



**FAIRBANKS CITY COUNCIL**  
**REGULAR WORK SESSION AGENDA**  
**TUESDAY, MAY 14, 2024 AT 7 A.M.**  
MEETING WILL BE HELD VIA [ZOOM WEBINAR](#)  
AND AT FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



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1. Roll Call
  2. Resolution No. 5116 – A Resolution of the City of Fairbanks Authorizing an Agreement Between the Fairbanks North Star Borough, the City of North Pole, and the City of Fairbanks to Jointly Provide for Economic Development. [postponed to May 20, 2024]
  3. Ordinance No. 6279 – An Ordinance Amending Fairbanks General Code Section 22-28(b) to Create Parity Between City and Borough Election Worker Pay. [introduced on May 13]
  4. Ordinance No. 6280 – An Ordinance Amending Fairbanks General Code Chapter 14, Article XIII, Business Licensing, to Allow for Youth Business Licenses and Amending the City Schedule of Fees and Charges for Services. [introduced on May 13]
  5. Ordinance No. 6281 – An Ordinance Amending Fairbanks General Code Section 50-289 Paid Funeral Leave. [introduced on May 13]
  6. Ordinance No. 6282 – An Ordinance Amending the 2024 Operating and Capital Budgets for the Second Time. [not introduced]
  7. Credit Card and Other Processing Fees
  8. Finance Committee Report
  9. Mayor and Council Member Comments
  10. Next Regular Work Session – Tuesday, June 4, 2024
  11. Adjournment

**RESOLUTION NO. 5116**

**A RESOLUTION OF THE CITY OF FAIRBANKS AUTHORIZING AN  
AGREEMENT BETWEEN THE FAIRBANKS NORTH STAR BOROUGH, THE  
CITY OF NORTH POLE, AND THE CITY OF FAIRBANKS TO JOINTLY  
PROVIDE FOR ECONOMIC DEVELOPMENT**

**WHEREAS**, A.S. § 29.35.110(c) authorizes second-class boroughs, including the Fairbanks North Star Borough (Borough), to expend tax revenue collected on an areawide basis for economic development if there is an agreement in place with a city located in the borough to cooperatively or jointly provide for economic development; and

**WHEREAS**, A.S. § 29.35.110(c) was recently amended to include using revenue from other sources of funding including grants; and

**WHEREAS**, AS § 29.71.800 defines economic development as "an action intended to result in an outcome that causes an increase in, or avoids a decrease of economic activity, gross domestic product, or the tax base;" and

**WHEREAS**, Borough Resolution No. 2023-27 supports areawide cooperation and the joint provision of economic development stating that it is in the best interest of all borough citizens for the Borough to be able to spend tax revenue on economic development that will benefit the entire borough; that the cities of Fairbanks and North Pole and the Borough have been operating under an agreement signed by the Mayors of each jurisdiction since 2004; that economies are not bound by governmental boundaries; and that regardless of the source of the revenue, the Borough is not interested in acquiring an areawide power of economic development which would prohibit the City of North Pole or the City of Fairbanks from exercising economic development within their boundaries; and

**WHEREAS**, Borough Resolution No. 2023-27 further states that the Borough has tracked areawide economic indicators since the 1970's through the Community Research Quarterly publication; that it is a resource for the exchange of local economic information between and amongst local businesses and municipal, state, and federal governments; and that the Economic Development Commission is a necessary and integral part of the coordination of economic development activities of the Borough and participates in specific economic development projects as they are proposed; and

**WHEREAS**, approval of the proposed Memorandum of Agreement does not amend or modify the role of the Economic Development Commission nor does it infringe on, or eliminate, the appropriating power of the Borough Assembly, North Pole City Council, or Fairbanks City Council.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fairbanks authorizes the Mayor to enter into a Memorandum of Agreement with the Fairbanks North Star Borough and City of North Pole to jointly provide for economic development and authorizing each

municipality to:

1. Apply for, receive, and administer grants.
2. Take other action to develop, encourage, study, or finance economic development projects that benefit the City of Fairbanks and the entire borough, such as:
  - a. Supporting economic development organizations that support key industries outlined in the Comprehensive Economic Development Strategy (CEDS) such as the Fairbanks Economic Development Corporation and Explore Fairbanks.
  - b. Promoting, supporting, and facilitating projects for key economic industries as identified in the CEDS.
3. Develop and maintain key economic indicators and metrics to be used for informing economic development decisions for the City of Fairbanks and the entire borough.
4. Create and disseminate information on the economic status of the City of Fairbanks and entire borough in support of economic development actions.

**PASSED AND APPROVED** this \_\_\_\_ day of April 2024.

\_\_\_\_\_  
**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

**ORDINANCE NO. 6279**

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE  
SECTION 22-28(b) TO CREATE PARITY BETWEEN CITY AND  
BOROUGH ELECTION WORKER PAY**

**WHEREAS**, regular City of Fairbanks elections are currently held in conjunction with Fairbanks North Star Borough elections, and the City has sought to keep its election codes and procedures as similar as possible to that of the Borough to ensure consistency for voters; and

**WHEREAS**, the Fairbanks General Code states that the City will pay its election workers an hourly rate similar to that of State election workers; and

**WHEREAS**, the City and Borough share election workers since all City polling places are also Borough polling places, so it would be more sensible to have parity between City and Borough election worker pay versus City and State election worker pay.

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

**Section 1.** That Fairbanks General Code Sec. 22-28(b), Expenses, is hereby amended as follows [new text in **bold/underline** font; deleted text in ~~striketrough~~ font]:

- (b) The city shall pay each election board member and canvass board member ~~the hourly rate provided for similar election officials for state elections~~ for the time spent at their election duties, including the receiving of instructions. **Election worker pay shall be equivalent to the hourly rate paid to similar election officials for regular borough elections.**

**Section 2.** That the effective date of this Ordinance shall be the \_\_\_ day of \_\_\_ 2024.

\_\_\_\_\_  
**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. 6280**

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE  
CHAPTER 14, ARTICLE XIII, BUSINESS LICENSING, TO ALLOW FOR  
OPTIONAL YOUTH BUSINESS LICENSES AND AMENDING THE CITY  
SCHEDULE OF FEES AND CHARGES FOR SERVICES**

**WHEREAS**, Fairbanks is home to innovative, creative, hardworking and industrious people of all ages; and

**WHEREAS**, Fairbanks is home to many youth under the age of 18 who earn money by shoveling snow, mowing lawns, selling lemonade, and performing other business activities in the community; and

**WHEREAS**, the Council does not believe youth under the age of 18 should be subject to the City business license code requirements or penalties set forth in FGC 14-601 through 14-603; and

**WHEREAS**, the City supports the idea of young Fairbanksans gaining real-world business knowledge through personal experience; and

**WHEREAS**, the Council believes youth under the age of 18 should have the option to purchase a City business license for a nominal fee.

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

**Section 1.** Fairbanks General Code Chapter 14, Article XIII, Business Licensing is hereby amended as follows [new text in **bold/underline** font; deleted text in ~~striketrough~~ font]:

**Sec. 14-604. - Exemptions.**

The following business owners are exempt from application of F.G.C. 14-601—14-603:

- (a) Those business owners whose only business activity is to ship tangible property or provide intangible services to buyers within the city in response to an order (whether by phone, mail, or internet) without the physical presence of any owner, employee, or agent in the city.
- (b) Those business owners who are only physically present in the city for short visits (whether at trade shows, special events, sales visits, etc.), so long as their presence is covered by a multi-vendor permit issued under F.G.C. chapter 14, article III, multi-vendor event.
- (c) Even if required by state law to have a state business license, anyone making casual sales within the city, such as garage or yard sales.

**(d) Any youth under the age of 18 who does business on a seasonal or temporary basis in the city.**

**Sec. 14-605. - Youth business license.**

**Youth business licenses are not required. However, a youth who meets the exemption requirements set forth in Sec. 14-604(d) may obtain a youth business license.**

- (a) Application. All applications for issuance of a youth business license must be made on a form provided by the city clerk.**
- (b) Fee. A nominal fee for a youth business license is set forth in the City Schedule of Fees and Charges for Services.**
- (c) Term. A youth business license will be issued for a temporary term as specified by the applicant at the time of application. A term may include a seasonal period that reoccurs each year for a prescribed number of years.**
- (d) Transferability and age limit. Youth business licenses are non-transferable and become invalid after the business owner is 18 years of age.**

**Section 2.** The *City Schedule of Fees and Charges for Services* is hereby amended by adding a \$1.00 fee for a youth business license.

**Section 3.** The effective date of this ordinance shall be five days after adoption.

\_\_\_\_\_  
David Pruhs, City 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 Schedule of Fees and Charges for Services

As of Ordinance No. 6280 - Effective May \_\_\_\_, 2024

Category	Code Sec.	Topic	Current Fee	Description
<b>Events</b>	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 days prior to event
			\$ 135.00	Per hour, for permitting officer's time
<b>Occupational</b>	14-123	Private Detective	\$ 75.00	Application fee; non-refundable
	14-123		\$ 400.00	Two-year license
	14-131		\$ 10,000.00	Bond for Alaska residents
			\$ 20,000.00	Bond for out-of-state applicants not licensed in at least two other states
	14-294	Master Plumber	\$ 200.00	Non-refundable application & exam fee
			\$ 200.00	3-year license - each applicant
	14-431	Master Operator's License	\$ 250.00	2-year license - entity
	14-361	Commercial Refuse	\$ 2,000.00	2-year license - entity
	86-51	Vehicle for Hire	\$ 100.00	One-time application fee for entity; non-refundable
			\$ 400.00	2-year permit fee - entity
			\$ 200.00	Per vehicle permit for 2 years
	86-55		\$ 100.00	Transfer fee - vehicle or entity
	86-82	Chauffeurs License	\$ 75.00	Each time app fee; non-refundable
\$ 100.00			2-year license - each driver	
<b>Business License Fees (Based on Gross Receipts)</b>	14-602	\$ 0 - 49,999	\$ 50.00	
		50,000 - 249,999	\$ 120.00	
		250,000 - 999,999	\$ 350.00	
		1,000,000 - 2,999,999	\$ 580.00	
		3,000,000 - 9,999,999	\$ 1,125.00	
		10,000,000 - 19,999,999	\$ 2,200.00	
		20,000,000 - 39,999,999	\$ 3,350.00	
		40,000,000 - 59,999,999	\$ 4,500.00	
		60,000,000 - 79,999,999	\$ 5,900.00	
		80,000,000 - 99,999,999	\$ 11,500.00	
		100,000,000 - 119,999,999	\$ 16,000.00	
120,000,000 - and above	\$ 25,000.00			
<b>Youth Business License</b>	<b>14-605</b>	<b>Youth Business License</b>	<b>\$ 1.00</b>	<b>Per license for youth under the age of 18; license is optional</b>

**ORDINANCE NO. 6281**

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE  
SECTION 50-289, PAID FUNERAL LEAVE**

**WHEREAS**, Ordinance No. 6181, adopted October 11, 2021, established Paid Funeral Leave in Fairbanks General Code Chapter 50, Personnel; and

**WHEREAS**, the City recognizes workplace benefits are an important part of balancing work, family, and medical needs, and that benefits such as paid bereavement leave can help employees meet their personal and family health care needs, while also fulfilling work responsibilities; and

**WHEREAS**, the City recognizes individuals, families, and cultures may grieve the loss of family members differently, and the process does not always include a funeral.

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

**SECTION 1.** That Fairbanks General Code Sec. 50-289. Paid funeral leave is hereby amended as follows [new text in **bold/underline** font; deleted text in ~~striketrough~~ font]:

**Sec. 50-289. - Paid bereavementfuneral leave.**

(a) A permanent full or part-time employee, regardless of length of employment, may be granted up to three consecutive working days of paid bereavementfuneral leave to mourn the loss~~attend the funeral~~ of a deceased ~~immediate~~family member of the employee, or one working day of paid funeral leave to attend the funeral of a deceased ~~extended~~family member of the employee. **For purposes of this section, in addition to any individual the mayor may deem appropriate, a family member is defined as the employee's:**

- (1) Mother, mother-in-law, stepmother;**
- (2) Father, father-in-law, stepfather;**
- (3) Sister, sister-in-law, stepsister;**
- (4) Brother, brother-in-law, stepbrother;**
- (5) Son, son-in-law, stepson;**
- (6) Daughter, daughter-in-law, stepdaughter;**
- (7) Grandchild;**
- (8) Grandparent;**
- (9) Spouse; or**
- (10) Person sharing the same living quarters.**



(b) If approved, the employee will be granted paid **bereavement** funeral leave for days off to **mourn the loss** attend the funeral of a deceased immediate or extended family member.

(c) Leave days must be approved by the department head or mayor. Upon approval, the employee must provide the human resource department with notice of the request for paid **bereavement** funeral leave prior to the leave (or if the leave was not foreseeable, as soon as possible) and complete the necessary human resource forms.

(d) Upon the employee's return, proper documentation is required to be presented to the human resource department. If proper documentation is not provided within 30 days, the paid **bereavement** funeral leave will be reimbursed from the employee's personal annual leave bank at 100 percent of the employee's regular, straight-time pay minus any regular deductions or other appropriate means.

(e) The city has the exclusive right to interpret all **bereavement** funeral leave policies related to this section.

(f) Notwithstanding any other provision in this chapter to the contrary, the provisions of this section will apply to all city employees.

**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

Introduced By: Mayor David Pruhs  
Introduced: May 20, 2024

**ORDINANCE NO. 6282**

**AN ORDINANCE AMENDING THE 2024 OPERATING  
AND CAPITAL BUDGETS FOR THE SECOND TIME**

**WHEREAS**, this ordinance incorporates the changes outlined on the attached fiscal note to amend the 2024 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 ~~strikethrough~~ font]:

**SECTION 1.** There is hereby appropriated to the 2024 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, 2024 and ending December 31, 2024 (see pages 2 and 3):

# GENERAL FUND

<u>REVENUE</u>	APPROVED COUNCIL APPROPRIATION	INCREASE (DECREASE)	PROPOSED COUNCIL APPROPRIATION
Taxes (all sources)	\$ 27,755,026	\$ -	\$ 27,755,026
Charges for Services	6,809,500	390,000	7,199,500
Intergovernmental Revenues	2,920,580	586,040	3,506,620
Licenses and Permits	2,202,760	177,500	2,380,260
Fines and Forfeitures	551,000	-	551,000
Interest and Penalties	1,665,000	250,000	1,915,000
Rental and Lease Income	138,559	14,985	153,544
Other Revenues	225,000	85,000	310,000
Other Financing Sources	<u>(234,862)</u>	<u>(1,513,853)</u>	<u>(1,748,715)</u>
Total revenue appropriation	<u>\$ 42,032,563</u>	<u>\$ (10,328)</u>	<u>\$ 42,022,235</u>
 <u>EXPENDITURES</u>			
Mayor Department	\$ 780,030	\$ 63,000	\$ 843,030
Legal Department	247,350	-	247,350
Office of the City Clerk	613,905	-	613,905
Finance Department	1,041,900	-	1,041,900
Information Technology	2,680,877	18,000	2,698,877
General Account	6,945,000	30,000	6,975,000
Police Department	8,521,919	35,000	8,556,919
Communications Center	3,523,770	-	3,523,770
Fire Department	9,852,832	785,000	10,637,832
Public Works Department	10,179,625	30,000	10,209,625
Engineering Department	1,130,170	60,000	1,190,170
Building Department	<u>791,590</u>	<u>36,300</u>	<u>827,890</u>
Total expenditure appropriation	<u>\$ 46,308,968</u>	<u>\$ 1,057,300</u>	<u>\$ 47,366,268</u>
2023 unassigned fund balance	<u>\$ 20,081,861</u>	<u>\$ -</u>	<u>\$ 20,081,861</u>
Prior year encumbrances	(155,961)	-	(155,961)
Transfers to other funds	(5,500,000)	(1,500,000)	(7,000,000)
Other changes to the budget	1,379,556	432,372	1,811,928
2024 estimated unassigned fund balance	<u>\$ 15,805,456</u>	<u>\$ (1,067,628)</u>	<u>\$ 14,737,828</u>

Minimum unassigned fund balance requirement is 20% of budgeted annual expenditures but not less than \$10,000,000. 20% of budgeted annual expenditures is \$ 9,473,254

# CAPITAL FUND

REVENUE	APPROVED COUNCIL APPROPRIATION	INCREASE (DECREASE)	PROPOSED COUNCIL APPROPRIATION
Transfer from Permanent Fund	\$ 709,992	\$ (1,731)	\$ 708,261
Transfer from General Fund	5,500,000	1,000,000	6,500,000
Property Repair & Replacement	145,000	-	145,000
Public Works	250,000	-	250,000
Garbage Equipment Reserve	304,800	-	304,800
IT	25,000	-	25,000
Police	210,000	-	210,000
Communications Center	140,000	-	140,000
Fire	700,000	-	700,000
Building	10,000	-	10,000
Total revenue appropriation	\$ 7,994,792	\$ 998,269	\$ 8,993,061
<b>EXPENDITURES</b>			
Property Repair & Replacement	\$ 5,812,454	\$ 738,000	\$ 6,550,454
Public Works Department	2,334,904	-	2,334,904
Garbage Equipment Reserve	853,000	-	853,000
IT Department	170,962	191,500	362,462
Police Department	863,716	10,000	873,716
Communications Center	1,316,960	-	1,316,960
Fire Department	1,500,942	218,200	1,719,142
Road Maintenance	1,975,018	361,483	2,336,501
Total expenditure appropriation	\$ 14,827,956	\$ 1,519,183	\$ 16,347,139
2023 fund balance	\$ 19,034,057	\$ -	\$ 19,034,057
Prior year encumbrances	(3,214,790)	-	(3,214,790)
Prior year reappropriations	(4,580,106)	(130,200)	(4,710,306)
Transfers from other funds	5,500,000	-	5,500,000
Other changes to the budget	(4,538,268)	(390,714)	(4,928,982)
2024 estimated fund balance	\$ 12,200,893	\$ (520,914)	\$ 11,679,979
Estimated unassigned capital fund balance for projects			\$ 5,776,839

**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, 2024 and ending December 31, 2024.

**SECTION 4.** The effective date of this ordinance shall be the 10th day of June 2024.

\_\_\_\_\_  
**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. 6282  
AMENDING THE 2024 OPERATING AND CAPITAL BUDGETS  
FOR THE SECOND TIME

**GENERAL FUND**  
**(\$10,328) Decrease in Revenue**  
**\$1,057,300 Increase in Expenditures**

**Revenue**

1. Tax Revenue
2. Charges for Services
  - \$400,000 increase to ambulance services
  - (\$10,000) decrease to motor vehicle accident revenue
3. Intergovernmental Revenues
  - \$400,000 increase to municipal assistance program
  - \$186,040 increase to SEMT reimbursement
4. License and Permits
  - (\$22,500) decrease to special events fees
  - \$200,000 increase to commercial building permits
5. Interest and Penalties
  - \$250,000 increase to interest on deposits
6. Rental and Lease
  - \$14,985 increase to rent from Boys & Girls Club
7. Other Revenue
  - \$85,000 increase to miscellaneous revenue
8. Other Financing Sources
  - (\$13,853) decrease to transfer from permanent fund
  - (\$1,000,000) transfer to the capital fund
  - (\$500,000) transfer to the permanent fund

## **Expenditures**

1. Mayor's Office
  - \$5,000 increase to travel
  - \$58,000 increase to salaries and benefits for a full-time Safety, Code Compliance, and Abatement Specialist (annual salaries \$80,000 and benefits \$36,000 will be a total of \$116,000)
2. City Attorney's Office
3. City Clerk's Office
4. Finance Department
5. Information Technology
  - \$12,000 increase to outside contracts to upgrade door access for fire headquarters
  - \$6,000 increase to outside contracts to provide additional circuits for radio racks
6. General Account
  - \$30,000 increase to credit card fees
7. Police Department
  - \$35,000 increase to advertising
8. Communications Center
9. Fire Department
  - \$600,000 increase to overtime
  - \$100,000 increase to uniforms and personal protective equipment for new hires
  - \$70,000 increase to operating supplies to equip the new fire apparatus
  - \$15,000 increase to repairs and maintenance
10. Public Works
  - \$30,000 increase to garbage collection services to cover the cost of tipping fees

11. Engineering

- \$60,000 increase to salaries and benefits to cover overages due to city projects

12. Building Department

- \$36,300 increase to professional services to hire a consultant to recruit a senior plan engineer

**CAPITAL FUND**  
**\$998,269 Increase in Revenue**  
**\$1,519,183 Increase in Expenditures**

**Revenue**

1. Other Financing Sources

- (\$1,731) decrease to transfer from permanent fund
- \$1,000,000 transfer from general fund

**Expenditures**

1. Property Repair & Replacement

- \$18,000 increase for police station heating fuel monitor system
- \$500,000 increase for fire training center upgrades
- \$160,000 increase for backflow preventers at multiple sites
- \$60,000 increase for garage door expansion at public works

2. Public Works

3. Garbage Equipment Reserve

4. IT Department

- \$16,500 increase for Police/FECC battery system
- \$20,000 increase for computer switch at fire headquarters
- \$125,000 increase for fire training center backup system

5. IT Department Software

- \$30,000 increase for finance software upgrade

6. Police Department



- \$10,000 increase for police vehicle
7. Communications Center
  8. Fire Department
    - \$130,200 increase for platform upgrades (reappropriation)
    - \$58,000 increase for two power load ambulance cots
    - \$30,000 increase for fire grant matches
  9. Road Maintenance
    - \$361,483 increase for Cowles Street match and commit an additional \$398,842 for future match (Ordinance 6277)
    - Commit \$1,300,000 for Island Homes (Ordinance 6273) and \$2,050,000 for Cowles Street (Ordinance 6274) projects

## **GENERAL FUND**

### **Expenditures**

#### **1. Mayor's Office**

- \$5,000 increase to travel:  
Travel to date includes: Mayor's travel for visit with congressional delegation, Mayor's travel for Alaska Municipal League session, and the Risk Manager's travel for a Risk Conference. The additional \$5,000 would cover the Mayor and Chief of Staff's travel for the Alaska Municipal League winter session.
- \$121,000 increase to personnel  
This is for one full time employee with code enforcement, abatement, and safety duties. Up to \$85,000 will be for salary and \$36,000 will be for benefits. This will be an Fairbanks General Code position that will connect with every City department during the abatement process and will also ensure safety compliance across all departments.

#### **2. City Attorney's Office**

#### **3. City Clerk's Office**

#### **4. Finance Department**

#### **5. Information Technology**

- \$12,000 increase to outside contracts to upgrade door access for fire headquarters:  
This unexpected project has already been completed using IT funds, because it was discovered that members of the public were able to defeat the electronic lock on the main door of Fire Station One.
- \$6,000 increase to outside contracts to provide additional circuits for radio racks:  
This unexpected project has already been completed using IT funds, because the power supply to a radio rack in the Fairbanks Emergency Communications Center was inadequate for the number of radios.

## **6. General Account**

- \$30,000 increase to credit card fees

The credit card fee schedule was not approved until after business licenses were due.

## **7. Police Department**

- \$35,000 increase to advertising:

This is to continue the ongoing nationwide recruitment campaign and for website changes designed to reach more prospective recruits.

## **8. Communications Center**

## **9. Fire Department**

- \$600,000 increase to overtime:

To cover ongoing overtime expenses.

- \$100,000 increase to uniforms and personal protective equipment for new hires:

An unexpected number of resignations have caused an increase in new hires.

- \$70,000 increase to operating supplies to equip the new fire apparatus:

The long anticipated new engines have arrived. The funds are needed for the standard operational items for the new engines. Additionally, two thermal imaging cameras are no longer functional and cannot be repaired.

- \$15,000 increase to repairs and maintenance:

This is for certified repairs to turnout gear.

## **10. Public Works**

- \$30,000 increase to garbage collection services to cover the cost of tipping fees:

Tipping fees at the landfill have increased.

## **11. Engineering**

- \$60,000 increase to salaries and benefits to cover overages due to city projects:

Numerous City projects have required Engineer time.

## **12. Building Department**

- \$36,300 increase to professional services to hire a consultant to recruit a senior plan engineer:

The Human Resources office hired a professional recruiting firm to find applicants for the senior plan engineer position that has been vacant for years. Salary savings from this position vacancy will cover the expense.

## **CAPITAL FUND**

### **Expenditures**

#### **1. Property Repair & Replacement**

- \$18,000 increase for police station heating fuel monitor system:  
For unexpected repairs earlier in the year.
- \$500,000 increase for fire training center upgrades:  
Please see attached document.
- \$160,000 increase for backflow preventers at multiple sites:  
This capital project to install backflow preventers in the domestic and sprinkler water began in 2023, but was considerably more complex and expensive than anticipated.
- \$60,000 increase for garage door expansion at public works  
The City's current brand of garbage trucks are no longer manufactured and all commercially available garbage trucks are taller than the clearance of the garage doors at public works. Two doors were expanded in 2023 to accommodate the first of the new model of garbage trucks. The next two doors will be to accommodate the next garbage truck replacements which is scheduled for 2025.

#### **2. Public Works**

#### **3. Garbage Equipment Reserve**

#### **4. IT Department**

- \$16,500 increase for Police/FECC battery system:

The Emergency Communications Center power supply is wired through the Police/FECC battery system to the main power lines and generators. The battery system replacement is a 2023 capital project that is nearing completion. This increase is to create a bypass to the battery system. With this bypass the disruption to the communication center's power supply is momentary with a flip of a switch. Without the bypass, the center will be without power for five or six hours as the new battery system is installed. The Purchase Order for this project has been opened using the Capital Contingency Account.

- \$20,000 increase for computer switch at fire headquarters:

Network switches connect devices and manage high volumes of ethernet ports across the City's network. They are a routine capital expense for IT and typically replaced before they fail. A switch at Fire Station One failed after its warranty expired, but before it was due for replacement. The work and payment for this project is complete and was paid for through the Capital Contingency Account.

- \$125,000 increase for fire training center backup system:

Please see attached document.

#### **5. IT Department Software**

- \$30,000 increase for finance software upgrade:

This upgrade will improve online bill payment options and increase convenience for the public and Finance Department.

#### **6. Police Department**

- \$10,000 increase for police vehicle:

Increased vehicle expense.

## **7. Communications Center**

## **8. Fire Department**

- \$130,200 increase for platform upgrades (reappropriation):  
This is the reappropriation of 2023 capital funds for the ladder repair/upgrade to the aerial platform. The repair/upgrade was not completed in 2023 due to transportation and supply chain issues.
- \$58,000 increase for two power load ambulance cots:  
Due to an agreement with the vendor and a local ambulance service, there is an opportunity to purchase the power load cots for the next two ambulances at a reduced price.
- \$30,000 increase for fire grant matches:  
This is for the Assistance to Firefighters Grant. The City Council approved the FFD to apply for the regional funds on March 11, 2024 with Resolution 5108.

## **9. Road Maintenance**

- \$361,483 increase for Cowles Street match and commit an additional \$398,842 for future match: (Ordinance 6277)
- Commit \$1,300,000 for Island Homes (Ordinance 6273) and \$2,050,000 for Cowles Street: (Ordinance 6274) projects



# Safety, Code Compliance, and Abatement Specialist

Class Code:  
0003

Bargaining Unit:

CITY OF FAIRBANKS  
Revision Date: May 8, 2024

## **JOB SUMMARY:**

This position is responsible for assisting departments with researching, developing, implementing, and evaluating City safety and health programs, code compliance issues, and abatement processes. This position will assist with educating the public about violations and how to meet compliance standards, investigate complaints that are made, evaluate and assist in correcting any valid violations, and support City departments when requested.

## **ESSENTIAL JOB FUNCTIONS / KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Essential Job Functions:**

- Collaborate with the Risk Manager to develop, monitor, and coordinate all required safety and health policies, programs, and trainings. Research and implement safety programs in areas such as accident investigation and prevention, hazard communication, motor vehicle safety, fall protection, ergonomics, and various Occupational Safety and Health Administration (OSHA) and Alaska Occupational Safety and Health (AKOSH) mandated programs.
- Conduct safety trainings and maintain a multi-media safety and health training library. Designs and coordinates newsletters, safety and health bulletins, and awareness campaigns for City employees.
- Perform building, work site, and equipment inspections for safety concerns or violations.
- Report any safety concerns or violations to department management or City administration. Research, design programs, and make recommendations to management.
- Collect and maintain appropriate accident and injury statistics, regulatory documentation, and records. Analyze data to determine root cause trends and make recommendations for mitigation.
- Assist City staff and the public with understanding Code compliance issues, providing education and informing City administration of any needed updates.
- Perform field inspections and conduct investigations of code violations or property issues that are reported by the public and any department employee.



- Assist City departments with research into properties found to have violations, assist with contacting and maintaining contact with property owners and property occupants of the violations.
- Assist property owners and occupants with creating a plan and timeline to correct any violations.
- Maintain a working list of properties that have been identified as problem properties by the Building Department, Fairbanks Police Department, Department of Public Works, and City Administration.
- Maintain progress notes on the properties identified, provide progress reports to department heads and the Mayor, report successes and challenges to the City Council as directed by the Mayor.
- Provide support to City departments in working towards resolutions for problem properties.
- Research grant and other funding opportunities to assist the City and property owners or occupants in finding a resolution that meets the plan and timeline to correct any violations or issues if needed.
- Assist with preparing and completing any applications for opportunities and connect property owners and occupants with resources or resource agencies that may be able to help.
- Issue informal and formal warnings and citations as necessary.

The above examples are representative of assignments performed by this class and are not intended to be inclusive.

**Knowledge, Skills, and Abilities:**

- Possession of technical knowledge and expertise required to make safety inspections and recommend corrective actions.
- Ability to interpret and enforce safety regulations, City Code, and abatement procedures.
- Computer skills and experience with routine business software programs with the ability to manage data in databases and spreadsheets, prepare training related presentations and materials, prepare reports, craft and disseminate letters or notifications to internal and external groups, and maintain timelines.
- Excellent communication skills, both oral and written.
- Ability to persuade and encourage voluntary participation in safety and loss control management programs, code compliance planning, and abatement procedures.
- Ability to establish and maintain harmonious and effective relationships with City administration, department heads, employees, and the public.
- Ability to educate and demonstrate donning and doffing a variety of protective equipment and clothing.
- Ability to deescalate volatile situations, recognize potentially dangerous situations, and know when to remove self from situation.
- Extensive knowledge of the principles and practices of safety administration, risk analysis, and OSHA as applied to local government.

## **MINIMUM QUALIFICATIONS:**

**Minimum Qualifications:**

- High school diploma or GED equivalent.
- 2 years experience in safety or health related field.
- Bachelor's Degree in Occupational Safety or Health or a related field from an accredited institution. Experience can be substituted for degree requirement at a 1 year experience to 1 year of education rate, the experience should be in a field that demonstrates extensive and thorough knowledge of OSHA standards and occupational safety or health.

- Hold and maintain a valid State of Alaska driver's license throughout the duration of employment.

**Preferred Qualifications:**

- OSHA authorized General Industry Trainer certification
- OSHA authorized Construction Trainer certification
- Certified Safety Professional (CSP) certification

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

General office work environment; while performing field work experiences can vary with outside weather conditions including temperature extremes. This job may risk exposure to bright / dim light, dusts and pollen, wet or humid conditions, extreme noise levels, vibration, fumes and / or noxious odors, traffic, moving machinery, electrical shock, and heights. Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. The employee is frequently required to sit, talk, hear, stand, and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, and crawl. The employee will need to be able to lift, pull, or push light objects (20 - 50 pounds).



# Fire Training Center Renovation

## Situation

The Fairbanks Emergency Communications Center (FECC) needs a dedicated training space to expedite dispatcher training. The Fire Training Center (FTC) has an underutilized classroom that could be repurposed to accommodate the training. The FTC will need extensive renovation before the back classroom could be dedicated to dispatcher training. The FECC is also required to have a dedicated backup center. The renovations that will be needed to train dispatchers in the FTC are like the requirements for the backup center and the FTC could eventually serve as the FECC backup center. Additionally, these same renovations would allow the FTC to serve as an Emergency Operations Center (EOC) or as a backup if any other City building is down. This was attempted during the initial COVID response, but connectivity at the FTC was insufficient.

The FTC was built in 1981 and the only significant renovation occurred in 1988 when a classroom was divided to create additional office spaces. The building is in a general state of disrepair. Internal and external paint is faded and chipped beyond recognition. The FTC has a variety of door styles with differing handles and locking mechanisms throughout. There is also a variety of windows in the FTC with several windows boarded up to be able to receive air conditioners. Every section of flooring is mismatched, and any carpeted areas are tattered. The countertops seem to be made of old particle board and some are held together with duct tape. The classrooms are not ideal for modern instruction due to very limited technology and connectivity in the FTC. Fortunately, there is already a fiber internet connection going to the building and Ampersand believes it will be able to handle greater demand at increased speeds. The dry erase boards in the classroom are marked up and stained from years of use. Any furniture in the FTC is well beyond its useful life. The current state of the FTC has led to a significant drop in its utilization.

## Goal

The goal of this project is to restore the FTC status as a regional public safety training center that fire services, emergency medical services, emergency communications, law enforcement, and higher education agencies from across Interior Alaska will use.

## Key Objectives

- **General Maintenance:** The FTC needs the following general upkeep items.
  - **Paint:** External and internal paint will improve the appearance of the building, while offering a layer of protection from the elements.
  - **Windows:** Modern windows to improve energy efficiency
  - **Doors:** Many of the doors are probably salvageable, but need standardized fixtures and modern access card locks
  - **Floors:** Matching water-resistant laminate throughout the building would look better and eliminate the trip hazards of the tattered carpets
  - **Lighting:** Replace 1980s plastic golden hanging lights with modern LEDs

## Key Objectives (continued)

- **Server Room:** To allow for FECC training and for main classroom to be used for remote or computer-based training, the FTC will need a server room. The plan is to convert an unused office into a professionally designed and constructed server room.
  - **Remove External Window:** Removal of one window
  - **Reenforced Internal Walls:** To meet fire and security requirements
  - **Steel Framed Doors:** Metal doors with security windows
  - **Fire Suppression:** Inert gas or other fire suppression system
  - **Monitoring System:** Like other City server rooms
  - **Ample Electrical Capacity:** Increase power supply to room.
  - **Battery Backup System:** Like other City server rooms
  - **Precision Air Conditioning:** To keep room around 70°F
  
- **Security:** Emergency communication systems require increased physical and technological security protocols.
  - **Fence:** There are already fences around parts of the FTC, but it does not currently include the FTC classroom building.
  - **Technical Security Upgrade:** Improved alarms, cameras, panic buttons, etc.
  
- **Main Classroom and Dispatch Classroom:** The connectivity and power upgrades needed to conduct dispatcher training in the FTC would also benefit the main classroom.
  - **Additional Internet Connections:** Add connection boxes throughout for hardwired computers and audio/visual over internet
  - **Better WIFI:** to allow for trainees to use laptops and other devices
  - **Additional Power Outlets:** Add power outlets throughout for laptops

## Cost Estimates

Costs estimates derived from previous projects, because asking local experts for official estimates could disqualify them from the procurement process.

	Item	Estimated Costs
<b>1</b>	Paint - Exterior	\$15,000
<b>2</b>	Paint - Interior	\$15,000
<b>3</b>	Windows	\$20,000
<b>4</b>	Doors	\$5,000
<b>5</b>	Floors	\$20,000
<b>6</b>	Lighting	\$5,000
<b>7</b>	Server Room Design/Build with fire suppression	\$240,000
<b>8</b>	Server Room Air Conditioning	\$40,000
<b>9</b>	Battery Backup (From IT Capital)	\$125,000
<b>10</b>	Fence	\$15,000
<b>11</b>	Technical Security (Phase 1, full cost is \$490,000)	\$125,000
<b>Total</b>		<b>\$625,000</b>

**CITY OF FAIRBANKS  
CREDIT CARD & OTHER PROCESSING FEES**

Services	Credit Card Fees	Other Fees	Impact	Total	Paymentus (per \$100)	Tyler (per \$100)
Garbage	0.50%	\$.50 per call	City Pays	\$ 1,246,862	\$ 2.90	\$ 0.50
General	3.60%	Credit Card Minimum \$2.50 and \$15 returns; E-check \$1.95 and \$5.00 returns	Citizen Pays	\$ 706,055	\$ 2.90	\$ 3.60
Business License	3.60%	Credit Card Minimum \$2.50 and \$15 returns; E-check \$1.95 and \$5.00 returns	Citizen Pays	\$ 465,401	\$ 2.90	\$ 3.60
Tickets	0.75%	\$1.00 per \$100; \$2.50 over \$100; \$3.50 per special; \$.20 per call	Citizen Pays	\$ 111,882	\$ 2.90	\$ 0.75



## City of Fairbanks Finance Committee Meeting Report April 25, 2024

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

Committee Member Absent: Joshua Church (excused)

Committee members discussed the capital fund financial policy. The proposed policy will be presented to the Council by June 30.

Council Member Sprinkle presented information about blighted properties in Fairbanks. Committee members were tasked with reviewing Iowa revitalization incentives.

Committee members proposed changes to the General Fund Long-Range Financial Projections for discussion at the next committee meeting.

Committee members reviewed the following reports as of March 31, 2024:

- General Fund Balance Sheet with a fund balance of \$14.5 million
- General Fund Revenues and Expenditures Report with revenues of \$11.3 million and expenditures of \$11.4 million (attached)
- Cash Flow Report with balance of \$35.1 million

**CITY OF FAIRBANKS, ALASKA  
YTD BUDGET REPORT WITH THREE PRIOR YEARS**

	December 31 2021	December 31 2022	December 31 2023 Prelim	2024 Budget Approved	March 31 2024	%	NOTES
<b>Revenue</b>							
Taxes	\$ 23,203,122	\$ 25,590,782	\$ 27,383,500	\$ 27,755,026	\$ 5,615,191	20%	Below target - Several taxes are lower than budgeted
Charges for services	5,981,590	6,081,515	6,481,196	6,809,500	1,909,131	28%	Exceed target - Ambulance services higher than budgeted
Intergovernmental	2,667,150	3,836,719	2,979,491	2,920,580	1,807,971	62%	Exceed target - Reflects 111% for SEMT payment
Licenses and permits	2,311,534	2,259,354	2,402,595	2,202,760	1,283,468	58%	Exceed target - Reflects 85% for business licenses due February
Fines and forfeitures	543,223	554,450	431,266	551,000	53,310	10%	Below target - Auctions are held in Spring/Summer
Interest and penalties	134,463	436,794	1,622,141	1,665,000	554,032	33%	Exceed target - Reflects 33.8% for interest rates
Other revenues	366,636	406,591	410,912	363,559	119,193	33%	Exceed target - Reflects GVEA capital rebate
<b>Total revenues</b>	<b>35,207,718</b>	<b>39,166,205</b>	<b>41,711,101</b>	<b>42,267,425</b>	<b>11,342,296</b>	<b>27%</b>	
<b>Expenditures</b>							
Mayor	717,665	676,969	656,492	780,030	202,507	26%	Exceed target - Travel costs
Legal	214,462	211,908	142,098	247,350	56,013	23%	Below target - Operating costs
City Clerk	423,765	438,434	443,074	613,905	118,491	19%	Below target - Vacant position
Finance	896,641	875,077	887,834	1,041,900	252,459	24%	On target
Information Technology	2,163,650	2,313,793	2,463,419	2,680,877	1,142,186	43%	On target - Annual software costs paid in January
General Services	5,355,734	6,229,721	6,510,247	6,945,000	1,117,611	16%	Below target - Distributions are delayed a month
Police	6,404,020	7,218,979	7,758,026	8,521,919	2,020,204	24%	On target
Communications Center	2,359,537	2,519,293	2,837,694	3,523,770	683,101	19%	Below target - Vacant positions
Fire	7,471,695	8,198,860	8,403,634	9,852,832	2,877,063	29%	Exceed target - Require budget amendment
Public Works	8,344,447	9,097,537	9,340,753	10,179,625	2,398,478	24%	On target - Require budget amendment for temp employees
Engineering	923,447	920,263	970,007	1,130,170	330,905	29%	Exceed target - Require budget amendment
Building Department	640,011	636,251	623,891	791,590	168,590	21%	Below target - Vacant position
<b>Total expenditures</b>	<b>35,915,074</b>	<b>39,337,085</b>	<b>41,037,169</b>	<b>46,308,968</b>	<b>11,367,608</b>	<b>25%</b>	
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(707,356)</b>	<b>(170,880)</b>	<b>673,932</b>	<b>(4,041,543)</b>	<b>(25,312)</b>	<b>1%</b>	
<b>Other financing sources</b>							
Transfers in	5,185,115	5,486,518	5,485,467	5,679,938	-	0%	On target - Transfer will be made in December
Transfers out	(2,763,478)	(2,751,145)	(3,946,743)	(5,964,800)	(5,964,800)	100%	On target
Sale of capital assets	22,346	204,348	235,181	50,000	-	0%	On target - Auctions are held in Spring/Summer
<b>Total other financing sources (uses)</b>	<b>2,443,983</b>	<b>2,939,721</b>	<b>1,773,905</b>	<b>(234,862)</b>	<b>(5,964,800)</b>	<b>2540%</b>	
<b>Net change in fund balances</b>	<b>1,736,627</b>	<b>2,768,841</b>	<b>2,447,837</b>	<b>(4,276,405)</b>	<b>(5,990,112)</b>		
<b>Fund Balance - beginning</b>	<b>13,547,941</b>	<b>15,284,568</b>	<b>18,053,409</b>	<b>20,501,246</b>	<b>20,501,246</b>		
<b>Fund Balance - ending</b>	<b>\$ 15,284,568</b>	<b>\$ 18,053,409</b>	<b>\$ 20,501,246</b>	<b>\$ 16,224,841</b>	<b>\$ 14,511,134</b>		