



FAIRBANKS CITY COUNCIL
AGENDA NO. 2023-11
REGULAR MEETING – JUNE 12, 2023
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 Police Department Employee Recruitment and Retention

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.
6. APPROVAL OF AGENDA AND CONSENT AGENDA

Consent agenda items are indicated by asterisks (*). Consent agenda items are considered together unless a council member requests that the item be returned to the general agenda. Ordinances on the approved consent agenda are automatically advanced to the next regular meeting for second reading and public hearing. All other items on the approved consent agenda are passed as final.

7. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

8. SPECIAL ORDERS

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

Lic. #	DBA	License Type	Licensee	Address
5816	Ajimi Japanese Restaurant	Restaurant/Eating Place	Ajimi, Inc.	69 College Road

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

Type: Marijuana Retail Store, #33633
DBA: 1717 Cannabis
Applicant: Chubby Girl Confections, Inc.
Address: 1717 College Road, Fairbanks

9. MAYOR'S COMMENTS AND REPORT

- a) Special Reports

10. COUNCIL MEMBERS' COMMENTS

11. UNFINISHED BUSINESS

- a) Ordinance No. 6245 – An Ordinance Amending the City of Fairbanks 2023 Operating and Capital Budgets for the Second Time. Introduced by Mayor Pruhs. **SECOND READING AND PUBLIC HEARING.**
- b) Ordinance No. 6247 – An Ordinance Amending Fairbanks General Code Sec. 2-233(c) to Change the Quorum Requirement for the Fairbanks Diversity Council. Introduced by Mayor Pruhs and Council Member Rogers. **SECOND READING AND PUBLIC HEARING.**
- c) Ordinance No. 6248 – An Ordinance Amending the Incentive Bonus Program with the Fairbanks Police Department for Recruitment and Hiring. Introduced by Mayor Pruhs. **SECOND READING AND PUBLIC HEARING.**

12. NEW BUSINESS

- *a) Resolution No. 5067 – A Resolution Establishing the Rate of Levy of 2023 Real Property Taxes for the City of Fairbanks, Alaska. Introduced by Mayor Pruhs.
- *b) Resolution No. 5068 – A Resolution Urging the State of Alaska Department of Revenue to Provide a Tax Payment Hub in the Interior for Marijuana Cultivators. Introduced by Council Members Sprinkle and Tidwell.
- *c) Resolution No. 5069 – A Resolution Awarding a Contract to Johnson River Enterprises LLC for the Senior Center Renovation Phase III Dining Room Expansion. Introduced by Mayor Pruhs.
- *d) Resolution No. 5070 – A Resolution Amending the City Schedule of Fees and Charges for Services by Changing the Deadline for Special Event Permit Applications to Align with the Fairbanks General Code. Introduced by Mayor Pruhs.
- *e) Resolution No. 5071 – A Resolution Authorizing the City of Fairbanks to Provide a Retention Bonus to FECC Employees. Introduced by Mayor Pruhs.
- *f) Ordinance No. 6249 – An Ordinance Amending Fairbanks General Code Section 2-260(c)(2) by Increasing the Exposure Limit on BBB-Rated Securities in the City Permanent Fund Investment Policy. Introduced by Council Member Ringstad.
- *g) Ordinance No. 6250 – An Ordinance Amending Fairbanks General Code Chapter 74, Article V, Room Rental Tax, to Change the Allocation to the Fairbanks Economic Development Corporation (FEDC). Introduced by Council Members Ringstad and Marney.
- *h) Ordinance No. 6251 – An Ordinance Amending Fairbanks General Code Chapter 50 Personnel Section 50-209 Training Reimbursement, Section 50-281 Personal Leave, and Section 50-285 Health Insurance Coverage. Introduced by Council Member Cleworth.
- *i) Ordinance No. 6252 – An Ordinance Amending Schedule B of the Collective Bargaining Agreement Between the City of Fairbanks and the Public Safety Employees’ Association (PSEA) and Amending the 2023 Operating Budget. Introduced by Mayor Pruhs.
- *j) Ordinance No. 6253 – An Ordinance Establishing a Permanent Life Insurance Plan for Commissioned Officers Within the Fairbanks Police Department to Enhance Recruitment and Hiring. Introduced by Mayor Pruhs.

13. DISCUSSION ITEMS (Information and Reports)
 - a) Committee Reports

14. WRITTEN COMMUNICATIONS TO THE CITY COUNCIL
 - *a) Chena Riverfront Commission Meeting Minutes of April 26, 2023
 - *b) Clay Street Cemetery Commission Meeting Minutes of May 3, 2023
 - *c) Reappointment to the Discretionary Fund Committee
 - *d) Reappointment to the Board of Plumber Examiners

15. COUNCIL MEMBERS' COMMENTS

16. CITY CLERK'S REPORT

17. CITY ATTORNEY'S REPORT

18. EXECUTIVE SESSIONS
 - a) *Malloy v. City of Fairbanks* (S. 18739), Settlement Negotiations
 - b) *Marvin Roberts, Eugene Vent, Kevin Pease, and George Frese v COF*, Settlement Negotiations
 - c) IBEW Labor Negotiation Strategy

19. ADJOURNMENT



800 Cushman Street
Fairbanks, AK 99701

Telephone (907) 459-6702
Fax (907) 459-6710

MEMORANDUM

TO: Mayor Pruhs and City Council Members

FROM: D. Danyielle Snider, City Clerk



SUBJECT: Liquor License Renewal

DATE: June 7, 2023

Notice has been received from the State Alcohol & Marijuana Control Office (AMCO) for the following liquor license renewal application:

Lic. #	DBA	License Type	Licensee	Address
5816	Ajimi Japanese Restaurant	Restaurant/Eating Place	Ajimi, Inc.	69 College Road

Pursuant to FGC Sec. 14-178 the Council must determine whether to protest liquor license renewal applications after holding a public hearing.

The Police Department has included a call report for the location listed above, but **there are no department-recommended protests** for this liquor license renewal application.

CITY OF FAIRBANKS PUBLIC SAFETY

Event List with Report Numbers

Ajimi, Inc 5/15/2022 - 05/14/2023

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
	02/01/2023 19:30	SUSP	69 COLLEGE RD	S12	NRP	02/01/2023 19:54:34
	11/08/2022 18:13	TRESPASS/UNWANTE	69 COLLEGE RD	O50	NRP	11/08/2022 18:41:08
	08/12/2022 10:29	TRESPASS/UNWANTE	69 COLLEGE RD	O50	NRP	08/12/2022 10:47:05


Total Number of Events Listed: **3**



MEMORANDUM

City of Fairbanks Clerk's Office

D. Danyielle Snider, City Clerk

TO: Mayor Pruhs and City Council Members
FROM: D. Danyielle Snider, MMC, City Clerk 
SUBJECT: Application for New Retail Marijuana Store License
DATE: June 7, 2023

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 #: **33633**
License Type: **Retail Marijuana Store**
D.B.A.: 1717 Cannabis
Licensee/Applicant: Chubby Girl Confections, Inc.
Physical Location: 1717 College Road, Fairbanks

Pursuant to FGC Sec. 14-214 and 3 AAC 306.060, the Council must 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 June 30, 2023.

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, June 9, 2023.

Attached is the application for the new retail license along with supporting documentation. **The Fire and Building Departments recommend a conditional protest of the license until a Certificate of Occupancy is issued.** There are no other departmental objections to the issuance of the license.

Alcohol & Marijuana Control Office

License Number: 33633

License Status: New

License Type: Retail Marijuana Store

Doing Business As: 1717 Cannabi

Business License Number: 2160495

Designated Licensee: Jessica Rhoads

Email Address: dosededibles@yahoo.com

Local Government: Fairbank (City of)

Local Government 2: Fairbanks North Star Borough

Community Council:

Latitude, Longitude: 64.862878, -147.756915

Physical Address: 1717 College Road
Fairbanks, AK 99709
UNITED STATES

Licensee #1

Type: Entity

Alaska Entity Number: 10114596

Alaska Entity Name: Chubby Girl Confections, Inc.

Phone Number: 907-370-2545

Email Address: dosededibles@yahoo.com

Mailing Address: PO BOX 10747
Fairbanks, AK 99710-0747
UNITED STATES

Entity Official #1

Type: Individual

Name: Jessica Rhoads

[REDACTED]

[REDACTED]

Phone Number: 907-370-2545

Email Address: dosededibles@yahoo.com

Mailing Address: PO BOX 10747
Fairbanks, AK 99710-0747
UNITED STATES

Affiliate #1

Type: Individual

Name: Jessica Rhoads

[REDACTED]

[REDACTED]

Phone Number: 907-370-2545

Email Address: dosededible@yahoo.com

Mailing Address: PO Box 10747
Fairbanks, AK 99710-0747
UNITED STATES



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:	Chubby Girl Confections, Inc.	MJ License #:	33633		
License Type:	Retail Marijuana Store				
Doing Business As:	1717 Cannabis				
Premises Address:	1717 College Road				
City:	Fairbanks	State:	Alaska	ZIP:	99709

Mailing Address:	PO Box 10747				
City:	Fairbanks	State:	Alaska	ZIP:	99710-0747

Designated Licensee:	Jessica Rhoads				
Main Phone:	9073702545	Cell Phone:	9073702545		
Email:	dosededibles@yahoo.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:

All customers entering the retail will be greeted by an employee and asked to provide valid ID to verify the consumers age prior to discussion or sale of marijuana and marijuana products. Staff will be trained on the importance of identification checks and how to identify false identification to prevent the sale to underage persons. Any person found to be under age of 21 or cannot provide valid identification will be asked to leave the licensed premises immediately and local police may be called if they do not follow the employees directions.

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:

Access will be restricted to any part of the licensed premise where marijuana or marijuana product is stored, displayed, or sold. Each restricted access entry point will be posted with all applicable signage that states "No one under 21 years of age allowed.", "Restricted Access". "Visitors must be escorted". Signs will be posted requiring the proper identification in the check-in process before visitors are escorted in restricted access areas. Live exterior camera views will be available to staff inside the building as well as camera being placed in a conspicuous location to warn potential intruders. A person under the age of 21 may not enter any restricted access area. All visitors will be required to provide valid identification, obtain a visitors badge, and be escorted at all times by the licensee and/or employee. Should any unauthorized person be found to have entered a restricted access area they will have their identification recorded and escorted off the premises. Management must be notified immediately so that a statement from witness employee(s), video evidence can be reviewed and saved for AMCO if any evidence is found of theft or tampering.

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

All visitors will be met at the main entry door and will be asked to show their ID. After examining and verifying it is legal ID in accordance with 3 AAC 306.350 the visitor will be asked to sign into the visitor log and issued a visitor badge. An employee or agent will actively supervise visitors while limiting the amount of visitors to 5 per 1 employee or agent. Any visitor to the restricted access area must be escorted at all times by a licensee, employee, or agent of the cannabis establishment.



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:



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:

The exterior lighting on the building will be equipped with LED wall packs mounted on all areas of the building where there is an entrance. The exterior lighting that is required to facilitate surveillance is placed in a way that produces a clear view adequate to identify an individual within 20 feet of each entrance to the licensed premises. Security cameras will also be equipped with infrared night vision should any lighting fail or be tampered with.



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:

The retail will have 24/7 security monitoring with door sensors on all entry doors. Glass break sensors will be installed where appropriate throughout the facility. The security system will be activated by a coded keypad during the hours the facility is closed. If there is an unauthorized entry the alarm will notify the security company, owner, employee, and/or agent, in the event the security company cannot reach the owner, employee, and/or agent the security company will notify local police. Upon notification from the security company, the security company will be advised whether or not to notify the local police department or the owner, employee, or agent will notify the police department after receiving notification. The person notified will go to the facility to assist local police in any way they can. The licensee or management shall notify the Department of Commerce, Community, and Economic Development, Alcohol and Marijuana Control Office soon as reasonably possible and in any case not more than 24 hours after any unauthorized access into the premises or the establishment's knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearances of cannabis, cannabis products, or money from the licensed premises.

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

Licensee, employees, visitors, and other individuals will be held to a zero-tolerance policy on the diversion of cannabis. Our extensive inventory and quality control plans are geared towards maintaining a solid chain of custody on the product. Security system, video surveillance, live video monitoring, motion sensors, safes, and other security features and plans will help to deter a person from theft and diversion. All transactions will be logged in an internal point of sale system for every transaction which will interact with the state reporting system for live inventory updates. Inventory counts will be performed by management to ensure all records are accurate and accounted for. Staff will supervise all visitors, and if diversion is suspected, require them to remain in the building until law enforcement or AMCO arrives to determine further actions.

3.7. Describe your policies and procedures for preventing loitering:

Employees will be trained in the prevention of loitering customers. If a customer has been in the establishment and does not seem to be purchasing marijuana or marijuana product and/or has purchased marijuana or marijuana product and did not immediately leave the licensed premises they are consider to be loitering and they will be asked to leave the premises by a member of the staff or management. If the loitering individual(s) do not respond to the first verbal warning law enforcement will be notified immediately.

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.



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. JA

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. JA

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

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). JA

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:

All security cameras will be positioned in such a manner to produce a clear and unobstructed view to get the most identifiable view of any individual inside the licensed premises or within 20 feet of each entrance of the licensed premises. Each Restricted Access Area and all entrances to any Restricted Access Area will have cameras placed at a height to ensure unobstructed viewing of all marijuana, marijuana products, and persons to capture the clearest sight line.

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:

All surveillance recording equipment will be stored in a secure, locked cabinet. The cabinet will only be accessible by authorized personal such as ownership and upper management. Data will be stored on the security system's hard drivers for a minimum of forty (40) days, and will include a time and date stamp. A password on video system prevents any tampering. In case of a pending criminal, civil, or administrative investigation, the data has the ability to be uploaded on a separate hard drive to maintain records longer. The security system will be accessible by authorized individuals only, to enforcement and local law enforcement upon request.



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); JK
- 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; JK
- c. the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises; JK
- d. records related to advertising and marketing; JK
- e. a current diagram of the licensed premises, including each restricted access area; JK
- f. a log recording the name, and date and time of entry of each visitor permitted into a restricted access area; JK
- g. all records normally retained for tax purposes; JK
- 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; JK
- i. transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and JK
- j. registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745. JK

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:

The electronic video storage for video surveillance is password protected and systems are programmed with redundant password lockout protection to prevent any alterations. Business records, including operational and regulatory documents, recordings, surveillance, financial books, inventory and employment records, logs, manifests, a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the establishment, the business contact information for vendors that maintain security alarm systems for the licensed premises, records related to advertising and marketing, a current diagram of the licensed premises including each restricted access area, a log recording the name, and date and time of entry of each visitor permitted into a restricted access area, all records normally retained for tax purposes, accurate and comprehensive inventory tracking records that account for all marijuana inventory activity as required under 3 AAC 306.750(f) will be stored on-site or protected by the company's computer "cloud" backup. All books and records necessary to fully account for each business transaction conducted under its license for the current year and three preceding calendar years will be kept. Records for the last six months will be maintained on the licensed premises; older records may be archived on or off-premises. Only ownership and high level management will have "do not replicate keys" to cabinets with such information and will not allow the keys to be outside of their immediate control.



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. All licensees, and every 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. All licensees, and each 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):

As per 306.700 all employees and agents must hold a valid marijuana handlers permit prior to employment. Each employee or agent will go through a new employee training program. All cultivation processes will include a Standard Operating Procedure to ensure employee and consumer safety, along with consistency of the cultivated products. New employees will shadow a manager and/or experienced employee during the probationary period where they will be given training with an evaluation until proficient in the procedures. Employees will fulfill their duties as stated in their job descriptions throughout their tenure. All labor laws will be followed and strive for a safe and secure working environment.



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. jn
- 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. jn
- 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. jn
- 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). jn

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):

n/a

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:

As per AAC 306.750, marijuana or a marijuana product will only be transported to and from a licensed marijuana establishment by a licensee or an agent or employee of a licensee. All shipments of marijuana and marijuana product that originates from the retail will be packaged and secured at all times during shipment. All transfers will be recorded in the marijuana inventory tracking system which will prepare the transport manifest. In compliance with AAC 306.700 all persons transporting marijuana or marijuana products will be required to hold a valid marijuana handler permit. All transfer manifests will include the 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 plate number of the transporting vehicle. A completed and printed transport manifest on a form prescribed by the board will be kept with the marijuana or marijuana product at all times during transfer. During transport the marijuana or marijuana product will be in a sealed package or container and in a locked, safe, and secure storage compartment in the vehicle, such as a trunk or locked area not seen by the public, while transporting the marijuana or marijuana product. The sealed package will not be opened during transport. A vehicle transporting marijuana or a marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, without unnecessary stops in between except to deliver or pick up marijuana or a marijuana product at another licensed marijuana establishment.



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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

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

There will be no more than three signs identifying the store business name and/or logo that is visible to the general public from the public right of way. Signs will be attached to the outside of the licensed premises and one may be detached from the licensed building. The size of the signs will not exceed 4800 square inches.



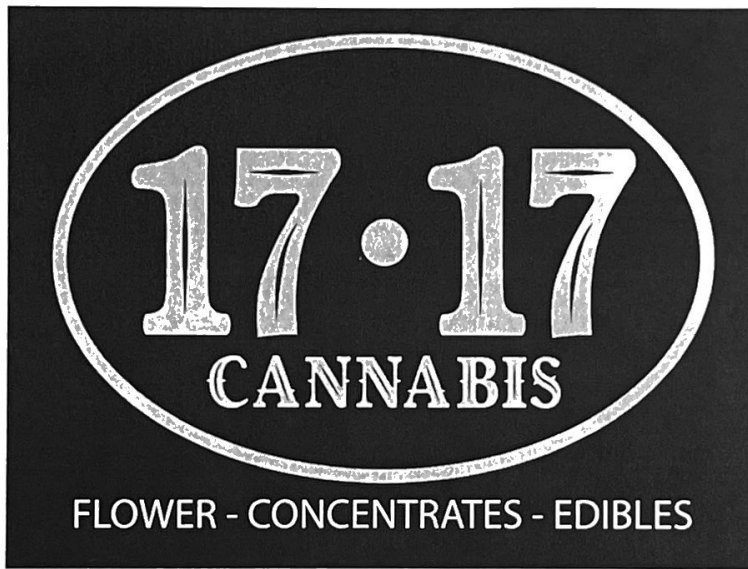
Form MJ-01: Marijuana Establishment Operating Plan

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

The following types of advertisement may be used:

- Newspaper, Radio, Social Media, and Magazine
- Sponsorship of sporting and concert events
- Direct message with opt out function
- Industry platforms such as WeedMaps, Leafly, etc.

All advertising regulations will be followed, including license number and warning.



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

Jessica Rhoads
 Signature of licensee

Jessica Rhoads
 Printed name of licensee

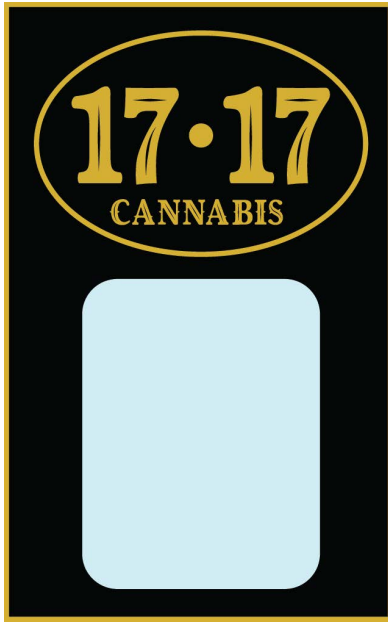


"Official Seal" Notary Public in and for the State of Alaska
 Notary Public
 Tamara Toy
 State of Alaska
 My commission expires: 1-25-25
 Commission # 210125006 Exp. es 01/25/25

Subscribed and sworn to before me this 25 day of July, 2022



(Additional Space as Needed):





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:	Chubby Girl Confections, Inc.	MJ License #:	33633		
License Type:	Retail Marijuana License				
Doing Business As:	1717 Cannabis				
Premises Address:	1717 College Road				
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 transporters arrive at the licensed facility a designated employee will immediately request a transport manifest to verify the transport is valid. Once the transport manifest has been verified the designated employee will sign the transporters in and assign them a visitors badge. Once the transporter has signed in the marijuana and/or marijuana product will be verified against the manifest to confirm accuracy and accepted into the state tracking system. If any marijuana or marijuana product is incorrect or showing any signs of tampering the product will be rejected. Once marijuana or marijuana products have been accepted into the tracking system they will be placed in a secure room or safe until ready to be sold. When a customer enters the licensed premises they will be greeted and asked for valid identification prior to any questions about or sale of marijuana or marijuana products can take place. Once identification is verified and customer shows no signs of intoxication they will be served. All marijuana and marijuana product will be packaged in accordance to regulations and placed in an opaque bag at checkout. Once the transaction is complete the customers will exit the licensed premises.

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:

As part of on-boarding new employees and ongoing training, employees will be trained on how to identify and approach an intoxicated person. Employees will verbally request the customer leave the premises. Should there be an ongoing issue the local police will be notified.

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). JR
- 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. JR
- 4.3. All advertising for marijuana or marijuana product will contain the warnings required under 3 AAC 306.360(e). JR
- 4.4. I understand and agree to post, in a conspicuous location visible to customers, the notification signs required under 3 AAC 306.365. JR
- 4.5. I certify that no advertisement for marijuana or marijuana product will contain any statement or illustration that:
 - a. is false or misleading; JR
 - b. promotes excessive consumption; JR
 - c. represents that the use of marijuana has curative or therapeutic effects; JR
 - d. depicts a person under the age of 21 consuming marijuana; or JR
 - 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. JR
- 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; JR
 - b. on or in a public transit vehicle or public transit shelter; JR
 - c. on or in a publicly owned or operated property; JR
 - d. within 1,000 feet of a substance abuse or treatment facility; or JR
 - e. on a campus for postsecondary education. JR

Section 5 – Displays and Sales

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

All marijuana and marijuana products will be displayed in restricted access areas of the retail sales floor behind the sales counter. Only authorized employees will have access to behind the sales counter restricted access area. All marijuana products are to stay in the restricted access areas until marijuana is in full compliance with all labeling and packaging requirements. All marijuana and marijuana products will be in an opaque bag or put into an opaque exit bag prior to the customer leaving the premises. *As all products on the shelf will already be childproofed it will be opaque exit bag (paper bag, non-clear plastic bag, etc.). Should we carry any product that does not come childproofed, we will provide bags to be compliant.*



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):

An integrated tracking and point of sales (POS) system will ensure all marijuana and marijuana products that leave the licensed premise will be accurately accounted for and ensure proper testing and product information on each package sold. Should the marijuana or marijuana product not come labeled the POS system will print all required information for the product once it has been accepted into the state tracking system and placed onto the package prior to being sold. All products not already in an opaque package will be placed in an opaque exit bag.

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):

1717 Cannabis (Lic. 33633)

CULTIVATION - STRAIN

THC: 00.00%

CBD: 00.00%

Terps: 0.00%

Net Weight: 0.0g

- (1) "Marijuana has intoxicating effects and may be habit forming and addictive.";
- (2) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence.";
- (3) "There are health risks associated with consumption of marijuana.";
- (4) "For use only by adults twenty-one and older. Keep out of the reach of children.";
- (5) "Marijuana should not be used by women who are pregnant or breast feeding." Alaska License # 23146



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):

Employees will ask for valid identification prior to any discussion or sale of marijuana or marijuana products. Upon verification for validity, and age requirements, the customer will be allowed to perform a transaction with the employee. As part of onboarding and ongoing training, employees will be trained on what is an acceptable identification and how to detect a forgery.

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.

[Handwritten initials]

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:

The retail will store, manage, and dispose of any marijuana waste in compliance with state and local laws and regulations. All waste will be reported through the state tracking system and held as requested by the board. Records of final destination will be kept for all waste. Marijuana waste will be made unusable by grinding or submerging the marijuana waste and mixing it with at least an equal amount of other compostable or non-compostable material.

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.

[Handwritten initials]

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

[Handwritten signature of Jessica Rhoads]

Signature of licensee

Jessica Rhoads

Printed name of licensee



“Official Seal” Notary Public Tamara Toy State of Alaska

Commission # 210125006 Exo. es 01/25/25

[Handwritten signature of Tamara Toy]

Notary Public in and for the State of Alaska

My commission expires: 1-25-25

Subscribed and sworn to before me this 25 day of July, 2022



Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

(Additional Space as Needed):

n/a



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:	Chubby Girl Confections, Inc	MJ License #:	33633		
License Type:	Retail Marijuana Store				
Doing Business As:	1717 Cannabis				
Premises Address:	1717 College Road				
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.

Jessica Rhoads
 Signature of licensee
Jessica Rhoads
 Printed name of licensee



"Official Seal"
 Notary Public
 Tamara Toy
 State of Alaska
 Commission # 210125006 Exp. 01/25/25

Tamara Toy
 Notary Public in and for the State of Alaska
 My commission expires: 1-25-25

Subscribed and sworn to before me this 25 day of July, 2022.

Diagram #1

1717 Cannabis (Lic. 33633) - 1717 College Road, Fairbanks, AK

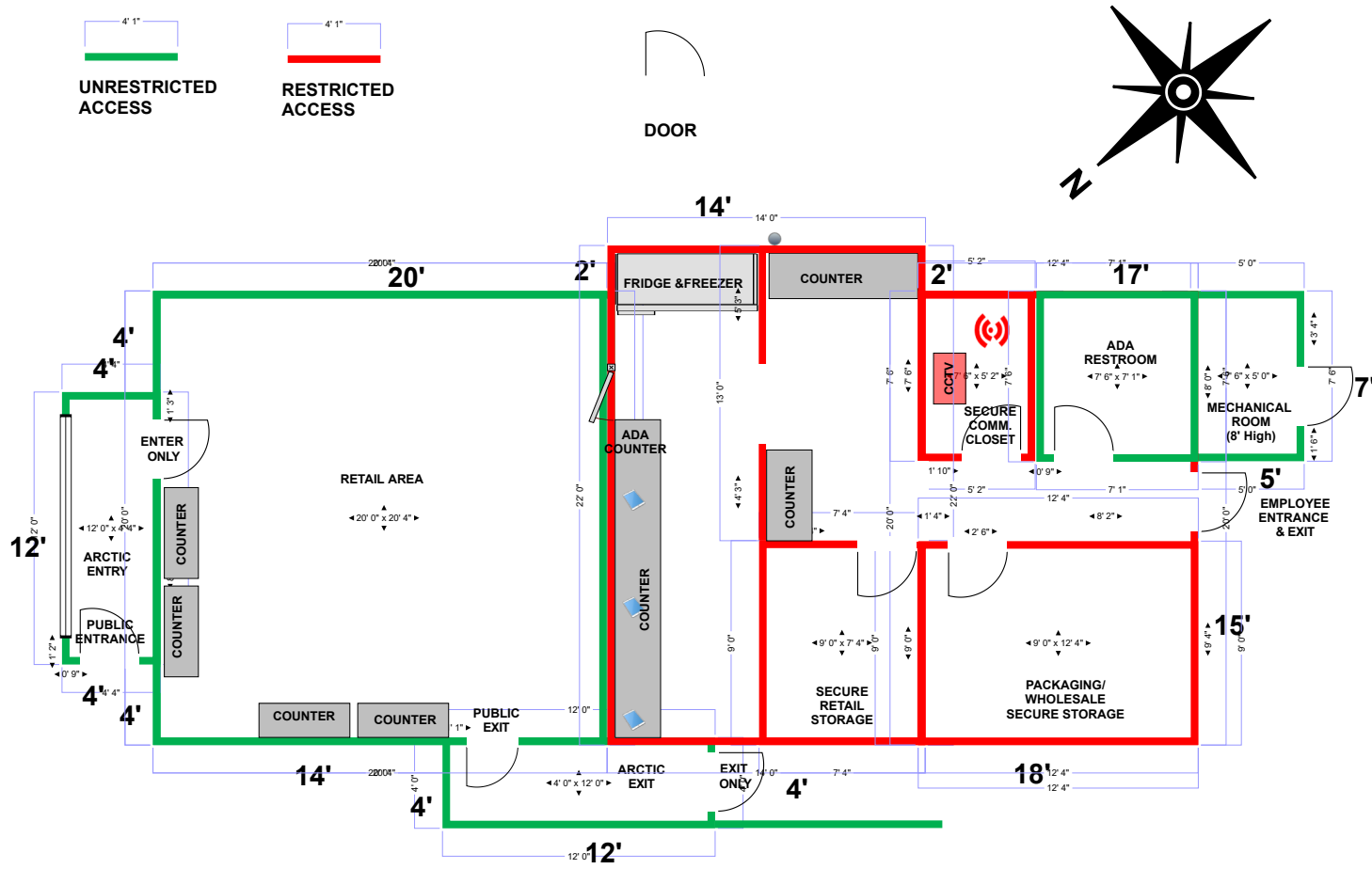


Diagram #3

1717 Cannabis (Lic. 33633) - 1717 College Road, Fairbanks, AK



- Driveway
- Curb
- Parking
- Setbacks
- UNRESTRICTED ACCESS
- RESTRICTED ACCESS
- NON LICENSED ACCESS
- DOOR

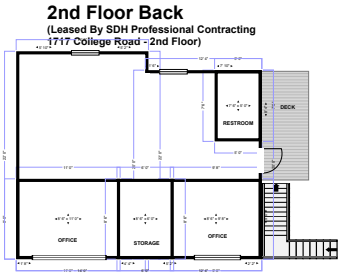
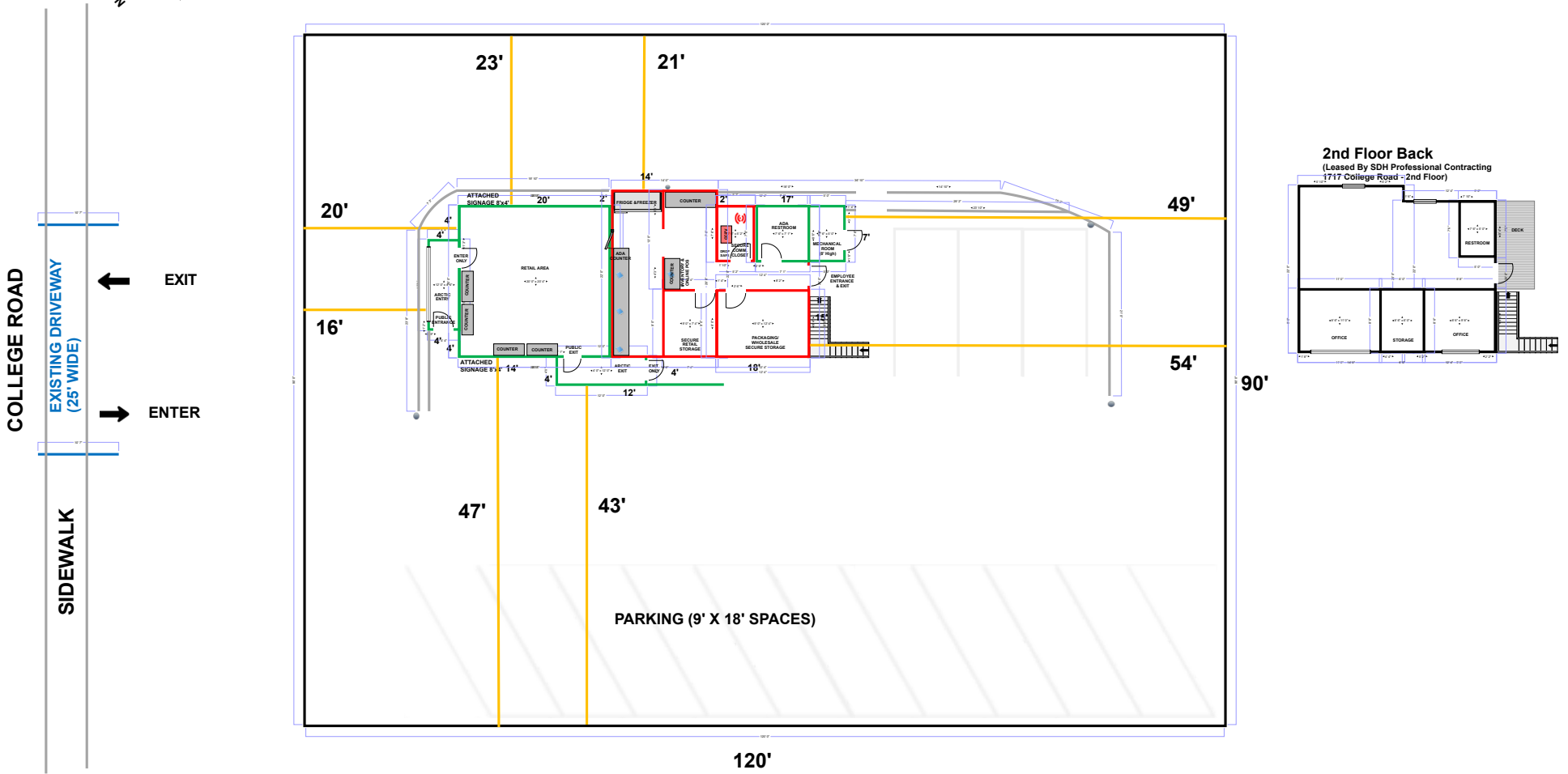




Diagram #4

1717 Cannabis (Lic. 33633)
1717 College Road, Fairbanks, AK 99709

 **Property Line**
 **Building Outline**



ORDINANCE NO. 6245

**AN ORDINANCE AMENDING THE 2023 OPERATING
AND CAPITAL BUDGETS FOR THE SECOND TIME**

WHEREAS, this ordinance incorporates the changes outlined on the attached fiscal note to amend the 2023 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 ~~striketrough~~ font]:

SECTION 1. There is hereby appropriated to the 2023 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, 2023 and ending December 31, 2023 (see pages 2 and 3):

GENERAL FUND

<u>REVENUE</u>	APPROVED COUNCIL APPROPRIATION	INCREASE (DECREASE)	PROPOSED COUNCIL APPROPRIATION
Taxes (all sources)	\$ 26,849,410	\$ -	\$ 26,849,410
Charges for Services	5,875,618	300,000	6,175,618
Intergovernmental Revenues	3,204,080	50,000	3,254,080
Licenses and Permits	2,006,050	100,000	2,106,050
Fines and Forfeitures	526,000	-	526,000
Interest and Penalties	365,000	-	365,000
Rental and Lease Income	148,618	-	148,618
Other Revenues	220,000	750,000	970,000
Other Financing Sources	2,084,496	21,971	2,106,467
Total revenue appropriation	<u>\$ 41,279,272</u>	<u>\$ 1,221,971</u>	<u>\$ 42,501,243</u>
<u>EXPENDITURES</u>			
Mayor Department	\$ 758,020	\$ 15,000	\$ 773,020
Legal Department	243,300	-	243,300
Office of the City Clerk	477,255	-	477,255
Finance Department	979,990	-	979,990
Information Technology	2,656,612	27,000	2,683,612
General Account	6,762,525	122,000	6,884,525
Police Department	8,230,366	-	8,230,366
Communications Center	3,410,296	-	3,410,296
Fire Department	8,647,754	46,900	8,694,654
Public Works Department	9,982,003	295,000	10,277,003
Engineering Department	954,350	90,000	1,044,350
Building Department	725,620	-	725,620
Total expenditure appropriation	<u>\$ 43,828,091</u>	<u>\$ 595,900</u>	<u>\$ 44,423,991</u>
2022 unassigned fund balance	\$ 17,221,024	\$ -	\$ 17,221,024
Prior year encumbrances	(229,747)	-	(229,747)
Transfers to other funds	(3,000,000)	-	(3,000,000)
Other changes to the budget	680,928	626,071	1,306,999
2023 estimated unassigned balance	<u>\$ 14,672,205</u>	<u>\$ 626,071</u>	<u>\$ 15,298,276</u>

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

\$ 8,884,798

CAPITAL FUND

<u>REVENUE</u>	APPROVED COUNCIL APPROPRIATION	INCREASE (DECREASE)	PROPOSED COUNCIL APPROPRIATION
Transfer from Permanent Fund	\$ 682,937	\$ 2,746	\$ 685,683
Transfer from General Fund	3,000,000	-	3,000,000
Property Repair & Replacement	145,000	-	145,000
Public Works	250,000	-	250,000
Garbage Equipment Reserve	279,000	-	279,000
IT	65,000	-	65,000
Police	210,000	-	210,000
Communications Center	140,000	-	140,000
Fire	290,000	-	290,000
Building	10,000	-	10,000
Total revenue appropriation	<u>\$ 5,071,937</u>	<u>\$ 2,746</u>	<u>\$ 5,074,683</u>
 <u>EXPENDITURES</u>			
Property Repair & Replacement	\$ 1,450,721	\$ 3,204,000	\$ 4,654,721
Public Works Department	1,705,099	-	1,705,099
Garbage Equipment Reserve	593,659	-	593,659
IT Department	111,920	60,000	171,920
Police Department	584,844	-	584,844
Fire Department	1,109,611	15,000	1,124,611
Road Maintenance	1,455,169	-	1,455,169
Total expenditure appropriation	<u>\$ 7,011,023</u>	<u>\$ 3,279,000</u>	<u>\$ 10,290,023</u>
Estimated capital fund unassigned balance	\$ 7,852,597	\$ (451,254)	\$ 7,401,343
Estimated capital fund assigned balance	6,961,080	(2,825,000)	4,136,080
2023 estimated fund balance	<u>\$ 14,813,677</u>	<u>\$ (3,276,254)</u>	<u>\$ 11,537,423</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, 2023 and ending December 31, 2023.

SECTION 4. The effective date of this ordinance shall be five days after adoption.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

FISCAL NOTE
ORDINANCE NO. 6245
AMENDING THE 2023 OPERATING AND CAPITAL BUDGETS
FOR THE SECOND TIME

GENERAL FUND
\$1,221,971 Increase in Revenue
\$595,900 Increase in Expenditures

Revenue

1. Tax Revenue
2. Charges for Services
 - \$300,000 increase to ambulance services
3. Intergovernmental Revenues
 - \$50,000 increase to SART reimbursement
4. License and Permits
 - \$100,000 increase to business license
5. Other Revenue
 - \$750,000 increase to interest on deposits
6. Other Financing Sources
 - \$21,971 increase to transfer from permanent fund

Expenditures

1. Mayor's Office
 - \$15,000 to travel for training (airline miles are almost depleted)
2. City Attorney's Office
 - Change to salary and benefits for a summer intern position (cost \$15,000 from salary savings)
 - Change to salary and benefits for legal secretary from IBEW level C to level D (annual increase of \$3,690)
3. City Clerk's Office
4. Finance Department

5. Information Technology

- \$27,000 increase to other outside contracts for finance department audit software

6. General Account

- \$50,000 increase to barricade special events (new line item)
- \$12,000 increase to other outside contracts for indigent criminal defense contract
- \$3,000 increase to contingency for Polaris Building incidental costs
- \$57,000 increase to emergency service patrol program for increase in hourly rate (\$20,000) and reduction in contributions (\$37,000)

7. Police Department

8. Communications Center

9. Fire Department

- \$20,000 increase to salaries and benefits for two months overlap for a temporary firefighter to cover for an employee that will be on military leave for seven months; temporary position will end when employee returns from military leave
- \$8,500 increase to salaries and benefits for an additional (temporary) captain position in lieu of a Deputy Fire Marshal
- \$28,000 increase to operating supplies for the new SUVs to include three radios (\$18,000) and two storage cabinets (\$10,000)
- (\$9,600) decrease to operating supplies for ultrasound equipment; equipment will be capitalized

10. Public Works

- \$5,000 increase to training for nine public works staff to earn the traffic control technician certification and two public works staff to be certified as traffic control supervisors
- \$250,000 increase to fuel, oil, and grease
- \$40,000 increase to non-capital equipment to purchase traffic control devices to maintain inventory needed for special events, road paving,

pothole patching, brushing, and stormwater drainage system maintenance, and other projects

11. Engineering

- \$60,000 increase to salaries and benefits to cover overages due to city projects
- \$30,000 increase to outside contracts for stormwater drain repairs

12. Building Department

CAPITAL FUND
\$2,746 Increase in Revenue
\$3,279,000 Increase in Expenditures

Revenue

1. Other Financing Sources
 - \$2,746 increase to transfer from permanent fund

Expenditures

1. Property Repair & Replacement
 - \$2,750,000 increase for city hall steam heat system project
 - \$250,000 increase for city hall childcare renovation project
 - \$60,000 increase for Polaris Building construction administration
 - \$144,000 increase for police station expansion design (reappropriation)
2. Public Works
3. Garbage Equipment Reserve
4. IT Department
 - \$30,000 increase for network equipment (reappropriation)
 - \$30,000 increase for Police/FECC battery system
5. Police Department
6. Communications Center
7. Fire Department
 - \$15,000 increase for ultrasound equipment
8. Road Maintenance

Introduced By: Mayor David Pruhs
Finance Committee Meeting: May 11, 2023
Introduced: May 22, 2023

**ORDINANCE NO. 6245, AS AMENDED
(PROPOSED SUBSTITUTE)**

**AN ORDINANCE AMENDING THE 2023 OPERATING
AND CAPITAL BUDGETS FOR THE SECOND TIME**

WHEREAS, this ordinance incorporates the changes outlined on the attached fiscal note to amend the 2023 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 2023 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, 2023 and ending December 31, 2023 (see pages 2 and 3):

GENERAL FUND

<u>REVENUE</u>	APPROVED COUNCIL APPROPRIATION	INCREASE (DECREASE)	PROPOSED COUNCIL APPROPRIATION
Taxes (all sources)	\$ 26,849,410	\$ -	\$ 26,849,410
Charges for Services	5,875,618	300,000	6,175,618
Intergovernmental Revenues	3,204,080	50,000	3,254,080
Licenses and Permits	2,006,050	100,000	2,106,050
Fines and Forfeitures	526,000	-	526,000
Interest and Penalties	365,000	-	365,000
Rental and Lease Income	148,618	-	148,618
Other Revenues	220,000	750,000	970,000
Other Financing Sources	<u>2,084,496</u>	<u>21,971</u>	<u>2,106,467</u>
Total revenue appropriation	<u>\$ 41,279,272</u>	<u>\$ 1,221,971</u>	<u>\$ 42,501,243</u>
 <u>EXPENDITURES</u>			
Mayor Department	\$ 758,020	\$ 15,000	\$ 773,020
Legal Department	243,300	-	243,300
Office of the City Clerk	477,255	-	477,255
Finance Department	979,990	-	979,990
Information Technology	2,656,612	27,000	2,683,612
General Account	6,762,525	122,000	6,884,525
Police Department	8,230,366	-	8,230,366
Communications Center	3,410,296	-	3,410,296
Fire Department	8,647,754	66,900	8,714,654
Public Works Department	9,982,003	295,000	10,277,003
Engineering Department	954,350	90,000	1,044,350
Building Department	<u>725,620</u>	<u>-</u>	<u>725,620</u>
Total expenditure appropriation	<u>\$ 43,828,091</u>	<u>\$ 615,900</u>	<u>\$ 44,443,991</u>
2022 unassigned fund balance	\$ 17,521,835	\$ -	\$ 17,521,835
Prior year encumbrances	(229,747)	-	(229,747)
Transfers to other funds	(3,000,000)	-	(3,000,000)
Other changes to the budget	680,928	606,071	1,286,999
2023 estimated unassigned balance	<u>\$ 14,973,016</u>	<u>\$ 606,071</u>	<u>\$ 15,579,087</u>
Minimum unassigned fund balance requirement is 20% of budgeted annual expenditures but not less than \$10,000,000.			<u>\$ 8,888,798</u>

CAPITAL FUND

<u>REVENUE</u>	APPROVED COUNCIL APPROPRIATION	INCREASE (DECREASE)	PROPOSED COUNCIL APPROPRIATION
Transfer from Permanent Fund	\$ 682,937	\$ 2,746	\$ 685,683
Transfer from General Fund	3,000,000	-	3,000,000
Property Repair & Replacement	145,000	-	145,000
Public Works	250,000	-	250,000
Garbage Equipment Reserve	279,000	-	279,000
IT	65,000	-	65,000
Police	210,000	-	210,000
Communications Center	140,000	-	140,000
Fire	290,000	-	290,000
Building	10,000	-	10,000
Total revenue appropriation	<u>\$ 5,071,937</u>	<u>\$ 2,746</u>	<u>\$ 5,074,683</u>
 <u>EXPENDITURES</u>			
Property Repair & Replacement	\$ 1,450,721	\$ 3,204,000	\$ 4,654,721
Public Works Department	1,705,099	-	1,705,099
Garbage Equipment Reserve	593,659	-	593,659
IT Department	111,920	60,000	171,920
Police Department	584,844	-	584,844
Fire Department	1,109,611	15,000	1,124,611
Road Maintenance	1,455,169	-	1,455,169
Total expenditure appropriation	<u>\$ 7,011,023</u>	<u>\$ 3,279,000</u>	<u>\$ 10,290,023</u>
Estimated capital fund unassigned balance	\$ 7,852,597	\$ (451,254)	\$ 7,401,343
Estimated capital fund assigned balance	6,961,080	(2,825,000)	4,136,080
2023 estimated fund balance	<u>\$ 14,813,677</u>	<u>\$ (3,276,254)</u>	<u>\$ 11,537,423</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, 2023 and ending December 31, 2023.

SECTION 4. The effective date of this ordinance shall be five days after adoption.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

FISCAL NOTE
ORDINANCE NO. 6245, AS AMENDED
AMENDING THE 2023 OPERATING AND CAPITAL BUDGETS
FOR THE SECOND TIME

GENERAL FUND
\$1,221,971 Increase in Revenue
\$615,900 Increase in Expenditures

Revenue

1. Tax Revenue
2. Charges for Services
 - \$300,000 increase to ambulance services
3. Intergovernmental Revenues
 - \$50,000 increase to SART reimbursement
4. License and Permits
 - \$100,000 increase to business license
5. Other Revenue
 - \$750,000 increase to interest on deposits
6. Other Financing Sources
 - \$21,971 increase to transfer from permanent fund

Expenditures

1. Mayor's Office
 - \$15,000 to travel for training (airline miles are almost depleted)
2. City Attorney's Office
 - Change to salary and benefits for a summer intern position (cost \$15,000 from salary savings)
 - Change to salary and benefits for legal secretary from IBEW level C to level D (annual increase of \$3,690)
3. City Clerk's Office
4. Finance Department

5. Information Technology

- \$27,000 increase to other outside contracts for finance department audit software

6. General Account

- \$50,000 increase to barricade special events (new line item)
- \$12,000 increase to other outside contracts for indigent criminal defense contract
- \$3,000 increase to contingency for Polaris Building incidental costs
- \$57,000 increase to emergency service patrol program for increase in hourly rate (\$20,000) and reduction in contributions (\$37,000)

7. Police Department

8. Communications Center

9. Fire Department

- \$20,000 increase to salaries and benefits for two months overlap for a temporary firefighter to cover for an employee that will be on military leave for seven months; temporary position will end when employee returns from military leave
- **\$20,000 increase to salaries and benefits to train a temporary firefighter who will replacing an employee that is resigning in August**
- \$8,500 increase to salaries and benefits for an additional (temporary) captain position in lieu of a Deputy Fire Marshal
- \$28,000 increase to operating supplies for the new SUVs to include three radios (\$18,000) and two storage cabinets (\$10,000)
- (\$9,600) decrease to operating supplies for ultrasound equipment; equipment will be capitalized

10. Public Works

- \$5,000 increase to training for nine public works staff to earn the traffic control technician certification and two public works staff to be certified as traffic control supervisors
- \$250,000 increase to fuel, oil, and grease

- \$40,000 increase to non-capital equipment to purchase traffic control devices to maintain inventory needed for special events, road paving, pothole patching, brushing, and stormwater drainage system maintenance, and other projects

11. Engineering

- \$60,000 increase to salaries and benefits to cover overages due to city projects
- \$30,000 increase to outside contracts for stormwater drain repairs

12. Building Department

CAPITAL FUND
\$2,746 Increase in Revenue
\$3,279,000 Increase in Expenditures

Revenue

1. Other Financing Sources
 - \$2,746 increase to transfer from permanent fund

Expenditures

1. Property Repair & Replacement
 - \$2,750,000 increase for city hall steam heat system project
 - \$250,000 increase for city hall childcare renovation project
 - \$60,000 increase for Polaris Building construction administration
 - \$144,000 increase for police station expansion design (reappropriation)
2. Public Works
3. Garbage Equipment Reserve
4. IT Department
 - \$30,000 increase for network equipment (reappropriation)
 - \$30,000 increase for Police/FECC battery system
5. Police Department
6. Communications Center
7. Fire Department
 - \$15,000 increase for ultrasound equipment
8. Road Maintenance

ORDINANCE NO. 6247

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE
SECTION 2-233(c) TO CHANGE THE QUORUM REQUIREMENT
FOR THE FAIRBANKS DIVERSITY COUNCIL**

WHEREAS, the Fairbanks Diversity Council (FDC) was established on March 10, 2014, by the City Council's adoption of Ordinance No. 5939; and

WHEREAS, the FDC is currently comprised of 11 public voting members, one of which is appointed by the Fairbanks North Star Borough, and three non-voting members to include the City Mayor, a City Council Member, and the City Human Resources Director; and

WHEREAS, the FDC has struggled to fill seat vacancies, resulting in difficulty obtaining a quorum to conduct its regular meetings; and

WHEREAS, amending the definition of a quorum from six voting members to a majority of the appointed voting members would allow the FDC to achieve a quorum more easily when there are vacancies.

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

SECTION 1. That Fairbanks General Code Section 2-233(c) is hereby amended as follows [new text in **underlined/bold** font; deleted text in ~~strikethrough~~ font]:

Sec. 2-233. – Chairperson; committees; quorum; meetings.

(c) A quorum shall be necessary to conduct a meeting. A quorum shall consist of **a majority of the appointed** ~~six public~~ voting members of the FDC. The business of the FDC shall be transacted by a majority vote of voting members present after a quorum is established.

SECTION 2. That the effective date of this Ordinance shall be five days after adoption.

David Pruhs, City Mayor

YEAS:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas Chard II, City Attorney

ORDINANCE NO. 6248

AN ORDINANCE AMENDING THE INCENTIVE BONUS PROGRAM WITH THE FAIRBANKS POLICE DEPARTMENT FOR RECRUITMENT AND HIRING

WHEREAS, an incentive bonus program for recruitment and hiring at the Fairbanks Police Department (FPD) was established by the City Council on June 19, 2017, with the adoption of Ordinance No. 6050, and reestablished by the Council on April 27, 2020, with the adoption of Ordinance No. 6129; and

WHEREAS, the reasons for continuing to provide a bonus to lateral hires are: (1) avoiding the high cost for the City to send an officer to the Police Academy (approximately \$45,000); and (2) that a one-time, sign-on bonus of \$60,000 for a lateral hire would help attract applicants and would be competitive with other municipalities; and

WHEREAS, the incentive bonus program has been successful in recruiting lateral-hire personnel in the past; and

WHEREAS, the FPD continues to have a need for the incentive bonus program.

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

SECTION 1. The incentive bonus program for recruitment and hiring within the Fairbanks Police Department is hereby amended as follows [new text in **bold/underline** font; deleted text in ~~strikethrough~~ font]:

- (a) An applicant who is a certified police officer in the State of Alaska or is able to meet Alaska Police Standards Council (APSC) certification standards without attending a basic officer academy will be paid a ~~\$20,000~~**60,000** "sign-on bonus" in their first paycheck following completion of Field Training, subject to the payback provisions specified in the attached Sign-on Bonus Agreement. No applicant may receive a sign-on bonus more than once, and no applicant may receive a sign-on bonus if they have previously been employed by the Fairbanks Police Department within 12 months of rehire.
- (b) If an active city employee recruits a new officer, as defined in subsection (a), who successfully completes the hiring process, the employee will receive a recruitment bonus of \$5,000. The recruitment bonus does not apply to employees with duties that are related to recruitment or hiring.

SECTION 2. The Sign-on Bonus Agreement (Attachment A) is approved [new text in **bold/underline** font; deleted text in ~~strikethrough~~ font].

SECTION 3. Bonuses will be funded through savings from budgeted salaries, as available.

SECTION 4. This program will sunset on December 31, 2024 unless extended by resolution of the City Council.

SECTION 5. The effective date of this ordinance is five days after adoption.

David Pruhs, City Mayor

YEAS:
NAYS:
ABSENT
ADOPTED:

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: 6248

Abbreviated Title: ORDINANCE AMENDING FAIRBANKS POLICE INCENTIVE BONUS

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 bonuses will be paid from salary savings. The City paid a total of \$460,000 for eight referrals and twenty-one lateral officers. To date, the city retained fourteen lateral officers and saved \$945,000 in academy fees.

Reviewed by Finance Department: Initial mb Date 5/17/2023

**Attachment A
to Ordinance No. 6248**



**Fairbanks Police Department
Sign-On Bonus Contract
Amended June __, 2023**

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 Police Department (“Department”) and meets the City requirements as a lateral-hire; 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 ~~four~~five full years; and

WHEREAS, no employee may receive a sign-on bonus more than once, and no employee may receive a sign-on bonus if they have previously been employed by Department within 12 months of rehire.

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 ~~\$20,000.00~~60,000.00 as a Sign-on Bonus in return for the Employee accepting the City’s offer of employment. This amount shall be paid directly to the Employee on the Employee’s first paycheck following the successful 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 Sign-on Bonus 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 ~~four~~five years beginning “Start Date” and ending on “~~4~~5 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 ~~four~~five 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/~~48~~60 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 so 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 ~~four~~five 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

**ORDINANCE NO. 6248 AS AMENDED
(PROPOSED SUBSTITUTE)**

**AN ORDINANCE AMENDING THE INCENTIVE BONUS
PROGRAM WITH THE FAIRBANKS POLICE DEPARTMENT
FOR RECRUITMENT AND HIRING**

WHEREAS, an incentive bonus program for recruitment and hiring at the Fairbanks Police Department (FPD) was established by the City Council on June 19, 2017, with the adoption of Ordinance No. 6050, and reestablished by the Council on April 27, 2020, with the adoption of Ordinance No. 6129; and

WHEREAS, the reasons for continuing to provide a bonus to lateral hires are: (1) avoiding the high cost for the City to send an officer to the Police Academy (approximately \$45,000); and (2) that a one-time, sign-on bonus of \$60,000 for a lateral hire would help attract applicants and would be competitive with other municipalities; and

WHEREAS, the incentive bonus program has been successful in recruiting lateral-hire personnel in the past; and

WHEREAS, the FPD continues to have a need for the incentive bonus program.

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

SECTION 1. The incentive bonus program for recruitment and hiring within the Fairbanks Police Department is hereby amended as follows [new text in **bold/underline** font; deleted text in ~~strike through~~ font]:

- (a) An applicant who is a certified police officer in the State of Alaska or is able to meet Alaska Police Standards Council (APSC) certification standards without attending a basic officer academy will be paid a ~~\$20,000~~**60,000** "sign-on bonus." **The city will pay 50%** in their first paycheck following completion of Field Training **and 50% after three years of service**, subject to the payback provisions specified in the attached Sign-on Bonus Agreement. No applicant may receive a sign-on bonus more than once, and no applicant may receive a sign-on bonus if they have previously been employed by the Fairbanks Police Department within 12 months of rehire.
- (b) If an active city employee recruits a new officer, as defined in subsection (a), who successfully completes the hiring process, the employee will receive a recruitment bonus of \$5,000. The recruitment bonus does not apply to employees with duties that are related to recruitment or hiring.

SECTION 2. The Sign-on Bonus Agreement (Attachment A) is approved [new text in **bold/underline** font; deleted text in ~~striketrough~~ font].

SECTION 3. Bonuses will be funded through savings from budgeted salaries, as available.

SECTION 4. This program will sunset on December 31, 2024 unless extended by resolution of the City Council.

SECTION 5. The effective date of this ordinance is five days after adoption.

David Pruhs, City Mayor

YEAS:
NAYS:
ABSENT
ADOPTED:

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: 6248

Abbreviated Title: ORDINANCE AMENDING FAIRBANKS POLICE INCENTIVE BONUS

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 bonuses will be paid from salary savings. The City paid a total of \$460,000 for eight referrals and twenty-one lateral officers. To date, the city retained fourteen lateral officers and saved \$945,000 in academy fees.

Reviewed by Finance Department: Initial mb Date 5/17/2023

Attachment A
to Ordinance No. 6248
(Proposed Substitute)



Fairbanks Police Department
Sign-On Bonus Contract
Amended June __, 2023

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 Police Department (“Department”) and meets the City requirements as a lateral-hire; 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 ~~four~~**five** full years; and

WHEREAS, no employee may receive a sign-on bonus more than once, and no employee may receive a sign-on bonus if they have previously been employed by Department within 12 months of rehire.

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 ~~\$20,000.00~~**60,000.00** as a Sign-on Bonus in return for the Employee accepting the City’s offer of employment. ~~This amount~~**Fifty percent** shall be paid directly to the Employee on the Employee’s first paycheck following the successful completion of field training, **and fifty percent will be paid after three years of service.**
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 Sign-on Bonus 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 ~~four~~**five** years beginning “Start Date” and ending on “~~4~~**5** 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 ~~four~~**five** 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/~~48~~**60** 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 so 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 ~~four~~five 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

RESOLUTION NO. 5067

**A RESOLUTION ESTABLISHING THE RATE OF LEVY OF 2023
REAL PROPERTY TAXES FOR THE CITY OF FAIRBANKS,
ALASKA**

WHEREAS, the real property assessment rolls have been completed, and the Fairbanks North Star Borough Assessor’s Office has advised the City Mayor that the net taxable value of real property, as defined by AS 29.71.800, within the City of Fairbanks, Alaska, is estimated at **\$3,051,840,666**.

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

Section 1. The rate of levy on the net assessed value of taxable real property is hereby fixed at **6.218** mills for municipal purposes within the City of Fairbanks. The **6.218** mill rate as provided in Fairbanks Charter Section 6.5 is comprised of three parts:

General Fund Expenditures:	5.359 mills
Voter approved services(Prop A):	.228 mills
Claims & Judgments:	.631 mills

Section 2. The taxes levied hereby are due, delinquent, and subject to penalties and interest as provided by Fairbanks General Code Chapter 74, Article II.

Section 3. Taxes in any given year may be paid in two equal installments. The first half of taxes thus levied is due on the first day of September in the year in which the taxes are levied and are delinquent if not paid prior to the close of business on that day. The second half of taxes thus levied is due on the first day of November in the year in which the taxes are levied and are delinquent if not paid prior to the close of business on that day.

Section 4. The sections, paragraphs, sentences, clauses, and phrases of this Resolution are severable. Should any part of this Resolution be declared unconstitutional or otherwise unlawful by a valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or unlawfulness does not affect any of the remaining sections, paragraphs, sentences, clauses, and phrases of this Resolution.

PASSED and APPROVED this 12th day of June 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

Introduced by: Council Members
Sprinkle and Tidwell
Introduced: June 12, 2023

RESOLUTION NO. 5068

**A RESOLUTION URGING THE STATE OF ALASKA DEPARTMENT OF
REVENUE TO PROVIDE A TAX PAYMENT HUB IN THE INTERIOR
FOR MARIJUANA CULTIVATORS**

WHEREAS, State Ballot Measure 2, the act to tax and regulate the production, sale, and use of marijuana, was passed on November 4, 2014; and

WHEREAS, pursuant to the ballot measure, the State of Alaska levies a tax on the sale of marijuana from a cultivation facility to a retail store or product manufacturing facility; and

WHEREAS, the State Department of Revenue Tax Division currently only accepts marijuana cultivation tax payments in cash and at one location in the state, which is in Anchorage; and

WHEREAS, in February 2023, the Alcohol and Marijuana Control Office reported that there were 43 active marijuana cultivation facility licenses in the Fairbanks and North Pole area; and

WHEREAS, local cultivators making tax payments must travel with large sums of cash to Anchorage each month, which causes safety concerns and places undue hardship and expense on marijuana cultivators in the Interior; and

WHEREAS, there is a need for a marijuana cultivation tax payment hub in Interior Alaska.

NOW, THEREFORE BE IT RESOLVED that the Fairbanks City Council urges the State of Alaska Department of Revenue to provide a tax payment hub in Interior Alaska for marijuana cultivators.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to send a copy of this resolution to Governor Dunleavy, Department of Revenue Commissioner Adam Crum, Department of Revenue Tax Division Director Colleen Glover, and the Marijuana Control Board.

PASSED and **APPROVED** this 12th day of June 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

RESOLUTION NO. 5069

A RESOLUTION AWARDING A CONTRACT TO JOHNSON RIVER ENTERPRISES LLC FOR THE SENIOR CENTER RENOVATION PHASE III – DINING ROOM EXPANSION

WHEREAS, in accordance with FGC Chapter 54, Article IV, Competitive Bidding, bids were solicited for professional services to design–build the Senior Center Kitchen Areas (Base Bid) and Senior Center Dining Areas (Alternate 1) as part of RFP-22-01; and

WHEREAS, the most responsive bidder for the project is Johnson River Enterprises, LLC of Fairbanks in the amount of eight hundred fifty-eight thousand, eighteen dollars and zero cents (\$858,018.00); and

WHEREAS, this project will expand the Senior Center’s existing Dining Room to create additional space that is needed for congregate meal service, educational programs, and exercise classes; and

WHEREAS, available funding for the project is \$860,000, with \$850,000 provided by the FFY2022 Community Development Block Grant and up to \$10,000 provided by the Mayor’s Contingency fund as approved by Resolution No. 5056; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fairbanks, that the Mayor is hereby authorized to execute a contract and such other documents in a form approved by the City Attorney as may be necessary to effect award of this contract to expand the Senior Center Dining Room.

PASSED and APPROVED this 12th Day of June 2023.

David Pruhs, City Mayor

YEAS:
NAYS:
ABSENT
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas Chard, City Attorney

CITY OF FAIRBANKS
FISCAL NOTE

I. REQUEST:

Ordinance or Resolution No: 5069

Abbreviated Title: Resolution Awarding Contract to Johnson River Enterprises, LLC

Department(s): Engineering Department

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	Building	Personnel	Total
Senior Center Phase III Dining Room Expansion		\$858,018	\$0	\$858,018
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL	\$0	\$858,018	\$0	\$858,018

FUNDING SOURCE:	Equipment	Building	Personnel	Total
Grant Fund (Federal)		\$850,000		\$850,000
Mayor's Contingency Fund		\$8,018		\$8,018
				\$0
TOTAL	\$0	\$858,018	\$0	\$858,018

Reviewed by Finance Department: Initial sf Date 6/1/2023

RESOLUTION NO. 5070

**A RESOLUTION AMENDING THE CITY SCHEDULE OF FEES
AND CHARGES FOR SERVICES BY CHANGING THE
DEADLINE FOR SPECIAL EVENT PERMIT APPLICATIONS TO
ALIGN WITH THE FAIRBANKS GENERAL CODE**

WHEREAS, Fairbanks General Code Sec. 78-572 was recently amended to implement a deadline for special event permit applications of 21 calendar days prior to the event; and

WHEREAS, the current City Schedule of Fees and Charges for Services states that special event permit applications are due 21 business days prior to the event and should be updated to reflect the deadline set forth in FGC Sec. 78-572(b).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, to approve the attached changes to the *Schedule of Fees and Charges for Services* relating to Special Events, effective June 12, 2023.

PASSED and **APPROVED** this 12th day of June 2023.

David Pruhs, 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 Schedule of Fees and Charges for Services

As of Resolution No. 5070 - Effective June 12, 2023

Category	Code Sec.	Topic	Current Fee	Description
Events	14-73	Multi-Vendor Events	\$ 500.00	20+ vendors, not to exceed \$1,200/calendar year for multiple events by same applicant
			\$ 500.00	Recurring events (non-consecutive days)
			\$ 250.00	Events with less than 20 vendors
	78-572	Special Events (using streets or sidewalks)	\$ 200.00	Permit fee; applications are due 21 calendar <u>business-</u> days prior to event
			\$ 135.00	Per hour, for permitting officer's time

RESOLUTION NO. 5071

**A RESOLUTION AUTHORIZING THE CITY OF FAIRBANKS TO PROVIDE A
RETENTION BONUS TO FECC EMPLOYEES**

WHEREAS, the City of Fairbanks operates the Fairbanks Emergency Communications Center (FECC) which provides services 24 hours a day, 365 days a year; and

WHEREAS, FECC provides 911 call-taking and emergency dispatching services for the residents within the City of Fairbanks, City of North Pole, Fairbanks North Star Borough, Denali Borough, Nenana, and the Delta Junction community; and

WHEREAS, FECC is currently encountering severe staffing shortages, compelling employees to work extra hours to cover the workload requirements for response; and

WHEREAS, FECC workload has not decreased, meaning that existing staff have been required to do the work normally completed by a larger pool of employees; and

WHEREAS, public safety recruiting, hiring, and training is a challenging, expensive, and timely process and trying to fill additional vacancies created by staffing resignations or requirements threatens the operational readiness of the department; and

WHEREAS, FECC currently has budget surpluses in salaries and benefits due to unfilled positions; and

WHEREAS, employees accepting the retention bonus must sign an agreement to remain employed with the City; and

WHEREAS, FECC full-time employees can opt for a one-time \$10,000 payment with a one-year commitment or \$5,000 payment with a six-month commitment.

NOW, THEREFORE, BE IT RESOLVED by the City Council that the Mayor or his designee is authorized to provide a retention bonus to FECC full-time employees, for a one-year commitment in the amount of \$10,000 or a six-month commitment in the amount of \$5,000.

BE IT FURTHER RESOLVED that employees accepting the retention bonus must sign the Agreement (Attachment A) to receive payment.

PASSED and APPROVED this 12th Day of June 2023.

David Pruhs, City Mayor

YEAS:
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: 5071

Abbreviated Title: FECC 2023 RETENTION BONUS

Department(s): FECC

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 city will use salary savings to provide a retention bonus to FECC full-time employees for a one-year commitment in the amount of \$10,000 or a six-month commitment in the amount of \$5,000. Employees accepting the retention bonus must sign an agreement.

Reviewed by Finance Department: Initial mb Date 6/7/2023

**Attachment A
Resolution No. 5071**

AGREEMENT 2023 FECC RETENTION BONUS
--

I, _____, do hereby agree and confirm as follows:
(printed name)

1. I understand that my acceptance of the 2023 Retention Bonus is voluntary.
2. I understand that I will be awarded a one-time payment of \$_____.
3. I agree that upon acceptance of the authorized 2023 retention bonus, I will remain employed with the City of Fairbanks for one year with a payment of \$10,000.00 or six months with a payment of \$5000.00.
4. I agree that if I voluntarily leave the City of Fairbanks employment before my required commitment, I will reimburse the City of Fairbanks the pro-rated amount of the bonus.
5. I understand that if I retire or resign as a result of a reduction in force or a termination, other than for cause, I will be under no financial obligation to reimburse the City of Fairbanks.
6. I understand that any money which may be due the City of Fairbanks as a result of my failure to meet the terms of this agreement may be withheld from any monies owed me by the City or may be recovered by such other methods as are approved by law.
7. I understand that this agreement and my acceptance of this retention bonus do not commit the City of Fairbanks to continue my employment.
8. I have had at least 48 consecutive hours to consider this agreement.
9. I have consulted with my own independent, trusted professionals to help guide my decision to the extent necessary to satisfy my needs.
10. I am entering into this agreement knowingly and free of any undue influence or duress (including economic duress).

Employee Acknowledgement	
Employee Signature	Date
Department Head Signature	Date

ORDINANCE NO. 6249

AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE SECTION 2-260(c)(2) BY INCREASING THE EXPOSURE LIMIT ON BBB-RATED SECURITIES IN THE CITY PERMANENT FUND INVESTMENT POLICY

WHEREAS, the City Council established the investment policy of the City Permanent Fund by terms codified in Fairbanks General Code Sections 2-260 and 2-261; and

WHEREAS, the City's Permanent Fund Investment Manager, Alaska Permanent Capital Management (APCM), recommends that Section 2-260(c)(2) be amended to increase the exposure limit on BBB-rated securities from 15% to 20% to achieve the Permanent Fund goals of preserving principal and maintaining purchasing power; and

WHEREAS, the Permanent Fund Review Board supports and recommends this increase to allow additional investments in BBB-rated securities when market conditions are conducive.

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

SECTION 1. Fairbanks General Code Section 2-260(c)(2) is hereby amended as follows [new text in **bold/underline** font; deleted text in ~~striketrough~~ font]:

Sec. 2-260. Permanent fund investment policy, procedure, and governance.

* * * * *

(c) *Limitations.* The following investment practices are prohibited and shall constitute limitations to fund investments:

* * * * *

(2) Investments in United States dollar denominated obligations of corporations shall be limited to a percentage level as provided for by the city council from time to time. Investment grade to be defined by at least one nationally recognized rating service. The investment in the lowest level of investment grade securities is to be limited to no more than ~~15~~**20** percent of the marketable debt securities;

SECTION 2. That the effective date of this ordinance will be the 1st day of July 2023.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A Chard II, City Attorney

ORDINANCE NO. 6250

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE
CHAPTER 74, ARTICLE V, ROOM RENTAL TAX, TO CHANGE
THE ALLOCATION TO THE FAIRBANKS ECONOMIC
DEVELOPMENT CORPORATION (FEDC)**

WHEREAS, generally, the full participation of all council members in every decision before the council is ideal, however, there are times when a conflict of interest precludes a council member's involvement; and

WHEREAS, in accordance with the city's Code of Ethics at FGC Sec. 1-20 and other governing law, a council member declared a conflict of interest regarding a change to the allocation made to the Fairbanks Economic Development Corporation (FEDC) under proposed Ordinance No. 6223, and the Council's presiding officer ruled that the council member did have a conflict of interest, and that ruling was not challenged; and

WHEREAS, Ordinance No. 6223, as Amended, adopted by the Council on May 22, 2023, changed all room rental tax allocations in FGC Chapter 74 except, to avoid the council member's conflict of interest, the allocation to the Fairbanks Economic Development Corporation (FEDC); and

WHEREAS, it is now the council's intent to change the allocation to FEDC.

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

Section 1. FGC Sec. 74-117(b)(3) is amended as follows [new text in **bold/underline** font; deleted text in ~~strikethrough~~ font]:

Sec. 74-117. Room rental tax purpose and limitation.

* * * * *

(b) Subject to annual appropriation, revenues collected under this article will be allocated as follows:

(3) ~~\$600,000.00~~ **\$550,000.00** will be distributed annually as follows:

Fairbanks Economic Development Corporation

~~\$150,000.00~~ **\$100,000.00**

Golden Heart Plaza and Barnette Landing Maintenance \$50,000.00

Discretionary Grants \$400,000.00

Section 2. That the effective date of this Ordinance is five days after adoption.

Section 3. The current distribution will remain in effect until December 31, 2023.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

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: 6250

Abbreviated Title: ORDINANCE AMENDING ROOM RENTAL TAX ALLOCATIONS FOR FEDC

Department(s): GENERAL

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:	2024+
Fairbanks Economic Development Corporation	\$150,000
Golden Heart Plaza and Barnette Landing Maintenance Contract	\$50,000
Discretionary Grants	\$400,000
Explore Fairbanks	\$2,270,000
TOTAL	\$2,870,000

FUNDING SOURCE:	2024+
General Fund (Room Rental Taxes)	\$4,200,000
TOTAL	\$4,200,000

Based on room rental tax receipts of \$4,200,000, the city would retain \$1,330,000. This is an increase of \$385,000 from the 22.5% allocation.

Reviewed by Finance Department:

Initial mb

Date 6/5/2023

ORDINANCE NO. 6251

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE
CHAPTER 50 PERSONNEL, SECTION 50-209 TRAINING
REIMBURSEMENT, SECTION 50-281 PERSONAL LEAVE,
AND SECTION 50-285 HEALTH INSURANCE COVERAGE**

WHEREAS, Fairbanks General Code Chapter 50 Personnel has sections that have not been updated in over twenty years.

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

Section 1. FGC Sec. 50-209, Sec. 50-281, and Sec. 50-285 is amended as follows [new text in **bold/underline** font; deleted text in ~~strike through~~ font]:

Sec. 50-209. - Training reimbursement.

- (a) A department head or the mayor may authorize an employee to attend training seminars or classes relevant to the employee's duties and responsibilities. All reasonable costs for such training shall be reimbursed by the employer. The term "training" shall mean any educational program, theoretical or otherwise, where the primary purpose is to enhance the employee's skill or proficiency in the performance of the employee's duties.
- (b) Costs incurred by the employee for the maintenance of job proficiency shall be reimbursed provided that the training has been approved by the department head or the mayor.
- (c) In those cases where the elected or appointed official or employee is away on authorized business for less than a 24-hour day not involving overnight lodging, such elected or appointed official or employee shall be reimbursed at the authorized per diem rate. In those cases where the elected or appointed official or employee is away on authorized business involving overnight lodging, such elected or appointed official or employee shall be reimbursed for overnight lodging. An employee's per diem allowance in excess of seven calendar days shall be reimbursed at half the rate of the foregoing rate commencing with the first calendar day thereafter, and shall constitute full reimbursement for all costs incurred, in which case the mayor may authorize higher reimbursement, proven by receipts. No employee shall receive per diem when either the city or another agency, government or private, pays for all meals

and lodging for the employee. The per diem rate shall be \$40.00 per day the same as the State of Alaska rates as stated in the Alaska Administrative Manual (AAM).

* * * * *

Sec. 50-281. - Personal leave.

- (a) ~~Personal leave shall accumulate at the rate of 120 working hours per calendar year for the first twenty-four months of continuous employment, 160 working hours per calendar year for the next twenty-four months of continuous employment, and 240 working hours per calendar year for all months of continuous employment thereafter. Personal leave hours shall be credited pro rata per pay period.~~ Personal leave shall accrue as follows:

<u>Continuous Employment Period:</u>	<u>Hours:</u>
<u>Up to 3 Years</u>	<u>160 hours per calendar year</u>
<u>3 – 5 Years</u>	<u>200 hours per calendar year</u>
<u>Over 5 Years</u>	<u>240 hours per calendar year</u>

Employment for less than a full pay period shall be prorated for the purpose of computing personal leave.

- (b) ~~[Reserved.]~~ Personal leave in excess of 600 hours will be cashed out on the final check of the calendar year. Employees covered by this chapter may cash out personal leave in accordance with the following schedule:

Total Personal Leave Hours

<u>0—160 hours</u>	<u>Cannot cash out</u>
<u>Over 160 hours</u>	<u>100% cash out value</u>

- (c) Personal leave may be scheduled by the employee subject to the approval of the employee's department head. Personal leave shall not be unreasonably withheld.
- (d) Scheduled personal leave may be taken in conjunction with approved travel on city business so long as any additional expenses to the city are reimbursed by the employee. When personal leave is used for illness or bereavement, the employee shall notify the supervisor as soon as possible.

- (e) Upon termination of any employee covered by this chapter, accrued personal leave up to a maximum of 500 hours or the cap as established in subsection (f) of this section shall be paid at the **employee's current** rate and manner provided in this chapter.
- (f) ~~Employees, who as of effective date of this section have in excess of 500 hours in personal leave will not be subject to the 500 hour limit on cash out of personal leave hours at the time of termination, but instead their hours will be capped at the number of hours they have at the effective date of this section; except that if a member exceeds his cap due to the denial of the employee's leave requests or due to work requirements, those hours beyond the employee's cap will be cashed out at 90 percent of full value. Hours in excess of the cap not cashed out on the anniversary date shall be carried into the following year and have no cash value.~~
- (g) ~~Subject to the cap provision set forth in this subsection and subsection (f), any employee covered by this chapter may cash out his personal leave in accordance with the following schedule. Cash-out requests under this subsection are not a matter of right but must be submitted to the mayor for approval. Competing requests submitted to the mayor shall be subject to seniority status. The cashed out hours will be paid on a separate check due at the same time as the employee's next regular paycheck. Cash-outs are not considered compensable hours for pension benefit payments.~~
- (h) ~~Employees hired prior to the effective date of this ordinance shall have their leave accrual rate "frozen" as of the effective date of this ordinance, and their leave cap, if greater than 500, will likewise be established as of the effective date.~~

Total Personal Leave Hours

0—200 hours	Cannot cash out
200—500 hours	100% cash out value
Over cap or 500 hours	No cash value

* * * * *

Sec. 50-285. - Health insurance coverage.

The city will provide employees covered by this chapter a group insurance program for medical, dental, life and vision coverage comparable to that provided other city employees ~~provided that the employees will pay plan costs in excess of \$750.00 per employee per month.~~ **Employees covered by this chapter will allocate the health**

care portion of the package rate increase for health insurance unless the cost is fully covered.

Section 2. That the effective date of this Ordinance is the 1st day of July 2023.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

ORDINANCE NO. 6252

AN ORDINANCE AMENDING SCHEDULE B OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF FAIRBANKS AND THE PUBLIC SAFETY EMPLOYEES ASSOCIATION (PSEA) AND AMENDING THE 2023 OPERATING BUDGET

WHEREAS, Ordinance No. 6198 ratified a Collective Bargaining Agreement (CBA) between the City of Fairbanks and the Public Safety Employees Association (PSEA), effective January 1, 2022 through December 31, 2024; and

WHEREAS, Appendix B, incorporated by reference in the CBA, established the current pay scale for PSEA members; and

WHEREAS, continued trends in recruitment and retention challenges, coupled with recent labor market shifts, have created a crisis affecting the Fairbanks Police Department's ability to continue to support the public safety needs of our community; and

WHEREAS, an amendment to the CBA is needed for the Fairbanks Police Department to be competitive in the labor market and reverse the recruitment and retention trends; and

WHEREAS, the City of Fairbanks and the PSEA agree to amend Appendix B of the CBA to adjust the pay scale for the Police Officer classification.

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

SECTION 1. The Letter of Agreement amending the current CBA between the City of Fairbanks and the Public Safety Employees Association, attached as Exhibit A, is approved.

SECTION 2. The effective date of this Ordinance is five days after adoption.

David Pruhs, Mayor

AYES:
NAYS:
ABSENT:
ADOPTED:

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: 6252

Abbreviated Title: ORDINANCE AMENDING PSEA SCHEDULE B

Department(s): POLICE

Does the adoption of this ordinance or resolution authorize:

- 1) additional costs beyond the current adopted budget? Yes X No
- 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:	2023	2024	TOTAL
SALARIES AND BENEFITS [LESS ADDITIONAL SAVINGS]	\$ 367,460	\$ 856,070	\$ 1,223,530
TOTAL	\$ 367,460	\$ 856,070	\$ 1,223,530

FUNDING SOURCE:	2023	2024	TOTAL
GENERAL FUND	\$ 367,460	\$ 856,070	\$ 1,223,530
TOTAL	\$ 367,460	\$ 856,070	\$ 1,223,530

Effective July 1, 2023, the proposed changes to the current Public Safety Employee Association Union Collective Bargaining Agreement will include an increase of \$8.00 per hour for Police Officers. The city will increase the base rate for a Police Officer from \$34.00 per hour to \$42.00 per hour; this change will also impact the salaries and benefits for Lieutenants, Sergeants, and Detectives. The total cost is \$677,820 in 2023 and \$1,479,100 in 2024. The fiscal note reflects the additional savings from reducing seven positions from the Police Department in the amount of \$310,360 for 2023 and \$623,030 for 2024.

Reviewed by Finance Department: Initial mb Date 5/31/2023

Letter of Agreement

**By and between
Public Safety Employees Association
And
City of Fairbanks**

The City of Fairbanks and the Public Safety Employees Association (PSEA) agree to amend Appendix B of the current collective bargaining agreement (CBA), effective January 1, 2022 through December 31, 2024, to adopt and incorporate the pay scales attached.

FOR THE UNION

FOR THE EMPLOYER

DATE

DATE

CITY OF FAIRBANKS PSEA SCHEDULE B																				
Classification	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Administration Assistant	\$25.90	\$26.42	\$26.95	\$27.49	\$28.04	\$28.60	\$29.17	\$29.75	\$30.35	\$30.96	\$31.58	\$32.21	\$32.85	\$33.51	\$34.18	\$34.86	\$35.56	\$36.27	\$37.00	\$37.74
Community Outreach Spec	\$29.00	\$29.58	\$30.17	\$30.77	\$31.39	\$32.02	\$32.66	\$33.31	\$33.98	\$34.66	\$35.35	\$36.06	\$36.78	\$37.52	\$38.27	\$39.04	\$39.82	\$40.62	\$41.43	\$42.26
Clerk - FT	\$23.08	\$23.54	\$24.01	\$24.49	\$24.98	\$25.48	\$25.99	\$26.51	\$27.04	\$27.58	\$28.13	\$28.69	\$29.26	\$29.85	\$30.45	\$31.06	\$31.68	\$32.31	\$32.96	\$33.62
Dispatcher Supervisor	\$31.08	\$31.70	\$32.34	\$32.99	\$33.65	\$34.32	\$35.00	\$35.70	\$36.42	\$37.15	\$37.90	\$38.65	\$39.42	\$40.21	\$41.02	\$41.83	\$42.67	\$43.52	\$44.40	\$45.29
Dispatcher	\$25.90	\$26.42	\$26.95	\$27.49	\$28.04	\$28.60	\$29.17	\$29.75	\$30.35	\$30.96	\$31.58	\$32.21	\$32.85	\$33.51	\$34.18	\$34.86	\$35.56	\$36.27	\$37.00	\$37.74
Front Desk Call Taker FT	\$23.08	\$23.54	\$24.01	\$24.49	\$24.98	\$25.48	\$25.99	\$26.51	\$27.04	\$27.58	\$28.13	\$28.69	\$29.26	\$29.85	\$30.45	\$31.06	\$31.68	\$32.31	\$32.96	\$33.62
Evidence Custodian	\$25.90	\$26.42	\$26.95	\$27.49	\$28.04	\$28.60	\$29.17	\$29.75	\$30.35	\$30.96	\$31.58	\$32.21	\$32.85	\$33.51	\$34.18	\$34.86	\$35.56	\$36.27	\$37.00	\$37.74
Public Safety Assistant	\$25.90	\$26.42	\$26.95	\$27.49	\$28.04	\$28.60	\$29.17	\$29.75	\$30.35	\$30.96	\$31.58	\$32.21	\$32.85	\$33.51	\$34.18	\$34.86	\$35.56	\$36.27	\$37.00	\$37.74
Lieutenant	\$50.94	\$51.96	\$53.00	\$54.06	\$55.14	\$56.24	\$57.36	\$58.51	\$59.68	\$60.87	\$62.09	\$63.33	\$64.60	\$65.89	\$67.21	\$68.55	\$69.92	\$71.32	\$72.75	\$74.21
Sergeant	\$46.31	\$47.24	\$48.18	\$49.14	\$50.12	\$51.12	\$52.14	\$53.18	\$54.24	\$55.32	\$56.43	\$57.56	\$58.71	\$59.88	\$61.08	\$62.30	\$63.55	\$64.82	\$66.12	\$67.44
Detective	\$44.10	\$44.98	\$45.88	\$46.80	\$47.74	\$48.69	\$49.66	\$50.65	\$51.66	\$52.69	\$53.74	\$54.81	\$55.91	\$57.03	\$58.17	\$59.33	\$60.52	\$61.73	\$62.96	\$64.22
Police Officer	\$42.00	\$42.84	\$43.70	\$44.57	\$45.46	\$46.37	\$47.30	\$48.25	\$49.22	\$50.20	\$51.20	\$52.22	\$53.26	\$54.33	\$55.42	\$56.53	\$57.66	\$58.81	\$59.99	\$61.19
P.O. Academy Pay	\$9.66	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
P.O. Recruit II	\$37.81	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
P.O. Recruit III	\$39.90	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

07.01.23

ORDINANCE NO. 6253

**AN ORDINANCE ESTABLISHING A PERMANENT LIFE
INSURANCE PLAN FOR COMMISSIONED OFFICERS WITHIN
THE FAIRBANKS POLICE DEPARTMENT TO ENHANCE
RECRUITMENT AND HIRING**

WHEREAS, the City of Fairbanks must maintain effective recruiting and retention efforts within a competitive workforce and has significant staffing concerns within the Fairbanks Police Department; and

WHEREAS, a permanent life insurance plan can allow the insured to receive living benefits and lifetime income; and

WHEREAS, a permanent life insurance plan can provide immediate death benefits to those insured as well as tax-deferred growth that can provide supplemental retirement benefits in the future; and

WHEREAS, offering a permanent life insurance plan to commissioned officers within the Fairbanks Police Department would enhance recruitment and hiring, therefore, reducing staffing concerns.

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

SECTION 1. The City of Fairbanks will offer a permanent life insurance benefit to thirty-seven full-time commissioned officers within the Fairbanks Police Department.

SECTION 2. The City of Fairbanks will provide an annual payment of \$10,000 to the permanent life insurance plan on behalf of full-time commissioned officers during their employment with the City.

SECTION 3. The City of Fairbanks will require the employee to be vested for thirteen years to receive the benefits of the plan.

SECTION 4. The effective date of this Ordinance is five days after adoption.

David Pruhs, City Mayor

YEAS:
NAYS:
ABSENT
ADOPTED:

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: 6253

Abbreviated Title: ORDINANCE ESTABLISHING A PERMANENT LIFE INSURANCE PLAN

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:	2023	2024+	TOTAL
PERMANENT LIFE INSURANCE PLAN	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -

FUNDING SOURCE:	2023	2024+	TOTAL
GENERAL FUND	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -

The City of Fairbanks will provide \$10,000 a year for a permanent life insurance plan for commissioned officers in the Police Department. The city anticipates providing the plan for thirty-seven employees for an annual total of \$370,000. The plan will be funded by reducing seven budgeted positions in the Police Department (annual savings \$990,720).

Reviewed by Finance Department: Initial mb Date 5/31/2023

FAIRBANKS NORTH STAR BOROUGH
Chena Riverfront Commission
April 26, 2023
12:01 p.m.

A. CALL TO ORDER

A regular meeting of the Chena Riverfront Commission was held Wednesday, April 26, 2023, in the Mona Lisa Drexler Assembly Chambers of the Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska.

B. ROLL CALL

There were present:

Diana Campbell	Lee Wood
Wade Binkley, Vice-Chair	Robert Henszey
Buki Wright (arrived at 12:04 p.m.)	Kevin Fraley
Annette Freiburger, Chair	

Comprising a quorum of the Commission, and

Sue Sprinkle, City of Fairbanks Representative, Ex Officio Member
Kellen Spillman, Community Planning Director, Ex Officio Member
Kimberly Diamond, Parks Project Coordinator, Ex Officio Member
David Fischer, AK DOT&PF Representative, Ex Officio Member
Hanna Thompson, Planner III
Cullen Mahaffey, Assistant Clerk I

Absent

Gregory Barker	Julie Jones
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C. MESSAGES

C.1. Chair's Comments

Chair Freiburger had no comments.

MESSAGES – continued

C.2. Citizens’ Comments – limited to three (3) minutes

C.2.a. Agenda items not scheduled for public hearing

NONE

C.2.b. Items other than those appearing on the agenda

Elizabeth Griswold, resident of the Borough, commented on projects at Pike’s Waterfront Lodge and Pike’s Landing and requested that the Commission withdraw its interest in a piece of riverfront property.

C.3. Disclosure and Statement of Conflict of Interest

NONE

D. APPROVAL OF AGENDA AND CONSENT AGENDA

Approval of consent agenda passes all routine items indicated by asterisk (*) on the agenda. Consent agenda items are not considered separately unless any Commission member or citizen so requests. In the event of such a request, the item is returned to the general agenda.

WOOD, moved to approve the agenda and consent
Seconded by CAMPBELL agenda as read.

VOTE ON MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS READ.

Yeses: Binkley, Campbell, Henszey, Wood,
Wright, Fraley, Freiburger

Noes: None

MOTION CARRIED 7 Yeses, 0 Noes

E. MINUTES

E.1. *Chena Riverfront Commission meeting minutes from March 22, 2023.

Without objection this measure was read by title and approved under the consent agenda.

F. REPORTS

F.1. Communications to the Chena Riverfront Commission.

Hanna Thompson, Planner III, and Kellen Spillman, Community Planning Director, commented on the Brookside Park rezone and the Borough Assembly's consideration of Ordinance No. 2023-18 regarding the land acquisition.

F.2. Status update on the Chena Riverfront Commission project list by Hanna Thompson, Planner III.

Hanna Thompson, Planner III, had no update to provide.

F.3. Status update on City of Fairbanks riverfront projects by Sue Sprinkle, City of Fairbanks Representative.

Sue Sprinkle, City of Fairbanks Representative, provided an update on the Fairbanks City Council's action on Resolution No. 5061 regarding the health and sustainability of chum and chinook salmon.

F.4. Status updates on State of Alaska Department of Transportation and Public Facilities (DOT&PF) riverfront projects by John Netardus, AK DOT&PF Representative.

David Fischer, AK DOT&PF Representative, provided updates on the following:

- Environmental document reevaluations.
- Right-of-way appraisals and acquisitions.
- Construction schedules.
- Pedestrian and traffic access and lane closures.
- Lack of river-user impacts.
- Design Study Reports.

F.5. Update by the FNSB Department of Community Planning on the progress of the FNSB Comprehensive Recreational Trails Plan.

Kellen Spillman, Community Planning Director, provided an update on the following:

- Background, history and implementation of the plan.
- Analysis of growth between census years.
- Accessibility of recreational opportunities.
- Development of recreation areas.
- Consistency with the Chena Riverfront Plan.
- Approval process and status.

G. NEW BUSINESS

G.1. Discussion on a summer field trip, to include possible site visits to the Chena River Lakes Flood Control project and Airport Way West Reconstruction / Chena River Park project located at 5894 Airport Way.

Discussion ensued on the following:

- Potential dates and the availability of commissioners.
- Notices of attendance.
- Transportation.
- Length of the field trips.

G.2. Discussion and potential recommendations on updates to the Chena Riverfront Plan.

Discussion ensued on the following:

- Importance and rehabilitation of salmon.
- Preamble and appendices.
- Geological history and features of the river.
- Update process.
- Land acknowledgment.
- Definition of the river.
- Interest in sloughs.

HENSZEY,
Seconded by BINKLEY

moved to postpone Item G.2. Discussion and potential recommendations on updates to the Chena Riverfront Plan to the next regularly scheduled Chena Riverfront Commission meeting on May 24, 2023.

No discussion ensued.

VOTE ON MOTION TO POSTPONE ITEM G.2. DISCUSSION AND POTENTIAL RECOMMENDATIONS ON UPDATES TO THE CHENA RIVERFRONT PLAN TO THE NEXT REGULARLY SCHEDULED CHENA RIVERFRONT COMMISSION MEETING ON MAY 24, 2023.

Yeses: Henszey, Campbell, Wood, Wright, Fraley, Binkley, Freiburger

Noes: None

MOTION CARRIED 7 Yeses, 0 Noes

H. EXCUSE FUTURE ABSENCES

NONE

I. COMMISSIONERS' COMMENTS/COMMUNICATIONS

Commissioner Henszey commented on seeing wildlife near Phillips Field Road.

Chair Freiburger commented on wildlife being seen at Creamer's Field Migratory Waterfowl Refuge and announced that the meetings on June 28, 2023 and July 26, 2023 were canceled due to renovations in the Assembly Chambers.

J. ADJOURNMENT

There being no further business to come before the Chena Riverfront Commission, the meeting was adjourned at 1:53 p.m.

APPROVED: May 24, 2023



CLAY STREET CEMETERY COMMISSION
 REGULAR MEETING MINUTES – MAY 3, 2023
 HELD VIA ZOOM WEBINAR AND
 IN FAIRBANKS CITY COUNCIL CHAMBERS
 800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:01 p.m. on the above date to conduct a Regular Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via teleconference with **Chair Aldean Kilbourn (Seat C)** and with the following members in attendance:

Members Present: George Dalton, Seat A
 Michael Gibson, Seat B
 Janet Richardson, Seat D
 Julie Jones, Seat E
 Karen Erickson, Seat F
 Amy Stratman, Seat G
 Jeff Jacobson, Public Works Director

Absent: None

Also Present: D. Danyielle Snider, City Clerk

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of April 5, 2023

J. Jones, seconded by **K. Erickson**, moved to APPROVE the meeting minutes.

Chair Kilbourn took a voice vote on the motion to APPROVE the minutes, and all members voted in favor.

APPROVAL OF AGENDA

K. Erickson, seconded by **J. Jones**, moved to APPROVE the agenda.

Chair Kilbourn added new item (b) to New Business, Dandelions.

Chair Kilbourn took a voice vote on the motion to APPROVE the Agenda, as Amended, and all members voted in favor.

EVENTS & PUBLIC RELATIONS

a) Cemetery Clean Up Day Recap

J. Jones reported that Chair Kilbourn wrote a PSA to help gather volunteers for the clean-up day on Saturday, May 20. She stated that she sent the PSA to the radio station, KUAC, and

justserve.org, which is viewed by many in the church community. She shared that she would make some calls to local organizations to help garner more volunteers.

J. Richardson stated that the Commission should not count on Pioneer volunteers, as they moved their Birch Hill Cemetery clean-up day to the same date. She stated that the Public Works department will be mowing starting on May 11. **M. Gibson** stated that he resisted the change to the Pioneer clean-up day, but it was changed anyway.

J. Jacobson reported that Public Works will begin working at the cemetery on May 11.

UNFINISHED BUSINESS

a) Sample Sign Layout

Chair Kilbourn referenced the handout from J. Jones, which is an update of the sample that was in the agenda packet. **J. Jones** stated that J. Richardson wrote up a narrative for the first sign, and she stated it might be interesting to add some information about where Tolovana is in relation to Fairbanks. Other members expressed interest in such an addition.

M. Gibson stated that Tolovana used to be located along the Tolovana River; he stated that there was a tramway between Tolovana and Livengood. He stated that Tolovana has been defunct for a long time. He stated he was there in 1977, and the Tolovana settlement was already gone, but there are still ruins.

J. Jones stated that the narrative is a start. She asked M. Gibson whether he would like to provide some input for the narrative. **M. Gibson** stated he would like to review the information. **J. Richardson** commented that the sign should be more about Fairbanks than Tolovana. She indicated that she would provide more information for the sign.

K. Erickson stated that there is a book about the Vachon family. **Chair Kilbourn** shared that that is how they discovered that the father is buried at the Clay Street Cemetery with the children. **K. Erickson** shared that her personal recollection is that there was a smaller cross at the cemetery at one time that had the children's names on it, but it was broken in pieces. She stated that J. Jacobson said that the remnants were not at Public Works. She stated that she was happy to hear that other members of the Commission had been in touch with the Vachon family. **J. Richardson** and **K. Erickson** remarked on what delightful people they were. **Chair Kilbourn** stated that the book was fascinating to read.

b) Update on Outstanding Quiring Monument Orders

J. Jones reported that, as of May 1, she received word that the 19 memorials and the Conley memorial have shipped. She shared that the order of 50 memorials are currently being prepared for shipping. She stated that the order of two memorials are still waiting for stock in order to be fulfilled. She shared that the order of 60 headstones are in preparation for production. **J. Jones** stated that Public Works should be expecting an order of 20 headstones soon.

c) Community Service Project Assistance from FEDC and Halfway House

J. Jones reported that FEDC received the PSA, and they will be advertising the Clay Street Cemetery workday. She shared that the FEDC director, along with a friend, has committed to show up for the workday. **Chair Kilbourn** clarified that the workday at the cemetery will be for cleanup.

d) PVC Crosses

J. Jacobson reported that he has identified materials to create white crosses as markers at the cemetery. He demonstrated some samples of the white PVC materials and how they could be structured to create crosses. He reported that the estimate for the purchase of 150 8-foot pieces is \$2736.00; he stated that prices have dramatically increased beyond what the Commission originally budgeted for the crosses.

Clerk Snider reported that the original motion was approved to purchase enough materials to make 300 crosses at a cost of \$2,190.00 from room rental tax funds.

J. Jones, seconded by **M. Gibson**, moved to amend the amount previously approved to purchase the materials for the crosses by increasing the approved amount to \$2,736.00 to be paid from room rental tax funds.

M. Gibson asked about the UV-resistance of the PVC materials. He questioned the durability of the product. **J. Jacobson** stated that the material does not rot and is durable. He stated, however, the material would be brittle in cold weather. **Chair Kilbourn** stated that the material is being used for fences. **J. Jones** commented that she has seen PVC fences in a horizontal slat sag from the hot sun in hot climates, but she believes the crosses will hold up nicely.

J. Jones, seconded by **M. Gibson**, moved to amend the motion by increasing the approved amount to \$2,900.00. No members objected.

Chair Kilbourn took a voice vote on the motion to amend the amount previously approved to purchase the materials for the crosses by increasing the approved amount to \$2,900.00 to be paid from room rental tax funds, and all members voted in favor.

NEW BUSINESS

a) Advance Printing Estimate for Sintra Map Signage

J. Richardson, seconded by **J. Jones**, moved to APPROVE an expenditure of \$320.21 to have three updated Clay Street Cemetery maps completed with Advance Printing, to be paid from the room rental tax fund.

Chair Kilbourn took a voice vote on the motion to APPROVE an expenditure of \$320.21 to have three updated Clay Street Cemetery

maps completed with Advance Printing, to be paid from the room rental tax fund, and all members voted in favor.

b) Dandelions

Chair Kilbourn expressed concern about the dandelions at the cemetery. **J. Jacobson** stated that he has spoken with Alex Lexa, the Facilities Laborer, who indicated that he can do a dandelion treatment in late May and again in July.

REFERENCE MATERIALS

a) April 2023 Room Rental Tax Balance Report

Chair Kilbourn reported that the current room rental account balance is \$11,470.86. She stated that bills will be coming into that account.

b) April 2023 Capital Projects Fund Balance Report

Chair Kilbourn reported that the current capital projects account balance is \$9,314.27. She stated that sometime in early June, she, J. Richardson, and A. Stratman should have the research done to order enough headstones to use the entire balance of the fund.

OPEN AGENDA

K. Erickson questioned what came about with John White's dog tag. **J. Jones** replied that the dog tag was installed two years ago, and, as far as she knows, it is still in place.

J. Jacobson questioned whether anyone had reached out to former Clay Street Cemetery Commission Chair Bill Robertson's widow to see if she could provide any information or data about the cemetery. He stated that information could be a valuable resource for the Commission. **Chair Kilbourn** stated that she has not heard from Betsy Robertson except in regard to the items in their garage. She indicated that she could reach out to Ms. Robertson.

M. Gibson stated that he has missed some meetings. He asked about the property on the west side of the cemetery. **J. Jacobson** explained that the estate that was working with the City to donate the land was contacted by a surviving member of the Pease family who requested that the property be retained by the Pease family. He stated that although the trust was unsure whether the family member would be responsible enough to repair the property, pay back the utility fees, and clean up the junk on the property, the Native organization the family member belonged to supported him in his efforts. So, the property was not passed on to the City. **J. Jacobson** stated that the property is now in the hands of Robert Pease, and the City is waiting to see what happens. He shared that the property is not fit to be occupied, and he hopes that it will be cleaned up. He expressed hope that things would improve. He stated that the property would remain in private hands for the time being.

K. Erickson stated that she had drafted a letter the previous year regarding contact with the Masons. **J. Richardson** stated that Erica Miller has gone through old Masonic records, and she could not find anything. She stated that she has friends tied to the Masons who have been unable to find any information. **A. Stratman** reported that she wrote to the Grand Mason in Anchorage but has never received a reply. She stated that she made contact with a friend who is a high Mason in Anchorage, but he was unable to provide any information other than a few email addresses. **J. Richardson** shared that in researching one man buried at the cemetery who was a member of the Blain Masonic Lodge, she emailed the Grand Washington Lodge requesting information on the fellow. She stated that the person emailed her back within a couple of days with the deceased person's Masonic card. She stated that a couple of weeks later she was researching the history of the Fairbanks Masonic Lodge, which was the formerly the Tanana Lodge under the Grand Lodge of Washington. She stated that she emailed the man again asking whether they had more records for the Fairbanks Lodge. **G. Dalton** requested more information regarding the Masons. He stated that there has been much secretiveness surrounding the Masons. **J. Richardson** stated that she would share information she has with G. Dalton. **Chair Kilbourn** spoke to the secretiveness of the Masons and spoke to her own family history regarding the Masons. **J. Jacobson** read aloud an article he found online about the Fairbanks Masons. **Chair Kilbourn** expressed curiosity about a blue building off of 17th Avenue that has a sign indicating that it is a Masonic temple. **K. Erickson** stated that she would inquire about the building.

J. Jones thanked fellow members for asking great questions and for bringing up some old projects.

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, June 7, 2023, at 5:00 p.m.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:46 p.m.



Aldean Kilbourn, Chair



Colt Chase, Deputy City Clerk

Transcribed by: DS



MEMORANDUM

To: City Council Members
From: David Pruhs, City Mayor
Subject: Request for Concurrence –Discretionary Fund Committee
Date: June 1, 2023

The term of Seat C on the Discretionary Fund Committee will expire on June 30, 2023. Ms. Samantha Kirstein currently fills this position and has applied and is eligible for continued service.

I hereby request your concurrence to the following **reappointment**:

Seat C Ms. Samantha Kirstein Term to Expire: June 30, 2026

Ms. Kirstein's application and resume are attached.

Thank you.

dds/



Board Details

The Discretionary Fund Committee acts in an advisory capacity to the City Council by reviewing applications from organizations applying for grant dollars and making recommendations for fund distribution. The primary purpose of discretionary grants is the promotion of the tourism industry and other economic development in the City of Fairbanks.

Overview

Size 6 Seats

Term Length 3 Years

Term Limit 2 Terms

Additional

Board/Commission Characteristics

The Discretionary Fund Committee consists of five community members and a Council person who functions as the Chair, all appointed by the Mayor. Each member serves a three-year term with a limit of two consecutive full terms.

Meetings

Discretionary Fund Committee Meetings are held annually in November, December, and January at City Hall in the Council Chambers. Please contact the Office of the City Clerk for meeting dates and times.

Enacting Legislation

FGC Chapter 74, Article V, Room Rental Tax

Enacting Legislation Website

<https://bit.ly/31mwjmD>

Joint Commission Details

N/A

Email the Commission Members

discretionaryfundcommittee@fairbanks.us

Profile

Samantha

First Name

Kirstein

Last Name

[Redacted]

Email Address

Are you a City of Fairbanks resident? *

No

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Which Boards would you like to apply for?

Discretionary Fund Committee: Submitted

Interests and Experiences

Why are you interested in serving on a City board or commission? What experiences can you contribute to the benefit of the board or commission?

I have over 33 years experience in non-profit management and grant writing. I know most of the local (Tanana Valley) non-profits. June Rogers thought I would be an asset to this Hotel/Motel Discretionary Fund Committee and invited me to apply. In early 1990's I applied (for the Fairbanks Community Food Bank) through the City process, then that process for health and social services was moved to the Borough. My agency has received funding every year from 1990-2020 from a City or Borough funding source, and I am very familiar with how the local processes work. My agency has never received funding through the City Hotel/Motel Discretionary Fund Committee.

Please provide a brief personal biography in the space below, or attach a resume.

Resume is attached

Upload a Resume

List any professional licenses or training you believe are relevant to the seat you are applying for.

1998 Society for Human Resource Management 2004 UAF/Foraker Certificate for Non-Profit Management 2005-present Nat'l Restaurant Association, Serve Safe Manager's Certificate 1964-2007 B.Theology, M. Theology, M.Divinity, Doctor Ministry

Samantha Castle Kirstein

- Objective** I have lived in and around Alaska for over 60 years and I want to continue to work to make it a better place and to use Alaska's resources wisely.
- Experience**
- 2015 to present Fairbanks Community Food Bank, Fairbanks, AK
Community development director
- 1990-2015 Fairbanks Community Food Bank, Fairbanks, AK
Executive Director
Human Resource Management, supervision of all accounting and grant reporting, implement policies of the Board of Directors, overall program management, and community relations and fund and other resource raising
- 1989-90 Alaska Professional Hunters Assn., Fairbanks, AK
Executive Director
- Implement policies of the Board of Directors
- 1983-89 The Computer Center Fairbanks, AK
Purchasing Manager
- Purchasing Manager in three locations: Fairbanks, Anchorage, Juneau
- 1978-83 Denali Park Aircraft Concession McKinley, AK
Owner and Operator
- 1967-1983 Wood River Lodge, L&S Outfitters, Denali Wilderness Lodges, Wood River, Kodiak, Savoonga, Gambell, Mekoryuk, Point Hope
Owner and Operator
- Education**
- 1964-67 UAF
 - 1985-89 Univ of the South, Education for Ministry, EFM
 - 1998 Society for Human Resource Management Professional Human Resource Manager (PHR Certificate)
 - 2004 UAF/Foraker Certificate for Non-Profit Management
 - 2005-2019 Natil Resturant Ass, Serve Safe Manager's Certificate
 - 2004 Beacon University, B.Th
 - 2005 Beacon University, M. Th.
 - 2006 Beacon University, M.Div.
 - 2007 Beacon University, D. Min.

**Community
Organizations &
Awards**

- 1970-83 worked as advisor to Alaska Board of Education for Correspondence Study. Also worked with Railbelt School District in Development of their home school program
- 1984-87 Treasurer & Member of Women in Crisis Counseling Assistance Board
- 1987-89 Love, Inc.
- 1983 – 1995 St. Matthew’s Sunday School, Vestry and Newsletter Editor
- 1988-1990 Alaska Board of Game, Chair and Member
- 1988-90 Alaska Joint Board of Fish and Game, Chair and Member
- 1988-90 Commercial Big Game Guide Board, Chair and Member
- 1989-94 Tanana Valley State Forest Advisory Council, Chair and Member
- 1991-93 Alaska Fish and Wildlife Safeguard
- 1992-98 Volunteer Action Center, United Way
- 1993-97 Malemute Band Parents Association, Treasurer
- 1993-94 Fairbanks Youth Symphony
- 1993 – 2000 Daughters of the King (Episcopal)
- 1990 – present Sisters of Charity Associate
- 1993-94 College Rotary Club, Newsletter Editor
- 1990 – present, Pioneers of Alaska
- 1992 – 2003 Bible Study Fellowship, Secretary
- 1990 – present, Arctic Alliance for People
- 1996 - United Way Board of Directors Agency Liaison
- 2000 - Dr. Martin Luther King, Jr. Community Service Award
- 2000 – present Optimist Club
- 2001– present, President and member, Alaska Food Coalition
- 2003 – Epsilon Sigma Phi State Friends of Cooperative Extension
- 2005 – Chair, Community Covenant Church Council
- 2005 –Tanana Valley State Fair Board of Directors, Board Secretary 2006 and 2007
- 2006 – Alaska Cooperative Extension Service Statewide Advisory Board
- 2007 – Girl Scout Woman of Distinction Award
- 2008 – Friend of Education Award (FNSB)
- 2013 – Alaska Health Achievement Award, Alaska Public Health Association
- 2013 – Stephen Ministry training and commissioning
- 2013 – Quota Club Community Champion
- 2016 - Chaplain, Denali Center (long term care home)
- 2016 - Graduated, Citizen Police Academy
- 2016 – Fairbanks Memorial Hospital Hospice Patient Care Volunteer
- 2016 - Completed Basic course work for International Police Chaplains training

City of Fairbanks



MEMORANDUM

To: City Council Members
From: David Pruhs, City Mayor
Subject: Request for Concurrence – Board of Plumber Examiners
Date: June 7, 2023

The term of Seat D on the Board of Plumber Examiners currently filled by Dan Portwine will expire on June 30, 2023.

Mr. Portwine has applied for continued service on the Board. I hereby request your concurrence to the following **reappointment**:

Seat D Mr. Dan Portwine Term to Expire: June 30, 2026

Mr. Portwine's application is attached.

Thank you.

dds/



Board Details

The Board of Plumber Examiners is empowered to perform the duties as prescribed in Sections 2-306 through 2-309, as well as Sections 14-291 through 14-301 of the Fairbanks General Code (FGC).

Overview

Size 6 Seats

Term Length 3 Years

Term Limit N/A

Additional

Board/Commission Characteristics

The Board of Plumber Examiners shall consist of five members, at least three members of the board shall be residents of the City, each member shall serve a three-year term. The members shall be appointed by the Mayor, subject to confirmation by the City Council. The chairman shall be elected by the Board of Examiners subject to approval by the City Council, and shall serve in this capacity for one year. The City Building Official shall be a non-voting, ex officio member of the board and shall act as secretary.

Meetings

The Board of Plumber Examiners shall meet at least once each quarter and all meetings shall be open to the public. The chairman in his discretion is authorized to call special meetings, or a majority of the members may require a special meeting to be called. A majority of the board shall constitute a quorum for the transaction of business, and three affirmative votes shall be necessary to carry any question. Permanent records, or minutes, shall be kept. The minutes shall promptly be filed in the Office of the City Clerk and shall be open to inspection by any person.

Enacting Legislation

FGC 2-306 through 2-309

Enacting Legislation Website

<http://bit.ly/2Csgr3v>

Joint Commission Details

N/A

Email the Commission Members

boardofplumberexaminers@fairbanks.us

Profile

Dan
First Name

Portwine
Last Name

[Redacted]
Email Address

Are you a City of Fairbanks resident? *

No

[Redacted]
Primary Phone

[Redacted]
Alternate Phone

Which Boards would you like to apply for?

Board of Plumber Examiners: Submitted

Interests and Experiences

Why are you interested in serving on a City board or commission? What experiences can you contribute to the benefit of the board or commission?

I am a board member now. Like to volunteer for our community, if I can be an asset. Over 45 years in the plumbing trade.

Please provide a brief personal biography in the space below, or attach a resume.

I grew up in the plumbing trade with my father, who owned a business in Montana. I moved to Alaska in 1972. Started our plumbing and heating business in 1974. Received my City of Fairbanks plumbing license in 1976. Semi retired two years ago, but still doing small plumbing jobs for long term customers.

List any professional licenses or training you believe are relevant to the seat you are applying for.

I am fully licensed with the City of Fairbanks and State of Alaska for the Plumbing and Heating trade.