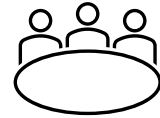




**FAIRBANKS CITY COUNCIL
REGULAR WORK SESSION AGENDA
TUESDAY, NOVEMBER 7, 2023 AT 7 A.M.**



MEETING WILL BE HELD VIA [ZOOM WEBINAR](#)
AND AT FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA

1. Roll Call
2. Resolution No. 5089 – A Resolution Clarifying the Fee for “Fire Inspection, Investigation, and Technical Services” and “Routine Safety Checks, Response to Safety Complaints.” (introduced and postponed to November 13)
3. Resolution No. 5090 – A Resolution Authorizing the City of Fairbanks to Accept Funds from the Alaska Division of Homeland Security for the FFY2023 State Homeland Security Program. (not introduced)
4. Ordinance No. 6265 – An Ordinance to Accept Board of Adjustment Duties from the Fairbanks North Star Borough to Hear and Decide Appeals of Certain Land Use Decisions for Land Located Within the City of Fairbanks. (not introduced)
5. Ordinance No. 6266 – An Ordinance Establishing a Hiring Incentive Bonus Program for the Recruitment and Hiring of First-Time Law Enforcement Officers at the Fairbanks Police Department. Introduced by Mayor Pruhs. (not introduced)
6. Third Quarter Financial Report
7. Finance Committee Report
8. Mayor and Council Member Comments
9. Next Regular Work Session – Tuesday, November 21, 2023
10. Adjournment

Introduced by: Mayor Pruhs and
Council Member Cleworth
Introduced: October 23, 2023

RESOLUTION NO. 5089

**A RESOLUTION CLARIFYING THE FEE FOR "FIRE INSPECTION,
INVESTIGATION, AND TECHNICAL SERVICES" AND "ROUTINE
SAFETY CHECKS, RESPONSE TO SAFETY COMPLAINTS"**

WHEREAS, annual technical fire inspections are required by Section 106.6 of the amended 2018 International Fire Code adopted by the City of Fairbanks on April 12, 2021 (hereinafter, " Fire Code"); and

WHEREAS, inspection fees are authorized by Section 106.6 of the Fire Code and, if approved by Council, are required to be included in the City of Fairbanks Schedule of Fees and Charges for Services; and

WHEREAS, the fee for "Fire Inspection, Investigation, Technical Services" and "Routine Safety Checks, Response to Safety Complaints" was increased to \$125 by Resolution No. 5076; and

WHEREAS, the services provided under "Fire Inspection, Investigation, Technical Services" and "Routine Safety Checks, Response to Safety Complaints" include inspections required by the State of Alaska, fire investigations, and routine preventative business inspections that may or may not be requested by the business owner.

NOW, THEREFORE, BE IT RESOLVED by the City Council that the fee for "Fire Inspection, Investigation, Technical Services" and "Routine Safety Checks, Response to Safety Complaints" will only be charged when the inspection is requested by the business owner, required by the State of Alaska, or as part of a fire investigation at that business. Preventative inspections may be offered as a courtesy to business owners at no charge.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas Chard, City Attorney

Introduced by: Mayor Pruhs and
Council Member Cleworth
Introduced: October 23, 2023

RESOLUTION NO. 5089, AS AMENDED
(PROPOSED SUBSTITUTE)

**A RESOLUTION CLARIFYING THE FEE FOR "FIRE INSPECTION,
INVESTIGATION, AND TECHNICAL SERVICES" AND "ROUTINE
SAFETY CHECKS, RESPONSE TO SAFETY COMPLAINTS"**

WHEREAS, annual technical fire inspections are required by Section 106.6 of the amended 2018 International Fire Code adopted by the City of Fairbanks on April 12, 2021 (hereinafter, " Fire Code"); and

WHEREAS, inspection fees are authorized by Section 106.6 of the Fire Code and, if approved by Council, are required to be included in the City of Fairbanks Schedule of Fees and Charges for Services; and

WHEREAS, the fee for "Fire Inspection, Investigation, Technical Services" and "Routine Safety Checks, Response to Safety Complaints" was increased to \$125 by Resolution No. 5076; and

WHEREAS, the services provided under "Fire Inspection, Investigation, Technical Services" and "Routine Safety Checks, Response to Safety Complaints" include inspections required by the State of Alaska, fire investigations, and routine preventative business inspections that may or may not be requested by the business owner.

NOW, THEREFORE, BE IT RESOLVED by the City Council that the fee for "Fire Inspection, Investigation, Technical Services" and "Routine Safety Checks, Response to Safety Complaints" will only be charged when the inspection is requested by the business owner, required by the State of Alaska, or as part of a fire investigation at that business. ~~Preventative inspections may be offered as a courtesy to business owners at no charge.~~

BE IT FURTHER RESOLVED, that the City of Fairbanks Schedule of Fees and Charges for Services will be amended to reflect this change.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas Chard, City Attorney

RESOLUTION NO. 5090

A RESOLUTION AUTHORIZING THE CITY OF FAIRBANKS TO ACCEPT FUNDS FROM THE ALASKA DIVISION OF HOMELAND SECURITY FOR THE FFY2023 STATE HOMELAND SECURITY PROGRAM

WHEREAS, the City of Fairbanks has been notified by the Alaska Division of Homeland Security and Emergency Management that the City has been awarded State Homeland Security Program (SHSP) funds to address planning, organization, equipment, training, and exercise needs for acts of terrorism and other catastrophic events; and

WHEREAS, the City of Fairbanks has been awarded \$85,000 to purchase mobile radios for Fairbanks Emergency Communications Center (\$60,000) and for ropes and collapse training for Fairbanks Fire Department (\$25,000); and

WHEREAS, the City of Fairbanks is not required to provide a match.

NOW, THEREFORE, BE IT RESOLVED by the City Council that the Mayor or his designee is authorized to execute any and all documents required for accepting funds on behalf of the City for the State Homeland Security Grant Program.

PASSED and APPROVED this 13th Day of November 2023.

David Pruhs, City Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

CITY OF FAIRBANKS
FISCAL NOTE

I. REQUEST:

Ordinance or Resolution No: 5090

Abbreviated Title: FFY2023 State Homeland Security Program

Department(s): FECC & FFD

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:	Equipment	Training	Other	Total
FECC mobile radios, wiring, and one antenna	\$60,000			\$60,000
FFD ropes and collapse training		\$25,000		\$25,000
TOTAL	\$60,000	\$25,000	\$0	\$85,000

FUNDING SOURCE:	Equipment	Training	Other	Total
Grant Funds (Federal Pass-Through from State)	\$60,000	\$25,000		\$85,000
TOTAL	\$60,000	\$25,000	\$0	\$85,000

The operations and maintenance associated with the FECC mobile radios will be performed by the selected vendor, costs for maintenance will be incorporated into the annual general fund budget. There are no ongoing costs anticipated from the training.

Reviewed by Finance Department:

Initial sf

Date 10/23/2023

ORDINANCE NO. 6265

**A RESOLUTION TO ACCEPT BOARD OF ADJUSTMENT DUTIES
FROM THE FAIRBANKS NORTH STAR BOROUGH TO HEAR AND
DECIDE APPEALS OF CERTAIN LAND USE DECISIONS FOR LAND
LOCATED WITHIN THE CITY OF FAIRBANKS**

WHEREAS, for decades the Fairbanks City Council sat as a Board of Adjustment to hear and decide appeals of land use decisions for land located within the City of Fairbanks; and

WHEREAS, in 2016, the Fairbanks North Star Borough (FNSB) passed Ordinance No. 2016-36, which revoked the City Council's authority to sit as the Board of Adjustment; and

WHEREAS, since that time, the Fairbanks City Council has urged the FNSB to reinstate the Board of Adjustment delegation to the City through the approval of multiple resolutions; and

WHEREAS, on October 26, 2023, the FNSB Assembly adopted Ordinance No. 2023-60, delegating certain Board of Adjustment duties to the City of Fairbanks on land use decisions for land lying within City boundaries

WHEREAS, FNSB Ordinance No. 2023-60 is not effective until the Fairbanks City Council adopts an ordinance to accept the delegation.

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

Section 1. That the City of Fairbanks accepts the delegation of Board of Adjustment duties for land use decisions for land within the boundaries of the Fairbanks city limits from the Fairbanks North Star Borough.

Section 2. That the City Clerk is directed to provide the Borough Clerk an executed copy of this ordinance for distribution to members of the Borough Assembly.

Section 3. That the effective date of this ordinance is five days after adoption.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

ORDINANCE NO. 6266

AN ORDINANCE ESTABLISHING A HIRING INCENTIVE BONUS PROGRAM FOR THE RECRUITMENT AND HIRING OF FIRST TIME LAW ENFORCEMENT OFFICERS AT THE FAIRBANKS POLICE DEPARTMENT

WHEREAS, an incentive bonus program for recruitment and hiring of lateral police officers at the Fairbanks Police Department (FPD) was established by the City Council on June 19, 2017, with the adoption of Ordinance No. 6050, reestablished by Ordinance No. 6129 in 2020, and amended by Ordinance No. 6248 in June 2023; and

WHEREAS, the incentive bonus program for lateral hires has been successful, but a similar program does not exist for individuals beginning a law enforcement career; and

WHEREAS, the Fairbanks Police Department has police officer vacancies; and

WHEREAS, the City would like to encourage individuals, especially citizens of the city, to begin a career in law enforcement; and

WHEREAS, a one-time sign-on bonus of \$20,000 for first time law enforcement officers would encourage individuals to apply to become police officers with the Fairbanks Police Department.

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

SECTION 1. A Fairbanks Police Department applicant without prior law enforcement certification, who resides in Alaska and successfully completes the basic officer academy and field training, will be paid a \$20,000 “sign-on bonus.” The City will pay the bonus to the employee in their first paycheck following completion of field training. No employee may receive a sign-on bonus more than once.

SECTION 2. To receive the hiring incentive bonus, the employee must agree to work full-time for the City for at least three years. Should the employee resign, quit, or be terminated for cause prior to completing their third year, the employee may be required to repay a prorated amount of the hiring bonus received.

SECTION 3. The Sign-On Bonus Agreement (Attachment A) is approved.

SECTION 4. The bonus established in Sections 1, 2, and 3 of this ordinance will be funded through salary savings.

SECTION 5. This program will sunset on December 31, 2024, unless extended by resolution of the City Council.

SECTION 6. The effective date of this ordinance is five days after adoption.

David Pruhs, City Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas Chard II, City Attorney

CITY OF FAIRBANKS
FISCAL NOTE

I. REQUEST:

Ordinance or Resolution No: 6266

Abbreviated Title: ORDINANCE ESTABLISHING HIRING BONUS FOR FIRST TIME POLICE OFFICERS

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:

EXPENDITURES:	Total
SALARY AND BENEFITS	
TOTAL	

FUNDING SOURCE:	Total
GENERAL FUND	
TOTAL	

Fairbanks Police Department recruitment incentive bonus for first time law enforcement officers in the amount of \$20,000 will be paid from salary savings.

Reviewed by Finance Department: Initial mb Date 11/2/2023

**Attachment A
to Ordinance No. 6266**



**Fairbanks Police Department
Sign-On Bonus Contract
First-Time Police Officer**

This agreement is made between the CITY OF FAIRBANKS (“City”) and _____ (“Employee”).

WHEREAS, this contract will apply to an Employee who begins employment for the City in the Fairbanks Police Department (“Department”) for the first time as a Police Officer; and

WHEREAS, the Department wishes to bestow upon the Employee a “Sign-on Bonus” as an incentive for the Employee to accept employment at the City and to remain satisfactorily employed in the Department for at least three full years; and

WHEREAS, no Employee may receive a sign-on bonus more than once.

THEREFORE, the City and the Employee agree to the following terms:

1. The City, acting through the Department, agrees to bestow upon the Employee the amount of \$20,000 as a Sign-on Bonus in return for the Employee accepting the City’s offer of employment. The City will pay the bonus in the Employee’s first paycheck following completion of field training.
2. The City will apply all required federal and state tax deductions and will report all payments made under this Agreement as required by federal and state law. Taxes shall be withheld as bonus earnings from the bonuses and reported to the Internal Revenue Services as income on the Employee’s Form W-2. The Sign-on Bonus is not considered “salary” and shall not be included for purposes of retirement benefit calculations or salary increases.
3. The Department will adhere to all relevant City and Department policies during the hiring process and in making bonus payments to employees.
4. In return for accepting the Sign-on Bonus as provided in paragraphs 1 and 2 above, the Employee agrees to work for the Department on a regular and full-time basis for at least three years beginning “Start Date” and ending on “3-Year Date.” Should the employee resign, quit, or be terminated for cause before the above-stated ending date, the Employee shall repay a prorated amount of the Sign-on Bonus as provided in the following paragraphs.
5. The Employee’s failure to remain employed by the Department for three years will trigger the Employee’s duty to repay, pro-rata, the amount paid by the City pursuant to paragraph 1, above. (This amount may be more than the Employee received due to tax or other withholdings.) For example, if the Employee leaves one year prior to the end date, they will repay 12/36 of such amount. To facilitate this repayment, the Employee, by signing below, expressly gives the City a lien on their salary, wages, and other sums payable to them by the City. In addition, the Employee hereby authorizes the City to withhold all amounts due from any sum payable to the Employee by the Department or the City. The Employee also agrees that any tax consequences resulting from

the repayment of the Sign-on Bonus or any portion thereof will be the sole and exclusive responsibility of the Employee.

6. If the Employee fails to remain employed by the Department for three years for reasons beyond their control (e.g., injury, illness, or death), other than just cause termination, the Department may in its sole discretion waive all or part of the liability owed by the Employee. Any such waivers must be approved in writing by both the Chief of Police and the Mayor.
7. If any part of the Agreement is found to be invalid or unenforceable, the other parts shall remain valid and enforceable and Employee agrees, represents, and warrants that they will be held to any applicable repayment of the Sign-on Bonus.

BY SIGNING BELOW, the Employee certifies that they have not accepted a financial incentive for accepting employment at the City, other than as described in this Agreement.

IN WITNESS THEREOF:

Employee Signature

Date

Chief of Police Signature

Date

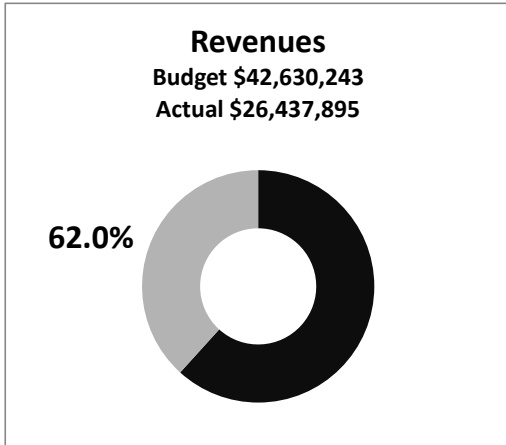
Mayor Signature

Date

cc: Personnel File

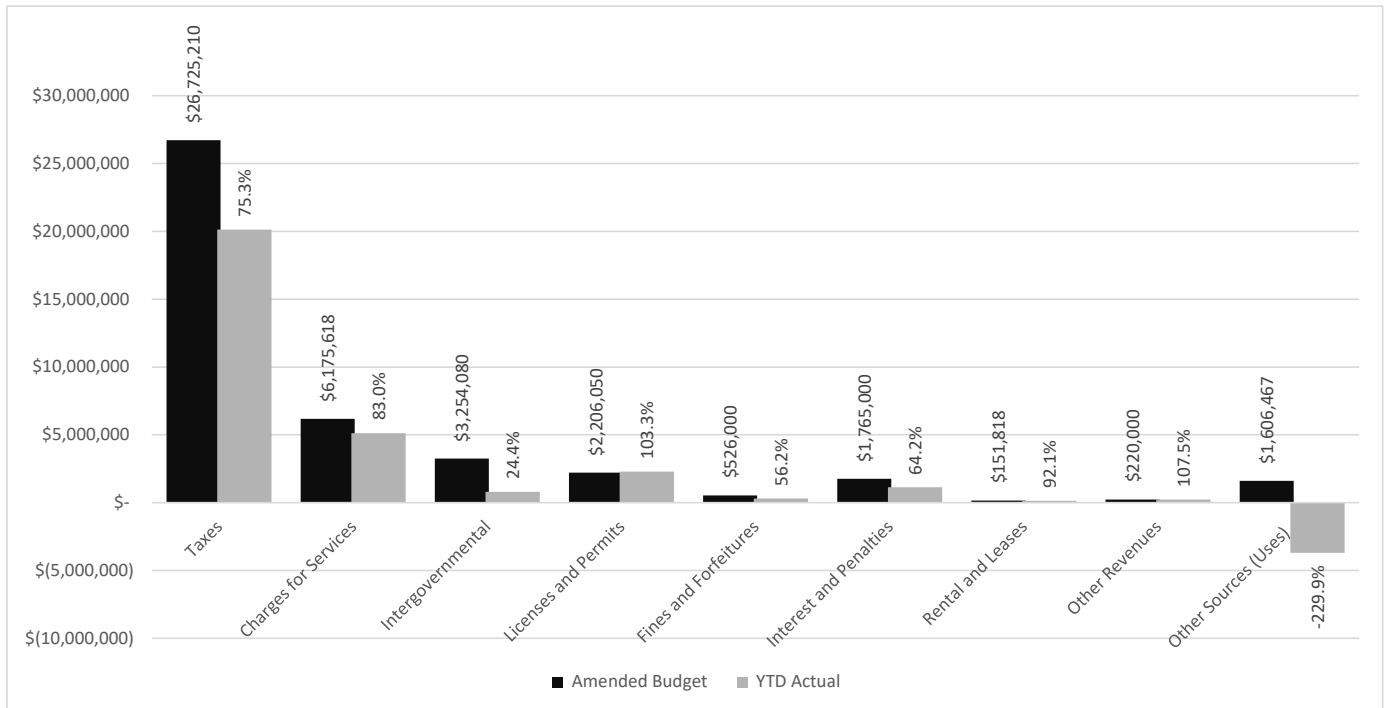
City of Fairbanks General Fund Budget Overview as of September 30, 2023

GENERAL FUND REVENUES BY CATEGORY



Revenues	Amended Budget	YTD Actual	% of Budget
Taxes	\$ 26,725,210	\$ 20,129,880	75.3%
Charges for Services	\$ 6,175,618	\$ 5,123,881	83.0%
Intergovernmental	\$ 3,254,080	\$ 793,575	24.4%
Licenses and Permits	\$ 2,206,050	\$ 2,278,374	103.3%
Fines and Forfeitures	\$ 526,000	\$ 295,692	56.2%
Interest and Penalties	\$ 1,765,000	\$ 1,133,729	64.2%
Rental and Leases	\$ 151,818	\$ 139,771	92.1%
Other Revenues	\$ 220,000	\$ 236,492	107.5%
Other Sources (Uses)	\$ 1,606,467	\$ (3,693,499)	-229.9%
Total	\$ 42,630,243	\$ 26,437,895	62.0%

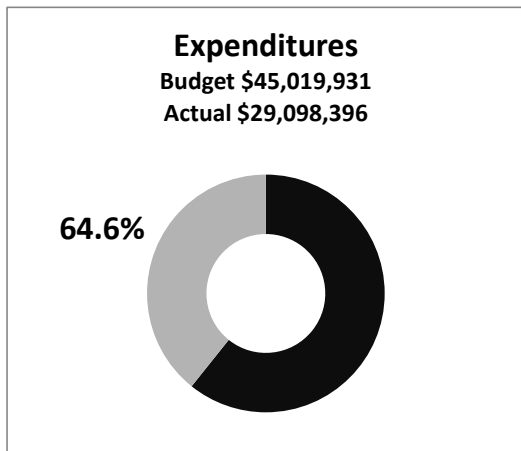
GENERAL FUND REVENUES BY CATEGORY



DISCUSSION

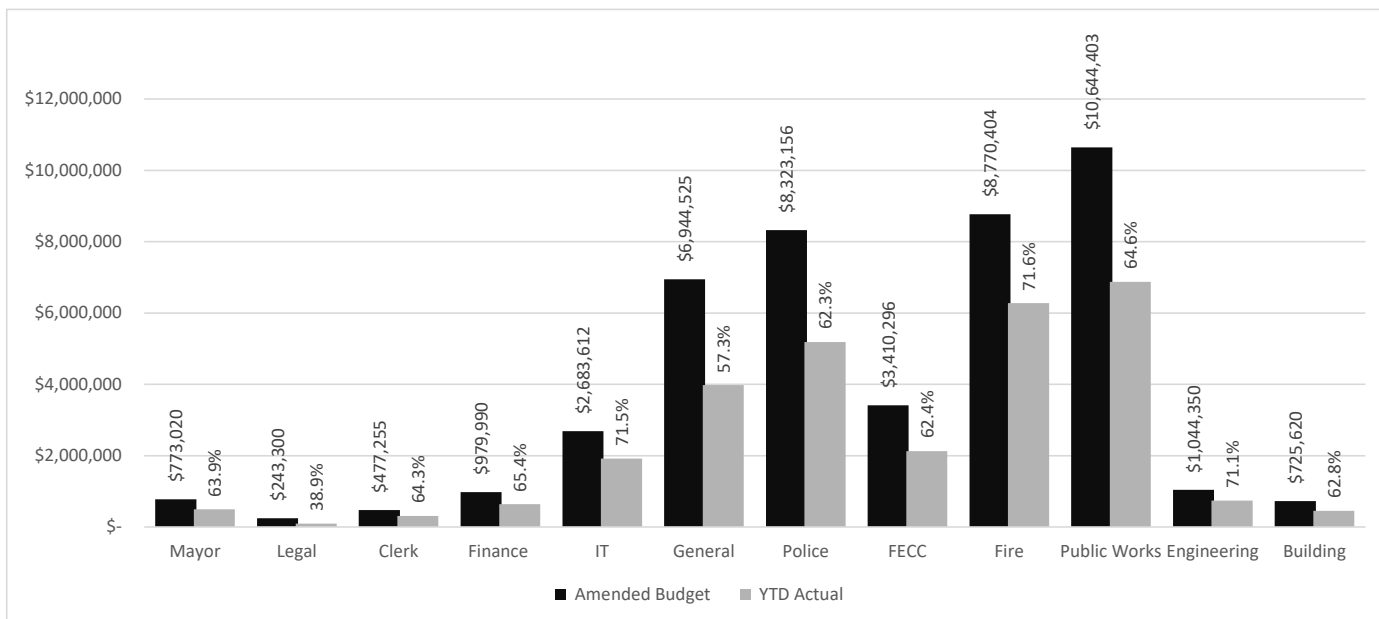
Taxes - report reflects 75% of real property taxes and sales taxes as of August. Charges for Services – ambulance billing and garbage collections exceeded the 75% target. Intergovernmental - received payments from the state in October, this is later than prior years. Licenses and Permits - engineering and building permits exceeded budget. Fines and Forfeitures - moving traffic violations garnishments have not been fully received. Interest and Penalties - interest income will increase within the last quarter due to property tax payments. Rental and Leases- report reflects billings as of October. Other Revenues - miscellaneous revenues include prior year refunds. Other Sources (Uses) - the permanent fund draw is scheduled for December.

GENERAL FUND EXPENDITURES BY DEPARTMENT



Expenditures by Department	Amended Budget	YTD Actual	% of Budget
Mayor	\$ 773,020	\$ 493,662	63.9%
Legal	\$ 243,300	\$ 94,550	38.9%
Clerk	\$ 477,255	\$ 306,999	64.3%
Finance	\$ 979,990	\$ 641,036	65.4%
IT	\$ 2,683,612	\$ 1,918,666	71.5%
General	\$ 6,944,525	\$ 3,976,040	57.3%
Police	\$ 8,323,156	\$ 5,186,105	62.3%
FECC	\$ 3,410,296	\$ 2,129,323	62.4%
Fire	\$ 8,770,404	\$ 6,277,265	71.6%
Public Works	\$ 10,644,403	\$ 6,876,270	64.6%
Engineering	\$ 1,044,350	\$ 742,509	71.1%
Building	\$ 725,620	\$ 455,971	62.8%
Total	\$ 45,019,931	\$ 29,098,396	64.6%

GENERAL FUND EXPENDITURES BY DEPARTMENT



DISCUSSION

IT – annual software maintenance costs are paid in January. Fire – overtime is at 99.2% of budget; however, salaries and benefits are at 69.1%. Public Works – temporary budget is at 84.3%. Engineering - salaries and benefits are higher than anticipated due to city projects.



City of Fairbanks Finance Committee Meeting Report October 12, 2023

Committee Members Present: Margarita Bell
Alesia Kruckenberg
Joshua Church
Council Member Ringstad
Michael Sanders
Council Member Sprinkle

Committee Member Absent: None

Other Present: Mayor Pruhs

Committee members reviewed the following reports as of September 30, 2023:

- Balance Sheet with fund balance of \$15.1 million.
- YTD Budget Report with revenues of \$26.2 million and expenditures of \$29.1 million.
- Cash Flow Report with balance of \$29.6 million.

Committee members reviewed the final draft of the General Fund Long-Range Financial Statement.

Committee members reviewed an alcohol tax comparison report and proposed no recommendations. However, committee members expressed that increases in the alcohol tax may not change the current impacts on Police.

Committee members received an overview of the capital fund and will begin discussing funding strategies in November.