



**FAIRBANKS CITY COUNCIL**  
**REGULAR WORK SESSION AGENDA**  
**TUESDAY, JUNE 4, 2024 AT 7 A.M.**  
MEETING WILL BE HELD VIA [ZOOM WEBINAR](#)  
AND AT FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



- 
1. Roll Call
  2. City Financial Audit Report Presentation
  3. 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 June 24]
    - a) City Economic Development Goals Brainstorm Session
  4. Ordinance No. 6282 – An Ordinance Amending the 2024 Operating and Capital Budgets for the Second Time. [advanced to June 10]
  5. Resolution No. 5122 – A Resolution Establishing the Rate of Levy of 2024 Real Property Taxes for the City of Fairbanks, Alaska. [not introduced] *[note from CFO Bell: FNSB information unavailable until June 3. Copies will be provided the morning of the meeting]*
  6. Resolution No. 5123 – A Resolution to Amend the City Schedule of Fees and Charges for Services by Adjusting Garbage Collection Rates. [not introduced]
  7. Resolution No. 5124 – A Resolution to Amend the City Schedule of Fees and Charges for Services by Adding Credit Card and Other Processing Fees for Non-Utility Billing. [not introduced]
  8. Downtown Parking Proposal Discussion
  9. Consideration of Budget Meeting Schedule and 2024 City Council Meeting Calendar
  10. Update on Revised City of Fairbanks Emergency Operations Plan
  11. Finance Committee Report
  12. Mayor and Council Member Comments
  13. Next Regular Work Session – Tuesday, June 18, 2024
  14. 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

**ATTACHMENT TO  
CITY OF FAIRBANKS RESOLUTION NO. 5116**

1           AGREEMENT BETWEEN THE CITY OF FAIRBANKS, CITY OF NORTH POLE,  
2           AND THE FAIRBANKS NORTH STAR BOROUGH TO JOINTLY PROVIDE  
3           FOR ECONOMIC DEVELOPMENT  
4

5           WHEREAS, AS 29.35.110(c) authorizes a second-class borough to expend  
6 tax revenue collected on an areawide basis for economic development if an agreement is  
7 in place with a city located in the borough; and  
8

9           WHEREAS, AS 29.35.110(c) was recently amended to include using revenue  
10 from other source of funds to include grants; and  
11

12           WHEREAS, The City of Fairbanks, the City of North Pole, and the Borough  
13 have been operating under an agreement signed by the Mayors of each jurisdiction since  
14 2004; and  
15

16           WHEREAS, It is in the best interest of all borough citizens for the Borough  
17 to be able to spend tax revenue on economic development that will benefit the entire  
18 borough, regardless of the source of the revenue; and  
19

20           WHEREAS, Economies are not necessarily bound by governmental  
21 boundaries; and  
22

23           WHEREAS, The Borough is not interested in acquiring an areawide power  
24 of economic development, which would prohibit the City of Fairbanks and the City of  
25 North Pole from exercising economic development within their boundaries; and  
26

27           NOW THEREFORE that the parties agree to jointly provide for borough-wide  
28 economic development and authorizing each municipality to:  
29

- 30           1. Apply for, receive, and administer grants.

- 31 2. Take other action to develop, encourage, study, or finance economic  
32 development projects that benefit the entire borough, such as:  
33 a. Support economic development organizations that support key  
34 industries outlined in the Comprehensive Economic Development  
35 Strategy (CEDS), such as the Fairbanks Economic Development  
36 Corporation and Explore Fairbanks.  
37 b. Promote, support, and facilitate projects for key economic industries as  
38 identified in the CEDS.  
39 3. Develop and maintain key economic indicators and metrics to be used for  
40 informing economic development decisions for the entire borough.  
41 4. Create and disseminate information on the economic status of the entire  
42 borough in support of economic development actions.

43  
44 IN WITNESS WHEREOF, we have hereunto set our hands this \_\_\_\_\_ DAY  
45 OF \_\_\_\_\_ 20\_\_\_\_.

46  
47  
48 \_\_\_\_\_  
49 Bryce Ward, Mayor  
50 Fairbanks North Star Borough

51  
52 \_\_\_\_\_  
53 David Pruhs, Mayor  
54 City of Fairbanks

55 ATTEST:

56  
57 \_\_\_\_\_  
58 April Trickey, MMC  
59 Borough Clerk

57 \_\_\_\_\_  
58 Michael Welch, Mayor  
59 City of North Pole

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 ~~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	\$ 188,000	\$ 968,030
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	660,000	10,512,832
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	<b>\$ 20,081,861</b>	\$ -	\$ 20,081,861
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	\$ 918,000	\$ 6,730,454
Public Works Department	2,334,904	-	2,334,904
Garbage Equipment Reserve	853,000	-	853,000
IT Department	170,962	66,500	237,462
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	\$ 1,574,183	\$ 16,402,139
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)	(445,714)	(4,983,982)
2024 estimated fund balance	\$ 12,200,893	\$ (575,914)	\$ 11,624,979
Estimated unassigned capital fund balance for projects			\$ 5,596,839



**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.

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**David Pruhs, Mayor**

AYES:  
NAYS:  
ABSENT:  
ADOPTED:

ATTEST:

APPROVED AS TO FORM:

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D. Danyielle Snider, MMC, City Clerk

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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 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)
  - \$125,000 increase to salaries and benefits for a full-time community paramedic (unfilled new position, moved from Fire Department budget)
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
  - (\$125,000) decrease to salaries and benefits for a full-time community paramedic (unfilled new position, moved to Mayor's Office budget)

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**  
**\$1,574,183 Increase in Expenditures**

**Revenue**

1. Other Financing Sources

- (\$1,731) decrease 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
- \$680,000 increase for fire training center upgrades phase I
- \$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

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 project (Ordinance 6273) and \$2,050,000 for Cowles Street project (Ordinance 6274)

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

**ORDINANCE NO. 6282, AS AMENDED**

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

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# CAPITAL FUND

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	<hr/>	<hr/>	<hr/>
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<b>EXPENDITURES</b>			
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	<hr/>	<hr/>	<hr/>
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Transfers from other funds	5,500,000	-	5,500,000
Other changes to the budget	(4,538,268)	(695,714)	(5,233,982)
2024 estimated fund balance	<u>\$ 12,200,893</u>	<u>\$ (825,914)</u>	<u>\$ 11,374,979</u>
Estimated unassigned capital fund balance for projects			<u><u>\$ 5,346,839</u></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, 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, AS AMENDED  
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 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)
  - \$125,000 increase to salaries and benefits for a full-time community paramedic (unfilled new position, moved from Fire Department budget)
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
  - (\$125,000) decrease to salaries and benefits for a full-time community paramedic (unfilled new position, moved to Mayor's Office budget)

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**  
**\$1,824,183 Increase in Expenditures**

**Revenue**

1. Other Financing Sources

- (\$1,731) decrease 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
- \$680,000 increase for fire training center upgrades phase I
- \$160,000 increase for backflow preventers at multiple sites
- \$60,000 increase for garage door expansion at public works
- **\$250,000 increase for childcare project**

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
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 project (Ordinance 6273) and \$2,050,000 for Cowles Street project (Ordinance 6274)



# 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. This position receives general supervision from the Mayor and Chief of Staff.

## **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).



Introduced by: Mayor David Pruhs  
Introduced: June 10, 2024

**RESOLUTION NO. 5123**

**A RESOLUTION TO AMEND THE CITY SCHEDULE OF FEES  
AND CHARGES FOR SERVICES BY ADJUSTING GARBAGE  
COLLECTION RATES**

**WHEREAS**, Section 66-22 of Fairbanks General Code provides that garbage collection rates be adjusted each year to reflect the annual change in the Anchorage Consumer Price Index (CPI) as well as changes in the cost of fuel and tipping fees charged by the Fairbanks North Star Borough landfill; and

**WHEREAS**, the change in the annual CPI was 1.5 percent for 2023; and

**WHEREAS**, the Fairbanks North Star Borough landfill tipping fees increased by \$10.00/ton in July 2023, and the Borough is proposing an increase of \$5.00/ton in July 2024.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA**, to approve the attached version of the *Schedule of Fees and Charges for Services* amending the refuse collection rates, effective July 1, 2024.

**PASSED** and **APPROVED** this 10th day of June 2024.

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**David Pruhs, City Mayor**

YEAS:  
NAYS:  
ABSENT:  
APPROVED:

ATTEST:

APPROVED AS TO FORM:

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D. Danyielle Snider, MMC, City Clerk

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Thomas A. Chard II, City Attorney

**FISCAL NOTE**

**2024/2025 Refuse Collection Fee Adjustment**

Code does not allow inclusion of postage and mailing supplies & services.

Category	Current Rate Per Quarter	Anchorage Annual CPI for 2023	CPI Adjusted Rate	Tipping Fees Increase, (see detail below)	Total	Increased Rate Per QTR (rounded)
Refuse Collection	\$ 93.00	101.50%	\$ 94.40	\$ 1.81	\$ 96.20	\$ 96.00

Tipping Fee Increase Detail						
7/1/2023-6/30/2024 7/1/2024-6/30/2025 Total Tons	Units	AVG Tons/Unit	\$ Increase Per Ton	\$ Per Year	\$ Per QTR	Increased Rate Per QTR (rounded)
2300	5,049	45.55%	10.00	\$ 4.56	\$ 1.14	\$ 1.14
2700	5,049	53.48%	5.00	\$ 2.67	\$ 0.67	\$ 0.67

7/1/23=\$137 per ton (actual); 7/1/24=\$142 per ton (projected)

Amount of Increase	<u>\$ 3.00</u>
Quarterly Increase	<u>\$ 15,147.00</u>
Budget Impact	<u>\$ 30,294.00</u>

## City of Fairbanks Schedule of Fees and Charges for Services

**Resolution 5123 - Effective July 1, 2024**

Category	Code Sec.	Topic	Current Fee	Proposed Fee	Unit Description
<b>Garbage Collection</b>	66-22	Single Family Dwelling	\$ 93.00	\$ <b>96.00</b>	Per quarter (rounded from \$96.20)
		Duplex	\$ 186.00	\$ <b>192.00</b>	
		Triplex	\$ 279.00	\$ <b>288.00</b>	
		Fourplex	\$ 372.00	\$ <b>384.00</b>	
	66-23	Senior Rate (75% of single family dwelling)	\$ 70.00	\$ <b>72.00</b>	

**FISCAL NOTE [BY COST]**  
**2024/2025 Refuse Collection Fee Adjustment**

Category	Current Rate Per Quarter	Percent Increase	Adjusted Rate	Tipping Fees Increase, (see detail below)	Total	Increased Rate Per QTR (rounded)
Refuse Collection	\$ 93.00	111.50%	\$ 103.70	\$ 1.81	\$ 105.50	\$ 105.50

Tipping Fee Increase Detail						
7/1/2023-6/30/2024 7/1/2024-6/30/2025 Total Tons	Units	AVG Tons/Unit	\$ Increase Per Ton	\$ Per Year	\$ Per QTR	Increased Rate Per QTR (rounded)
2300	5,049	45.55%	10.00	\$ 4.56	\$ 1.14	\$ 1.14
2700	5,049	53.48%	5.00	\$ 2.67	\$ 0.67	\$ 0.67

7/1/23=\$137 per ton (actual); 7/1/24=\$142 per ton (projected)

Amount of Increase	<u>\$ 12.50</u>
Quarterly Increase	<u>\$ 63,124</u>
Budget Impact	<u>\$ 126,248</u>

## City of Fairbanks Schedule of Fees and Charges for Services

**Resolution 5123 - Effective July 1, 2024 (By Cost)**

Category	Code Sec.	Topic	Current Fee	Proposed Fee	Unit Description
<b>Garbage Collection</b>	66-22	Single Family Dwelling	\$ 93.00	\$ <b>105.50</b>	
		Duplex	\$ 186.00	\$ <b>211.00</b>	
		Triplex	\$ 279.00	\$ <b>316.50</b>	
		Fourplex	\$ 372.00	\$ <b>422.00</b>	
	66-23	Senior Rate (75% of single family dwelling)	\$ 70.00	\$ <b>79.00</b>	

**RESOLUTION NO. 5124**

**A RESOLUTION AMENDING THE CITY SCHEDULE OF FEES  
AND CHARGES FOR SERVICES BY ADDING PROCESSING  
FEES FOR NON-UTILITY BILLING AND AMENDING THE  
TRANSACTION FEE FOR NON-UTILITY CREDIT AND DEBIT  
CARD PAYMENTS**

**WHEREAS**, the City of Fairbanks applies processing fees for credit and debit card payments directly to the customer for non-utility billing charges as approved in Resolution No. 5093; and

**WHEREAS**, the City of Fairbanks plans to upgrade the system that will allow online payments for sales taxes and additional services related to citations; and

**WHEREAS**, processing fees are applied directly to the customer for non-utility billing charges; therefore, reducing the burden of cost to taxpayers.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA**, to approve the attached version of the *Schedule of Fees and Charges for Services* relating to Credit Card Processing Fees, effective October 1, 2024.

**PASSED** and **APPROVED** this 10th day of June 2024.

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

**Resolution 5124 - Effective October 1, 2024**

Category	Code Sec.	Topic	Current Fee	Proposed Fee	Unit Description
<b>Processing Fees</b>		Non-Utility Credit/Debit Card Transaction Fee	2.9% of transaction	Up to 3.60% of transaction, minimum \$2.50	Fee applies to all credit and debit card payments, except utility payments
		Non-Utility E-Check Transaction Fee		\$ 1.95	
		Citation Online Processing Fee		\$1.00 up to \$100; \$2.50 over \$100, \$3.50 special reports	Fee for each transaction processed through the system. This fee is in addition to a .75% credit or debit card fee.

# November 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
	<b>COUNCIL MEETING</b>	<b>WORK SESSION</b>	<b>COUNCIL BUDGET MEETING</b>	<b>COUNCIL BUDGET MEETING</b>	<b>COUNCIL BUDGET MEETING</b>	
3	4	5	6	7	8	9
	<b>COUNCIL MEETING</b>		<b>COUNCIL BUDGET MEETING</b>	<b>COUNCIL BUDGET MEETING</b>	<b>COUNCIL BUDGET MEETING</b>	
10	11	12	13	14	15	16
	<b>HOLIDAY</b>	<b>WORK SESSION</b>	<b>COUNCIL BUDGET MEETING</b>	<b>COUNCIL BUDGET MEETING</b>	<b>COUNCIL BUDGET MEETING</b>	
17	18	19	20	21	22	23
	<b>1ST BUDGET READING</b>					
24	25	26	27	28	29	30
		<b>WORK SESSION</b>		<b>HOLIDAY</b>		
1	2	<i>Notes: ALL BUDGET MEETINGS ARE HELD FROM 7:00 AM TO 8:30 AM</i>				
	<b>PROPOSED 2ND BUDGET READING</b>					





# CALENDAR 2024

## 2024 CITY COUNCIL MEETINGS and CITY-OBSERVED HOLIDAYS

JANUARY	08 22	JULY	08 22
FEBRUARY	12 26	AUGUST	12 26
MARCH	11 25	SEPTEMBER	09 23
APRIL	08 22	OCTOBER	14 28
MAY	13 <u>20</u>	NOVEMBER	<u>04</u> <u>18</u>
JUNE	10 24	DECEMBER	<del>02</del> <sup>09</sup> <u>16</u>

**NOTE:** Underlined dates indicate a deviation from FGC Sec. 2-113(a) due to City-observed holidays, City Council-approved amendments, or AML Conference conflicts.

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### 2024 CITY-OBSERVED HOLIDAYS (City Offices Closed)

New Year's Day	Monday	January 1, 2024
Presidents Day	Monday	February 19, 2024
Memorial Day	Monday	May 27, 2024
Independence Day	Thursday	July 4, 2024
Labor Day	Monday	September 2, 2024
Veterans Day	Monday	November 11, 2024
Thanksgiving Day	Thursday	November 28, 2024
Christmas Day	Wednesday	December 25, 2024

*Meeting Schedule was approved by the City Council on November 13, 2023,  
and amended on November 27, 2023*



## City of Fairbanks Finance Committee Meeting Report May 23, 2024

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

Committee Member Absent: Alesia Kruckenberg (excused)

Other Present: David van den Berg

Committee members discussed the capital fund financial policy and made changes. The proposed policy will be presented to the Council during a work session.

Committee members reviewed the General Fund Long-Range Financial Projections and made changes to the assumptions. The report will be presented to the Council during a work session.

Committee members reviewed the Ordinance Amending the 2024 Operating and Capital Budgets for the Second Time. Committee members expressed concerns about the \$1.5 million transfer due to outstanding risk claims and the overtime for the fire department.

Committee members reviewed the Iowa Revitalization Programs to recommend financial strategies to improve revitalization in Fairbanks. The committee will continue their discussion at the next meeting.

Committee members reviewed the following reports as of April 30, 2024:

- General Fund Balance Sheet with a fund balance of \$17.4 million
- General Fund Revenues and Expenditures Report with revenues of \$17.6 million and expenditures of \$14.7 million
- Cash Flow Report with balance of \$32.8 million

The next scheduled Finance Committee meeting is Thursday, June 27, 2024, at 7:00 a.m. in the Felix Pedro Room.