS, the current collective bargaining agreement (CBA) between the Public Safety Employees Association, Fairbanks Police Department Chapter (PSEA), and the City of Fairbanks was ratified by both parties and became effective January 1, 2022, and

WHEREAS, Fairbanks General Code Section 42-1(h) provides that all amendments to labor contracts negotiated during the life of the contract must be approved by council ordinance; and

WHEREAS, the parties believe that adding Public Safety Assistant positions to the CBA will help address a number of important public safety concerns, such as providing additional security at Golden Heart Plaza; and

WHEREAS, the City and PSEA have negotiated the attached Memorandum of Agreement that will add Public Safety Assistant positions to the current CBA.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows.

Section 1. The amendment to the PSEA/City of Fairbanks collective bargaining agreement, as set out in the Memorandum of Agreement, Attachment A hereto, is hereby approved.

Section 2. The effective date of this ordinance is the ____ day of August 2022.

Jim Matherly, City Mayor

YEAS:
NAYS:
ABSENT
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Paul J. Ewers, City Attorney

CITY OF FAIRBANKS
FISCAL NOTE

I. REQUEST:

Ordinance or Resolution No: 6217

Abbreviated Title: ORDINANCE AMENDING PSEA CBA TO ADD PUBLIC SAFETY ASSISTANTS

Department(s): POLICE

Does the adoption of this ordinance or resolution authorize:

1) additional costs beyond the current adopted budget? Yes _____ No x

2) additional support or maintenance costs? Yes _____ No x

If yes, what is the estimate? see below

3) additional positions beyond the current adopted budget? Yes _____ No x

If yes, how many positions? _____

If yes, type of positions? _____ (F - Full Time, P - Part Time, T - Temporary)

II. FINANCIAL DETAIL:

PROJECTS:	TOTAL
SALARY & BENEFITS	\$ -
TOTAL	\$ -

FUNDING SOURCE:	TOTAL
GENERAL FUND	\$ -
TOTAL	\$ -

The proposed changes to the current Public Safety Employee Association (PSEA) Collective Bargaining Agreement will add Public Safety Assistants. The department will reduce two full-time Police Officer positions to add two full-time Public Safety Assistant positions. The annual salary for one position is \$85,220. **This request will result in salary savings; therefore, the budget will not require an amendment.**

Reviewed by Finance Department: Initial mb Date 8/3/2022

Attachment A to Ordinance No. 6217

MEMORANDUM OF AGREEMENT

Between

CITY OF FAIRBANKS

And

**PUBLIC SAFETY EMPLOYEES ASSOCIATION
FAIRBANKS POLICE DEPARTMENT CHAPTER**

The City of Fairbanks (City) and the Public Safety Employees Association, Fairbanks Police Department Chapter (PSEA) hereby agree to amend their Collective Bargaining Agreement (2022 – 2024) as follows:

1. The position of “Public Safety Assistant” (PSA) will be added to the CBA with the qualifications, requirements, duties, and responsibilities as set out in the attached Job Description.
2. PSA compensation will be the same as the Administration Assistant.
3. For 2022, the City will seek to hire two full-time PSAs but may hire PSAs on a temporary or part-time basis.
4. These positions will be funded in the 2022 budget by the salary savings from not funding two police officer positions.

Dated this _____ day of August 2022

Jim Matherly
Mayor

Dated this _____ day of August 2022

Andrew Wixon
PSEA/FPDC President



CITY OF FAIRBANKS JOB DESCRIPTION

JOB TITLE: Public Safety Assistant
CLASSIFICATION NO: 2115
DEPARTMENT: Fairbanks Police Department
STATUS: Non-Exempt
POSITION REPORTS TO: Police Corporal
UNION: Public Safety Employees Association

JOB SUMMARY

Under direction, performs general to more complex and responsible paraprofessional duties in a non-sworn capacity in support of Police Department operations, services, and functions including but not limited to the areas of patrol, traffic, community policing, records, front-desk, investigations, and program or project implementation and management; works closely with and provides support to sworn police officers to relieve sworn police officers of technical police related duties in the field and office; performs a variety of other duties based on the needs of the department including those related to special assignments.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

General Functions:

- Prepares basic criminal reports; completes and processes criminal FAX/mail-in reports; uses a computer terminal or personal computer to enter and retrieve data.
- Maintains various logs and records including those of work performed; provides updated criminal information log to citizens and media agencies; assists in writing Public Service Announcements.
- Participates in the development, administration and monitoring of assigned program budget(s) and fiscal activities, projects future funding needs.
- Testifies in court proceedings as required.
- Provides a full range of information to citizens and other interested parties; interprets, applies, and explains ordinances, rules, codes, and regulations; enforces codes; assists citizens needing medical attention until paramedics arrive; provides basic first aid.
- Attends and participates in local and regional training and professional group meetings; keeps informed of new trends and innovations; Performs related duties as required.

Investigations:

- Assists Police Officers and Detectives in crime investigation and reporting; takes reports and initiates investigations on assigned cases including minor property offenses with no suspects/leads.
- Assists with searches and assists with search warrants; prepares case supplements.
- Follows-up on information and data collected including in APSIN, with detectives, and with other agencies; writes and submits clear, concise, thorough, and factual reports.

Patrol/Community Policing/Traffic Functions:

- Patrols in a marked PSA vehicle in residential neighborhoods, commercial areas, and public parking lots as a visible deterrence to criminals, locate disabled/abandoned vehicles, parking violators or other related offenses. The PSA rides solo and is expected to represent the Fairbanks Police Department in a professional manner. The vehicles are marked PSA vehicles and the PSA is equipped with a radio to respond to our dispatch system. They do not have arrest powers and do not respond to crimes in progress.
- Responds to and assists at non-injury, minor injury, and major injury traffic collisions; provides first aid at the scene; provides traffic control at accident scenes and directs other responders/units and emergency medical personnel into the scene; requests tow trucks as necessary; impounds vehicles as necessary.
- Participates in searches including those for missing persons, runaways, and elderly/disabled walkaways.
- Provides traffic control; identifies and removes or coordinates the removal of traffic hazards; assists disabled motorists.
- Responds to non-medical calls for service involving incapacitated persons, including initial assessment, transport and in-processing at FCC if required; also includes medical screening at FMH if appropriate or required.
- Provides transportation services including but not limited to; non-suspect adults and children, non-injured collision victims, found individuals, runaways.
- Coordinates the removal of vehicles causing safety and traffic hazards off of City streets including abandoned, wrecked, or nuisance vehicles; and tagging vehicles; follows-up on vehicles that have been issued 24-hour notices; impounds vehicles as required; processes necessary forms and related paperwork.

KNOWLEDGE, SKILLS, AND ABILITIES

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.

Knowledge of:

- **Basic law enforcement organization, activities, terminology, practices, and regulations. Interviewing methods and principles.**
- **Evidence collection methods.**
- **Modern office procedures, methods and equipment including computers.**
- **Principles and practices of record keeping and reporting.**
- **Principles of business letter writing and basic report preparation.**

- **Computer applications such as word processing, spreadsheets, and statistical databases.**
- **Safe work methods and safety regulations pertaining to the work including officer safety standards and safe driving principles and practices.**
- **Effective communication skills and techniques required for gathering, evaluating and transmitting information.**
- **Principles and practices of customer service.**
- **Effective English usage, to include proper spelling, grammar and punctuation.**

Ability to:

- **Learn methods and techniques related to basic police functions.**
- **Understand, interpret, pertinent federal, state, and local codes, laws, and regulations including vehicle codes, penal codes, and municipal codes.**
- **Understand, interpret, and apply general and specific administrative and departmental policies, procedures, and guidelines.**
- **Prepare clear, concise, factual, and thorough reports and statements.**
- **Prepare, maintain, file, and index a variety of reports, records, and other written materials.**
- **Speak in public before large and small groups.**
- **Participate in the development and administration of program goals, objectives, and procedures.**
- **Identify and respond to community and organizational issues, concerns, and needs.**
- **Organize and prioritize timelines and project schedules in an effective and timely manner.**
- **Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.**
- **Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.**
- **Operate assigned vehicle in a safe manner.**
- **Use and operate assigned tools and equipment including portable radio, camera, audio recorder and defensive equipment.**
- **Exercise tact and judgment in responding to inquiries and resolving complaints and problems.**
- **Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.**
- **Demonstrate an awareness and appreciation of the cultural diversity of the community.**
- **Communicate clearly and concisely, both orally and in writing.**
- **Establish and maintain effective and courteous relationships with the public and co-workers and contribute to a successful team effort.**
- **Operate and use various office equipment, including a computer and various software packages.**

WORK ENVIRONMENT

Some work is performed in an office environment. Occasional hazardous conditions and physical effort in dealing with armed or dangerous persons. Occasional exposure to inclement weather. Non-traditional work hours may be required; subject to recall when off-duty. Must wear a uniform and maintain grooming standards.

PHYSICAL

Physical: Primary functions require sufficient physical ability to work in an office and field setting and operate assigned equipment.

FREQUENT walking, standing, reaching at shoulder height, downward flexion of neck, and side-to-side turning of neck; strong/power grasp to transport evidence, property, and people; manual dexterity to hold and manipulate paper, writing materials, hand-held radio, telephone, steering wheel, and computer.

OCCASIONAL sitting, bending, stooping, squatting, reaching above shoulder height, pushing pulling, twisting at waist, and upward flexion of neck; lifting of objects weighing up to 25 lbs. from below and at waist level, with assistance; lifting of objects weighing up to 10 lbs. from chest level to above shoulder level, with assistance; transporting of objects weighing up to 100 lbs. for distances up to one city block, with assistance.

INFREQUENT crawling, climbing, kneeling, balancing above ground; lifting of objects weighing 26-75 lbs. from below waist level to chest level, with assistance.

MINIMUM REQUIREMENTS

Persons applying for this position should have the following experience and/or training:

- Applicant must be 18 years or older.
- A minimum of High School Diploma or GED is required. An Associate degree or higher from an accredited college or university is highly desirable.
- Two years of responsible work experience that has included substantial public contact related to public safety or three years of responsible public contact experience. Experience in a police-related field is desirable.
- Possession of an appropriate, valid driver's license.
- Possession of, or ability to obtain within designated timeframe, OC certification
- Possession of, or ability to obtain within designated timeframe, AED/CPR/First Aid certification.

- A minimum typing speed of 35 words per minute with a maximum of 5 errors. Applicants will be required to take a typing test from a reliable agency and have the results attached at the time the application is submitted.
- Must be able to pass a comprehensive background investigation, drug screen and physical examination (applicant paid).

I, _____, have received, reviewed and completely understand the entire contents of this job description.

Signature of Employee	Date
Signature of Supervisor	Date

The City of Fairbanks is an Equal Opportunity Employer.

Jim Matherly
City Mayor

EST: 03/14
REV: 07/2022

RESOLUTION NO. 5026

**A RESOLUTION OPPOSING FNSB ORDINANCE NO. 2022-46, AN
ORDINANCE AMENDING FNSBC TITLE 3 REGARDING CITY AND
SCHOOLBOARD MEMBER PARTICIPATION IN BOROUGH
ASSEMBLY MEETINGS**

WHEREAS, in the coming weeks, the Fairbanks North Star Borough Assembly will consider Ordinance No. 2022-46, An Ordinance Amending FNSBC Title 3 Regarding City and School Board Member Participation in Borough Assembly Meetings; and

WHEREAS, Borough Ordinance No. 2022-46 would limit the participation of the delegates from the City of Fairbanks and the City of North Pole and delegates from the School Board at Borough Assembly meetings; and

WHEREAS, while the City Council appreciates the ordinance sponsor's apparent concern with streamlining meetings, the bigger concern for the Assembly should be being fully informed on the concerns of the two home rule cities within the borough and of the school board; and

WHEREAS, the Council believes that the full participation by city delegates and the school board outweigh concerns for meeting efficiency.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fairbanks that the City Council urges the Borough Assembly to defeat Ordinance No. 2022-46.

PASSED and **APPROVED** this 22nd day of August 2022.

Jim Matherly, Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Paul Ewers, City Attorney

ORDINANCE NO. 6218

**AN ORDINANCE AMENDING THE 2022 OPERATING
AND CAPITAL BUDGETS FOR THE THIRD TIME**

WHEREAS, this ordinance incorporates the changes outlined on the attached fiscal note to amend the 2022 operating and capital budget.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows [amendments shown in **bold** font; deleted text in ~~font~~]:

SECTION 1. There is hereby appropriated to the 2022 General Fund and Capital Fund budgets the following sources of revenue and expenditures in the amounts indicated to the departments named for the purpose of conducting the business of the City of Fairbanks, Alaska, for the fiscal year commencing on January 1, 2022 and ending December 31, 2022 (see pages 2 and 3):

GENERAL FUND

<u>REVENUE</u>	APPROVED COUNCIL APPROPRIATION	INCREASE (DECREASE)	PROPOSED COUNCIL APPROPRIATION
Taxes (all sources)	\$ 24,362,130	\$ 700,000	\$ 25,062,130
Charges for Services	5,558,400	200,000	5,758,400
Intergovernmental Revenues	2,542,378	1,515,000	4,057,378
Licenses and Permits	1,712,850	199,400	1,912,250
Fines and Forfeitures	426,500	100,000	526,500
Interest and Penalties	140,000	65,000	205,000
Rental and Lease Income	136,762	-	136,762
Other Revenues	220,000	30,000	250,000
Other Financing Sources	2,817,700	-	2,817,700
 Total revenue appropriation	 \$ 37,916,720	 \$ 2,809,400	 \$ 40,726,120
 <u>EXPENDITURES</u>			
Mayor Department	\$ 736,790	\$ -	\$ 736,790
Legal Department	224,430	-	224,430
Office of the City Clerk	448,985	-	448,985
Finance Department	937,100	-	937,100
Information Technology	2,417,715	80,000	2,497,715
General Account	5,546,281	1,222,500	6,768,781
Police Department	7,783,102	-	7,783,102
Communications Center	2,674,570	-	2,674,570
Fire Department	8,500,268	-	8,500,268
Public Works Department	9,527,791	400,000	9,927,791
Engineering Department	915,760	-	915,760
Building Department	714,430	-	714,430
 Total expenditure appropriation	 \$ 40,427,222	 \$ 1,702,500	 \$ 42,129,722
 2021 unassigned fund balance	 \$ 14,753,830	 \$ -	 \$ 14,753,830
Prior year encumbrances	(272,775)	-	(272,775)
Transfers to other funds	(2,390,000)	-	(2,390,000)
Other changes to the budget	152,273	1,106,900	1,259,173
2022 estimated unassigned balance	<u>\$ 12,243,328</u>	<u>\$ 1,106,900</u>	<u>\$ 13,350,228</u>

Minimum unassigned fund balance requirement is 20% of budgeted annual expenditures but not less than \$10,000,000.

\$ 8,425,944

CAPITAL FUND

<u>REVENUE</u>	APPROVED COUNCIL APPROPRIATION	INCREASE (DECREASE)	PROPOSED COUNCIL APPROPRIATION
Transfer from Permanent Fund	\$ 689,313	\$ -	\$ 689,313
Transfer from General Fund	2,000,000	-	2,000,000
Property Repair & Replacement	145,000	-	145,000
Public Works	250,000	-	250,000
Garbage Equipment Reserve	266,803	-	266,803
IT	50,000	-	50,000
Police	180,000	-	180,000
Communications Center	140,000	-	140,000
Fire	140,000	-	140,000
Building	10,000	-	10,000
Total revenue appropriation	<u>\$ 3,871,116</u>	<u>\$ -</u>	<u>\$ 3,871,116</u>
 <u>EXPENDITURES</u>			
Property Repair & Replacement	\$ 2,181,058	\$ -	\$ 2,181,058
Public Works Department	627,261	-	627,261
Garbage Equipment Reserve	800,000	-	800,000
IT Department	225,451	-	225,451
Police Department	438,031	-	438,031
Communications Center	56,960	-	56,960
Fire Department	970,000	-	970,000
Road Maintenance	582,119	200,000	782,119
Total expenditure appropriation	<u>\$ 5,880,880</u>	<u>\$ 200,000</u>	<u>\$ 6,080,880</u>
Estimated capital fund unassigned balance	\$ 6,753,484	\$ (200,000)	\$ 6,553,484
Estimated capital fund assigned balance	5,659,755	-	5,659,755
2022 estimated fund balance	<u>\$ 12,413,239</u>	<u>\$ (200,000)</u>	<u>\$ 12,213,239</u>

SECTION 2. This ordinance also appropriates the use of emergency snow removal funds in the amount of \$250,000 as designated by the Mayor.

SECTION 3. All appropriations made by this ordinance lapse at the end of the fiscal year to the extent they have not been expended or contractually committed to the departments named for the purpose of conducting the business of said departments of the City of Fairbanks, Alaska, for the fiscal year commencing on January 1, 2022 and ending December 31, 2022.

SECTION 4. The effective date of this ordinance shall be the 12th day of September 2022.

Jim Matherly, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Paul J. Ewers, City Attorney

FISCAL NOTE
ORDINANCE NO. 6218
AMENDING THE 2022 OPERATING AND CAPITAL BUDGETS
FOR THE THIRD TIME

GENERAL FUND
\$2,809,400 Increase in Revenue
\$1,702,500 Increase in Expenditures

Revenue

1. Tax Revenue
 - \$500,000 increase to room rental taxes
 - \$200,000 increase to tobacco distribution taxes
2. Charges for Services
 - \$200,000 increase to ambulance services
3. Intergovernmental Revenues
 - \$25,000 increase to electric and telephone cooperative refund
 - \$610,000 increase to supplemental emergency management transportation (SEMT)
 - \$820,000 increase to PERS on behalf payment
 - \$60,000 increase to SART exam reimbursement
4. License and Permits
 - \$45,000 increase to business licenses
 - \$30,000 increase to engineering right-of-way permits
 - \$112,000 increase to commercial building permits
 - \$12,400 increase to residential building permits
5. Fines and Forfeitures
 - \$100,000 increase to vehicle forfeitures
6. Interest and Penalties
 - \$65,000 increase to interest on deposits
7. Other Revenue
 - \$30,000 increase to miscellaneous revenues

Expenditures

1. Mayor & Council
2. City Attorney's Office
3. City Clerk's Office
4. Finance Department
5. Information Technology
 - \$35,000 increase to telephone
 - \$45,000 increase to computer services fiber
6. General Account
 - \$15,000 increase to street lighting for maintenance
 - \$387,500 increase to contributions to other agencies
 - \$820,000 increase to PERS on behalf payment
7. Police Department
8. Dispatch
9. Fire Department
10. Public Works
 - \$400,000 increase to temporary wages and benefits
11. Engineering
12. Building Department

CAPITAL FUND
\$0 Increase in Revenue
\$200,000 Increase in Expenditures

Revenue

1. Other Financing Sources

Expenditures

1. Property Repair & Replacement
2. Public Works
3. Garbage Equipment Reserve
4. IT Department
5. Police Department
6. Communications Center
7. Fire Department
8. Road Maintenance
 - \$200,000 increase for road repair on Wilson Street (23rd to 27th) and 26th Avenue (Bjerremark to Rickert)



City of Fairbanks

City Mayor's Office-Risk/Purchasing

800 Cushman Street
Fairbanks, AK 99701

Phone (907) 459-6779
Fax (907) 459-6731

TO: Council Members
THROUGH: Jim Matherly, Mayor
FROM: Christina Rowlett, Risk Manager/Purchasing Agent
SUBJECT: Sole Source Procurement Notification
DATE: August 17, 2022

This memo is in accordance with City Code Sec. 54-39(a) notification to city council of contract award through sole source purchasing in amounts over \$25,000.

Vendor Name/Address	Description	Amount
Exclusive Paving, Inc. PO Box 60750 Fairbanks, AK 99706	Side dump truck rental 12/31/21 – 1/15/22	\$39,000
Addison Trucking 2114 Southern Ave. Fairbanks, AK 99709	Side dump truck rental 12/31/21 – 4/30/22	\$25,500
Walker Enterprises PO Box 58239 Fairbanks, AK 99711	Side dump truck rental 3/7/22 – 3/31/22	\$30,600
Sabe Capital, LLC dba Hydrovac Pro 1209 Skyline Dr. Fairbanks, AK 99712	Vac Truck Rental 4/23/22 – 4/30/22	\$34,400
NC Machinery 801 Van Horn Rd. Fairbanks, AK 99701	Asphalt Roller ITB 22-06, NO BIDS RECEIVED	\$57,000
Knox Company 1601 W. Deer Valley Rd. Phoenix, AZ 85027	Upgrade Fairbanks Fire old Knox 3.0 system to Knox Keysecure 5. 3.0 system is no longer supported, and parts are unavailable for purchase. Switching to a new system would have expanded cost and complexity.	\$26,457.59



City of Fairbanks

City Mayor's Office-Risk/Purchasing

800 Cushman Street
Fairbanks, AK 99701

Phone (907) 459-6779
Fax (907) 459-6731

Vendor Name/Address	Description	Amount
Bliss Construction PO Box 80710 Fairbanks, AK 99708	PW Fence materials and installation for new parking area. ITB 22-10 had no responsive bidders	\$33,112
ATS Alaska 139 E. 51 st Ave, Ste. 100 Anchorage, AK 99503	Fire Station 1 – Fire Alarm – Low Voltage System, provide system, installation, program, startup, and test. To replace existing Est-2 Panel and initiating devices which was not compatible with ACS update adding area code 907 in front of phone numbers. (Must be compatible with existing system).	\$65,000
Bliss Construction PO Box 80710 Fairbanks, AK 99708	Electrical and Security Services – Keyless entry Supply and install, CAPCELL, CAP2D controllers, 877 MAX keyless/keypad entry with Liftmaster. Available and willing for the short window to order and install to keep PW secure.	\$32,188
ProComm Alaska 2100 E. 63 rd Ave. Anchorage, AK 99507	3 Motorola mobile radios and 2 portable radios for the new fire engines on order. ProComm is the only Motorola distributor in the Interior. Motorola requires warranty work to go through a distributor.	\$30,000

Additional documentation is available upon request.